

# BOARD OF COUNTY COMMISSIONERS LEON COUNTY, FLORIDA

## AGENDA REGULAR MEETING

**Tuesday, October 13, 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 Leon County Florida channel on Roku, the County's [Facebook](#) page, [YouTube](#) channel and [web site](#).



### *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

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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](http://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 Leon County Florida channel on Roku, the County's [Facebook](#) page, [YouTube](#) channel and [web site](#).

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](http://www.leoncountyfl.gov/ADA).

# Board of County Commissioners

Leon County, Florida

## Agenda

Regular Public Meeting

Tuesday, October 13, 2020, 3:00 p.m.

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The Board will meet via video conference to conduct the October 13<sup>th</sup> regular 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 Leon County Florida channel on Roku, the County's [Facebook](#) page, [YouTube](#) channel and [web site](#).

Citizens interested in submitting written public comments in advance of the virtual meeting or interested in registering to provide comments using communications media technology during the virtual meeting should submit the written comments or register to provide comments by 8 p.m. on the day before the meeting in order for written comments to be distributed to the County Commission prior to the meeting and, for those who wish to comment during the meeting, to provide County staff sufficient time to provide instructions to citizens for comment during the virtual meeting. Written comments submitted after the 8 p.m. deadline on the day before the meeting (up until the time of the meeting) will be provided to the Commissioners and will also added to the official record and posted on the County webpage.

Citizens wishing to provide input on any item(s) on the published agenda (or a non-agenda subject) for the upcoming virtual meeting may:

- Submit their written comments prior to the meeting using the following link <https://leoncountyfl.gov/PublicComments> or
- Register to provide comments using communications media technology during the meeting through the registration form using the following link <https://www2.leoncountyfl.gov/coadmin/agenda/>

Anyone needing assistance with submitting comments for the official record may contact County Administration via email at [LCG\\_PublicComments@leoncountyfl.gov](mailto:LCG_PublicComments@leoncountyfl.gov) or via phone at 850-606-5300. Please note that Board of County Commissioners Policy 01-05, Article IX., Section E., entitled "Addressing the Commission", and Article IX., Section F., entitled "Decorum", shall remain in full force and effect.

### **INVOCATION AND PLEDGE OF ALLEGIANCE**

Invocation and Pledge of Allegiance by Chairman Bryan Desloge

### **AWARDS AND PRESENTATIONS**

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

### **CONSENT**

1. Minutes: May 12, 2020 Regular Meeting.  
*(Clerk of Court)*
2. Payment of Bills and Vouchers  
*(County Administrator/ Office of Financial Stewardship/ Office of Management & Budget)*

3. Annual Performance Review for the County Administrator, in Accordance with Board Policy No. 11-6, “County Administrator Evaluation and Annual Reporting Process”  
*(Chairman)*
4. Status Report on the Monument to Confederate Soldiers from Leon County at the State of Florida Capitol Complex  
*(County Administrator/ County Administration)*
5. Request to Schedule Two Public Hearings to Consider Adopting an Ordinance Amending Article VIII of Chapter 10 of the Leon County Code of Laws Entitled “Floodplain Management” and Amending Section 10-1.101 Entitled “Definitions” and Section 10-4.303 Entitled “Stormwater Management Design Standards” for November 17, 2020 and December 8, 2020  
*(County Administrator/ Development Support & Environmental Management)*
6. Request to Schedule the First and Only Public Hearing to Consider Adopting an Ordinance Amending Chapter 5 of the Leon County Code of Laws Entitled “Building and Construction Regulations” for December 8, 2020  
*(County Administrator/ Development Support & Environmental Management)*
7. Florida Department of Health Emergency Medical Services County Grant  
*(County Administrator/ EMS)*
8. FY 2020 Carry Forward Appropriations  
*(County Administrator/ Office of Financial Stewardship)*
9. Request to Reschedule the Workshop on Affordable Housing Initiatives in Leon County  
*(County Administrator/ Human Services & Community Partnerships)*
10. Agreement with WageWorks, Inc. for Cafeteria Plan Administration Services  
*(County Administrator/ Human Resources)*
11. Proposed Revisions to Leon County Personnel Policies and Procedures, Section VII - Attendance and Leave – Teleworking  
*(County Administrator/ Human Resources)*
12. Maintenance Agreement with Florida Department of Transportation for the Landscaping of the Medians along North Monroe Street from the Gadsden County Line to Interstate 10  
*(County Administrator/ Public Works)*
13. Agreement with the University of Florida Regarding the Leon County Cooperative Extension Program  
*(County Administrator/ Office of Resource Stewardship)*
14. Commissioner Appointment to the Science Advisory Committee  
*(County Administrator/ County Administration)*

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

15. Status Report on the Implementation of the COVID-19 Protocols for Cross Country Races at Apalachee Regional Park  
*(County Administrator/ Tourism)*

**CONSENT ITEMS PULLED FOR DISCUSSION**

**CITIZENS TO BE HEARD ON NON-AGENDAED ITEMS**

*Citizens wishing to provide input on any item(s) on the published agenda (or a non-agenda subject) for the upcoming virtual meeting may: Submit their written comments prior to the meeting using the following link <https://leoncountyfl.gov/PublicComments> or Register to provide comments using communications media technology during the meeting through the registration form using the following link <https://www2.leoncountyfl.gov/coadmin/agenda/>*

**GENERAL BUSINESS**

16. Tallahassee-Leon County Commission on the Status of Women and Girls Annual Report and Joint County/City Agreement with The Oasis Center for Women & Girls  
*(County Administrator/ County Administration)*
17. FY 2020-21 Annual Retreat Overview  
*(County Administrator/ County Administration)*
18. American Legion Post 13 Request for Funding  
*(County Administrator/ Human Services & Community Partnerships)*
19. Approval of Habitat Conservation Plan for Upper Lake Lafayette Lake Bottom  
*(County Administrator/ Office of Resource Stewardship)*
20. Bid Award for the Construction of Daniel B. Chaires Baseball Field Improvements  
*(County Administrator/ Public Works/ Purchasing/ Office of Resource Stewardship)*
21. Full Board Appointment to the Tourist Development Council  
*(County Administrator/ County Administration)*

**SCHEDULED PUBLIC HEARINGS, 6:00 P.M.**

22. Joint County/City Adoption Hearings on Proposed 2020 Cycle Amendments to the Tallahassee-Leon County Comprehensive Plan  
*(County Administrator/ PLACE/ Planning)*

**WORKSHOP**

23. Joint County/City Workshop on Proposed Welaunee Arch Objective and Policies for the Welaunee Critical Area Plan  
*(County Administrator/ PLACE/ Planning)*

**COMMENTS/DISCUSSION ITEMS**

Items from the County Attorney

Items from the County Administrator

Discussion Items by Commissioners

**RECEIPT AND FILE**

- Capital Region Community Development District Fiscal Year 2021 Meeting Dates

**ADJOURN**

*The next workshop of the Board of County Commissioners is tentatively scheduled for  
**Tuesday, October 27, 2020 at 3:00 p.m.***

*The next special public hearing of the Board of County Commissioners is tentatively scheduled for  
**Tuesday, November 10, 2020 at 6:00 p.m.***

*The next regular meeting of the Board of County Commissioners is tentatively scheduled for  
**Tuesday, November 17, 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](http://www.leoncountyfl.gov)**

## PUBLIC NOTICE

### Leon County Board of County Commissioners 2020 Tentative Meeting Schedule

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

<b>Date</b>	<b>Day</b>	<b>Time</b>	<b>Meeting</b>
<b>January 27</b>	Monday	9:00 a.m.	Board Retreat
<b>January 28</b>	Tuesday	3:00 p.m.	Regular Board Meeting
<b>February 11</b>	Tuesday	3:00 p.m.	Regular Board Meeting
<b>February 25</b>	Tuesday	1:00 p.m.	Joint Workshop Comprehensive Plan Amendments
<b>February 25</b>	Tuesday	3:00 p.m.	Regular Board Meeting
<b>March 10</b>	Tuesday	3:00 p.m.	Regular Board Meeting
<b>April 14</b>	Tuesday	3:00 p.m.	Regular Board Meeting
<b>April 28</b>	Tuesday	3:00 p.m.	Regular Board Meeting
<b>May 12</b>	Tuesday	3:00 p.m.	Regular Board Meeting
<b>May 21</b>	Thursday	3:00 p.m.	Special Board Meeting
<b>May 26</b>	Tuesday	6:00 p.m.	Joint Transmittal Hearing on 2020 Cycle Comprehensive Plan Amendments
<b>June 9</b>	Tuesday	3:00 p.m.	Special Board Meeting
<b>June 16</b>	Tuesday	3:00 p.m.	Regular Board Meeting
<b>June 23</b>	Tuesday	3:00 p.m.	Special Board Meeting
<b>July 14</b>	Tuesday	9:00 a.m.	Budget Workshop
<b>July 14</b>	Tuesday	3:00 p.m.	Regular Board Meeting
<b>September 15</b>	Tuesday	3:00 p.m.	Regular Board Meeting
<b>September 15</b>	Tuesday	6:00 p.m.	First Public Hearing on Tentative Millage Rate and Budgets
<b>September 29</b>	Tuesday	3:00 p.m.	Regular Board Meeting
<b>September 29</b>	Tuesday	6:00 p.m.	Second Public Hearing on Final Millage Rate and Final Budgets
<b>October 13</b>	Tuesday	3:00 p.m.	Regular Board Meeting
<b>October 13</b>	Tuesday	6:00 p.m.	Joint Workshop & Adoption Hearing on 2020 Cycle Comprehensive Plan Amendments
<b>October 27</b>	Tuesday	1:00 p.m.	Board Workshop
<b>November 10</b>	Tuesday	6:00 p.m.	Adoption Hearing on 2020 Cycle Welaunee Comprehensive Plan Amendments
<b>November 17</b>	Tuesday	3:00 p.m.	Reorganization & Regular Board Meeting
<b>December 8</b>	Tuesday	3:00 p.m.	Regular Board Meeting

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

<b>Month</b>	<b>Day</b>	<b>Time</b>	<b>Meeting Type</b>
<b>September 2020</b>	<i>Thursday 3 – Friday 4</i>		<i>FAC Advanced County Commissioner I Program Session 1</i>
	<b>Monday 7</b>	<b>Offices Closed</b>	<b>LABOR DAY</b>
	<i>Tuesday 8</i>		<i>FAC Ethics, Public Records &amp; Sunshine Law Course</i>
	<i>Thursday 10 – Friday 11</i>		<i>FAC Innovation &amp; Policy Conference Virtual Conference</i>
	Tuesday 15	3:00 p.m.	Regular Meeting Virtual Meeting
		6:00 p.m.	First Public Hearing Regarding Tentative Millage Rates and Tentative Budgets for FY 20/21
		6:00 p.m.	First & Only Public Hearing to Approve the Resolution Adopting the Fire Rescue Services Non-Ad Valorem Assessment Roll and Certification of the Entire Roll to the Tax Collector
		6:00 p.m.	First & Only Public Hearing to Approve the Resolution Adopting the Solid Waste Disposal Services Non-Ad Valorem Assessment Roll and Certification of the Entire Roll to Tax Collector
		6:00 p.m.	First & Only Public Hearing to Approve the Resolution Adopting the Stormwater Non-ad Valorem Assessment Roll and Certification of the Entire Roll to Tax Collector
	Tuesday 15	6:00 p.m.	Second & Final Public Hearing on a Development Agreement Between Leon County and Golden Oak Land Group, LLC, and Cawthon Family Properties, LLC
	<del>Wednesday 16 – Sunday 20</del>	<i>cancelled</i>	<i>Congressional Black Caucus Annual Legislative Conference Virtual Conference</i>
	<i>Thursday 17 – Friday 18</i>		<i>FAC Advanced County Commissioner II Program Session 2</i>
	Thursday 17	3:00 p.m.	Blueprint Intergovernmental Agency Meeting & 6:00 p.m. Budget Public Hearing, Virtual Meeting
	Monday 21	1:30 p.m.	Capital Region Transportation Planning Agency Virtual Meeting
	Wednesday 23 – Saturday 26		<i>Int'l City/County Management Association (ICMA) Annual Conference - Digital Event</i>
	Tuesday 29	3:00 p.m.	Regular Meeting Virtual Meeting
		6:00 p.m.	Second & Final Public Hearing on Adoption of Final Millage Rates and Budgets for FY 20/21
		6:00 p.m.	First and Only Public Hearing to Consider Adopting an Ordinance Amending Section 8-156 of the Code of Laws of Leon County Relating to the Affordable Housing Advisory Committee
		6:00 p.m.	First and Only Public Hearing to Consider a Proposed Resolution Adopting Inventory List of County-Owned Properties Appropriate for Affordable Housing
		6:00 p.m.	First and Only Public Hearing to Consider a Proposed Resolution Renouncing and Disclaiming any Right of the County in a Portion of Jack Vause Landing Road and Boat Landing

Month	Day	Time	Meeting Type
<b>October 2020</b>	<i>Thursday 1 – Friday 2</i>		<i>FAC Advanced County Commissioner I Program Session 2</i>
	Tuesday 13	3:00 p.m.	Regular Meeting Virtual Meeting
		<b>6:00 p.m.</b>	<b>Joint City/County Adoption Hearing on Cycle 2020 Comprehensive Plan Amendments</b>
		<b>6:00 p.m.</b>	<b>Joint workshop on the Welaunee Arch Master Plan Comprehensive Plan Amendments</b>
	<i>Thursday 15 – Friday 16</i>		<i>FAC Advanced County Commissioner II Program Session 3</i>
	<del>Tuesday 20</del> <b>Monday 19</b>	<del>9 a.m. – 1 p.m.</del> <b>1:30 p.m.</b>	Capital Region Transportation Planning Agency <del>Workshop/Retreat – Location TBD</del> Regular Meeting
	Tuesday 27	<del>1:00 p.m.</del> <b>Rescheduled tentative</b>	<del>Workshop on Affordable Housing Initiatives County Courthouse, 5<sup>th</sup> Floor Commission Chambers</del>
	Tuesday 27	3:00 p.m.	Workshop on 2021 State and Federal Legislative Priorities Virtual Meeting
		<del>3:00 p.m.</del> <b>Cancelled</b>	<del>Regular Meeting County Courthouse, 5<sup>th</sup> Floor Commission Chambers</del>
<b>November 2020</b>	<i>Thursday 5 – Friday 6</i>		<i>FAC Advanced County Commissioner I Program Session 3</i>
	<b>Tuesday 10</b>	<b>6:00 p.m.</b>	<b>County Adoption Hearing on Cycle 2020 Welaunee Comprehensive Plan Amendments</b> County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
	<b>Wednesday 11</b>	<b>Offices Closed</b>	<b>VETERAN’S DAY OBSERVED</b>
	Tuesday 17	3:00 p.m.	Installation, Reorganization and Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
		<b>6:00 p.m.</b>	<b>First and Only Public Hearing to Consider Adopting an Ordinance Amending Chapter 2, Article XII of the Code of Laws of Leon County Relating to Lobbying Regulations</b>
		<b>6:00 p.m.</b>	<b>First and Only Public Hearing to Consider a Revised Sixth Amendment to the Southwood Development of Regional Impact Integrated Development Order</b>
		<b>6:00 p.m. tentative</b>	<b>First of Two Public Hearings to Consider Adoption of an Ordinance Amending Article VIII of Chapter 10 of the Leon County Code of Laws Entitled “Floodplain Management” and also Amending Section 10 1.101 Entitled “Definitions” and Section 10-4.303 Entitled “Stormwater Management Design Standards”</b>
	<i>Thursday 19 – Friday 20</i>		<i>FAC Advanced County Commissioner II Program Session 4</i>
	Monday 23	1:30 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	<b>Thursday 26</b>	<b>Offices Closed</b>	<b>THANKSGIVING DAY</b>
	<b>Friday 27</b>	<b>Offices Closed</b>	<b>FRIDAY AFTER THANKSGIVING DAY</b>
<b>December 2020</b>	<i>Tuesday 1</i>		<i>FAC Ethics, Public Records &amp; Sunshine Law Course</i>
	<i>Wednesday 2 - Friday 4</i>		<i>FAC Legislative Conference (includes New Commissioner Orientation on Dec. 3) Duval County; Jacksonville, FL</i>
	<i>Thursday 3 – Friday 4</i>		<i>FAC Advanced County Commissioner I Program Session 4</i>
	Tuesday 8	3:00 p.m.	Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers



Month	Day	Time	Meeting Type
December 2020 (cont.)	Tuesday 8	<u>6:00 p.m.</u>	<u>First &amp; Only Public Hearing to Consider amending the Official Zoning Map to change the Zoning Classification from Residential Preservation (RP) to Residential Preservation (RP) with Historic Preservation Overlay (HOP) Zoning District (Lake Hall Schoolhouse)</u>
		<u>6:00 p.m.</u>	<u>First &amp; Only Public Hearing to Consider amending the Official Zoning Map to change Zoning Classification from Office Residential-2 (OR-2) to General Commercial (C-2) Zoning District (1904 Talpeco Drive)</u>
		<u>6:00 p.m.</u>	<u>First and Only Public Hearing on the 7th Amendment to the Southwood DRI Development Order</u>
		<u>6:00 p.m.</u> <i>tentative</i>	<u>Second and Final Public Hearing to Consider Adoption of an Ordinance Amending Article VIII of Chapter 10 of the Leon County Code of Laws Entitled "Floodplain Management" and also Amending Section 10 1.101 Entitled "Definitions" and Section 10-4.303 Entitled "Stormwater Management Design Standards"</u>
		<u>6:00 p.m.</u> <i>tentative</i>	<u>First &amp; Only Public Hearing to Consider Adopting an Ordinance Amending Chapter 5 of Leon County Code of Laws Entitled "Building and Construction Regulations"</u>
	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
	<i>Thursday 17 – Friday 18</i>		<i>FAC Advanced County Commissioner II Program Session 5</i>
	<b>Friday 25</b>	<b>Offices Closed</b>	<b>CHRISTMAS DAY</b>

## PUBLIC NOTICE

### Leon County Board of County Commissioners 2021 Tentative Meeting Schedule

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

<b>Date</b>	<b>Day</b>	<b>Time</b>	<b>Meeting</b>
<b>January 25</b>	Monday	9:00 a.m.	Board Retreat
<b>January 26</b>	Tuesday	3:00 p.m.	Regular Board Meeting
<b>February 9</b>	Tuesday	3:00 p.m.	Regular Board Meeting
<b>March 9</b>	Tuesday	3:00 p.m.	Regular Board Meeting
<b>March 23</b>	Tuesday	1:00 p.m.	Joint County/City Workshop on Comprehensive Plan Amendments
<b>April 13</b>	Tuesday	3:00 p.m.	Regular Board Meeting
<b>April 13</b>	Tuesday	6:00 p.m.	Joint Transmittal Hearing on the 2021 Cycle Comprehensive Plan Amendments
<b>April 27</b>	Tuesday	9:00 a.m.	Budget Workshop
<b>May 11</b>	Tuesday	3:00 p.m.	Regular Board Meeting
<b>May 25</b>	Tuesday		Meeting and/or Workshop (TBD)
<b>June 8</b>	Tuesday	3:00 p.m.	Regular Board Meeting
<b>June 8</b>	Tuesday	6:00 p.m.	Joint Adoption Hearing on 2021 Cycle Comprehensive Plan Amendments
<b>June 22</b>	Tuesday	9:00 a.m.	Budget Workshop
<b>July 13</b>	Tuesday	9:00 a.m.	Budget Workshop (if necessary)
<b>July 13</b>	Tuesday	3:00 p.m.	Regular Board Meeting
<b>September 14</b>	Tuesday	3:00 p.m.	Regular Board Meeting
<b>September 14</b>	Tuesday	6:00 p.m.	First Public Hearing on Tentative Millage Rate and Budgets
<b>September 28</b>	Tuesday	3:00 p.m.	Regular Board Meeting
<b>September 28</b>	Tuesday	6:00 p.m.	Second Public Hearing on Final Millage Rate and Final Budgets
<b>October 12</b>	Tuesday	3:00 p.m.	Regular Board Meeting
<b>October 26</b>	Tuesday		Meeting and/or Workshop (TBD)
<b>November 9</b>	Tuesday	3:00 p.m.	Reorganization & Regular Board Meeting
<b>December 14</b>	Tuesday	3:00 p.m.	Regular Board Meeting

Note: All regularly scheduled Commission meetings are generally scheduled for the 2<sup>nd</sup> Tuesday of the month and workshops for the 4<sup>th</sup> Tuesday. If additional Commission meetings are necessary, the meeting would be scheduled on the 4<sup>th</sup> Tuesday of the month in addition to or in place of a workshop.

**PUBLIC NOTICE**  
**Leon County Board of County Commissioners**  
**2021 Tentative Meeting Schedule**

<b>Month</b>	<b>Day</b>	<b>Time</b>	<b>Meeting Type</b>
<b>January 2021</b>	<b>Friday 1</b>	<b>Offices Closed</b>	<b>NEW YEAR'S DAY</b>
	<i>Thursday 7 &amp; Friday 8</i>	<i>Seminar 2 of 3</i>	<i>FAC Advanced County Commissioner I Program Session 5</i>
	<b>Tuesday 12</b>	<b>No meeting</b>	<b>BOARD RECESS</b>
	<b>Monday 18</b>	<b>Offices Closed</b>	<b>MARTIN LUTHER KING, JR. DAY</b>
	Tuesday <b>TBD</b>	1:30 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	<i>Thursday 21 – Friday 22</i>		<i>FAC Advanced County Commissioner II Program Session 6</i>
	Monday 25	9:00 a.m.	Board Retreat TBD
	Tuesday 26	3:00 p.m.	Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
<b>February 2021</b>	<i>Thursday 4 &amp; Friday 5</i>		<i>FAC Advanced County Commissioner I Program Session 6</i>
	Tuesday 9	3:00 p.m.	Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
	Tuesday <b>TBD</b>	1:30 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	Thursday 18	1:00 p.m.	Blueprint Intergovernmental Agency Strategic Plan Workshop City Commission Chambers
	Thursday 18	3:00 p.m.	Blueprint Intergovernmental Agency Meeting City Commission Chambers
	<i>Thursday 18 – Friday 19</i>		<i>FAC Advanced County Commissioner II Program Session 7</i>
	<i>Saturday 20 – Wednesday 24</i>		<i>NACO Legislative Conference Washington, D.C.</i>
<b>March 2021</b>	<i>Thursday 4 &amp; Friday 5</i>		<i>FAC Advanced County Commissioner I Program Session 7</i>
	Tuesday 9	3:00 p.m.	Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
	Tuesday <b>TBD</b>	1:30 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	<i>Tuesday 16</i>		<i>FAC Ethics, Public Records &amp; Sunshine Law Course</i>
	<i>Wednesday 17</i>	<i>7:30 a.m.</i>	<i>FAC Legislative Day Tallahassee, FL</i>
	<i>Thursday 18 – Friday 19</i>		<i>FAC New Commissioner / Structure &amp; Authority Class and Commissioners Roles &amp; Responsibilities Class</i>
	<i>Thursday 18 – Friday 19</i>		<i>FAC Advanced County Commissioner II Program Session 8</i>
	Tuesday 23	1:00 p.m.	Joint County/City Workshop on the 2021 Cycle Comprehensive Plan Amendments
		<b>3:00 p.m.</b>	<b><u>Workshop on Affordable Housing Initiatives</u></b> <b><u>County Courthouse, 5<sup>th</sup> Floor Commission Chambers</u></b>
<b>April 2021</b>	<i>Thursday 1 &amp; Friday 2</i>		<i>FAC Advanced County Commissioner I Program Session 8</i>
	Thursday 8	3:00 p.m.	Blueprint Intergovernmental Agency Meeting City Commission Chambers

Month	Day	Time	Meeting Type
<b>April 2021 (cont.)</b>	Tuesday 13	3:00 p.m.	Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
	Tuesday 13	6:00 p.m.	Joint County/City Transmittal Hearing on Cycle 2021 Comprehensive Plan Amendments
	Tuesday <b>TBD</b>	1:30 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	Tuesday 27	9:00 a.m.	Budget Policy Workshop County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
	<b>TBD</b>		Honor Flight
<b>May 2021</b>	Tuesday 11	3:00 p.m.	Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
	Tuesday <b>TBD</b>	1:30 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	<b>Thursday 20</b>	<b>Offices Closed</b>	<b>EMANCIPATON DAY</b>
	Tuesday 25	3:00 p.m.	Meeting and/or Workshop (to be determined) County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
	Thursday 27	1:00 p.m.	Blueprint Intergovernmental Agency Budget Workshop City Commission Chambers
	Thursday 27	3:00 p.m.	Blueprint Intergovernmental Agency Meeting City Commission Chambers
	<b>Monday 31</b>	<b>Offices Closed</b>	<b>MEMORIAL DAY</b>
	<b>June 2021</b>	Tuesday 8	3:00 p.m.
		6:00 p.m.	Joint County/City Adoption Hearing on Cycle 2020 Comprehensive Plan Amendments
	Tuesday <b>TBD</b>	1:30 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	Tuesday 22	9:00 a.m.	Budget Workshop County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
	<i>Tuesday 29 - Friday July 2</i>		<i>FAC Annual Conference &amp; Educational Exposition Orange County; Orlando, FL</i>
<b>July 2021</b>	<b>Monday 5</b>	<b>Offices Closed</b>	<b>INDEPENDENCE DAY observed</b>
	Tuesday 13	9:00 a.m.	Budget Workshop (if necessary) County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
		3:00 p.m.	Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
	<i>Thursday 15</i>	3:00 p.m.	Blueprint Intergovernmental Agency Meeting City Commission Chambers
	<i>Friday 16 - Monday 19</i>		<i>NACo Annual Conference Travis County / Austin, Texas</i>
	<b>Tuesday 27</b>	<b>No Meeting</b>	<b>BOARD RECESS</b>
	<i>Wednesday - Saturday <b>TBD</b></i>		<i>National Urban League Annual Conference</i>
	<b>August 2021</b>	<i>Friday 13 - Sunday 15</i>	
<b>September 2021</b>	<b>Monday 6</b>	<b>Offices Closed</b>	<b>LABOR DAY</b>
	Tuesday 14	3:00 p.m.	Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
		6:00 p.m.*	First Public Hearing Regarding Tentative Millage Rates and Tentative Budgets for FY 20/21*
	<i>Wednesday - Thursday <b>TBD</b></i>		<i>FAC Innovation &amp; Policy Conference</i>

Month	Day	Time	Meeting Type
<b>September 2021 (cont.)</b>	Tuesday <b>TBD</b>	1:30 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	Thursday 23	5:00 p.m.	Blueprint Intergovernmental Agency Meeting & 6:00 p.m. Budget Public Hearing, City Commission Chambers
	Tuesday 28	3:00 p.m.	Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
		6:00 p.m.*	Second & Final Public Hearing on Adoption of Final Millage Rates and Budgets for FY 20/21*
	Wednesday – Sunday <b>TBD</b>	<i>typically mid- September</i>	<i>Congressional Black Caucus Annual Legislative Conference – Washington D.C.</i>
<b>*These public hearing dates may change because of the School Board's scheduling of its budget adoption public hearings</b>			
<b>October 2021</b>	<i>Sunday 3 – Wednesday 6</i>		<i>ICMA Annual Conference Multnomah County - Portland, Oregon</i>
	Tuesday 12	3:00 p.m.	Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
	Tuesday <b>TBD</b>	9:00 a.m.	Capital Region Transportation Planning Agency Workshop/Retreat – Location TBD
	Tuesday 26		Meeting and/or Workshop (to be determined) County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
<b>November 2021</b>	Tuesday 9	3:00 p.m.	Reorganization and Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
	<b>Thursday 11</b>	<b>Offices Closed</b>	<b>VETERAN'S DAY OBSERVED</b>
	Tuesday <b>TBD</b>	1:30 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	Thursday 18	3:00 p.m.	Blueprint Intergovernmental Agency Meeting City Commission Chambers
	<b>Thursday 25</b>	<b>Offices Closed</b>	<b>THANKSGIVING DAY</b>
	<b>Friday 27</b>	<b>Offices Closed</b>	<b>FRIDAY AFTER THANKSGIVING DAY</b>
<b>December 2021</b>	<i>Wednesday - Friday <b>TBD</b></i>		<i>FAC Legislative Conference</i>
	Tuesday 14	3:00 p.m.	Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
	Tuesday <b>TBD</b>	1:30 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	<b>Friday 24</b>	<b>Offices Closed</b>	<b>CHRISTMAS EVE</b>
	<b>Friday 31</b>	<b>Offices Closed</b>	<b>NEW YEAR'S EVE</b>
<b>January 2022</b>	Tuesday 11	No Meeting	<b>BOARD RECESS</b>
	Monday 17		<b>MARTIN LUTHER KING, JR. DAY</b>

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

[leoncountyfl.gov/committees](http://leoncountyfl.gov/committees)

### **CURRENT VACANCIES**

#### **Affordable Housing Advisory Committee**

Board of County Commissioners (2 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. 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.)

#### **Board of Adjustment & Appeals**

Board of County Commissioners (1 appointment for the Alternate Seat)

City of Tallahassee Commission (3 appointments)

#### **Code Enforcement Board**

Commissioner - District II: Jackson, Jimbo (1 appointment)

Seat available for the following categories: Architect or Subcontractor

#### **Contractors Licensing & Examination Board**

Commissioner - District IV: Desloge, Bryan (1 appointment)

Seat available for the following categories: pool contractor or other contractor (sheet metal, roofing, air conditioning, mechanical, plumbing, excavation or solar)

#### **Science Advisory Committee**

Commissioner - District V: Kristin Dozier (1 appointment)

### **UPCOMING VACANCIES**

#### **OCTOBER 31, 2020**

##### **Tourist Development Council**

Board of County Commissioners (1 appointment)

#### **DECEMBER 31, 2020**

##### **Audit Advisory Committee**

Board of County Commissioners (2 appointments)

Clerk of Court (3 appointments)

##### **Joint City/County Bicycling Workgroup**

Board of County Commissioners (3 appointments)

##### **Library Advisory Board**

Commissioner - District I: Bill Proctor (1 appointment)

Commissioner - District V: Kristin Dozier (1 appointment)

Commissioner - At-large II: Nick Maddox (1 appointment)

**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #1**

# Leon County Board of County Commissioners

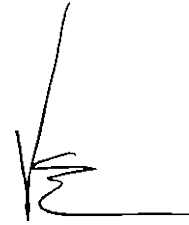
## Agenda Item #1

October 13, 2020

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator

**Title:** Minutes: May 12, 2020 Regular Meeting



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<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Kimberly M. Wilder, Finance Director, Clerk of Court & Comptroller
<b>Lead Staff/ Project Team:</b>	Beryl Wood, Clerk to the Board

### **Statement of Issue:**

This item seeks Board review and approval of the following minutes: May 12, 2020 Regular Meeting.

### **Fiscal Impact:**

This item has no fiscal impact.

### **Staff Recommendation:**

Option #1: Approve the minutes of May 12, 2020, Regular Meeting.

### **Attachment:**

1. May 12, 2020, Regular Meeting



**BOARD OF COUNTY COMMISSIONERS  
LEON COUNTY, FLORIDA  
REGULAR MEETING  
May 12, 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 Chasity O'Steen, and Clerk to the Board Beryl H. Wood.

*Pursuant to the Governor's Executive Order 20-69, Emergency Management – COVID-19-Local Government Public Meetings, the Leon County Board of County Commissioners held this meeting via video conference.*

Chairman Desloge called the meeting to order at 3:00 p.m.

**INVOCATION AND PLEDGE OF ALLEGIANCE**

The Invocation and Pledge of Allegiance was provided by Chairman Bryan Desloge.

He conducted a roll call of the Board.

County Attorney O'Steen read the proclamations concerning Board policy to hold virtual meetings and gave directions to the public.

**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 Long announced the Public Hearing. He stated this item requests the Board conduct the second and final required Public Hearing to consider adoption of an Ordinance to amend the Lake Protection Node (LPN) zoning district which is intended to provide greater flexibility of development options within the nodes 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.

Citizen Comments received via online submission:

- Alan Niedoroda and George E. Lewis II, 6000 Miller Landing Cove, Friends of Lake Jackson, commented suggesting edits to maintain the water quality restrictions and a provision for testing the functioning of stormwater facilities.

Commissioner Minor thanked the County Administrator and DSEM for their efforts to address the concerns submitted by the Friends of Lake Jackson. He motioned for approval of staff recommendation.

Commissioner Lindley thanked DSEM staff for working to address the Friends of Lake Jackson's concern regarding stormwater and stated her support of Option 1.

*Commissioner Minor moved, duly seconded by Commissioner Jackson, for approval of 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". The motion carried 7-0.*

**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 Long announced the Public Hearing. He stated this item's 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 200).

No additional comments were heard.

Commissioner Lindley stated that rezoning must be done after 5pm and asked was that a special exemption given by the Governor's order.

County Attorney O'Steen indicated that the Board approved the time change at their April 28, 2020 BOCC Meeting.

*Commissioner Jackson moved, duly seconded by Commissioner Dozier, for approval of Option 1: Conduct the first and only public hearing and adopt the 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. The motion carried 7-0.*

**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 Long announced the Public Hearing. He stated this item's 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.

No additional comments were heard.

*Commissioner Lindley moved, duly seconded by Commissioner Dozier, for approval of Option 1. Conduct the first and only public hearing and adopt the 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. The motion carried 7-0.*

**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 Long announced the Public Hearing. He stated this item 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 4.49-acre portion of an 18.21-acre parcel located at the Oak Valley Shopping Center at North Monroe and Capital Circle Northwest.

No additional comments were heard.

*Commissioner Minor moved, duly seconded by Commissioner Lindley, for approval of Option 1. Conduct the first and only public hearing and adopt the proposed Ordinance amending the Official Zoning Map to Change the Zoning Classification from the Lake Protection (LP) to the Commercial Parkway (CP) Zoning District. The motion carried 7-0.*

**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 Long introduced this item. He stated this item proposed rezoning implements Comprehensive Plan map amendment LMA202001 (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.

No additional comments were heard.

*Commissioner Lindley moved, duly seconded by Commissioner Maddox, for approval of Option 1. Conduct the first and only public hearing and adopt the proposed Ordinance amending the Official Zoning Map to Change the Zoning Classification from the Residential Preservation (RP) to the Commercial (C-2) Zoning District. The motion carried 7-0.*

**AWARDS AND PRESENTATIONS**

**6. Update on the Coronavirus Disease 2019 (COVID-19) Pandemic**

- County Administrator Long provided an overview of the County's response to the COVID-19 pandemic as well as phased reopening efforts. During his update, the County Administrator noted the following:
  - COVID-19 cases continue to trend downward in Leon County.
  - The County's current focus is on life/safety issues like mitigating the spread of the virus, coordinating the distribution of PPEs, and hospital surge planning.
  - The County has entered into Phase I of reopening which includes the reopening of the libraries for curbside service, the hazardous waste center, and DSEM is providing in-person services on an appointment basis.

- To protect the health and safety of citizens and employees, starting next week, all employees will be provided a health screening and temperature check when reporting to work each day.
  - The Executive Order allowing for the Commission's virtual meeting may expire as early as mid-May.
  - As part of the State's reopening plan, all county health departments have been instructed to test 2% of the population per month for COVID-19. For Leon County, that equates to 200 tests per day and that through the collaboration of Leon County's partners they are performing approximately 450 collections per day.
- Claudia Blackburn, Director of Leon County Health Dept., reported significant increases in testing capacity to meet monthly goal of 2% of population tested. The Health Department and community partners are reviewing data to determine additional testing locations and possible mobile testing.
  - Commissioner Lindley stated that she received emails from citizens that are having difficulty getting their results from the Bragg Stadium testing site and are receiving an "inbox is full" message when they call the designated phone number for the site.
  - Claudia Blackburn explained that, due to the large numbers of tests conducted, there has been a delay in getting test results from the lab. She indicated that Bond is working on the process for receiving test results.
  - Commissioner Lindley expressed support of citizens wearing masks in situations when social distancing cannot be achieved and stressed the need to continue encouraging this practice. She reflected on citizen interest in a community reopening committee, but indicated that Emergency Management, along with health officials and other community partners may be better equipped to do the job.
  - County Administrator Long indicated that OEV's COVID-19 Economic Recovery Stakeholder Group, including all of the Chambers of Commerce, are currently working together to address reopening as it relates to local businesses.
  - Commissioner Minor asked for clarification regarding the accuracy of the antibody test. He reflected on the need for a reopening task-force and stated that he would like to see an update on what the OEV group has done so far in formulating a local set of recommendations for reopening. He reflected on the need to formalize the group as an ad hoc committee.
    - Claudia Blackburn confirmed that there are many unknowns associated with the antibody test and that the Health Dept. is not currently recommending the test.
  - Commissioner Dozier confirmed that public testing locations will likely be open for the foreseeable future; however, the size and number may change as time progresses. She asked if volunteers could be utilized for contact tracing.
  - Claudia Blackburn indicated that they do not anticipate a need for volunteers and that trained Health Dept. employees are being utilized for contact tracing. She stated that she is sending contact information for interested volunteers to the FDOH for possible training and volunteer opportunities. She also indicated that the State is assisting counties, as needed, for contact tracing.

- Commissioner Dozier stated that she had received an email regarding Little League and confirmed that churches have never been ordered to close.
  - County Administrator Long indicated that parks are closed and that Little League sign-ups may proceed but the fields may not be open in time for their upcoming season.
- Commissioner Dozier suggested stronger encouragement for business to mandate employees to wear masks. She reflected that the County should be modeling for the community.
  - County Administrator Long indicated that the County is following CDC guidance and requiring employees to wear mask when they cannot social distance and when interacting with the public.
- Commissioner Dozier requested a status report on Leon County employee benefits and health/safety protocols related to COVID-19.
- County Administrator indicated that a status report will be provided to the Board.
- Commissioner Dozier suggested lifting up those businesses that are going above and beyond and taking the extra steps towards prevention. She agreed with Commissioner Minor that a report from the OEV stakeholder group is in order. She indicated that the OEV website has a wealth of information including where to get personal protection equipment including masks and hand sanitizer.
  - County Administrator Long stated that a status report on OEV's COVID-19 Economic Recovery Stakeholder Group could be provided to the Board

*Commissioner Dozier moved, seconded by Commissioner Minor, to request a status report on OEV's COVID-19 Economic Recovery Stakeholder Group. The motion passed 7-0.*

- Commissioner Dozier acknowledged and thanked the Emergency Management team that has been activated for 63 straight days.
- Commissioner Proctor asked for clarification regarding the Health Dept. goal to test 2% of the population per month; inquired about the rate of the African-American community being infected; and inquired if the County has the authority to deviate from the Governor's reopening plan.
- Claudia Blackburn stated that she was unaware of how the goal was established but indicated that 2% was an achievable number and will provide a good indication of the health of the community. She explained that the demographic breakdown for the Leon County cases, along with many other indicators, is available online on the FDOH website which is updated daily. Ms. Blackburn added that the Governor is monitoring this data to prepare for the planning the next phase of the reopening of the State.
- County Attorney O'Steen indicated that the Governor has provided some discretion to counties during Phase 1 to impose more stringent restrictions. She noted that the Governor may choose to again provide limited authority to counties in future phases of reopening.

- Commissioner Proctor reflected on the need for the County to distribute masks and for public hand sanitizing stations.
- Commissioner Jackson inquired about testing at assisted living facilities and nursing homes. He expressed support for developing a long-term reopening timeline for Leon County.
  - Claudia Blackburn indicated that the Health Dept. is in contact every other day with these facilities and if requested, they can respond within 4 hours and determine what testing is warranted.
- County Administrator Long stated that the County is continuously communicating through social media and other media channels. He indicated that it is incredibly difficult to project where the County will be in six months at this point and that the virus is setting the timetable.
  - Commissioner Maddox indicated that he could not support mandating masks but stated that the County strongly suggesting citizens wear masks is preferable. He expressed support for developing a long-term reopening timeline for the County.
  - County Administrator Long indicated that there are multiple teams of people working around the clock on COVID-19 response efforts. He stated the County Phase I plan was recently distributed following the publishing of the State's Phase I plan. The County Administrator reported that, while that the State has not yet published additional phases of its plan, staff will provide a report to the Board on what Leon County's Phase II & Phase III may look like depending on future executive orders.
- Chairman Desloge stressed the importance of the County leading by example. He stated that he could not support creating another committee and indicated that the OEV Stakeholders group and other experts have already begun the work. He indicated that a Mayor/Chair meeting was scheduled later this week and some of these issues would be addressed.

#### **CONSENT**

*Commissioner Dozier moved, duly seconded by Commissioner Desloge, to approve the Consent Agenda. The motion carried 7-0.*

#### **7. Minutes: February 11, 2020 Regular Meeting**

*The Board approved Option 1: Approve the minutes of February 11, 2020, Regular Meeting.*

#### **8. Payment of Bills and Vouchers**

*The Board approved 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.*

**9. Adjustments to the FY 2021 Budget Calendar**

*The Board approved 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.*

**10. FY 2020 Commissioner Discussion Items Semiannual Status Report**

*The Board approved Option 1: Accept the Semiannual FY 2020 Commissioner Discussion Items Status Report.*

**11. Third Performance Agreement and Surety Device for Dempsey Office Park**

*The Board approved Option 1: accept the Third Performance Agreement and Surety Device for Dempsey Office Park.*

**12. Approval of Maintenance Maps for the Woodville Septic to Sewer Project**

*The Board approved 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.*

**13. Florida Department of Transportation Grant for the Construction and Construction Engineering Inspection for Phase I of the Smith Creek Bicycle Lanes Improvement Project**

*The Board approved Options 1 -3: 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 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 I of the Smith Creek Bicycle Lanes Improvement Project 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.*

**14. Florida Department of Transportation Grant for the Construction and Construction Engineering Inspection for Phase II of the Smith Creek Bicycle Lanes Improvement Project**

*The Board approved Options 1-3: 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 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 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.*

**15. Maintenance Agreement with Florida Department of Transportation for Landscaping of the Medians on Thomasville Road from Millstone Plantation North to Wolfpack Way**

*The Board approved Options 1-3: 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 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 and authorize the County Administrator to execute in a form approved by the County Attorney. 3) Adopt the Resolution approving the First Amendment to the Memorandum of Agreement and authorize the Chairman to execute in a form approved by the County Attorney.*

**16. Extension of Solid Waste Consulting and Engineering Services Contract**

*The Board approved Option 1: Authorize the County Administrator to extend the Agreement with Locklear & Associates, Inc. for Solid Waste Consulting and Engineering Services.*

**17. National Endowment of the Arts Big Read Grant**

*The Board approved Options 1-2: 1) Accept the National Endowment of the Arts Read grant in the amount of \$11,710 and authorize the County Administrator to execute all documents related to the grant project. 2) Approve the Resolution and associated Budget Amendment Request.*

**18. State Housing Initiative Partnership Emergency Rental Assistance Funding**

*The Board approved Options 1-2: 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. 2) Approve the proposed eligibility criteria to further delineate the administration of the Housing Rental Assistance Plan with the additional State Housing Initiative Partnership funds.*

**19. Askew School Proposal for Additional Analysis of the Community Human Services Partnership**

*The Board approved Option 1: Direct staff to postpone indefinitely engaging the Askew School in conducting additional analysis of the CHSP Needs Assessment Report.*

**STATUS REPORTS: (THESE ITEMS ARE INCLUDED UNDER CONSENT).**

**20. Status Report on Child Care and Summer Camps**

*The Board approved Options 1 -2: 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.*



**21. Status Report on the Washington Square Development**

*The Board approved Option 1: Accept the status report on the Washington Square development.*

**22. Status Report on County Code Enforcement Process and Options**

*The Board approved Option 1: Accept the status report on County code enforcement process and options and take no further action.*

**CITIZENS TO BE HEARD ON NON-AGENDAED ITEMS (3-MINUTE LIMIT PER SPEAKER; THERE WILL NOT BE ANY DISCUSSION BY THE COMMISSION)**

- Citizen Comments were received via online submission for non-agendaed items:
  - Amber Tynan, 2477 Tim Gamble Place, United Partners for Human Services, thanked the Commissioners for the \$1M in Blueprint LEAN grant funding for nonprofits and requested that the current pool of funding remain, and the grant application deadline be extended.
  - Kathleen Spehar, 1410 Chocksacka Nene, Executive Director of the Council on Culture & Arts, requested the Commissioners extend the deadline for the Blueprint LEAN grant.
  - Felina Martin, 300 W. Pensacola Street, Institute for Nonprofit Innovation & Excellence, requested the extension of the Blueprint LEAN grant deadline.

**GENERAL BUSINESS**

**23. Status Report on Virtual County Commission Meetings and Additional Options for Public Participation**

County Administrator Long introduced this item. He stated 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.

Citizen Comments that were received via online submission:

- Laura Newton, 4541 Pecan Branch, submitted a comment in support of delaying any major decisions by the Board until in-person Board meetings can be held with public participation.
- Deborah Lawson, 1011 Shalimar Drive, submitted a comment in support of holding County Commission meetings utilizing available technology to allow real time public participation.
- Jeff Blair, 1803 Old Fort Drive, wrote in support of holding County Commission meetings with real-time public participation utilizing available technology to participate in the virtual meetings.
- Michael Rychlik, 9601-68 Miccosukee Road, supported holding County Commission meetings with real-time public participation utilizing available technology to participate in the virtual meeting.
- Sarah Rychlik, 960-69 Miccosukee Road, submitted a comment in support of Option #3 "Continue conducting virtual County Commission meetings and modify current procedure to allow for direct citizen participation".
- Scott Hannahs, 5051 Quail Valley Road, supported Option #3 and suggested delaying non-essential public hearings.

- Rob Lombardo, 9601 Miccosukee Road Lot 51, commented in support of delaying important policy issues and Comprehensive Plan Amendments until in-person meetings can be held safely and to allow for real-time citizen input at all in-person and virtual meetings.

Commissioner Minor shared his concern regarding the example that may be set if an in-person Commission meeting was held on May 26, 2020. He indicated the need to expand the current process for public input for the Commission meetings.

Chair Desloge stated they lead by example and was in favor of remote meetings for the time being. He cautioned the example that would be set when we are encouraging social distancing for the community.

Commissioner Lindley shared that she was prepared to go back to in person Commission meetings but cautioned that the May 26 date was too soon. She noted that the virtual meetings were working and preferred the written public comments and the Zoom meeting format that she felt was working well but added that real-time input is preferable. She stated she was in favor of Option 1.

Commissioner Dozier commented on reading public comments into the record versus only adding these comments to the record. She noted other counties and task forces accept real-time public comments during Board meetings. These comments play a vital role to the Commissioners discussion, thus finding a method for real-time comments in virtual meetings is imperative. She asked for clarification regarding the public input process for joint meetings.

County Administrator Long stated they can have real-time in person meetings with measures taken for public health, social distancing and facilitate public input at the Board's meetings and at joint meetings with the City.

- Commissioner Dozier stated her support of Option #3. She moved to approve Option #3 with an amendment to include electronic and real-time public comment during both virtual and in-person Commission meetings.
  - Commissioner Minor seconded the motion and offered a friendly amendment that citizen comments submitted by email be read into the public record, up to 3 minutes.
  - Commissioner Dozier accepted the amendment.
  - Commissioner Lindley stated that she was not in favor of the amendment as Commissioners can reference and discuss the received written citizen comments during the meeting.
  - Commissioner Maddox expressed support for the motion but opposed the friendly amendment.
  - Chairman Desloge reflected on the success of the current citizen comments process and indicated his opposition to the amendment to read the comments into the record. He indicated that the Governor may soon lift the ability for the Commission to meet remotely and stated his support of Option #1.
  - Commissioner Minor withdrew his amendment and seconded the original motion.
  - Commissioner Proctor confirmed with the County Attorney that the current written public comment process is legally sufficient and compliant with the Sunshine Law. He expressed concern about receiving profane comments via

phone or video due to the level of anonymity, and he stated his opposition to the motion.

- Commissioner Dozier reflected on other local governments ability to accept audio and/or video public comment. She stated that citizens would need to state their name and address, the same as in-person meetings, and the call or recording could be cut off if profanity is used.
  - County Administrator Long indicated that the technological issues could be addressed.

*Commissioner Dozier moved, duly seconded by Commissioner Minor, to implement Option 3 as amended: Continue conducting virtual County Commission meetings and modify current procedure to allow for direct citizen participation to include real-time audio or video public comment. The motion failed 3-4 (Commissioners Maddox, Proctor, Jackson and Desloge opposing).*

- Commissioner Proctor expressed his sensitivity to the anonymity of telephonic public comments.
- Commissioner Dozier questioned the procedure for citizen comment for in-person meetings. She motioned to get a report back on implementing an alternative for public comments for those vulnerable citizens who can't physically come to the courthouse due to health or age limitations. *The motion died for a lack of second.*
- Chairman Desloge indicated that the system currently in place for written public comment could be utilized by those who can't attend the in-person meetings in the courthouse.
- Commissioner Maddox moved Option 1, seconded by Commissioner Lindley.
  - Commissioner Minor moved for a friendly amendment to keep the current electronic citizen comment system when in-person Commission meetings begin. Commissioner Maddox accepted the amendment.

*Commissioner Maddox moved, duly seconded by Commissioner Lindley, approval of Option 1) as amended: 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 and include the current electronic submission of citizen comments for all meetings. The motion carried 6-1. (Commissioner Dozier opposed).*

#### **24. Status Report on the Development of a Land Management Plan for Upper Lake Lafayette Lake Bottom**

County Administrator Long introduced this item. He stated 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.

Citizen Comments received via online submission:

- Gerry Miller, 462 Groveland Hills Drive, commented in support of utilizing the Florida Fish & Wildlife Commission's Office of Conservation Planning Services to develop the Land Management Plan for the Upper Lake Lafayette Lake Bottom and suggested the inclusion of other environmental Non-Government Organizations (NGO) in the project.
- Terry Ryan, 2538 Stonegate Drive, stated his opposition and recommended a comprehensive review that includes addressing water quality and includes other partners.

- Grant Gelhardt, 1906 Chuli Nene, expressed support of an agreement with the FWC's office of Conversation Planning to develop a Land Management Plan for the Upper Lake Lafayette Lake Bottom in conjunction with community stakeholders including the Big Bend Sierra Club.
- Commissioner Dozier asked to include Big Bend Sierra Club on this issue. She also asked that any comments from those involved on the project come back to the Board.
- County Administrator Long indicated that the Big Bend Sierra Club and other groups would be included in the review of the Land Management Plan and their comments would be provided when the Plan is presented to the Board.
- Commissioner Proctor mentioned Weems Road closure that has become long in length. He asked for an update on this project as it is connected to the pollution issue with Lake Lafayette.
- County Administrator Long responded that a status update on the City's Weems Road Bridge Project would be provided to the Board.

*Commissioner Dozier moved, duly seconded by Commissioner Proctor, for approval of Options 1-2: 1) Accept the Status Report on the development of a Land Management Plan for the 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. Amendment to add Big Sierra. The motion carried 7-0.*

## **25. Commissioner Appointments to the Value Adjustment Board**

County Administrator Long introduced this item. He stated this item agenda seeks the Board's consideration of the appointment of Commissioners to the Value Adjustment Board. Commissioners Jackson and Maddox are currently serving.

Commissioner Jackson moved to nominate Commissioner Maddox for the Value Adjustment Board.

- Commissioner Maddox seconded the motion and offered a friendly amendment to the motion by adding a nomination for Commissioner Jackson to be appointed to the Value Adjustment Board.
- Commissioner Jackson accepted the amendment.

*Commissioner Jackson moved, duly seconded by Commissioner Maddox, approval of Options 1-2: 1) Full Board to appoint two Commissioners to the Value Adjustment Board for two-year terms ending April 30, 2022. The Board appointed: Commissioner Maddox and Commissioner Jackson. 2) Full Board to select one of the two Commissioners appointed to the Value Adjustment Board as the Chair of the Value Adjustment Board. The Board selected Commissioner Maddox to serve as Chair of the Value Adjustment Members from the Board. The motion carried 7-0.*

## 26. Full Board Appointments to the Affordable Housing Advisory Committee

County Administrator Long introduced this item. He stated this agenda seeks the full Board's consideration of the appointment of citizens to the Affordable Housing Advisory Committee.

*Commissioner Minor moved, duly seconded by Commissioner Lindley for the approval of Options 1-3: 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 non-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*  
*The motion carried 7-0.*

*Commissioner Lindley moved, duly seconded by Commissioner Desloge for the approval of Option 2: Appoint two (2) citizens to the Affordable Housing Advisory Committee who actively engaged as an advocate for low-income persons in connection with affordable housing, for three-year terms ending March 31, 2023. The Board appointed Shawn Menchion and Martha Pitts. The motion carried 7-0.*

*Commissioner Lindley moved, duly seconded by Commissioner Dozier, for the approval of 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 Board appointed Madelon Horwich and Lawrence Tobe. The motion carried 7-0.*

*Commissioner Proctor moved, duly seconded by Commissioner Jackson, to schedule a workshop including inclusionary housing and housing accessible to low-income residents. The motion carried 7-0.*

- Commissioner Proctor expressed the need to schedule a workshop on affordable housing including inclusionary housing.
  - Commissioner Dozier stated her support of the workshop.
- Commissioner Lindley reflected on the need for low income and accessible housing.

*Commissioner Proctor moved, seconded by Commissioner Jackson requesting staff schedule an affordable housing workshop including inclusionary housing and housing accessible to low-income residents. The motion carried 7-0.*

### **CITIZENS TO BE HEARD ON NON-AGENDAED ITEMS (3-MINUTE LIMIT PER SPEAKER; COMMISSION MAY DISCUSS ISSUES THAT ARE BROUGHT FORTH BY SPEAKERS.)**

- Chairman Desloge confirmed that there were no speakers on Non-Agendaed Items.

### **COMMENTS/DISCUSSION ITEMS**

#### **County Attorney O'Steen:**

- Wished all a Happy Mother's Day!

**County Administrator Long:**

- No additional comments

**COMMISSIONER DISCUSSION ITEMS**

**Commissioner Dozier:**

- Thanked Commissioner Minor for pushing the Vote by Mail option for the upcoming elections.
- Moved to direct staff to prepare an agenda item on the impact of the approval of the Development Agreement Amendment from the City's April 8 meeting on the Northeast Gateway Project including effects on the Comprehensive Plan Amendment and including additional information on the additional costs to Blueprint for the right-of-way acquisition. The motion died due to lack of a second.
  - Stated that it was her understanding that the cost for Northeast Gateway project would go up if the Comprehensive Plan Amendment is not approved this year, because the family might not donate the property for the right-of-way.
    - County Administrator Long indicated that it appears that the City has had additional conversations with the developer and land owner related to the donation or purchase of the right-of-way. He indicated that Blueprint has contemplated that the majority of the property would be donated, but the details would be in the development agreement between the City and the landowners.
  - Confirmed with the County Administrator that the budget for the Northeast Gateway was based on the donation of the majority of the right-of-way property. She asked again for a report to provide the same information that the City has since this may have a large impact on the Blueprint budget.
  - Commissioner Proctor stated support of the motion and indicated that the County should have the same information that was provided to the City. He seconded the motion.
  - Commissioner Lindley stated that it seems to be a Blueprint issue and that the information should come back from Blueprint.
- Commissioner Dozier agreed with Commissioner Lindley and stated that a staff report would be helpful as the information would affect their vote on the related Comprehensive Plan Amendment. She requested that the Comprehensive Plan hearing be pushed back. She indicated that she was not allowed to ask for an item on the Blueprint agenda, but the Chairman could ask for it as he is the Chairman of the Blueprint Intergovernmental Agency Board of Directors.
  - Commissioner Maddox indicated a desire to get the information before the Comprehensive Planning meeting. He suggested an email may be sufficient prior to the next Blueprint meeting.
  - Commissioner Minor stated support of an email from the County Administrator and/or giving a heads up to the City and Blueprint that the County will be asking for this information at the next Blueprint meeting.
  - County Administrator Long indicated that an email with the additional information would be provided to the Board.
- Commissioner Lindley asked Chairman Desloge if he would request the information be included on the agenda for the next Blueprint IA meeting.
  - Chairman Desloge indicated that he would request a report be included for the next Blueprint IA meeting.

- Commissioner Dozier stated that it was her understanding that if the County doesn't approve the Comprehensive Plan Amendment, the right-of-way would be purchased instead of donated. She withdrew her motion.
  - Commissioner Proctor confirmed with County Administrator that the information from the City's April 8<sup>th</sup> meeting would be included in the information provided to the Board. He reflected on the need of the expansion of the urban service area on the Southside.
- Wished all a Happy Mother's Day!

**Commissioner Maddox:**

- Wished all a Happy Mother's Day!
- Commented that the virtual meeting was great.
- Commended Vaughn Wilson and Odell Brown for the 45 mile walk or run challenge in May that encouraged Leon County citizens to exercise.

**Commissioner Proctor:**

- Thanked the County Administrator for the Status Report on the Washington Square project and reflected on the possible opportunity to convert Washington Square project to affordable housing.
  - Reflected on the Liberty County COVID-19 outbreak in their jail. He requested a report on the COVID-19 cases in the Leon County Detention Facility and the protocols and preventive measures currently being implemented, including any further details on the types of illnesses reported. County Administrator Long indicated that a report was provided from the Sheriff in the last week and that it would be resent to the Board along with any additional information on the evolving situation.
  - He asked for breakdowns in the report.
- Commended the Homeless Shelter (The Kearney Center) for the handling of persons that have tested positive with COVID-19. He thanked the County Administrator and staff for all their hard work.
- Thanked all community partners for the FAMU Bragg Stadium COVID-19 walk-up testing center.
- Encouraged all to be healthy.

**Commissioner Lindley:**

- Commended the COVID-19 testing collaboration between Bond Community Health Center and FAMU at Bragg Stadium.
- Encouraged citizen participation in requesting mail-in-ballots for the election.
- Congratulated Mary Barley who runs the Leon County Wellness program, specifically the Yoga sessions.
- Moved to create an agenda item to consider moving the regular business meeting from 3:00 pm to an earlier morning time such as 9:00 am, and to have Public Hearings at 6:00 pm.
  - Commissioner Jackson seconded the motion.
  - Chairman Desloge expressed his support of the motion to further the discussion.
  - Commissioner Dozier expressed concern with daytime meetings and the impact on citizen and student involvement. She indicated that she could not support the motion.

- Commissioner Minor indicated that he was in sync with Commissioner Dozier and stated that he could not support the motion. He expressed concern for citizen access with a morning meeting.

*Commissioner Lindley moved, duly seconded by Commissioner Desloge, to direct staff to prepare an agenda item exploring adjusting the BOCC meeting time and public hearing schedule. The motion carried 5-2 (Commissioners Dozier and Minor opposed).*

**Commissioner Jackson:**

- Congratulated all graduates. He thanked Superintendent and School Staff for their hard work during the end of the school year.
- Noted the unemployment issues within the State of Florida, including the issue with filing for unemployment for citizens in Leon County.
- Indicated the importance of the County being frugal and fiscally responsible as the County moves forward.

**Vice-Chairman Minor:**

- Thanked Commissioner Lindley for going to Bragg Stadium for COVID -19 testing. He encouraged all to get tested.
- Encouraged all citizens to go to Leonvotes.org to request a mail ballot for the August and November elections.
- Stated he may want to discuss extending the LEAN grant deadline for non-profits at the next Blueprint IA meeting. He stated that a plan to extend funding opportunities until June should be discussed when that group meets.

**Chairman Desloge:**

- Congratulated Mary Barley for her Wellness program!
- Wished all a Happy Mother's Day!
- Shared that he and County Administrator Long had met with the developer of Washington Square and expressed support of the project's success.
- Chairman Desloge passed the gavel to Commissioner Minor and then moved to reconsider the previous action to postpone the consideration of large-scale Comprehensive Plan Amendments while conducting a virtual meeting. He voted on the prevailing side.
  - Commissioner Dozier stated her opposition to the motion. She indicated that the Comprehensive Plan Amendment for the Welanuee area should not just be pushed through. She expressed concern that a decision on a profoundly complicated issue will be decided with limited public comment.
  - Commissioner Desloge indicated that the debate should have happened at the Public Hearing and that the Welanuee project is 30 years in the making.
  - Commissioner Lindley indicated her support of removing the restriction that the Comprehensive Plan Public Hearing must be at an in-person, physical meeting.
  - Commissioner Proctor stated his opposition to the motion and indicated that the large-scale Comprehensive Plan Public Hearing should be at a physical meeting with real-time citizen input. He reflected on the need to change the 1 house on 10 acres rule in Rural Land Use Category and on the expansion of the Urban Services Area in the Southside.
  - *Commissioner Desloge moved, duly seconded by Commissioner Lindley, to reconsider the previous vote not to consider large-scale Comprehensive Plan Amendments while the Commission is still holding virtual meetings. The motion passed 4-3. (Commissioners Dozier, Proctor, and Minor opposed).*
  - Commissioner Minor passed the gavel back to Chairman Desloge.



- Commissioner Proctor reflected on the need to allow real-time public comment at the May 26th meeting.
- Thanked Claudia Blackburn for setting up the FAMU Testing site.
- Announced the Virtual Comp Plan Meeting on May 26 will be held as originally scheduled.

**RECEIPT AND FILE:**

- None.

**ADJOURN:**

There being no further business to come before the Board, the meeting was adjourned at 6:59 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 #2**

# Leon County Board of County Commissioners

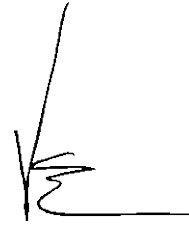
## Agenda Item #2

October 13, 2020

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator

**Title:** Payment of Bills and Vouchers



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<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Scott Ross, Director, Office of Financial Stewardship
<b>Lead Staff/ Project Team:</b>	Tiffany Fisher, Management and Budget Analyst

### **Statement of Issue:**

This item requests Board approval of the payment of bills and vouchers submitted October 13, 2020 and pre-approval of payment of bills and vouchers for the period of October 14, 2020 through November 16, 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 October 13, 2020 and pre-approve the payment of bills and vouchers for the period of October 14, 2020 through November 16, 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 October 13<sup>th</sup> meeting, the morning of Monday, October 12, 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 November 17, 2020, it is advisable for the Board to pre-approve payment of the County's bills for October 14, 2020 through November 16, 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 October 13, 2020 and pre-approve the payment of bills and vouchers for the period of October 14, 2020 through November 16, 2020.
2. Do not approve the payment of bills and vouchers submitted for October 13, 2020, and do not pre-approve the payment of bills and vouchers for the period of October 14, 2020 through November 16, 2020.
3. Board direction.

### **Recommendation:**

Option #1

**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #3**

# Leon County Board of County Commissioners

## Agenda Item #3

October 13, 2020

**To:** Honorable Chairman and Members of the Board

**From:** Bryan Desloge, Chairman of the Board

**Title:** Annual Performance Review for the County Administrator, in Accordance with Board Policy No. 11-6, "County Administrator Evaluation and Annual Reporting Process"

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<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator
<b>Lead Staff/ Project Team:</b>	Candice Wilson, Director of Human Resources

**Statement of Issue:**

In accordance with Board Policy No. 11-6, this item seeks Board ratification of the County Administrator's annual performance review.

**Fiscal Impact:**

This item has no fiscal impact.

**Staff Recommendation:**

- Option #1: Ratify annual performance reviews of the County Administrator (Attachments #1 and #2) and the Chairman's approval of an additional one-time lump sum 5% merit increase for the County Administrator in accordance with Board Policy No. 11-6, "County Administrator Evaluation and Annual Reporting Process."
- Option #2: Ratify the Chairman's approval of an additional one-time lump sum 5% merit increase for the County Attorney.

## **Report and Discussion**

### **Background:**

This item seeks Board ratification of the County Administrator's annual performance review. To ensure that the performance evaluation process is conducted in a fair and open manner, the Board adopted Policy No. 11-6, "County Administrator Evaluation and Annual Reporting Process," which provides that the County Administrator shall present an Annual Report to the Board in September of each year summarizing the state and performance of the County over the past fiscal year. Following this presentation, each Commissioner is requested to complete an individual performance evaluation of the County Administrator. In accordance with the policy, each Commissioner has completed an individual performance evaluation of the County Administrator and the Human Services Director has compiled the individual evaluations into a summary document (Attachments #1 and #2) for ratification by the Board. Policy No. 11-6 is also included as Attachment #3 to this agenda item.

### **Analysis:**

As demonstrated in greater detail in the 2020 Annual Report, FY 2019-20 was an unprecedented year for Leon County. This year presented the most abrupt and serious threat to lives and livelihoods ever experienced, a time when it has never been more important to have competent leadership and an organization that is constantly focused on improving in its capability and capacity. Under the County Administrator's leadership, Leon County responded to the COVID-19 pandemic by coordinating the longest, most extensive emergency activations in its history. Beginning before the first local case of COVID-19 was confirmed, the County Administrator ensured that the organization was well-positioned to increase communitywide testing, distributed more than one million units of PPE to frontline workers and first responders, and developed plans to address any surge in health care needs, and established immediate financial relief programs for local businesses and non-profits. The County Administrator also directed the development and implementation of the Leon CARES program, the County's largest-ever economic assistance and relief program, to distribute more than \$51 million in critical funding to individuals, businesses, and human service agencies throughout the County. Leon CARES also provides critical financial support to the County Constitutional and Judicial Offices and the City of Tallahassee to help ensure the continued provision of critical public services in an environment drastically changed by COVID-19.

This year, the COVID-19 crisis significantly impacted the County's finances, causing a \$17 million revenue shortfall in the current and upcoming year, resulting from the economic impacts of the pandemic. However, the County Administrator produced a balanced County budget with no increase in the property tax millage rate for the ninth year in a row and no offsetting increase in taxes or fees, keeping our county among the most affordable places to live. The Administrator also continued to implement Leon County's Multi-Year Fiscal Plan, paying down long-term debt and utilizing the debt service savings to avoid anticipated increases in the EMS municipal services taxing unit (MSTU) and the Solid Waste non-ad-valorem assessment. As a result, Leon County remains on track to be debt-free by 2025.

While the pandemic caused an abrupt shift in service delivery, requiring extensive resources and attention, the County Administrator continued to advance the County's strategic priorities and achieve tangible results for the community. Despite the disruption caused by the pandemic, the County's Strategic Initiatives, Targets, and Bold Goals remain largely on track or ahead of expectations. The Administrator continued to deliver on Leon County's commitment to investing in infrastructure, creating places for people and businesses to thrive, and building a culture of innovation and co-creation. Through these efforts, Leon County made significant progress in FY 2020 toward realizing an ambitious vision for the community and setting the standard for performance, fiscal stewardship and best practices for local governments everywhere.

As the pandemic spread throughout the world, leaving economic upheaval in its wake, the County Administrator maintained the County's perennial focus on supporting local businesses and workers. To provide immediate and direct support to local businesses most impacted by COVID-19, the County Administrator directed the development and administration of the COVID-19 Economic Disaster Relief (CEDR) Grant Program which provided \$1.15 million of direct financial support to 561 local businesses and helped to retain nearly 5,000 local jobs. Shortly after, the County Administrator also led the creation of the Local Emergency Assistance for Non-profits (LEAN) grant program which provided \$602,000 in assistance to 241 local non-profit agencies impacted by COVID-19, helping to retain nearly 2,500 more local jobs. At the same time, the County Administrator remained focused on major infrastructure projects that support the local economy and enhance our community, like the final \$90 million segment of Capital Circle Southwest, which will serve to more efficiently move goods and services and create new economic opportunities. And while the tourism and hospitality industries were among those most severely impacted by the pandemic, the County Administrator continued to secure major sporting events at Leon County venues, including the 2022 National Junior College Athletic Association Cross-Country Championships, that will attract thousands of visitors to local hotels, restaurants, and other businesses. These and other continued efforts to promote the Leon County community as a premiere destination for adventure, culture, and sports tourism earned our community's designation as one of the South's Best communities for the second year in a row by *Southern Living* magazine.

Also, while stay-at-home orders were in place, the County Administrator leveraged the opportunity to complete key capital projects, like the Meridian Road Drainage Improvements Project which enhanced water quality and addressed historic flooding in the southeast area of Lake Jackson and completing 179 more septic tank replacements in the Wakulla Springs Basin. And although the pandemic strained resources for organizations everywhere, the County Administrator realized new opportunities for partnerships, like facilitating the donation of two passive parks from the Killlearn Acres Homeowners Association and partnering with the Florida Fish and Wildlife Conservation Commission to provide regular maintenance at all 17 of the County's concrete boat landings, saving the County \$350,000.

The Coronavirus demanded Leon County's greatest efforts to protect our citizens, especially those most vulnerable, and to address the urgent and growing needs of our community. In response to the pandemic, the County Administrator convened a task force to ensure the safe



sheltering of the community's homeless population in accordance with CDC recommendations, and distributed nearly 400,000 reusable face coverings through the County's libraries and to local businesses. The County Administrator also developed a strategy to help Community Human Service Partnership (CHSP) agencies address unanticipated fiscal and operational challenges due to the COVID-19 pandemic to ensure that the evolving needs of the community continue to be met. The County Administrator also oversaw the County's efforts to help 3,600 veterans and their families receive over \$18 million in benefits in FY 2019-20. In the area of emergency medical services, the County Administrator also oversaw efforts to train over 1,000 more citizens in FY 2019-2020 in cardiopulmonary resuscitation (CPR) and "Stop the Bleed" techniques, and maintained a cardiac survival rate well above the national average. And to continue exploring ways to better serve the needs of Leon County citizens through our public library system, in FY 2020 the County Administrator developed and presented the Essential Libraries Initiative during the 2020 Annual Retreat, establishing an innovative framework for realigning the library's programs, services, staff and physical spaces to meet the greatest community needs.

Finally, despite the unprecedented challenges of the past year, Leon County Government continued to become even more effective and efficient. Under the County Administrator's leadership, the organization demonstrated innovation and agility, redeploying employees to fill critical needs and quickly adapting to new workplace needs to ensure the uninterrupted provision of essential services. Meanwhile, under the leadership and with the encouragement of the County Administrator, this year alone staff throughout the organization identified over \$10.4 million in new cost savings and avoidances through the County's I<sup>2</sup> Employee Awards Program and other staff-led cost saving efforts, for a total of nearly \$45 million saved to date through employee-led innovations and efficiencies. And although the County experienced new and unprecedented challenges in FY 2020, the County Administrator ensured that Leon County continues to set the standard in public service for local governments everywhere, earning 11 more nationwide best practice awards from the National Association of Counties (NACo) recognizing Leon County for setting the standard in 2020. In the past eight years, Leon County has received a total of 79 NACo Achievement Awards.

### **County Commissioners' Performance Evaluations:**

To assist Commissioners in their evaluation of the performance of the County Administrator, the evaluation provided in Policy No. 11-6 (Attachment #3) focuses on seven key areas:

1. Professional Skills and Status
2. Relations with Board of County Commissioners
3. Policy Execution
4. Reporting
5. Supervision
6. Fiscal Management
7. Citizen/Community Relations

The key areas encompass 39 categories that are rated on a scale of 1 to 5. In addition to the more subjective criteria County Commissioners use in the County Administrator's formal evaluation, an extensive summary of significant milestones and improvements achieved during Fiscal Year 2019-20 were provided to further assist in individual evaluations (Attachment #4). Also, the 2020 Leon County Annual Report (Attachment #5) provides a comprehensive description of results accomplished by Leon County Government during the last fiscal year.

In accordance with Board Policy No. 11-6, the Human Resources Director has compiled a summary review of each individual Commissioner's ratings of the County Administrator and an overall performance rating (Attachment #1). The overall performance rating for the County Administrator for 2020 is a 4.99 out of a total possible rating of 5.00. Completed performance reviews by each individual Commissioner and his or her comments are included in Attachment #2.

The County Administrator's contract provides for an annual increase equal to that budgeted for general employees in a given year as well as a merit increase to be considered annually by the Chairman for ratification by the Board. In accordance with the contract, the County Administrator shall receive a 5% annual increase for FY 2020-2021 (consistent with the Board's approved annual performance increase for all County employees). FY 2021 marks the tenth year of the County Administrator's tenure in the position. While all evaluations to date have been exceptional, in all but two years the County Administrator has requested not to be considered for the additional annual merit increase. As reflected throughout this item, the summary memo included in Attachment #4, and the 2020 Annual Report, FY 2020 presented the most abrupt and serious threat to lives and livelihoods ever experienced. The challenges of the past year required organizational agility and innovation in order to continue providing essential services to the community without interruption, which the County Administrator accomplished while also continuing to advance the County's Strategic Plan, completing major infrastructure projects, and leading the organization in setting the standard for public service throughout the state and nation. As a result of these efforts, despite these unprecedented challenges, Leon County continued to realize real progress in 2020, produce results, and deliver on the County's ambitious targets and bold goals for the organization and the community. Accordingly, the Chairman recommends the County Administrator receive an additional one-time lump sum 5% merit increase for FY 2020-2021 as provided in the contract.

The County Attorney's annual performance evaluation has also been completed in accordance with Board Policy 03-14. This item requests the same one-time lump sum merit increase be awarded for FY 2020-2021 to the County Attorney consistent with the Chairman's recommendation, as provided in the County Attorney's contract and as warranted by her demonstration of exceptional performance in her first year of service.

**Options:**

1. Ratify annual performance reviews of the County Administrator (Attachments #1 and #2) and the Chairman's approval of an additional one-time lump sum 5% merit increase for the County Administrator in accordance with Board Policy No. 11-6, "County Administrator Evaluation and Annual Reporting Process."
2. Ratify the Chairman's approval of an additional one-time lump sum 5% merit increase for the County Attorney.
3. Board direction.

**Recommendation:**

Options #1 and #2

**Attachments:**

1. Performance Review Summary and Overall Ratings
2. Individual Commissioner Performance Reviews of the County Administrator
3. Board Policy No 11-6, titled "County Administrator Evaluation and Annual Reporting Process" and Performance Evaluation Form
4. FY 2019-20 Significant Milestones Summary
5. 2020 Leon County Annual Report



Leon County Board of County Commissioners  
Performance Evaluation Results  
for  
County Administrator  
October 1, 2019 to September 30, 2020

**County Administrator Performance Evaluation and Annual Reporting Process  
Policy No. 11-6**

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<b>Commissioner</b>	<b>Average</b>
Commissioner Maddox	5.00
Commissioner Proctor	5.00
Commissioner Lindley	5.00
Commissioner Dozier	4.95
Commissioner Jackson	4.98
Commissioner Desloge	5.00
Commissioner Minor	5.00
<b>Total for this evaluation period</b>	<b>4.99</b>



Leon County Board of County Commissioners  
Performance Evaluation  
County Administrator  
for  
October 1, 2019 to September 30, 2020

**County Administrator Performance Evaluation and Annual Reporting Process  
Policy No. 11-6**

<b>1. PROFESSIONAL SKILLS AND STATUS</b>	<b>Performance Rating</b>
--	---------------------------

- |   |   |
|---|---|
| a. Knowledgeable of current developments affecting the management field and affecting county governments. | 5 |
| b. Respected in management profession.  | 5 |
| c. Has a capacity for and encourages innovation.  | 5 |
| d. Anticipates problems and develops effective approaches for solving them.                               | 5 |
| e. Willing to try new ideas proposed by Board Members or staff.   | 5 |
| f. Interacts with the BOCC in a direct and straightforward manner.  | 5 |

<b>2. RELATIONS WITH BOARD OF COUNTY COMMISSIONERS</b>	<b>Performance Rating</b>
--	---------------------------

- |  |   |
|--|---|
| a. Carries out directives of the Board as a whole rather than those of any one Board member.               | 5 |
| b. Assists the Board on resolving problems at the administrative level to avoid unnecessary Board action.. | 5 |
| c. Assists the Board in establishing policy, while acknowledging the ultimate authority of the Board.      | 5 |
| d. Responds to requests for information or assistance by the Board.  | 5 |

<b>3. POLICY EXECUTION</b>	<b>Performance Rating</b>
----------------------------	---------------------------

- |  |   |
|--|---|
| a. Implements Board action in accordance with the intent of the Board.   | 5 |
| b. Supports the actions of the Board after a decision has been reached, both inside and outside the organization.                            | 5 |
| c. Enforces County policies.   | 5 |
| d. Understands County's laws and ordinances.   | 5 |
| e. Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness.                                      | 5 |
| f. Offers workable alternatives to the Board for changes in the law when an ordinance or policy proves impractical in actual administration. | 5 |

<b>4. REPORTING</b>	<b>Performance Rating</b>
---------------------	---------------------------

**County Administrator Performance Evaluation and Annual Reporting Process  
Policy No. 11-6**

- |  |   |
|--|---|
| a. Provides the Board with reports concerning matters of importance to the County.   | 5 |
| b. Reports are accurate, comprehensive and produced in a timely manner.  | 5 |
| c. Prepares a sound agenda which prevents trivial administrative matters from being reviewed by the Board.                   | 5 |
| d. Produces and handles reports in a way to convey the message that affairs of the organization are open to public scrutiny. | 5 |

<b>5. CITIZEN RELATIONS</b>	<b>Performance Rating</b>
-----------------------------	---------------------------

- |  |   |
|--|---|
| a. Responsive to complaints from citizens.                                       | 5 |
| b. Demonstrates a dedication to service to the community and its citizens..      | 5 |
| c. Skillful with the news media, avoiding political positions and partisanship.  | 5 |
| d. Has the capacity to listen to others and to recognize their interests.        | 5 |
| e. Willing to meet with members of the community to discuss their real concerns. | 5 |

<b>6. STAFFING</b>	<b>Performance Rating</b>
--------------------	---------------------------

- |   |   |
|---|---|
| a. Recruits and retains competent personnel for County positions.                                   | 5 |
| b. Aware of staff weaknesses and works to improve their performance.                                | 5 |
| c. Accurately informed and concerned about employee relations.                                      | 5 |
| d. Professionally manages the compensation and benefits plan.                                       | 5 |
| e. Promotes training and development opportunities for employees at all levels of the organization. | 5 |

<b>7. SUPERVISION</b>	<b>Performance Rating</b>
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- |  |   |
|--|---|
| a. Employs a professional, knowledgeable staff.  | 5 |
| b. Maintains a healthy and productive organizational culture.  | 5 |
| c. Employees are recognized for best practices in the industry.  | 5 |
| d. Employees have training, <u>pay equity</u> and professional growth opportunities within the organization. | 5 |
| e. Encourages teamwork, innovation, and effective problem-solving among the staff members.                   | 5 |
| f. Institutes in employees a culture that is focused on customer service and responsible stewardship..       | 5 |

<b>8. FISCAL MANAGEMENT</b>	<b>Performance Rating</b>
-----------------------------	---------------------------

- |   |   |
|---|---|
| a. Prepares a balanced budget to provide services at a level directed by the Board.   | 5 |
| b. Makes the best possible use of available funds, conscious of the need to operate the County efficiently and effectively. | 5 |
| c. Prepared budget is in an intelligent but readable format.  | 5 |

**County Administrator Performance Evaluation and Annual Reporting Process  
Policy No. 11-6**

- d. Possesses awareness of the importance of financial planning and control. 5
- e. Appropriately monitors and manages the fiscal activities of the organization. 5

<b>9. COMMUNITY</b>	<b>Performance Rating</b>
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- a. Engages with community partners on local initiatives. 5
- b. Avoids unnecessary controversy. 5
- c. Respected as a community leader. 5

**10. What strengths has the County Administrator demonstrated (management skills, knowledge, abilities) which have been most helpful to you as a Commissioner during this evaluation period (feel free to be general or include specific issues or projects which benefitted from the Administrator's leadership)?**

During the last year we have encountered a pandemic, protests (civil unrest), multiple curfews, and almost non stop continual operation of EOC. Vince and his staff have gone above and beyond the call of duty in managing in these trying times - We have established programs that have been replicated around the country (LEAN,, CEDR) - to my knowledge I have never given all perfect ratings ... but I've watched Vince and his team rise to the challenge, and have worked virtually nonstop since the beginning of the pandemic ... as I'm fond of saying ..character is defined by the tight times ...Vince and his team have certainly shown exemplary strength and character - being Chairman of the Board has also presented some interesting challenges and Vince has helped throughout the year

**11. What performance areas would you identify as needing improvement? Why? What constructive, positive ideas can you offer the County Administrators to improve these areas?**

Spend some more time with your family - Make sure you have a senior team that can backstop you if needed

**12. Other comments?**

In my 14 years in elected office I have never seen a year like 2020. Vince has led us through this in exemplary fashion -

**Performance Evaluation Results submitted by: Commissioner Desloge**

**Total Factors Rated: 44 / 44**

**Total All Points: 220**

**Average Rating: 5.00**

**Signature: Commissioner** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature: County Administrator** \_\_\_\_\_ **Date** \_\_\_\_\_



Leon County Board of County Commissioners  
Performance Evaluation  
County Administrator  
for  
October 1, 2019 to September 30, 2020

**County Administrator Performance Evaluation and Annual Reporting Process  
Policy No. 11-6**

<b>1. PROFESSIONAL SKILLS AND STATUS</b>	<b>Performance Rating</b>
--	---------------------------

- |   |   |
|---|---|
| a. Knowledgeable of current developments affecting the management field and affecting county governments. | 5 |
| b. Respected in management profession.  | 5 |
| c. Has a capacity for and encourages innovation.  | 5 |
| d. Anticipates problems and develops effective approaches for solving them.                               | 5 |
| e. Willing to try new ideas proposed by Board Members or staff.   | 5 |
| f. Interacts with the BOCC in a direct and straightforward manner.  | 5 |

<b>2. RELATIONS WITH BOARD OF COUNTY COMMISSIONERS</b>	<b>Performance Rating</b>
--	---------------------------

- |  |   |
|--|---|
| a. Carries out directives of the Board as a whole rather than those of any one Board member.               | 5 |
| b. Assists the Board on resolving problems at the administrative level to avoid unnecessary Board action.. | 5 |
| c. Assists the Board in establishing policy, while acknowledging the ultimate authority of the Board.      | 5 |
| d. Responds to requests for information or assistance by the Board.  | 5 |

<b>3. POLICY EXECUTION</b>	<b>Performance Rating</b>
----------------------------	---------------------------

- |  |   |
|--|---|
| a. Implements Board action in accordance with the intent of the Board.   | 5 |
| b. Supports the actions of the Board after a decision has been reached, both inside and outside the organization.                            | 5 |
| c. Enforces County policies.   | 5 |
| d. Understands County's laws and ordinances.   | 5 |
| e. Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness.                                      | 5 |
| f. Offers workable alternatives to the Board for changes in the law when an ordinance or policy proves impractical in actual administration. | 5 |

<b>4. REPORTING</b>	<b>Performance Rating</b>
---------------------	---------------------------



**County Administrator Performance Evaluation and Annual Reporting Process  
Policy No. 11-6**

- a. Provides the Board with reports concerning matters of importance to the County. 5
- b. Reports are accurate, comprehensive and produced in a timely manner. 5
- c. Prepares a sound agenda which prevents trivial administrative matters from being reviewed by the Board. 5
- d. Produces and handles reports in a way to convey the message that affairs of the organization are open to public scrutiny. 5

<b>5. CITIZEN RELATIONS</b>	<b>Performance Rating</b>
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- a. Responsive to complaints from citizens. 5
- b. Demonstrates a dedication to service to the community and its citizens.. 5
- c. Skillful with the news media, avoiding political positions and partisanship. 5
- d. Has the capacity to listen to others and to recognize their interests. 5
- e. Willing to meet with members of the community to discuss their real concerns. 5

<b>6. STAFFING</b>	<b>Performance Rating</b>
--------------------	---------------------------

- a. Recruits and retains competent personnel for County positions. 5
- b. Aware of staff weaknesses and works to improve their performance. 5
- c. Accurately informed and concerned about employee relations. 5
- d. Professionally manages the compensation and benefits plan. 5
- e. Promotes training and development opportunities for employees at all levels of the organization. 5

<b>7. SUPERVISION</b>	<b>Performance Rating</b>
-----------------------	---------------------------

- a. Employs a professional, knowledgeable staff. 5
- b. Maintains a healthy and productive organizational culture. 5
- c. Employees are recognized for best practices in the industry. 5
- d. Employees have training, pay equity and professional growth opportunities within the organization. 5
- e. Encourages teamwork, innovation, and effective problem-solving among the staff members. 5
- f. Institutes in employees a culture that is focused on customer service and responsible stewardship.. 5

<b>8. FISCAL MANAGEMENT</b>	<b>Performance Rating</b>
-----------------------------	---------------------------

- a. Prepares a balanced budget to provide services at a level directed by the Board. 5
- b. Makes the best possible use of available funds, conscious of the need to operate the County efficiently and effectively. 5
- c. Prepared budget is in an intelligent but readable format. 5

**County Administrator Performance Evaluation and Annual Reporting Process  
Policy No. 11-6**

- d. Possesses awareness of the importance of financial planning and control. 5
- e. Appropriately monitors and manages the fiscal activities of the organization. 5

<b>9. COMMUNITY</b>	<b>Performance Rating</b>
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- a. Engages with community partners on local initiatives. 5
- b. Avoids unnecessary controversy. 5
- c. Respected as a community leader. 5

**10. What strengths has the County Administrator demonstrated (management skills, knowledge, abilities) which have been most helpful to you as a Commissioner during this evaluation period (feel free to be general or include specific issues or projects which benefitted from the Administrator's leadership)?**

He has done an outstanding job guiding Leon County through the pandemic era. We have given out relief money and set up multiple responses to meet the needs of our community which were not seen in the beginning of the year in October 2019. I am quite proud that Vince Long has demonstrated a prowess for managing in strange, unique, and in unprecedented times. He is a fantastic administrator whom we must honor for the phenomenal attributes he displays. I believe he should pursue becoming President of Florida State University when that position opens for new applicants.

**11. What performance areas would you identify as needing improvement? Why? What constructive, positive ideas can you offer the County Administrators to improve these areas?**

We must maintain our strides for racial diversity and expanded distribution of monies for our WMSB vendors. This can be achieved by eliminating the good faith box in county contracting that gives white businesses a complete green light to look over women and black businesses. The culture of exclusion in contracting is a norm that must be transformed into one of inclusion. I would like next year to see the county reach at least a 20% expenditure of our dollars with minority businesses.

The Children's Services Agency which I have proposed to the City Commission and the County Commission should be established in order to transform the ills and challenges facing our county's children which include hunger, social insecurities, inadequate health, and fostering pathways to qualitative futures. I believe the Sheriff should relinquish \$500,000 for this effort and the Tallahassee Police Department should relinquish \$1.5 million dollars for this effort. If the city refuses to participate in a Children's Services Agency, then I am confident with the boards support that the Leon County government can establish such an agency and fund it accordingly. Vince Long can do this.

**12. Other comments?**

This has been the very best year that I have witnessed the multiplicity of skill sets and leadership capacity of Vince Long. It is clear that he can play quarterback on offense or safety on defense. These are two different roles requiring different instincts and intuition. Vince has managed the county gracefully and calmly. Additionally, he has simply nailed every component that has come upon us dealing with budgeting this year and the pandemic challenges. I count myself fortunate to serve as a County Commissioner in the same era that Vince Long is our County Administrator.

County Administrator Performance Evaluation and Annual Reporting Process  
Policy No. 11-6

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**Performance Evaluation Results submitted by: Commissioner Proctor**

**Total Factors Rated: 44 / 44**

**Total All Points: 220**

**Average Rating: 5.00**

Signature: Commissioner \_\_\_\_\_ Date \_\_\_\_\_

Signature: County Administrator \_\_\_\_\_ Date \_\_\_\_\_



Leon County Board of County Commissioners  
Performance Evaluation  
County Administrator  
for  
October 1, 2019 to September 30, 2020

**County Administrator Performance Evaluation and Annual Reporting Process  
Policy No. 11-6**

<b>1. PROFESSIONAL SKILLS AND STATUS</b>	<b>Performance Rating</b>
--	---------------------------

- |   |   |
|---|---|
| a. Knowledgeable of current developments affecting the management field and affecting county governments. | 5 |
| b. Respected in management profession.  | 5 |
| c. Has a capacity for and encourages innovation.  | 5 |
| d. Anticipates problems and develops effective approaches for solving them.                               | 5 |
| e. Willing to try new ideas proposed by Board Members or staff.   | 5 |
| f. Interacts with the BOCC in a direct and straightforward manner.  | 5 |

<b>2. RELATIONS WITH BOARD OF COUNTY COMMISSIONERS</b>	<b>Performance Rating</b>
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- |  |   |
|--|---|
| a. Carries out directives of the Board as a whole rather than those of any one Board member.               | 5 |
| b. Assists the Board on resolving problems at the administrative level to avoid unnecessary Board action.. | 5 |
| c. Assists the Board in establishing policy, while acknowledging the ultimate authority of the Board.      | 5 |
| d. Responds to requests for information or assistance by the Board.  | 5 |

<b>3. POLICY EXECUTION</b>	<b>Performance Rating</b>
----------------------------	---------------------------

- |  |   |
|--|---|
| a. Implements Board action in accordance with the intent of the Board.   | 5 |
| b. Supports the actions of the Board after a decision has been reached, both inside and outside the organization.                            | 5 |
| c. Enforces County policies.   | 5 |
| d. Understands County's laws and ordinances.   | 5 |
| e. Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness.                                      | 5 |
| f. Offers workable alternatives to the Board for changes in the law when an ordinance or policy proves impractical in actual administration. | 5 |

<b>4. REPORTING</b>	<b>Performance Rating</b>
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**County Administrator Performance Evaluation and Annual Reporting Process  
Policy No. 11-6**

- a. Provides the Board with reports concerning matters of importance to the County. 5
- b. Reports are accurate, comprehensive and produced in a timely manner. 5
- c. Prepares a sound agenda which prevents trivial administrative matters from being reviewed by the Board. 5
- d. Produces and handles reports in a way to convey the message that affairs of the organization are open to public scrutiny. 5

<b>5. CITIZEN RELATIONS</b>	<b>Performance Rating</b>
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- a. Responsive to complaints from citizens. 5
- b. Demonstrates a dedication to service to the community and its citizens.. 5
- c. Skillful with the news media, avoiding political positions and partisanship. 5
- d. Has the capacity to listen to others and to recognize their interests. 5
- e. Willing to meet with members of the community to discuss their real concerns. 5

<b>6. STAFFING</b>	<b>Performance Rating</b>
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- a. Recruits and retains competent personnel for County positions. 5
- b. Aware of staff weaknesses and works to improve their performance. 5
- c. Accurately informed and concerned about employee relations. 5
- d. Professionally manages the compensation and benefits plan. 5
- e. Promotes training and development opportunities for employees at all levels of the organization. 5

<b>7. SUPERVISION</b>	<b>Performance Rating</b>
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- a. Employs a professional, knowledgeable staff. 5
- b. Maintains a healthy and productive organizational culture. 5
- c. Employees are recognized for best practices in the industry. 5
- d. Employees have training, pay equity and professional growth opportunities within the organization. 5
- e. Encourages teamwork, innovation, and effective problem-solving among the staff members. 5
- f. Institutes in employees a culture that is focused on customer service and responsible stewardship.. 5

<b>8. FISCAL MANAGEMENT</b>	<b>Performance Rating</b>
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- a. Prepares a balanced budget to provide services at a level directed by the Board. 5
- b. Makes the best possible use of available funds, conscious of the need to operate the County efficiently and effectively. 5
- c. Prepared budget is in an intelligent but readable format. 5

**County Administrator Performance Evaluation and Annual Reporting Process  
Policy No. 11-6**

- d. Possesses awareness of the importance of financial planning and control. 5
- e. Appropriately monitors and manages the fiscal activities of the organization. 5

<b>9. COMMUNITY</b>	<b>Performance Rating</b>
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- a. Engages with community partners on local initiatives. 5
- b. Avoids unnecessary controversy. 5
- c. Respected as a community leader. 5

<b>10. What strengths has the County Administrator demonstrated (management skills, knowledge, abilities) which have been most helpful to you as a Commissioner during this evaluation period (feel free to be general or include specific issues or projects which benefitted from the Administrator's leadership)?</b>
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Throughout this evaluation period, Leon County’s government has faced a multitude of challenges stemming from global and national issues: protecting citizens and the economy in the midst of the COVID-19 pandemic, ensuring racial equity and equal justice, navigating the heightened political divisions and disruption within the federal government, etc. As such, the demands upon county government are greater than they’ve been in many years.

In my assessment, our County Administrator and his staff have done an exceptional job serving the citizens of Leon County and assisting the Board of County Commissioners in making some very difficult decisions. Highlights of the County Administrator’s performance this year include:

1. PROFESSIONAL SKILLS AND STATUS - Since becoming a Commissioner in 2018, I’ve spoken at length with Commissioners from other counties and it remains clear that our County Administrator is among the best in the State of Florida. His historical knowledge of Leon County’s government are invaluable in providing context during these very challenging times. His many years of service to this community help him understand the value of proven, long-standing best practices, but he continually seeks new, innovative ways that will improve our service to the public. In addition, he has been willing to try new ideas and suggestions proposed by the Board members and staff.

4. REPORTING - Frequent, clear communication during a crisis is key, and the County Administrator and his staff have excelled in this area during the pandemic. Since the pandemic began and the Emergency Operations Center was activated, he and his staff have been sending near daily updates on the County’s COVID-19 response. Today, for example, the Board has received COVID-19 email update #149. This type of information is invaluable in providing context to the Board.

5. CITIZEN RELATIONS - On several occasions over the past year, I have asked the County Administrator to organize meetings between his staff and citizens with subject matter expertise (e.g. septic to sewer, growth management, public works issues). The purpose of these meetings was to receive citizens’ input and to explain the County’s approach on various topics. Each time, the County Administrator agreed to host these meetings and asked relevant members of his staff to attend. This is an excellent model of how government should be responsive to citizens.

7. SUPERVISION - Leon County’s staff is highly professional, talented, and dedicated to serving this community. The County Administrator has done an exceptional job recruiting, retaining, and training his staff. He’s also cultivated positive, productive working environments among his teams.

9. COMMUNITY - Since the pandemic began, the County Administrator and his staff have been in regular communication with a multitude of community partners: FSU, FAMU, TCC, TMH, CRMC, our three Chambers of Commerce, and the Leon Department of Health, etc.. He and his staff have maintained highly professional, value-added, no-nonsense relationships that have maximized collaboration on the entire community’s COVID-19

**County Administrator Performance Evaluation and Annual Reporting Process**  
**Policy No. 11-6**

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response.

**11. What performance areas would you identify as needing improvement? Why? What constructive, positive ideas can you offer the County Administrators to improve these areas?**

In my view, we're in the midst of a major transformation in how the public interacts with its local governments. Here in Leon County, social media has been changing citizens' expectations of accessibility to Board members, and the innate urgency of key issues — the pandemic, racial disparities, poverty, affordable housing, and climate change, to name a few — seem to be generating greater interest in our public meetings. Greater involvement is a good thing and I believe that, over the coming months and years, both the Board and the County Administrator will need to seek ways that enhance collaboration with citizens on policy matters. By doing so, we can better understand what our citizens are experiencing, explain our own reasoning, and build upon public feedback to improve policy decisions.

**12. Other comments?**

**Performance Evaluation Results submitted by: Commissioner Minor**

**Total Factors Rated: 44 / 44**

**Total All Points: 220**

**Average Rating: 5.00**

**Signature: Commissioner** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature: County Administrator** \_\_\_\_\_ **Date** \_\_\_\_\_



Leon County Board of County Commissioners  
Performance Evaluation  
County Administrator  
for  
October 1, 2019 to September 30, 2020

**County Administrator Performance Evaluation and Annual Reporting Process  
Policy No. 11-6**

<b>1. PROFESSIONAL SKILLS AND STATUS</b>	<b>Performance Rating</b>
--	---------------------------

- |   |   |
|---|---|
| a. Knowledgeable of current developments affecting the management field and affecting county governments. | 5 |
| b. Respected in management profession.  | 5 |
| c. Has a capacity for and encourages innovation.  | 5 |
| d. Anticipates problems and develops effective approaches for solving them.                               | 5 |
| e. Willing to try new ideas proposed by Board Members or staff.   | 5 |
| f. Interacts with the BOCC in a direct and straightforward manner.  | 5 |

<b>2. RELATIONS WITH BOARD OF COUNTY COMMISSIONERS</b>	<b>Performance Rating</b>
--	---------------------------

- |  |   |
|--|---|
| a. Carries out directives of the Board as a whole rather than those of any one Board member.               | 5 |
| b. Assists the Board on resolving problems at the administrative level to avoid unnecessary Board action.. | 5 |
| c. Assists the Board in establishing policy, while acknowledging the ultimate authority of the Board.      | 5 |
| d. Responds to requests for information or assistance by the Board.  | 5 |

<b>3. POLICY EXECUTION</b>	<b>Performance Rating</b>
----------------------------	---------------------------

- |  |   |
|--|---|
| a. Implements Board action in accordance with the intent of the Board.   | 5 |
| b. Supports the actions of the Board after a decision has been reached, both inside and outside the organization.                            | 5 |
| c. Enforces County policies.   | 5 |
| d. Understands County's laws and ordinances.   | 5 |
| e. Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness.                                      | 5 |
| f. Offers workable alternatives to the Board for changes in the law when an ordinance or policy proves impractical in actual administration. | 5 |

<b>4. REPORTING</b>	<b>Performance Rating</b>
---------------------	---------------------------



**County Administrator Performance Evaluation and Annual Reporting Process  
Policy No. 11-6**

- a. Provides the Board with reports concerning matters of importance to the County. 5
- b. Reports are accurate, comprehensive and produced in a timely manner. 5
- c. Prepares a sound agenda which prevents trivial administrative matters from being reviewed by the Board. 5
- d. Produces and handles reports in a way to convey the message that affairs of the organization are open to public scrutiny. 5

<b>5. CITIZEN RELATIONS</b>	<b>Performance Rating</b>
-----------------------------	---------------------------

- a. Responsive to complaints from citizens. 5
- b. Demonstrates a dedication to service to the community and its citizens.. 5
- c. Skillful with the news media, avoiding political positions and partisanship. 5
- d. Has the capacity to listen to others and to recognize their interests. 5
- e. Willing to meet with members of the community to discuss their real concerns. 5

<b>6. STAFFING</b>	<b>Performance Rating</b>
--------------------	---------------------------

- a. Recruits and retains competent personnel for County positions. 5
- b. Aware of staff weaknesses and works to improve their performance. 5
- c. Accurately informed and concerned about employee relations. 5
- d. Professionally manages the compensation and benefits plan. 5
- e. Promotes training and development opportunities for employees at all levels of the organization. 5

<b>7. SUPERVISION</b>	<b>Performance Rating</b>
-----------------------	---------------------------

- a. Employs a professional, knowledgeable staff. 5
- b. Maintains a healthy and productive organizational culture. 5
- c. Employees are recognized for best practices in the industry. 5
- d. Employees have training, pay equity and professional growth opportunities within the organization. 5
- e. Encourages teamwork, innovation, and effective problem-solving among the staff members. 5
- f. Institutes in employees a culture that is focused on customer service and responsible stewardship.. 5

<b>8. FISCAL MANAGEMENT</b>	<b>Performance Rating</b>
-----------------------------	---------------------------

- a. Prepares a balanced budget to provide services at a level directed by the Board. 5
- b. Makes the best possible use of available funds, conscious of the need to operate the County efficiently and effectively. 5
- c. Prepared budget is in an intelligent but readable format. 5

**County Administrator Performance Evaluation and Annual Reporting Process  
Policy No. 11-6**

- d. Possesses awareness of the importance of financial planning and control. 5
- e. Appropriately monitors and manages the fiscal activities of the organization. 5

<b>9. COMMUNITY</b>	<b>Performance Rating</b>
---------------------	---------------------------

- a. Engages with community partners on local initiatives. 5
- b. Avoids unnecessary controversy. 5
- c. Respected as a community leader. 5

**10. What strengths has the County Administrator demonstrated (management skills, knowledge, abilities) which have been most helpful to you as a Commissioner during this evaluation period (feel free to be general or include specific issues or projects which benefitted from the Administrator's leadership)?**

I cannot imagine Leon County having a stronger and more capable leader than Vince at the helm of our daily operations during this pandemic. He consistently provides the BOCC with updates that present us with all of the information we need to make informed decisions. His commitment to the welfare of this community has been tremendous. It is during the times of crises that true leadership shines and Vince has remained a steady beacon for Leon County.

**11. What performance areas would you identify as needing improvement? Why? What constructive, positive ideas can you offer the County Administrators to improve these areas?**

**12. Other comments?**

**Performance Evaluation Results submitted by: Commissioner Maddox**

**Total Factors Rated: 44 / 44**

**Total All Points: 220**

**Average Rating: 5.00**

**Signature: Commissioner** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature: County Administrator** \_\_\_\_\_ **Date** \_\_\_\_\_



Leon County Board of County Commissioners  
Performance Evaluation  
County Administrator  
for  
October 1, 2019 to September 30, 2020

**County Administrator Performance Evaluation and Annual Reporting Process  
Policy No. 11-6**

<b>1. PROFESSIONAL SKILLS AND STATUS</b>	<b>Performance Rating</b>
--	---------------------------

- |   |   |
|---|---|
| a. Knowledgeable of current developments affecting the management field and affecting county governments. | 5 |
| b. Respected in management profession.  | 5 |
| c. Has a capacity for and encourages innovation.  | 5 |
| d. Anticipates problems and develops effective approaches for solving them.                               | 5 |
| e. Willing to try new ideas proposed by Board Members or staff.   | 5 |
| f. Interacts with the BOCC in a direct and straightforward manner.  | 5 |

<b>2. RELATIONS WITH BOARD OF COUNTY COMMISSIONERS</b>	<b>Performance Rating</b>
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- |  |   |
|--|---|
| a. Carries out directives of the Board as a whole rather than those of any one Board member.               | 5 |
| b. Assists the Board on resolving problems at the administrative level to avoid unnecessary Board action.. | 5 |
| c. Assists the Board in establishing policy, while acknowledging the ultimate authority of the Board.      | 5 |
| d. Responds to requests for information or assistance by the Board.  | 5 |

<b>3. POLICY EXECUTION</b>	<b>Performance Rating</b>
----------------------------	---------------------------

- |  |   |
|--|---|
| a. Implements Board action in accordance with the intent of the Board.   | 5 |
| b. Supports the actions of the Board after a decision has been reached, both inside and outside the organization.                            | 5 |
| c. Enforces County policies.   | 5 |
| d. Understands County's laws and ordinances.   | 5 |
| e. Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness.                                      | 5 |
| f. Offers workable alternatives to the Board for changes in the law when an ordinance or policy proves impractical in actual administration. | 5 |

<b>4. REPORTING</b>	<b>Performance Rating</b>
---------------------	---------------------------

**County Administrator Performance Evaluation and Annual Reporting Process  
Policy No. 11-6**

- |  |   |
|--|---|
| a. Provides the Board with reports concerning matters of importance to the County.   | 5 |
| b. Reports are accurate, comprehensive and produced in a timely manner.  | 5 |
| c. Prepares a sound agenda which prevents trivial administrative matters from being reviewed by the Board.                   | 5 |
| d. Produces and handles reports in a way to convey the message that affairs of the organization are open to public scrutiny. | 5 |

<b>5. CITIZEN RELATIONS</b>	<b>Performance Rating</b>
-----------------------------	---------------------------

- |  |   |
|--|---|
| a. Responsive to complaints from citizens.                                       | 5 |
| b. Demonstrates a dedication to service to the community and its citizens..      | 5 |
| c. Skillful with the news media, avoiding political positions and partisanship.  | 5 |
| d. Has the capacity to listen to others and to recognize their interests.        | 5 |
| e. Willing to meet with members of the community to discuss their real concerns. | 5 |

<b>6. STAFFING</b>	<b>Performance Rating</b>
--------------------	---------------------------

- |   |   |
|---|---|
| a. Recruits and retains competent personnel for County positions.                                   | 5 |
| b. Aware of staff weaknesses and works to improve their performance.                                | 5 |
| c. Accurately informed and concerned about employee relations.                                      | 5 |
| d. Professionally manages the compensation and benefits plan.                                       | 5 |
| e. Promotes training and development opportunities for employees at all levels of the organization. | 5 |

<b>7. SUPERVISION</b>	<b>Performance Rating</b>
-----------------------	---------------------------

- |  |   |
|--|---|
| a. Employs a professional, knowledgeable staff.  | 5 |
| b. Maintains a healthy and productive organizational culture.  | 5 |
| c. Employees are recognized for best practices in the industry.  | 5 |
| d. Employees have training, <u>pay equity</u> and professional growth opportunities within the organization. | 5 |
| e. Encourages teamwork, innovation, and effective problem-solving among the staff members.                   | 5 |
| f. Institutes in employees a culture that is focused on customer service and responsible stewardship..       | 5 |

<b>8. FISCAL MANAGEMENT</b>	<b>Performance Rating</b>
-----------------------------	---------------------------

- |   |   |
|---|---|
| a. Prepares a balanced budget to provide services at a level directed by the Board.   | 5 |
| b. Makes the best possible use of available funds, conscious of the need to operate the County efficiently and effectively. | 5 |
| c. Prepared budget is in an intelligent but readable format.  | 5 |

**County Administrator Performance Evaluation and Annual Reporting Process  
Policy No. 11-6**

- d. Possesses awareness of the importance of financial planning and control. 5
- e. Appropriately monitors and manages the fiscal activities of the organization. 5

<b>9. COMMUNITY</b>	<b>Performance Rating</b>
---------------------	---------------------------

- a. Engages with community partners on local initiatives. 5
- b. Avoids unnecessary controversy. 5
- c. Respected as a community leader. 5

<b>10. What strengths has the County Administrator demonstrated (management skills, knowledge, abilities) which have been most helpful to you as a Commissioner during this evaluation period (feel free to be general or include specific issues or projects which benefitted from the Administrator's leadership)?</b>
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My positive impression of Vince's management style has only increased during my 8 years in office. I appreciate two strengths above all; one is his ability to hire and retain extraordinarily competent professional staff that is dedicated to service to our community.

The other is Vince's vast knowledge of all the moving parts in and potential of the large county government that he administers.

That he is looked to a trusted authority on government administration by officials statewide and, in particular, City colleagues, is evidence of his reputation and effectiveness. Specifically, going back a while, Vince's leadership in building the world-class consolidated Public Safety complex, and on through his oversight of the Blueprint implementation of the Office of Economic Vitality and Planning, Land Management & Community Enhancement, and right up through countywide response to this year's Covid 19 pandemic that changed the way the entire community does business.

This last demonstrates his ability to anticipate problems and get right to work adjusting to them, in the case of Covid 19 everything from anticipated budget shortfalls - which he immediately began accommodating by cutting travel, training, new hiring and leaning into reserves that had been accumulated just for such emergencies.

<b>11. What performance areas would you identify as needing improvement? Why? What constructive, positive ideas can you offer the County Administrators to improve these areas?</b>
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Vince is his own best critic in a sense, and his work ethic reminds me of the reason one searches and strives for high-level performance, as written in J.R. Moehringer's memoir, *The Tender Bar*: "The indefatigable pursuit of an

**County Administrator Performance Evaluation and Annual Reporting Process**  
**Policy No. 11-6**

unattainable perfection, although it consists in nothing more than the pounding of an old piano, is what alone gives meaning to our life on this unavailing star."

Having noted that, I sometimes think Vince needs to be more protective of his own psychological and physical well-being because we definitely don't want him to burn out.

**12. Other comments?**

I appreciate that Vince is so well-versed in the life and times of county government that even the most unexpected detail of information requested by commissioners or citizens gets a quick and thorough response. He is quick to follow up on innumerable citizen requests for everything from the denial of a tree-removal permit to, conversely, mitigation for an unlawful removing of trees from public right-of-way.

He solves at an administrative level many issues that come to commissioners, such as possible code violations - illegal burning, dilapidated properties - and he produces commission agendas that don't bring relatively trivial "consent" calendar items that can be dealt with as exceptions, not the rule, for general board resolution.

Vince's easy-going but confident personal style may be his greatest strength. It enables him to help guide elected officials, who bring such a variety of experiences, interests and strengths to their jobs, to find stable settlements of controversial issues that have kept the public uneasy and divided.

This has happened in countless instances, for example and in big infrastructure projects that involve collaborations among and between County, City, Blueprint, Universities and neighborhoods - projects such as the Airport Gateway, Cascades Park, future Welaunee Plantation development, a Northeast Parkway and countless others. He leads Leon County government in particular, but Vince's leadership is expressed throughout the community and state, and we are fortunate to retain him as our County Administrator.

**Performance Evaluation Results submitted by: Commissioner Lindley**

**Total Factors Rated: 44 / 44**

**Total All Points: 220**

**Average Rating: 5.00**

**Signature: Commissioner**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Signature: County Administrator**

\_\_\_\_\_

**Date**

\_\_\_\_\_



Leon County Board of County Commissioners  
Performance Evaluation  
County Administrator  
for  
October 1, 2019 to September 30, 2020

**County Administrator Performance Evaluation and Annual Reporting Process  
Policy No. 11-6**

<b>1. PROFESSIONAL SKILLS AND STATUS</b>	<b>Performance Rating</b>
--	---------------------------

- |   |   |
|---|---|
| a. Knowledgeable of current developments affecting the management field and affecting county governments. | 5 |
| b. Respected in management profession.  | 5 |
| c. Has a capacity for and encourages innovation.  | 5 |
| d. Anticipates problems and develops effective approaches for solving them.                               | 5 |
| e. Willing to try new ideas proposed by Board Members or staff.   | 5 |
| f. Interacts with the BOCC in a direct and straightforward manner.  | 5 |

<b>2. RELATIONS WITH BOARD OF COUNTY COMMISSIONERS</b>	<b>Performance Rating</b>
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- |  |   |
|--|---|
| a. Carries out directives of the Board as a whole rather than those of any one Board member.               | 5 |
| b. Assists the Board on resolving problems at the administrative level to avoid unnecessary Board action.. | 5 |
| c. Assists the Board in establishing policy, while acknowledging the ultimate authority of the Board.      | 5 |
| d. Responds to requests for information or assistance by the Board.  | 5 |

<b>3. POLICY EXECUTION</b>	<b>Performance Rating</b>
----------------------------	---------------------------

- |  |   |
|--|---|
| a. Implements Board action in accordance with the intent of the Board.   | 5 |
| b. Supports the actions of the Board after a decision has been reached, both inside and outside the organization.                            | 5 |
| c. Enforces County policies.   | 5 |
| d. Understands County's laws and ordinances.   | 5 |
| e. Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness.                                      | 5 |
| f. Offers workable alternatives to the Board for changes in the law when an ordinance or policy proves impractical in actual administration. | 5 |

<b>4. REPORTING</b>	<b>Performance Rating</b>
---------------------	---------------------------

**County Administrator Performance Evaluation and Annual Reporting Process  
Policy No. 11-6**

- a. Provides the Board with reports concerning matters of importance to the County. 5
- b. Reports are accurate, comprehensive and produced in a timely manner. 5
- c. Prepares a sound agenda which prevents trivial administrative matters from being reviewed by the Board. 5
- d. Produces and handles reports in a way to convey the message that affairs of the organization are open to public scrutiny. 5

<b>5. CITIZEN RELATIONS</b>	<b>Performance Rating</b>
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- a. Responsive to complaints from citizens. 5
- b. Demonstrates a dedication to service to the community and its citizens.. 5
- c. Skillful with the news media, avoiding political positions and partisanship. 5
- d. Has the capacity to listen to others and to recognize their interests. 5
- e. Willing to meet with members of the community to discuss their real concerns. 5

<b>6. STAFFING</b>	<b>Performance Rating</b>
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- a. Recruits and retains competent personnel for County positions. 5
- b. Aware of staff weaknesses and works to improve their performance. 5
- c. Accurately informed and concerned about employee relations. 5
- d. Professionally manages the compensation and benefits plan. 5
- e. Promotes training and development opportunities for employees at all levels of the organization. 5

<b>7. SUPERVISION</b>	<b>Performance Rating</b>
-----------------------	---------------------------

- a. Employs a professional, knowledgeable staff. 5
- b. Maintains a healthy and productive organizational culture. 5
- c. Employees are recognized for best practices in the industry. 5
- d. Employees have training, pay equity and professional growth opportunities within the organization. 5
- e. Encourages teamwork, innovation, and effective problem-solving among the staff members. 5
- f. Institutes in employees a culture that is focused on customer service and responsible stewardship.. 5

<b>8. FISCAL MANAGEMENT</b>	<b>Performance Rating</b>
-----------------------------	---------------------------

- a. Prepares a balanced budget to provide services at a level directed by the Board. 5
- b. Makes the best possible use of available funds, conscious of the need to operate the County efficiently and effectively. 5
- c. Prepared budget is in an intelligent but readable format. 5



**County Administrator Performance Evaluation and Annual Reporting Process  
Policy No. 11-6**

- d. Possesses awareness of the importance of financial planning and control. 5
- e. Appropriately monitors and manages the fiscal activities of the organization. 5

<b>9. COMMUNITY</b>	<b>Performance Rating</b>
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- a. Engages with community partners on local initiatives. 5
- b. Avoids unnecessary controversy. 4
- c. Respected as a community leader. 5

**10. What strengths has the County Administrator demonstrated (management skills, knowledge, abilities) which have been most helpful to you as a Commissioner during this evaluation period (feel free to be general or include specific issues or projects which benefitted from the Administrator's leadership)?**

Ability to communicate clearly and effectively.

**11. What performance areas would you identify as needing improvement? Why? What constructive, positive ideas can you offer the County Administrators to improve these areas?**

None noted.

**12. Other comments?**

Vine Long serves as an example to County administrators both statewide and nationally with both his experience and ability to juggle constituents, commissioners, and staff in a seamless way. His leadership during the Covid pandemic has been Informative, based on data, and shared in a easy to understand and applicable manner.

**Performance Evaluation Results submitted by: Commissioner Jackson**

**Total Factors Rated: 44 / 44**

**Total All Points: 219**

**Average Rating: 4.98**

**Signature: Commissioner** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature: County Administrator** \_\_\_\_\_ **Date** \_\_\_\_\_



Leon County Board of County Commissioners  
Performance Evaluation  
County Administrator  
for  
October 1, 2019 to September 30, 2020

**County Administrator Performance Evaluation and Annual Reporting Process  
Policy No. 11-6**

<b>1. PROFESSIONAL SKILLS AND STATUS</b>	<b>Performance Rating</b>
--	---------------------------

- |   |   |
|---|---|
| a. Knowledgeable of current developments affecting the management field and affecting county governments. | 5 |
| b. Respected in management profession.  | 5 |
| c. Has a capacity for and encourages innovation.  | 5 |
| d. Anticipates problems and develops effective approaches for solving them.                               | 5 |
| e. Willing to try new ideas proposed by Board Members or staff.   | 5 |
| f. Interacts with the BOCC in a direct and straightforward manner.  | 5 |

<b>2. RELATIONS WITH BOARD OF COUNTY COMMISSIONERS</b>	<b>Performance Rating</b>
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- |  |   |
|--|---|
| a. Carries out directives of the Board as a whole rather than those of any one Board member.               | 5 |
| b. Assists the Board on resolving problems at the administrative level to avoid unnecessary Board action.. | 5 |
| c. Assists the Board in establishing policy, while acknowledging the ultimate authority of the Board.      | 5 |
| d. Responds to requests for information or assistance by the Board.  | 5 |

<b>3. POLICY EXECUTION</b>	<b>Performance Rating</b>
----------------------------	---------------------------

- |  |   |
|--|---|
| a. Implements Board action in accordance with the intent of the Board.   | 5 |
| b. Supports the actions of the Board after a decision has been reached, both inside and outside the organization.                            | 5 |
| c. Enforces County policies.   | 5 |
| d. Understands County's laws and ordinances.   | 5 |
| e. Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness.                                      | 5 |
| f. Offers workable alternatives to the Board for changes in the law when an ordinance or policy proves impractical in actual administration. | 5 |

<b>4. REPORTING</b>	<b>Performance Rating</b>
---------------------	---------------------------

**County Administrator Performance Evaluation and Annual Reporting Process  
Policy No. 11-6**

- a. Provides the Board with reports concerning matters of importance to the County. 5
- b. Reports are accurate, comprehensive and produced in a timely manner. 5
- c. Prepares a sound agenda which prevents trivial administrative matters from being reviewed by the Board. 5
- d. Produces and handles reports in a way to convey the message that affairs of the organization are open to public scrutiny. 5

<b>5. CITIZEN RELATIONS</b>	<b>Performance Rating</b>
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- a. Responsive to complaints from citizens. 5
- b. Demonstrates a dedication to service to the community and its citizens.. 5
- c. Skillful with the news media, avoiding political positions and partisanship. 5
- d. Has the capacity to listen to others and to recognize their interests. 4
- e. Willing to meet with members of the community to discuss their real concerns. 5

<b>6. STAFFING</b>	<b>Performance Rating</b>
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- a. Recruits and retains competent personnel for County positions. 5
- b. Aware of staff weaknesses and works to improve their performance. N/R
- c. Accurately informed and concerned about employee relations. N/R
- d. Professionally manages the compensation and benefits plan. 5
- e. Promotes training and development opportunities for employees at all levels of the organization. 5

<b>7. SUPERVISION</b>	<b>Performance Rating</b>
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- a. Employs a professional, knowledgeable staff. 5
- b. Maintains a healthy and productive organizational culture. N/R
- c. Employees are recognized for best practices in the industry. 5
- d. Employees have training, pay equity and professional growth opportunities within the organization. N/R
- e. Encourages teamwork, innovation, and effective problem-solving among the staff members. 5
- f. Institutes in employees a culture that is focused on customer service and responsible stewardship.. 5

<b>8. FISCAL MANAGEMENT</b>	<b>Performance Rating</b>
-----------------------------	---------------------------

- a. Prepares a balanced budget to provide services at a level directed by the Board. 5
- b. Makes the best possible use of available funds, conscious of the need to operate the County efficiently and effectively. 5
- c. Prepared budget is in an intelligent but readable format. 5

**County Administrator Performance Evaluation and Annual Reporting Process  
Policy No. 11-6**

- d. Possesses awareness of the importance of financial planning and control. 5
- e. Appropriately monitors and manages the fiscal activities of the organization. 5

<b>9. COMMUNITY</b>	<b>Performance Rating</b>
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- a. Engages with community partners on local initiatives. 5
- b. Avoids unnecessary controversy. 4
- c. Respected as a community leader. 5

**10. What strengths has the County Administrator demonstrated (management skills, knowledge, abilities) which have been most helpful to you as a Commissioner during this evaluation period (feel free to be general or include specific issues or projects which benefitted from the Administrator's leadership)?**

This 'evaluation period' has been dominated by the COVID-19 pandemic. Although the duration of this on-going Emergency Declaration is unprecedented and every County has faced unique challenges, Leon County's rapid and innovative approach has become a model for other communities. This is a testament to County Administrator Long's leadership and dedication to strategic planning and fiscal responsibility. Administrator Long, his leadership team and all Leon County employees stepped up to the challenge to protect and serve our citizens during this difficult time and I am grateful for their hard work and dedication to Leon County.

**11. What performance areas would you identify as needing improvement? Why? What constructive, positive ideas can you offer the County Administrators to improve these areas?**

**12. Other comments?**

Out of respect for the roles and responsibilities of the Board and our County Administrator, I have selected 'no response' for some questions in both the Staffing and Supervision sections. In no way should this be interpreted as a negative evaluation of our County Administrators ability to manage employees. However, it is difficult, if not impossible, to evaluate all employee issues and respect the 'fire wall' that appropriately separates the Board from employment decisions which should remain under the purview of the County Administrator.

**Performance Evaluation Results submitted by: Commissioner Dozier**

**Total Factors Rated: 40 / 44**

**Total All Points: 198**

**Average Rating: 4.95**

**County Administrator Performance Evaluation and Annual Reporting Process**  
**Policy No. 11-6**

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**Signature: Commissioner** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature: County Administrator** \_\_\_\_\_ **Date** \_\_\_\_\_

## **Board of County Commissioners Leon County, Florida**

### **Policy No. 11 - 6**

Title: County Administrator Performance Evaluation and Annual Reporting Process

Date Adopted: September 15, 2020

Effective Date: September 15, 2020

Reference: N/A

Policy Superseded: Policy No. 11-6, "County Administrator Performance Evaluation and Annual Reporting Process," adopted September 13, 2011; revised January 29, 2013; revised January 27, 2015; revised September 15, 2015; revised July 10, 2018

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It shall be the policy of the Board of County Commissioners of Leon County, Florida, that Policy No. 11-6 "County Administrator Performance Evaluation and Annual Reporting Process" revised by the Board of County Commissioners on July 10, 2018 is hereby further amended, and a revised policy is adopted in its place, to wit:

For the purpose of evaluating the performance of the County Administrator in a fair and open manner, the Board will annually follow the processes outlined in this policy. As part of this review, the County Administrator will be required to annually report the state of the County to the Board.

This policy is consistent with Florida Statutes 125.84 (1) that states the County Administrator will "Report annually or more often if necessary, to the board of commissioners and to the citizens on the state of the County, the work of the previous year, recommendations for action or programs for improvement of the County and the welfare of its residents."

The following process shall be used annually to effectuate this policy.

#### Annual Report

1. In September of each year, the County Administrator will prepare a report that provides a detailed analysis summarizing the state of the County ("the annual report").
2. The reporting period for the annual report will be based on the prior fiscal year.
3. The annual report will be presented for acceptance by the Board at a regularly scheduled meeting in September of each year.
4. To maximize community involvement:
  - a. In addition to the Board of County Commissioners meeting, the annual report will be presented to at least two community meetings conducted outside of the Courthouse. The locations will be selected to maximize citizens' opportunity to participate.

- b. Presentation of a summary of the annual report will be published in a newspaper of general circulation.

#### Performance Evaluation

5. An online process, by which each County Commissioners may complete and submit the County Administrator performance evaluation form, will be administered by Human Resources with MIS' technical support.
6. Following the distribution of the Annual Report to the Board, Human Resources will distribute the link to the online County Administrator performance evaluation form, included as part of this policy, to each of the Board members.
7. Each individual Commissioner will be requested to complete and submit the County Administrator performance evaluation form following the distribution of the link to the online evaluation form by Human Resources. Each Commissioner is encouraged to meet with the County Administrator to discuss their individual evaluation.
8. The Chairman will review all of the evaluation forms and approve an appropriate merit percentage increase in accordance with the contract of the County Administrator.
9. The Human Resources Director will compile the individual evaluations into a summary document and prepare an agenda item containing the following: summary of evaluations, individual evaluations, and merit percentage increase.
10. The compilation of the County Administrator's evaluation will be presented at a regularly scheduled meeting in October of each year for ratification by the Board of each Commissioner's individual evaluations and the merit percentage increase.

*Revised September 15, 2020*

## Leon County Board of County Commissioners Performance Evaluation

### County Administrator



This form shall be completed by each member of the Board to evaluate the County Administrator’s performance in each of the areas noted below. Performance levels can be noted based on the following scale:

- 5 – Excellent (almost always exceeds expectations and performs at very high standard)
- 4 – Above average (generally exceeds performance expectations)
- 3 – Satisfactory (meets performance expectations)
- 2 – Below average (generally does not meet performance expectations)
- 1 – Unsatisfactory (almost always fails to meet minimum performance expectations).

Each member of the Board should sign the form and forward it to the Chairman.

**EVALUATION PERIOD:** \_\_\_\_\_ **TO:** \_\_\_\_\_

<b>1.</b>	<b>PROFESSIONAL SKILLS AND STATUS</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
a.	Knowledgeable of current developments affecting the management field and affecting county governments.					
b.	Respected in management profession.					
c.	Has a capacity for and encourages innovation.					
d.	Anticipates problems and develops effective approaches for solving them.					
e.	Willing to try new ideas proposed by Board Members or staff.					
f.	Interacts with BOCC in a direct and straightforward manner.					

<b>2.</b>	<b>RELATIONS WITH BOARD OF COUNTY COMMISSIONERS</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
a.	Carries out directives of the Board as a whole rather than those of any one Board member.					
b.	Assists the Board on resolving problems at the administrative level to avoid unnecessary Board action.					
c.	Assists the Board in establishing policy, while acknowledging the ultimate authority of the Board.					
d.	Responds to requests for information or assistance by the Board.					



**County Administrator Performance Evaluation and Annual Reporting Process**  
**Policy No. 11 - 6**

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<b>3.</b>	<b>POLICY EXECUTION</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
a.	Implements Board action in accordance with the intent of the Board.					
b.	Supports the actions of the Board after a decision has been reached, both inside and outside the organization.					
c.	Enforces County policies.					
d.	Understands County's laws and ordinances.					
e.	Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness.					
f.	Offers workable alternatives to the Board for changes in the law when an ordinance or policy proves impractical in actual administration.					

<b>4.</b>	<b>REPORTING</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
a.	Provides the Board with reports concerning matters of importance to the County.					
b.	Reports are accurate, comprehensive and produced in a timely manner.					
c.	Prepares a sound agenda which prevents trivial administrative matters from being reviewed by the Board.					
d.	Produces and handles reports in a way to convey the message that affairs of the organization are open to public scrutiny.					

<b>5.</b>	<b>CITIZEN RELATIONS</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
a.	Responsive to complaints from citizens.					
b.	Demonstrates a dedication to service to the community and its citizens.					
c.	Skillful with the news media, avoiding political positions and partisanship.					
d.	Has the capacity to listen to others and to recognize their interests.					
e.	Willing to meet with members of the community to discuss their real concerns.					

<b>6.</b>	<b>STAFFING</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
a.	Recruits and retains competent personnel for County positions.					
b.	Aware of staff weaknesses and works to improve their performance.					
c.	Accurately informed and concerned about employee relations.					
d.	Professionally manages the compensation and benefits plan.					
e.	Promotes training and development opportunities for employees at all levels of the organization.					

**County Administrator Performance Evaluation and Annual Reporting Process**  
**Policy No. 11 - 6**

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<b>7.</b>	<b>SUPERVISION</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
a.	Employs a professional, knowledgeable staff.					
b.	Maintains a healthy and productive organizational culture.					
c.	Employees are recognized for best practices in the industry.					
d.	Employees have training, pay equity and professional growth opportunities within the organization.					
e.	Encourages teamwork, innovation, and effective problem-solving among the staff members.					
f.	Institutes in employees a culture that is focused on customer service and responsible stewardship.					

<b>8.</b>	<b>FISCAL MANAGEMENT</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
a.	Prepares a balanced budget to provide services at a level directed by the Board.					
b.	Makes the best possible use of available funds, conscious of the need to operate the County efficiently and effectively.					
c.	Prepared budget is in an intelligent but readable format.					
d.	Possesses awareness of the importance of financial planning and control.					
e.	Appropriately monitors and manages the fiscal activities of the organization.					

<b>9.</b>	<b>COMMUNITY</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
a.	Engages with community partners on local initiatives.					
b.	Avoids unnecessary controversy.					
c.	Respected as a community leader.					

**Total All Points:** \_\_\_\_\_

**Divide Total by:** 44 (# of categories)

**Average:** \_\_\_\_\_

**10. What strengths has the County Administrator demonstrated (management skills, knowledge, abilities) which have been most helpful to you as a commissioner during this evaluation period (feel free to be general or include specific issues or projects which benefited from the Administrator's leadership)?**

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**11. What performance areas would you identify as needing improvement? Why? What constructive, positive ideas can you offer the County Administrator to improve these areas?**

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**12. Other comments?**

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Leon County Government

## INTEROFFICE MEMO

**DATE:** September 15, 2020

**TO:** The Honorable Chairman and Board of County Commissioners

**FROM:** Vincent S. Long, County Administrator

**SUBJECT:** 2020 County Administrator Evaluations

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At today's Commission meeting, you will receive the 2020 Annual Report which provides great detail on many of our accomplishments over the past year. The 76-page report only begins to capture the effort and progress we continue to make as an organization, even as we respond to the unprecedented challenges of a global COVID-19 pandemic.

Tomorrow you will receive my annual performance evaluation via e-mail from Human Resources pursuant to Policy No. 11-6, "County Administrator Evaluation and Annual Reporting Process," and an agenda item will be presented at the October 13 meeting for ratification by the Board. In addition to the 2020 Annual Report, I submit the following summary of selected significant milestones and improvements achieved during Fiscal Year 2019-20 to further assist you in your individual evaluations. As you will find in the attached, this year presented financial challenges which surpassed that of the Great Recession, it required organizational agility and adaptation to address uncertain and evolving conditions in order to provide essential services without interruption, and it demanded both discipline and innovation to be equal to the never-before-seen operational, policy, and financial circumstances we faced. I am happy to report to you that under the leadership of the Board and with the extraordinary talent and commitment of the men and women of the organization, Leon County once again set the standard in 2019-2020.

As always, Commissioners, my goal as your County Administrator is to continue to provide the highest standard of fiscal, strategic and operational leadership to Leon County while driving employee performance and satisfaction, demonstrating our tremendous value to the community and continuing to earn your confidence. I greatly appreciate your support and feedback.

Major Policy Formation, Implementation, and Project Execution:

*Provided timely, accurate and reliable policy analysis and focused leadership on project implementation in 2020*

***COVID-19 Response - led comprehensive, communitywide efforts to respond to the COVID-19 pandemic including:***

- Overseeing the longest and most extensive emergency management activation in the County's history in response to the COVID-19 pandemic;
- Convening more than 300 conference calls with over 6,000 participants to ensure a coordinated regional response to the COVID-19 public health emergency;
- Building hospital surge capacity in coordination with our health care partners and public health officials;
- Coordinating with local, regional, and state partners to maximize our community's testing and contact tracing capabilities;
- Resourcing over 100 health care and long-term care facilities in critical need throughout the community with more than one million items of PPE;
- Distributing more than 300,000 free face coverings to more than 600 local businesses and through our Leon County Library facilities;
- Driving a wide variety of critical public health messages, which have been seen, read, and heard more than 18 million times, through a Joint Information Center established in partnership with the Florida Department of Health;
- Convening a task force to ensure the safe sheltering of the community's homeless population, consistent with CDC guidance for homeless shelters;
- Partnering with Community Human Service Partnership (CHSP) agencies to address unanticipated fiscal and operational challenges to ensure that the evolving needs of the community are met during the COVID-19 pandemic.
- Rapidly developing emergency grant programs through the Office of Economic Vitality to provide immediate financial assistance to local businesses and non-profit organizations;
- Developing a comprehensive Leon County COVID-19 Response and Re-opening Plan for a gradual, phased-in approach to safely re-opening our community, consistent with federal guidance, statewide Executive Orders, and expert public health recommendations;
- Developing and quickly implementing the \$51.2 million "Leon CARES" plan, providing funding for essential public health and safety expenditures related to COVID-19, direct assistance to individuals experiencing financial hardship, a broad range of human service needs, and critical economic relief to the local business community;
- Negotiating an agreement with Ernst & Young, an international tax, accounting, and business consultancy, to quickly develop and deploy a responsive and cost-effective solution for the expeditious administration of funds under the Leon CARES program.
- Providing more than 130 comprehensive daily updates to keep the Board apprised of the most current and accurate information regarding the County's response efforts; and
- Ensuring the seamless continuity of Leon County Government operations and services throughout the pandemic.

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*People Focused. Performance Driven.*

***Strategic Plan – continued the implementation of the Leon County’s FY2017 – FY2021 Strategic Plan through the completion of Strategic Initiatives as well as five-year Targets and Bold Goals.***

- Completed 70 (or 80%) of the FY 2017 – FY 2021 Strategic Initiatives to date, with the remaining 18 (20%) currently in progress; the County remains on track to meet or exceed the majority of its five-year targets and goals by FY 2021, notwithstanding the impacts of the COVID-19 pandemic.

**Strategic Initiatives Completed in FY 2020:**

- Utilizing a portion of the BP settlement funds, identify solutions for weatherization of the Capital City Amphitheater stage, including potential sound mitigation elements. (2016-1)
- Pursue NACo’s SolSmart designation. (2018-4)
- Implement zoning changes that allow for solar energy farms in the unincorporated area while preserving the rural character of our community. (2020-3)
- Conduct a comprehensive human service needs assessment in order to align CHSP funding with the highest human services needs in the community. (2018-9)
- Participate in the MIT Sloan School of Management USA Lab to explore opportunities to further enhance re-entry efforts. (2020-11)
- Support the Complete Count Committee in educating the community and promoting the 2020 Census. (2020-13)

**Progress toward the County’s Targets and Bold Goals in FY 2020:**

- Eliminated 179 septic tanks in the Primary Springs Protection Zone, with an additional 431 planned or in progress, exceeding the County’s Bold Goal to upgrade or eliminate 500 septic tanks.
- Hosted 12 state, regional, or national championship sporting events bringing the total to 59 championships, 74% of the County’s five-year Target.
- Added over 1,600 downloadable books allowing the County to exceed its Target of doubling the Library’s digital collection since FY 2017.
- Planted over 1,200 trees for a total of almost 13,500 trees planted over the last four years, approximately 88% of the County’s five-year goal.
- Constructed over 6 miles of sidewalks and trails to help the County achieve 88% completion in its goal of adding 30 miles by FY 2021.
- Ensured 100% of employees are trained in Customer Experience, Diversity, and Domestic Violence, Sexual Violence & Stalking in the Workplace.

***Budget:***

- Produced a balanced FY 2021 budget and addressed current and projected revenue shortfalls totaling \$6.9 million in FY 2020 and \$10.1 million in FY 2021 due to the COVID-19 pandemic with;
  - No increase in the millage rate for the ninth consecutive year;
  - No tax or fee increases;
  - No service level reductions;
  - No layoffs or furloughs; and
  - Support for all Constitutional Officer budget requests.
- Instituted several measures at the outset of the COVID-19 pandemic to mitigate the anticipated fiscal impacts to the County, including initiating a hiring freeze, suspending non-essential travel and training, and implementing capital project deferrals and operating expenditure reductions.
- Implemented the County’s multi-year fiscal plan, paying down long-term debt and utilizing the debt service savings to avoid increases in the EMS MSTU and Solid Waste non-ad valorem assessments.

***Other Significant Policy Formation, Implementation, and Project Execution (selected):***

- Developed and implemented a comprehensive recruitment, interview, and selection process to attract the highest quality candidates and facilitate the Board’s selection of a new County Attorney following the retirement of Herb Thiele, who served as Leon County Attorney for nearly 30 years.
- Developed and presented the Essential Libraries Initiative during the 2020 Annual Retreat, establishing a framework for realigning the library’s programs, services, staff and physical spaces to meet the greatest community needs.
- Completed a comprehensive human services needs assessment, identifying actionable strategies to improve the CHSP process and optimize our limited human services funding to address the greatest human service needs of our community, including expanding the Promise Zone and increasing County funding.
- Launched the new LeonWater.org website, a comprehensive online resource providing citizens with environmental, recreational, and instructional information related to water bodies in Leon County.
- Finalized the development of a County ordinance and Comprehensive Plan amendment to provide development standards and a streamlined permitting process for solar energy systems.
- Achieved designation as a SolSmart “Gold” community, reflecting the County’s commitment to supporting renewable and sustainable energy sources and reducing barriers to the expansion of renewable and sustainable energy sources throughout the community.

- Developed an Ordinance amending the Lake Protection Node Zoning District to provide greater flexibility of development and redevelopment options while still meeting the intent and goals of the Lake Protection Future Land Use Category.
- Ensured the continued viability of the County's single-stream recycling program by negotiating a contract amendment with Marpan to address the significant recent decline in the global market for recyclable materials.
- Initiated a comprehensive study in partnership with the City of Tallahassee to evaluate long-term options for the future of the County's single-stream recycling program.
- Continued implementation of the County's residential Property Assessed Clean Energy (PACE) program, which provides financing to property owners for energy improvements and weatherization upgrades. To date, 121 homes have been improved with a total project value of \$1,555,000. A total of 267 homeowners have been approved for PACE financing for future projects.

Additional examples of major policy and project implementation are listed in the appropriate categories which follow.

#### Crisis Management:

*Ensured prompt organizational focus, accountability and compassion in dealing with crises in 2020*

- Led comprehensive, communitywide efforts to plan, prepare for, and mitigate the public health threat of COVID-19 and its associated social and economic impacts (see COVID-19 response, Page 2; also Financial Management, Page 6).
- Other Crisis Management milestones and improvements (selected):
  - Led efforts to respond to a tornado that impacted areas in northern Leon County in April 2020 and coordinated with community partners, volunteers, and the Florida Division of Emergency Management to ensure the greatest level of County assistance to individuals and families who were impacted.
  - Continued to ensure the highest level of readiness prior to the 2020 hurricane season in spite of the challenges presented by the COVID-19 pandemic by adapting the format of the County's Build Your Bucket Event to an online program; County staff, in coordination with Ability 1<sup>st</sup> and Elder Care Services, also built disaster buckets with critical supplies for distribution to vulnerable clients who must shelter in place due to COVID-19.
  - Redesigned the 2020 Leon County Disaster Survival Guide to reinforce and expand upon the County's public health messages related to COVID-19.
  - Entered into an Interlocal Agreement with the Leon County Sheriff, the City of Tallahassee, FAMU, FSU, and TCC police departments to support more efficient communications between public safety answering points and first responder agencies during public safety emergencies.

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## Financial Management:

*Provided for the sound financial management and fiscal stewardship of Leon County in 2020*

- Facing a projected \$10.1 million revenue decrease due to the COVID-19 pandemic, produced a balanced FY 2021 budget with:
  - No increase in the millage rate for the ninth consecutive year;
  - No other tax or fee increases;
  - No furloughs, layoffs, or service level reductions; and
  - Support for all Constitutional Officer budget requests.
- Addressed an unanticipated revenue shortfall of \$6.9 million in FY 2020 due to COVID-19 without significant impacts to County services by instituting a hiring freeze, suspending non-essential travel and training, and identifying targeted operating and capital reductions.
- Developed and implemented the Leon CARES expenditure plan to distribute Leon County's allocation of \$51.2 million in Coronavirus Relief Funds under the federal CARES Act.
- Achieved an upgraded "AA+" General Obligation Bond rating with a stable financial outlook. The most recent report issued by Fitch cited the County's "prudent, forward-looking budgeting, high reserve levels, and strong liquidity."
- Completed Phase I and initiated Phase II of the Alternative Mobility Funding System Study, evaluating alternatives to the existing concurrency-based model of transportation system funding.
- Leveraged \$36,000 in State Housing Initiative Partnership (SHIP) funds to assist income eligible residents in unincorporated Leon County with rental assistance to prevent evictions related to COVID-19.
- Leveraged \$56.8 million in grant funding with a leveraging ratio of 5.67 to 1.
- Identified over \$10.4 million in new cost savings and avoidances through the County's I<sup>2</sup> Employee Awards Program and other staff-led cost saving efforts. Since 2013, over \$44.9 million in cost savings and avoidances have been identified through the County's internal efficiency efforts.
- Continued to recover eligible reimbursements for Hurricanes Hermine, Irma, and Michael; to date, \$33.4 million out of \$33.7 million of the County's eligible expenses has been reimbursed, including 97% of Hermine expenses (compared to an average of 80% among counties statewide), 100% of Irma expenses (compared to 73% statewide), and 95% of Michael expenses (compared to 86% statewide).
- Sustained the lowest net operating budget, the lowest net budget per resident and second lowest number of county employees per 1,000 residents when compared to other like-sized counties while having some of the highest percentage of property tax off the rolls due to exemptions.

Promoting Economic Vitality:

*Continued to ensure that Leon County remains an effective leader and a reliable partner in growing and diversifying our community and local economy*

- Created and administered the COVID-19 Economic Disaster Relief (CEDR) Grant Program which provided \$1.15 million of direct financial support to 561 local businesses economically impacted by COVID-19, helping retain nearly 5,000 local jobs.
- Created the Local Emergency Assistance for Non-profits (LEAN) grant program through the Tallahassee-Leon County Office of Economic Vitality to provide \$602,000 in assistance to 241 local non-profit agencies impacted by COVID-19, helping to retain nearly 2,500 additional jobs.
- Launched the interactive “Open for Takeout” map to spotlight businesses that remained open to provide delivery, take-out, curbside pickup, or drive-up services in response to COVID-19.
- Supported local businesses in Leon County in receiving \$4.25 million through the State's short-term loan bridge program in response to COVID-19 representing the highest level of funding secured among counties across the state.
- Successfully earned *Southern Living Magazine's* designation of Tallahassee-Leon County as one of the South's Top 10 Best Cities, as well as one of the Top 10 Best College Towns in the South, both for the second consecutive year, further promoting the community as a premier visitor destination.
- Finalized the development and began implementation of uniform policies and procedures creating a consolidated Minority, Women, and Small Business Enterprise (MWSBE) program serving Leon County, the City of Tallahassee, and the Blueprint Intergovernmental Agency.
- Supported Domi Station's Third Act Senior Entrepreneurship Program through OEV's Elevate Grant Fund to recruit and train the County's growing 50+ population to start their own businesses, join existing start-up teams, and provide business mentorship.
- Hosted Tallahassee Startup Week, featuring the Solving Startup Financing in Tallahassee Workshop which engaged 20 participants in a multi-phase approach to inventing creative solutions to the real and perceived business financing gaps in our community.
- Earned a 2019 Excellence in Economic Development Award from the International Economic Development Council for supporting local businesses with hurricane recovery efforts through OEV's Open for Business mapping application, Ready for Business Workshop, and assistance with the Emergency Bridge Loan Program.
- Launched the Pay It Forward Initiative in collaboration with Shop Tally with SwellCoin to provide is a web-based shopping portal for customers to purchase gift cards to local businesses to be donated to nonprofits on the frontline of serving those in need during COVID-19 response efforts.
- Hired the seventh class of the Leon Works Junior Apprenticeship Program employing 10 more local high school students as junior apprentices to shadow and train with County staff to prepare for in-demand skilled careers.

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- Balanced the Division of Tourism’s budget without reducing positions, despite the extreme impacts of the COVID-19 pandemic on the tourism/hospitality industry, by reducing marketing activities, Amphitheater Concert Series funding, event grants, staff travel, and contractual services which support the operation.
- Launched the new Visit Tallahassee website and mobile app, which feature the “Plan a Trip” tool to allow users to explore Tallahassee-Leon County’s offerings and build a custom itinerary for an upcoming visit.
- Awarded four event grants through the first cycle of the Tourism Legacy Events Grant Program to support the continued success of long-standing community events that have a strong performance record for generating room nights and providing a significant economic impact to the community.
- Secured Apalachee Regional Park as the host location for the 2022 National Junior College Athletic Association Division I and Division II Men's and Women's Cross-Country Championships, which will attract up to 200 teams and over 1,000 athletes from around the country.
- Successfully hosted eight championship sporting events in Leon County including the FHSAA Cross Country State Championships, the NCAA South Regionals, and the USA Track and Field Junior Olympic Cross Country Regionals.

Organizational Improvement and Innovation:

*Continued to lead organizational improvements, drive innovation and enhance employee performance, development and well-being*

- Developed and presented the Essential Libraries Initiative during the 2020 Annual Retreat; this initiative provides a framework for realigning the library’s programs, services, staff and physical spaces to meet the greatest community needs.
- Continued implementation of the Integrated Sustainability Action Plan, which includes 18 goals and 91 action items to foster a more sustainable future and realize a 30% reduction in the County’s greenhouse gas emissions by the year 2030. To date, 31 action items have been accomplished with 44 more in progress.
- Streamlined the County’s building fee schedule by implementing a flat fee structure to further expedite the plan review process and to simplify how fees are calculated.
- Initiated a building permit fee study to review all building inspection fees and ensure that the costs of residential, commercial and online permits are properly allocated.
- Launched the Leon County Library Mobile App and Online Library Card Registration to expand access to library resources by allowing users to easily connect to librarian assistance, keep track of item due dates, and receive 24-hour access to various library offerings.

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- Led the County's efforts to win 11 more NACo Achievement Awards in 2020 for best practices for the efficient, equitable and innovative provision of services to our community:
  - #HurricaneStrong Partnership
  - Advanced Wastewater Treatment Pilot Program
  - Advisory Committee on Quality Growth
  - Apalachee Regional Park Master Plan and Landfill Conversion
  - Choose Tallahassee Marketing Partnership
  - Community Garden Program Enhancements
  - Integrated Sustainability Action Plan
  - Livable Infrastructure for Everyone (LIFE) Program
  - Neighborhood Services Webpage
  - SMARTIES Committee
  - Workforce Development Services through Leon County Libraries

In the past eight years, Leon County has received 79 NACo Achievement Awards, including two projects that designated as the best program in their award category nationwide and two additional Leon County initiatives recognized as "100 Brilliant Ideas at Work" showcasing the best innovations in government across 3,069 counties.

- Continued to enhance staff development efforts at all levels of the organization by hosting Leadership Team staff meetings, providing monthly leadership learning activities, and sponsoring 17 employees' participation to date in Certified Public Manager training.
- Continued to identify new organizational innovations, efficiencies, and cost savings through the County's I<sup>2</sup> Employee Awards program; to date, the I<sup>2</sup> program has saved the County nearly \$1.8 million in recurring costs and \$5.3 million in one-time costs.
- Received an Award of Distinction from the Capital Chapter of the Florida Public Relations Association for the "Created Equal: 60th Anniversary of the Tallahassee Lunch Counter Sit Ins" which engaged over 1,000 citizens in a paneled discussion with local civil rights heroes involved in the Tallahassee lunch counter sit-ins more than sixty years ago.
- Earned the American Heart Association's Mission: Lifeline EMS Gold Plus Award for meeting the highest standards for the care of heart attack and stroke patients.
- Became the first EMS critical care ground transport team in the Country to have 100% of its members credentialed as Certified-Critical Care Paramedics by the International Board of Specialty Certification.
- Earned two more Project of the Year awards from the American Public Works Association, recognizing outstanding public works projects throughout the nation that achieve project goals within budget while exceeding public expectations.
- Earned the 2020 Digital Counties Survey Award from NACo and the Center for Digital Government for the County's efforts to harness technology to increase services and efficiencies for citizens.

Capital Project Management and Implementation:

*Ensured the professional project oversight, design, engineering, procurement, schedule and budgeting of safe, functional and high-quality capital projects in 2020*

- Negotiated and executed a long-term guaranteed energy savings performance contract (ESCO) with Energy Savings Group for the implementation of cost saving, more energy efficient, building-related capital projects valued at \$17 million.
- Provided continued leadership over Blueprint 2000 project execution including Capital Circle Southwest, the Lake Jackson Greenways projects, Capital City Amphitheater weatherization, Magnolia Drive Multiuse Trail, Capital Cascades Trail, the Orange/Meridian Placemaking project, the Northeast Corridor Connector, and others.
- Eliminated 179 septic tanks in the Primary Springs Protection Zone through the completion of the Woodside Heights Septic to Sewer Project, with 431 additional replacements planned or in progress, exceeding the County's Bold Goal of 500 septic tank replacements in the FY 2017-2021 Leon County Strategic Plan.
- Began construction of the Annawood and Belair Phase I Subdivisions septic-to-sewer project, which will connect 56 additional homes in the Primary Springs Protection Zone to centralized sewer and will include all required underground utilities, roadway and drainage system restoration.
- Accelerated and completed construction of the Meridian Road Drainage Improvements Project which enhanced water quality and also addressed historic flooding in the southeast area of Lake Jackson.
- Initiated the Raymond Tucker Road Drainage Improvement project, which encompasses the Windwood and Golden Pheasant Subdivisions north of Apalachee Parkway, to reduce flood risk in the area during future heavy rain events.
- Completed the re-design of the landfill closure project in response to the unanticipated discovery of hazardous environmental conditions at the site and submitted the new design to FDEP for review and approval.
- Continued the implementation of the Apalachee Regional Park master plan, which includes several enhancements to the cross country area, restrooms and an operations facility, events and awards stage, outdoor community gathering pavilion, and parking area improvements.
- Initiated construction of the Centerville Trace Pond dam replacement project to protect low-lying properties located downstream of the dam including a portion of Centerville Road.
- Completed the design of Phases 1 and 2 of the Smith Creek Bicycle Lanes and Safety Improvements Project, which will provide a new bicycle-friendly corridor fully funded by the Federal Highway Administration and the Florida Department of Transportation.
- Initiated construction of a new single-track trail at J. R. Alford Greenway as well as a 1.1-mile trail segment connecting the Southwood Trail to the County's Tram Road project.

- Completed five new street lighting projects in the unincorporated areas of the County and included another \$100,000 to continue supporting the street lighting program in the tentative FY 2021 budget.
- Constructed 14 additional fire hydrants in the unincorporated area in FY 2020, reaching 62% of the County's five-year Target.
- Opened two new dog parks in Leon County at the Bradfordville Community Center and at J. Lee Vause Park.
- Installed new educational kiosks at all County boat landings featuring site-specific water quality information and content regarding blue-green algae blooms, fishing advisories, and invasive species.

#### Leveraging Partnerships:

*Continued to implement new opportunities to leverage partnerships for the benefit of the community in 2020*

- Partnered with Community Human Service Partnership (CHSP) agencies to address unanticipated operational needs through the utilization of current year grant funding and coordination of resources to ensure the evolving needs of the community are met during the COVID-19 pandemic.
- Completed a comprehensive human services needs assessment, identifying actionable strategies to improve the CHSP process and optimize our limited human services funding to address the greatest human service needs of our community.
- Partnered with the Florida Department of Health in Leon County to identify an operator for a local Syringe Exchange Program to prevent the transmission of blood-borne diseases through the proper disposal of used needles, syringes, and other injection equipment.
- Partnered with the City of Tallahassee and the South City Foundation, which serves as the "Community Quarterback" organization driving the revitalization of the Orange Avenue Apartments project, to secure Leon County's designation as a Purpose Built Community.
- Executed an agreement with the Tallahassee Lenders' Consortium to serve as the County's Community Land Trust in order to create additional affordable housing opportunities in Leon County.
- Partnered with the Florida Fish and Wildlife Conservation Commission to provide regular maintenance at all 17 of the County's concrete boat landings, enhancing regular maintenance of the County's boat landings, increasing the life cycle of the structures, and saving a projected \$350,000 over the term of the agreement.
- Established a partnership with the with the FSU-FAMU College of Engineering to analyze new opportunities for innovative solar arrays at County facilities.
- Accepted the donation of two passive parks from the Killearn Acres Homeowners Association, helping the Association to stabilize its finances while adding 18 acres of new, publicly accessible park land to the County's inventory.

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- Negotiated a development agreement for 180 acres in northern Leon County which provides for the donation of right-of-way for the future widening and beautification of Bannerman Road and the construction of a regional stormwater facility at no cost to the County.
- Initiated the process to join the AARP Age-Friendly Community Network in partnership with the City of Tallahassee to enhance the community's livability for residents of all ages.
- Continued to advance the community's shared sustainability goals through the Capital Area Sustainability Compact, co-learning with member organizations and jointly exploring opportunities for advancement in the areas of energy conservation, alternative transportation, and waste reduction.
- Partnered with the Massachusetts Institute of Technology (MIT) Sloan School of Management USA Lab to evaluate our existing local re-entry model and explore best practices and opportunities to better address the needs of citizens transitioning from incarceration.
- Partnered with The Village Square and the City of Tallahassee to hold a town hall event in March 2020, engaging citizens in a cross-governmental discussion about where Tallahassee–Leon County is as a community, where we are going, and what challenges we face in getting there.
- Hosted a Community Legislative Dialogue Meeting for the 2020 Legislative Session to engage the community and regional partners in identifying shared legislative priorities.
- Entered into a 30-year ground lease agreement with Tall Timbers Research Station to locate a volunteer fire station in the Bradfordville area to provide improved fire protection and potentially lower insurance rates for nearby homeowners.
- Supported the development of 45 new and existing community gardens on non-County properties through the County's Stakeholder Garden program.

#### Citizen and Community Engagement:

*Created and enhanced opportunities to engage our community in ways that foster co-creation and connectedness*

- Designated all Leon County Library facilities as locations where citizens can get help with applying for the Leon CARES Individual Assistance program, apply for other state and federal assistance in response to COVID-19, pick up free cloth masks, and more.
- Completed a successful fifth year of the Leon County Library Lecture Series with two more varied and informative sessions appealing to the interests of all citizens, engaging more than 400 citizens through these events.
- Launched the Census Complete Count Committee to support the national effort of the 2020 Census in gathering a complete count of Leon County residents to ensure adequate representation and funding to the area and engaged FSU, FAMU, and TCC to ensure the most accurate count of postsecondary student populations in light of the COVID-19 pandemic.

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- Launched the new LeonCountyWater.org website and other communication strategies to better inform citizens of the County’s overall water quality, stormwater policies and emergent issues impacting local water bodies and groundwater.
- Hosted the fifth annual Created Equal event in partnership with The Village Square on the 60<sup>th</sup> anniversary of the first Tallahassee/Leon County Lunch Counter Sit-In, commemorating and encouraging frank and honest conversations about this important moment in local civil rights history.
- Partnered with the City of Tallahassee, Village Square, and Leadership Tallahassee to host the Longest Table event, providing a safe, welcoming setting for residents of all ages, ethnicities and backgrounds to discuss community issues and foster stronger connections.
- Developed a policy to establish a volunteer page program which will provide high school students in Leon County a unique opportunity to learn about the field of government and policy, obtain valuable leadership skills, and gain professional experience.
- Honored and recognized the service of local veterans through the annual Operation Thank You breakfast in partnership with the American Legion, hosting over 500 veterans and their families on Veterans Day 2019.
- Continued to partner with Honor Flight Tallahassee, hosting a reunion dinner for Leon County veterans on December 7, 2019 in recognition of National Pearl Harbor Remembrance Day.
- Continued the County’s tradition of honoring our fallen heroes on Memorial Day 2020, in lieu of a public ceremony due to COVID-19, by laying wreaths at eight grave sites and monuments across Leon County in memory of local armed force members that made the ultimate sacrifice to defend our country.
- Provided assistance to more than 3,600 veterans and their dependents to receive over \$18 million in benefits.
- Trained 700 more citizens in CPR use and 370 citizens in “Stop the Bleed” techniques through training events hosted by Leon County EMS.
- Presented “Leon Lifesaver” at over 20 community events, teaching elementary school students how to dial 9-1-1 in an emergency, why children should wear bike helmets, how to cross the street safely, and other important safety tips.
- Celebrated Arbor Day 2020 by organizing the “Get Rooted in Our Community” event where 60 volunteers helped plant over 500 wildflower, trees and shrubs at Martha Wellman Park.
- Increased the number of digital media subscribers to approximately 78,000 via GovDelivery, providing citizens with free, up-to-the minute news regarding Leon County events, emergencies, and other information.
- Grew the County's social media reach to more than 52,000 followers across Facebook, Twitter, Instagram, LinkedIn, YouTube and NextDoor.



Community and Professional Leadership:

*Continued to grow professionally to best represent Leon County locally, state-wide and nationally*

- Achieved designation as an ICMA Credentialed Manager, the highest professional designation in local government management, for the twelfth year, demonstrating commitment to professional development and lifelong learning.
- Contributed to State and Local Government Review's "Governance Matters" project, a collaborative effort with ICMA to evaluate the impacts of the COVID-19 pandemic on local governments.
- Received designation as the first recipient of the "Counties Helping Counties" Award for planning and hosting four site visits for the entire FAC staff to provide an inside look at Leon County's day-to-day operations and help them to become more familiar with the roles and functions of Florida county governments.
- Continued to engage with other county managers throughout the state as a member of the Florida Association of County Managers Board of Directors.
- Served as a Board Member of the Institute for County Government, contributing to the enhancement of leadership skills and facilitating innovative thinking and action by Florida county government officials.
- Authored updated sections in the 2020 Florida County Government Guide.
- Continued to serve as an instructor in the Florida Association of Counties' County Commissioner Certification Program.
- Continued to serve as a member of the Alumni Advisory Board within the FSU Askew School of Public Administration & Policy.
- Continued to serve as a member of Leadership Florida and former member of the organization's Council of Advisors, Board of Directors, and Executive Committee.
- Continued to provide leadership to our community's economic development efforts by serving as a member of the Economic Vitality Competitive Projects Cabinet.
- Continued to provide leadership and promote public safety in the community by serving as Chairman of the Consolidated Dispatch Agency Board.
- Continued to serve as a regular presenter, lecturer, and contributor to professional and academic organizations, advancing the quality of the field of public administration and local government leadership.



# LEON COUNTY ANNUAL REPORT 2020

PEOPLE FOCUSED. PERFORMANCE DRIVEN.





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Apalachee Regional Park

## Leon County Statistics

Population: **293,582**

**34% unincorporated**

**66% within city limits**

Area (Square Miles): **702**

Established: **1824**

Charter Date: **2002**

County Seat: **Tallahassee**

Median Household Income: **\$62,500**

Districting: **5 Single Districts / 2 At-Large**

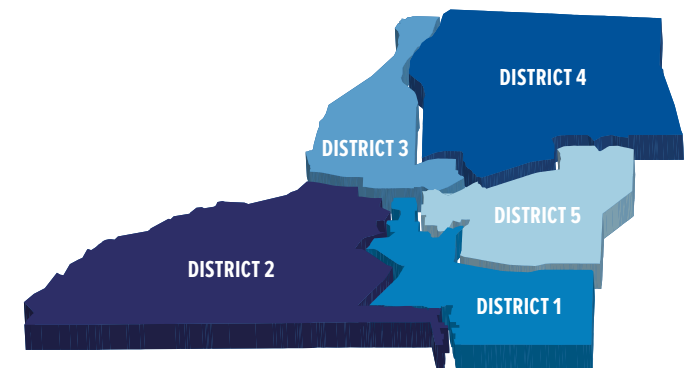
Median Age: **31**

Source: *The United States Census Bureau*

## ABOUT LEON COUNTY

Leon County was named after the Spanish explorer Juan Ponce de Leon. He was the first European to explore Florida in 1513 in search of the “Fountain of Youth” and named the state after the Spanish word for “flowery.”

Leon County is home to Florida’s capital, Tallahassee, which was established in 1824. Legislative and executive offices, the State House and Senate chambers are located here. As a political subdivision of the state, the County is guided by an elected, seven-member Board of County Commissioners.



Five members of the Board are elected to serve specific commission districts and two members are elected at-large. Leon County is a Council-Manager form of government, and the County Administrator is appointed by the Board to oversee all functions, directives and policies. Florida Statutes, Chapter 125, establishes the powers and duties of the County Commission and the County Administrator. As of November 12, 2002, Leon County is governed by a Home Rule Charter.

*This document fulfills the annual reporting requirements of Chapter 125.74, Florida Statutes and Sec. 2-501(1), Leon County Administrative Code. 1,500 copies were printed for community distribution at a cost of \$8,595.*

*This publication is printed on sustainably sourced paper that contains 10% post-consumer waste content and vegetable-based inks and is 100% recyclable.*



Posted October 5, 2020

# LEON COUNTY BOARD OF COUNTY COMMISSIONERS

## Vision

A community that is safe, healthy and vibrant.

## Mission

To efficiently provide public services which serve and strengthen our community.



(Left to Right) At-Large Commissioner Mary Ann Lindley, District 2 Commissioner Jimbo Jackson, District 1 Commissioner Bill Proctor, District 4 Commissioner Bryan Desloge (Chairman), District 3 Commissioner Rick Minor (Vice Chairman), District 5 Commissioner Kristin Dozier and At-Large Commissioner Nick Maddox.



# MESSAGE FROM THE LEON COUNTY ADMINISTRATOR

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**VINCENT S. LONG**

**County Administrator**

(850) 606-5300 | LongV@LeonCountyFL.gov

Vince Long has worked for Leon County since 1995 and was appointed County Administrator by the Board of County Commissioners in 2011. As the Chief Executive Officer (CEO) of the County government, he provides fiscal, strategic and operational leadership to the organization, as well as sound analysis and professional implementation of the Board's policies. He holds a Master of Public Administration (MPA) from the Askew School of Public Administration and Policy at Florida State University and is a graduate of the Harvard University, JFK School of Government Institute for Senior Executives in State and Local Government. He is also a Credentialed Manager by the International City/County Managers Association (ICMA), serves on the Board of Directors and is a past President of the Florida Association of County Managers, and serves on the Board of Directors for the Florida Association of Counties Institute for County Government. A graduate of Leadership Tallahassee and Leadership Florida, Vince is a leader in many community and professional organizations. He also serves as a member of the Advisory Council and is a regular lecturer at the Askew School, as well as a frequent speaker and trainer with the Florida Association of Counties' County Commissioner Certification Program.

## 2020 YEAR IN REVIEW: SERVING, SHAPING AND SAFEGUARDING OUR COMMUNITY

In 2020, we faced the most abrupt and serious threat to lives and livelihoods ever experienced. This has been a time which has challenged people and organizations everywhere, but not all in the same way.

For Leon County, the coronavirus required our most extensive emergency management response to protect our citizens, especially those most vulnerable - as well as an unprecedented, targeted and highly coordinated effort to help our local businesses and community members rebound and recover.

The 2020 Annual Report reflects our organization-wide response to the pandemic, the uninterrupted provision of essential services, and the adaptation, innovation and unrelenting commitment of County employees over the past year. It also demonstrates the importance of having a clear vision and a culture built upon our core values and practices. Because of this and despite the unprecedented challenges we faced, we were able to realize real progress in 2020, produce results and deliver on our ambitious targets and bold goals for the organization and the community.

### LIVING OUR CULTURE, SHAPING OUR COMMUNITY

Amid our response efforts to the pandemic, our dedicated employees continued to set the standard each day in EMS, Public Works and Parks, libraries, and so many other essential services. We may have done it a little different in some cases, but they continued throughout to serve, shape and safeguard our community.

While addressing the urgent needs of the day, as a strategic organization, we also remained committed to the long view, completing major infrastructure projects that protect our environment and enhance our community, like removing hundreds of septic tanks and connecting homes to central sewer in southside Leon County, by completing a long-awaited project to alleviate chronic flooding of portions of Meridian Road and surrounding neighborhoods, and with the opening of five new parks for all to enjoy.



And while the coronavirus silenced the sounds of live music and other community events, our



*Emergency Medical Services donning personal protective equipment*



*Leon County presents an evening with JJ Grey & Mofro*

commitment to remaining a vibrant place to live and visit was recognized for the second year in a row by Southern Living Magazine naming us one of the South's Best Communities.



Created Equal



# LEON CARES

We also launched the Leon CARES program, the largest aid program in our County's history with over \$50 million in federal funds to individuals and small businesses most impacted by the virus. The County created grant programs to keep our small businesses alive, to help our citizens in need stay in their homes and pay their utility bills, to provide meals to the food insecure and to assist human services agencies meet increased demands for their vital services.

### ENGAGING CITIZENS AS CO-CREATORS

We continued initiatives to bring our community together, even when we had to be apart, like the 2020 Census "Make It Count" campaign, the celebration of the 60th anniversary of the Tallahassee lunch-counter sit-ins and our award-winning library lecture series - which were conducted virtually.

### SETTING THE STANDARD IN PUBLIC SERVICE

This commitment to service is at the heart of everything we do in Leon County. It drives us to be the best in our fields.

Yes, 2020 has been a challenging time and it has been a time when Leon County employees answered the challenge earning a dozen more national awards for best practices and efficiency in public service. Specifically, Leon County received 11 national awards for exceptional County programs and services from the National Association of Counties (NACo), bringing the County's total to 79 NACo awards since 2013. Recognitions included programs like the #HurricaneStrong partnership, Apalachee Regional Park master Plan and Landfill Conversion, Advisory Committee on Quality Growth and so many more.



Bradfordville Dog Park Opening



Centerville Trace Stormwater Improvements

And as an organization, 2020 demanded that we perform at our best. In our most extensive emergency management activation ever, which began before the County's first COVID-19 case, our teams worked to increase countywide testing and contact tracing, distributed more than a million items of PPE to frontline workers and first responders, cared for the homeless, created hospital surge plans, provided hundreds of thousands of masks to families and businesses and shared creative and effective health messages that were seen millions of times, even on the national level.

And despite enormous revenue losses associated with the pandemic, due to continued fiscal stewardship, in 2020, the County balanced a \$17 million shortfall with no increase in taxes rates or fees, keeping our county among the most affordable places to live.

### BUILDING ON OUR PROGRESS

In all the ways that Leon County touches the lives of so many people we serve each day, whether it's helping our veterans claim more than \$20 million in benefits they deserve, responding to more than 45,000 calls for life-saving care, serving more than 1,200,000 patrons through our County's Library System, or activating the Emergency Operations Center for hundreds of days in response to the pandemic, as we did in 2020, we strive to put each person first and set the standard in public service.

Throughout this crisis, and after, we at Leon County will remain committed to listening to the people we serve, addressing the challenges we face together and striving every day to set the standard in public service.

And we cannot do this alone. Thank you for your continued confidence in the work we do on behalf of and alongside our citizens every day to make our community even better.

Here's to 2021!

Posted October 5, 2020



# L.E.A.D.S.

A STRUCTURE TO SUPPORT OUR PEOPLE FOCUSED. PERFORMANCE DRIVEN. CULTURE

## HOW LEON COUNTY LEADS

Instituted throughout Leon County Government in Fiscal Year 2012, Leon LEADS is a strategic approach to aligning the Board's guiding vision and strategic priorities with the optimized resources of the organization. LEADS provides a structure to support and sustain our People Focused. Performance Driven. culture through a continuous process that looks inward to strengthen what works and abandon what does not, looks outward to receive feedback from citizens and leverage partnerships and adjusts as conditions change.

County employees are more committed than ever to delivering the quality of service our citizens deserve for their tax dollar, working with our community in tackling the tough problems of today and ensuring our quality of life into the future. Below are just a few highlights of how the County's LEADS framework supports an organizational culture that simply but powerfully combines performance and relevance.

### ESSENTIAL LIBRARIES INITIATIVE

To ensure that the Leon County Public Library System remains a relevant and essential resource to residents now and in the future, the County launched the *Essential Libraries Initiative* to re-envision the County's libraries to address the changing needs of residents and usage trends throughout the library system. While currently delayed due to the pandemic, a critical component of the Initiative involved an outreach campaign to engage residents and stakeholders in conversations about how libraries can be more proactive in addressing local issues. A series of 4 Library Listening Sessions were held with stakeholders including nonprofits, academic institutions, youth and teens and the general public. Those that could not attend in person were encouraged to complete the online survey; in total the survey garnered nearly 5,000 responses with input. Based on citizen feedback, once implemented the *Essential Libraries Initiative* will set Leon County on a three to five-year plan of action to realign our Library's programs, services, staff and physical spaces with the community's greatest needs and goals.




**L**istens for Changing Needs  
**E**ngages Citizens and Employees  
**A**ligns Key Strategic Processes  
**D**elivers Results & Relevance  
**S**trives for Continuous Improvement

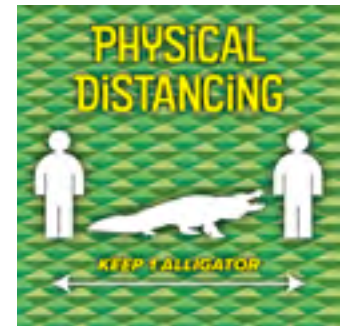
### MIT BUSINESS SCHOOL COLLABORATES WITH COUNTY ON RE-ENTRY PROGRAMS

This past year, a team of MBA students from the MIT Sloan School of Management USA Lab collaborated with Leon County staff to evaluate reentry programs for people transitioning from incarceration and identify best practices and innovative models for the reentry process.

Four MBA students working with Leon County researched strategies to develop a skilled workforce and support stable, healthy families and safe communities. Such programs reduce the demand for the costliest public services, that of criminal justice corrections and physical and behavioral healthcare. Work on the project began in February and continued into May 2020. The team had planned to spend two weeks working on-site; however, due to the COVID-19 pandemic, the students pivoted to virtual meetings with the support of County staff. Through video interviews with more than 50 community agencies and local advocacy groups, MIT students gained an understanding of Leon County's local re-entry ecosystem and assisted County staff in identifying a service model that addresses the needs of individuals transitioning from incarceration.

### COMMUNICATING TO THE PUBLIC DURING COVID-19

Leon County Community and Media Relations, in close coordination with the Florida Department of Health and the Joint Information Center, provided accurate, relevant and timely public health messaging throughout the COVID-19 pandemic. To date, critical public health messages from #SaferAtHome to It's Not Too Much to Mask, Leon CARES and more have been seen, read and heard over 20 million times across every available public information platform including radio, TV, print, billboards, digital marketing, social media, community outreach and more.



More than 2,000 messages have been shared across social media platforms alone, a 135% increase over 2019. As part of the County's efforts to reinforce behavior change during the pandemic, staff created a physical distancing gator graphic that went viral on social media. The graphic received over 1 million impressions and over 100,000 engagements. It also appeared on more than 120 local and national news outlets including CNN, MSNBC, NPR and the Boston Globe. Additionally, it was featured on the Late Show with Stephen Colbert, Jimmy Fallon, and Last Week Tonight with John Oliver.

### OUR VALUE PROPOSITION

Leon County Government leverages partnerships, embraces efficiency and innovation, and demands performance to the benefit of our taxpayers. We actively engage our citizens, not only as taxpayers but as stakeholders and co-creators of our community-providing meaningful opportunities to capitalize on their talents in making important decisions and shaping our community for future generations.

## INNOVATOR AND INSPIRATOR AWARDS CONTINUE COST SAVINGS AND NEW EFFICIENCIES, SAVING OVER \$7 MILLION TO DATE



2019 Innovator Award: Operation Millings, repurposing old asphalt for new road work



2019 Inspirator Award: LeonCountyWater.org water resources website

Leon County is an organization that rewards its employees for innovative ideas, teamwork, strategic processes, efficiency and the ability to achieve positive results. The I<sup>2</sup> (Innovator/Inspirator) Award conveys the value Leon County Government places on employee-led improvements that result in increased efficiencies, enhance or support the delivery of County services, reinforce Leon County’s relevance in the community and exemplify the County’s Core Practices in the workplace. Examples of such improvements include the following:

- ▶ Office of Information Technology-Geographic Information Systems identified spatial irregularities in fire services billing and secured \$185,000 in new revenue, bringing equity to the billing of fire services and adding to the quality and efficiency by which Leon County operates.
- ▶ Solid Waste county crews used county-owned resources and equipment to identify a missing liner as part of the Leon County Solid Waste Landfill closure process, saving the county an estimated \$262,518 in contractor costs.

- ▶ Emergency Management worked with Facilities to establish a county staging area for the pandemic response to COVID-19. Since its establishment, more than 1 million pieces of personal protective equipment (PPE) have been distributed to more than 110 health partners and first response organizations.
- ▶ Library staff located, evaluated and processed more than 40,000 items that had not circulated in the last 5 years and established new evaluation criteria which allowed for consolidation of service points, space for a Teen Area and enhanced patron interaction.

The I<sup>2</sup> Awards not only recognize employees, but also inspire others to continue reinforcing Leon County’s core practices in the workplace and raise the public’s awareness of Leon County’s relevance and services. Since its inception in FY 2015, the I<sup>2</sup> Employee Awards program has saved the County a total of \$7 million, including \$1.8 million in recurring costs and \$5.2 million in one-time costs.







# LIVING OUR CORE PRACTICES

## Our Core Practices

**Delivering the “Wow” factor in Customer Service.** Employees deliver exemplary service with pride, passion and determination; anticipating and solving problems in “real time” and exceeding customer expectations. Customers know that they are the reason we are here.

**Connecting with Citizens.** Employees go beyond customer service to community relevance, engaging citizens as stakeholders in the community’s success. Citizens know that they are part of the bigger cause.

**Demonstrating Highest Standards of Public Service.** Employees adhere to the highest standards of ethical behavior, avoid circumstances that create even an appearance of impropriety and carry out the public’s business in a manner which upholds the public trust. Citizens know that we are on their side.

**Accepting Accountability.** Employees are individually and collectively accountable for their performance, adapt to changing conditions and relentlessly pursue excellence beyond the current standard, while maintaining our core values.

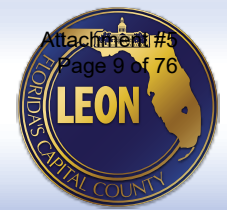
**Exhibiting Respect.** Employees exercise respect for citizens, community partners and each other.

**Employing Team Approach.** Employees work together to produce bigger and better ideas, to seize the opportunities and to address the problems which face our community.

**Exercising Responsible Stewardship of the Community’s Resources.** Employees engage in the continuous effort to create and sustain a place which attracts talent, fosters economic opportunity and offers an unmatched quality of life, demonstrating performance, value and results for our citizenry.

**Living our “People Focused, Performance Driven” Culture.** Employees have a structure in place to live all of this as our organizational culture and are empowered to help the people they serve.

 <p>Top-10 Best City and Top College Town. (Tourism)</p>	 <p>2020 Transportation Project of the Year: Indian Mounds Road (Engineering/Operations); 2020 Environmental Project of the Year: Woodside Heights Wastewater Retrofit (Engineering); Big Bend Chapter Award Beautification Project of the Year: Orange Ave/Meridian Road Site Improvements (Blueprint).</p>	 <p>Placed 5th in the 250,000-500,000 Population Category (Office of Information and Technology).</p>	
 <p>Award of Distinction for Leon County Created Equal: 60th Anniversary of TLH Lunch Counter Sit-Ins (Community and Media Relations).</p>	 <p>78 total NACo awards since 2013</p> <p>Leon County received 11 National Association of Counties Awards: #HurricaneStrong Partnership; Advanced Wastewater Treatment Pilot Program; Advisory Committee on Quality Growth; Apalachee Regional Park Master Plan and Landfill Conversion; Choose Tallahassee Marketing Partnership; Community Garden Program Enhancements; Integrated Sustainability Action Plan; Livable Infrastructure for Everyone (LIFE) Program; Neighborhood Services Webpage; SMARTIES Committee and Workforce Development Services through Leon County Libraries.</p>	 <p>2020 “Counties Helping Counties Award” (Administration).</p>	
 <p>Distinguished Budget Presentation Award (Office of Management and Budget).</p>	 <p>2020 Lifeline Gold Plus EMS Achievement Award (Emergency Medical Services).</p>	 <p>Recognized as a Tree City USA for 14th consecutive year (Public Works).</p>	 <p>SolSmart Gold Community Designation (Sustainability).</p>



## ANIMAL CONTROL

“We had two feral cats which we tried to capture so they could be spayed and released. Officer Walker showed up within 36 hours to show us how to set up traps and provided us with vouchers to cover the cost of spay and rabies vaccinations. Cara and her team epitomize compassionate professionalism and care deeply about providing the very best service they can.”

— Don and Deby Adams

## EMERGENCY MEDICAL SERVICES

“On our usual walk to school, our five-year-old daughter suddenly collapsed on the sidewalk. The EMTs that arrived - Nichole, Jason and student trainee Emily - approached and set to work like professionals. When we arrived at the hospital, they waited with us to make sure we got checked in, and stayed with us until the nurse arrived. They made our first EMT and ambulance experience truly exceptional. We felt cared for, listened to and safe through the entire process.”

— A Leon County Citizen

## PARKS AND RECREATION

“I just wanted to say a huge THANK YOU! to all involved in the resurfacing of the tennis courts at Canopy Oaks! Absolutely gorgeous! Please, please, let everyone know, I, we, are so impressed!”

—Ray Johnson

## VETERANS SERVICES

“I came to the office the morning after my husband’s passing filled with grief and brokenness, searching for help to get through a maze of documentation. I am truly grateful for Veteran Services’ dedication and willingness to help me every step of the way. Because of this support I was able to get through the entire process in 60 days from the date of submission to approval date. I will be forever grateful to your office for taking the time to help me.”

— Anonymous

## OFFICE OF ECONOMIC VITALITY (OEV)

“Thank you Richard, Cristina, & everyone else at OEV for all you are doing for Tallahassee businesses during this very difficult time. We will all get through this and the community will remember that OEV was there to support them through this crisis. #TallyStrong”

— Adam Kaye

## PUBLIC WORKS

“I called in a dead pine tree 100’ tall along Bull Headley Road that threatened one of our rental properties and motorists were it to fall without warning. In less than two hours an operations employee was inspecting the tree and the property lines to assure it was on the county ROW, and by 7 p.m. when I was headed home for the day the tree was on the ground, stacked neatly for pick-up. Your staff is doing a fabulous job, and I couldn’t let this experience go by without making a point of it.”

— Rod Moeller

## EMERGENCY MANAGEMENT

“I wanted to let you know how much we, as parents of an incoming freshman FSU student, appreciate the county’s recent decision to require mask wearing in local businesses and to actually provide masks. Thinking about following through with plans for my daughter to attend college in Florida, with a daily infection rate many times higher, is gut wrenching. Knowing that the County is taking steps to help mitigate the spread of Covid-19 is encouraging.”

— Anne Akamatsu

## LIBRARIES

“Kudos to library staff and our wonderful library system! Picked up a book this a.m. and their procedure is topnotch. Bonus: friendly conversation with a library staff person at a safe distance. Thank you for understanding that we need library access and putting that in Phase 1!”

— Nancy Nix O’Farrell

## COMMUNITY AND MEDIA RELATIONS

“Thank you so much for the COVID-19 public health information campaign you have maintained on social media-informative, entertaining and shareable. It’s appreciated.”

—Jessica Gertel McGrew

## HUMAN SERVICES AND COMMUNITY PARTNERSHIPS

“I wanted to reach out to give my thoughts about the Direct Emergency Assistance program- you have made it all so easy and pleasant. Malinda Harris has been a tremendous help in gathering my materials and easing my concerns. I cannot say when I have ever been able to receive that type of treatment with any government department.”

—Danielle Tidwell

## We Believe In

Demonstrating to our citizens that we are on their side, letting them know that they are the reason we exist and what they are getting for their tax dollars;

Producing bigger and better ideas to address the real issues facing our community;

Actively promoting transparency, accessibility, and openness in everything we do;

Engaging citizens in important decisions facing the community;

Tirelessly enhancing our community’s livability, sustainability and economic competitiveness; and providing employees a structure which reinforces this as our organizational culture and employs and empowers them to help people.

## What We Value

- Service
- Relevance
- Integrity
- Accountability
- Respect
- Collaboration
- Stewardship
- Performance
- Transparency
- Vision



## UNDERSTANDING OUR STRATEGY

### VISION

A community that is safe, healthy and vibrant.

### MISSION

To efficiently provide public services which serve and strengthen our community.

### Strategic Priorities

Leon County's Strategic Priorities are high-level categories of focus in the County's major areas of responsibilities: Economy, Environment, Quality of Life, and Governance. The priorities consider the County's future in each area and are critical to the success of the community. As part of the strategic plan, these priorities inform every decision and every initiative made by Leon County.

### STRATEGIC INITIATIVES

Leon County's strategic initiatives are program- or area-specific projects that align with the County's strategic priorities to serve and strengthen the community. In the FY2017-2021 Strategic Plan, the 75 strategic initiatives ensure that the optimized resources of the County are aligned to address the community's most pressing issues and to achieve the County's top priorities.

### BOLD GOALS AND TARGETS

Bold goals are truly stretch goals that will be big and difficult to achieve, but are worthy of Leon County's best efforts. Bold goals require the County to explore new partnerships, identify new opportunities, and inspire new ideas.

Leon County's five-year targets are aligned with each strategic priority and will communicate to the public and staff throughout the County the specific results the County expects to achieve through the collective execution of the strategic initiatives. Achieving these five-year targets will demonstrate results, accountability, and the strength of long-term planning.

## STRATEGIC PRIORITY

# ECONOMY

 | To be an effective leader and a reliable partner in our continuous efforts to make Leon County a place which attracts and retains talent, to grow and diversify our local economy, and to realize our full economic vitality.<sup>(EC)</sup>

(EC1)

Do well-designed public infrastructure which supports business, attracts private investment and has long term economic benefits.



(EC2)

Support programs, policies and initiatives to attract, create, and promote expansion of business, entrepreneurship, and job creation.



(EC3)

Leverage university and community partnerships to increase entrepreneurial, technology transfer and commercialization opportunities.

## BOLD GOAL

Grow the five-year tourism economy to \$5 billion

## PROGRESS AS OF JULY 2020

**66%**  
(\$3.32 billion)



(EC4)

Grow our tourism economy, its diversity, competitiveness and economic impact.



## 5-YEAR TARGETS

### PROGRESS AS OF JULY 2020

» Attract 80 state, regional, or national championships across all sports	74% (59 Championships)
» Co-create 500 entrepreneur ventures and 11,500 new jobs, including 400 high-wage jobs in high tech clusters	166 Entrepreneur Ventures (33%), 9,064 New Jobs* (82%), and 123 High-Wage Tech Jobs (31%)
» Connect 5,000 students & citizens to middle skilled job career opportunities	50% (2,494 Students and Citizens)
» Host 100,000 residents & visitors as part of the Amphitheater County Concert Series	39% (38,761 Residents and Visitors)

\* Progress toward this Target is reported annually at the end of each fiscal year. The data presented in this table is for FY 2019.

## STRATEGIC INITIATIVES

- ▶ (EC4) Utilizing a portion of the BP settlement funds, identify solutions for weatherization of the Capital City Amphitheater stage, inclusive of potential sound mitigation elements. (2016-1)
- ▶ (EC1, EC4) Continue to work with FSU on the Civic Center District Master Plan to include the potential partnership to realize the convention center space desired by the County and to bring back issues related to the County's financial and programming roles and participation for future Board consideration. (2016-2)
- ▶ (EC4) Support the revision of Sec. 125.0104, F.S. to modify the eligibility for levying the local option High Tourism Impact Tax to include counties that are home to Preeminent State Research Universities in order to levy a sixth cent to support the convention center and arena district. (2016-3)
- ▶ Continue to pursue opportunities for workforce development, including:
  - » (EC2) Based upon the projected unmet local market for middle skill jobs, continue to host Leon Works Exposition in collaboration with community and regional partners and launch Leon County's Junior Apprenticeship Program. (2016-4A)
  - » (EC2) Work with partners, such as The Kearney Center and Leon County Schools, to increase access to training programs, apprenticeships, and other programs promoting middle-skilled jobs. (2016-4B)
- ▶ (EC4) Continue to work with FSU to bid and host NCAA cross country national and regional championships at Apalachee Regional Park (ARP). (2016-5)
- ▶ (EC2) Implement the Economic Development Strategic Plan as adopted and may be revised by the Intergovernmental Agency. (2016-6)
- ▶ (EC2) Complete and implement the joint County/City disparity study and enhancements to the MWSBE program. (2016-7, rev. 2020)
- ▶ (EC4) Expand our economic competitiveness by coordinating with regional partners to host an Americas Competitive Exchange on Innovation and Entrepreneurship (ACE) conference. (2016-8)
- ▶ (EC1, EC2) Evaluate sun setting the Downtown CRA and correspondingly evaluate the effectiveness of the Frenchtown/Southside CRA including the County's partnership with the City. (2016-9)
- ▶ (EC4) Enhance sports tourism through the exploration of an NFL Preseason game and other possible events at Doak Campbell Stadium. (2016-10)
- ▶ (EC2) To address issues of economic segregation and diversity, evaluate establishing a micro-lending program for small, minority and women-owned businesses. (2016-11)
- ▶ (EC1, EC4) Further enhance our competitiveness in attracting national and regional running championships by making additional strategic investments at the Apalachee Regional Park (ARP). (2016-12)
- ▶ (EC2) Evaluate expanding Leon Works as a regional event and to different segments of the community. (2017-1)
- ▶ (EC2) Explore the creation of local Enterprise Zone incentives to be managed by the Office of Economic Vitality in support of economic growth and development. (2017-2)
- ▶ (EC2, EC3) Continue to partner with Shop Local 850 to promote Leon County's local businesses and entrepreneurs and develop new data sources to analyze the economic impacts of shopping local. (2017-3)
- ▶ (EC2, EC3) Explore ways to expand how local businesses can do business outside of the community. (2017-4)
- ▶ (EC4) Raise awareness of County trails through the Division of Tourism Strategic Plan. (2017-5)
- ▶ (EC4) To further promote Leon County as a biking community, pursue the International Mountain Biking Association (IMBA) Designation. (2018-1)
- ▶ (EC1, EC2) Conduct an updated market feasibility study and evaluation of the Fairgrounds relocation/modification. (2020-1)
- ▶ (EC4) Work with the City of Tallahassee to develop a branding strategy for the community's trail system. (2020-2)



## STRATEGIC PRIORITY

**ENVIRONMENT** | To be a responsible steward of our precious natural resources in our continuous efforts to make Leon County a place which values our environment and natural beauty as a vital component of our community’s health, economic strength and social offerings.<sup>(EN)</sup>



(EN1)

Protect the quality and supply of our water.



(EN3)

Promote orderly growth and sustainable practices.



(EN2)

Conserve and protect environmentally sensitive lands and our natural ecosystems.



(EN4)

Reduce our carbon footprint.

### BOLD GOAL

Upgrade or eliminate 500 septic tanks in the Primary Springs Protection Zone

### PROGRESS AS OF JULY 2020

**610**  
septic tank replacements are in progress





## 5-YEAR TARGETS

### PROGRESS AS OF JULY 2020

- » Plant 15,000 trees including 1,000 in canopy roads 88% (13,498 Trees)

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- » Ensure 100% of new County building construction, renovation and repair utilize sustainable design On target

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- » 75% community recycling rate 62% Recycling Rate

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- » Construct 30 miles of sidewalks, greenways and trails 88% (26.53 Miles)

## STRATEGIC INITIATIVES

- ▶ (EN1, EN2) 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)
- ▶ (EN4) Develop strategies to increase recycling and reuse rates. (2016-14)
- ▶ (EN3) Implement the Apalachee Landfill closure process in an environmentally sensitive manner which complements the master planning for the site. (2016-15)
- ▶ (EN3) Convene the Leon County Sustainable Communities summit on a bi-annual basis. (2016-16)
- ▶ (EN3) In partnership with the Canopy Roads Committee, update and implement the long term management plan for the Canopy Roads including an active tree planting program. (2016-17, rev. 2020)
- ▶ (EN3) Complete an evaluation of transportation fee alternatives to replace the existing concurrency management system of mobility fees. (2016-18)
- ▶ (EN4) Successfully launch a commercial and residential Property Assessed Clean Energy (PACE) program and identify opportunities, including the Leon County Spring Home Expo, to train industry professionals on sustainable building practices for participation in the PACE program. (2016-19)
- ▶ (EN2) Add environmental education kiosks, trail markings/mapping at Greenways and Parks. (2016-20)
- ▶ (EN4) Explore new opportunities for solar on County facilities. (2016-21)
- ▶ (EN1) Support the protection of Lake Talquin. (2016-22)
- ▶ Reduce nitrogen impacts in the PSPZ (primary springs protection zone) by identifying cost effective and financially feasible ways including:
  - » (EN1, EN2) Develop a septic tank replacement program. (2016-23A)
  - » (EN1, EN2) Evaluate requiring advanced wastewater treatment (AWT) for new construction. (2016-23B)
- ▶ (EN2, EN3, EN4) Work with Sustainable Tallahassee and community partners to evaluate developing a community-wide climate action plan. (2017-6)
- ▶ (EN1, EN2, EN3) Continue to work with the state as a host community in evaluating pilot technologies for new advanced wastewater treatment septic tanks. (2017-7)
- ▶ (EN1, EN2, EN3) Continue to work with the state to seek matching grants to convert septic to sewer systems. (2017-8)
- ▶ (EN4, EN3) Develop and enact the County's Integrated Sustainability Action Plan to further reduce the County Government's carbon footprint. (2018-2, rev. 2020)
- ▶ (EN1, EN2) To increase information available to the public regarding blue-green algae blooms, fishing advisories, invasive species, and general water quality, add education kiosks at Leon County boat landings. (2018-3)
- ▶ (EN3, EN4) Pursue NACo's SolSmart designation. (2018-4)
- ▶ (EN1) Ensure County's water quality and stormwater regulations, programs and projects are evaluated and implemented holistically to advance the County's adopted strategic priority: to protect the quality and supply of our water. (2018-5)
- ▶ (EN1) Develop and enhance communications strategies to inform citizens of the County's overall water quality and stormwater policies, as well as emergent issues impacting individual water bodies or ground water (2018-6).
- ▶ (EN4, EN3) Implement zoning changes that allow for solar energy farms in the unincorporated area while preserving the rural character of our community. (2020-3)
- ▶ (EN2) To further reduce litter and trash in rural areas and the Apalachicola National Forest, launch a targeted public outreach effort encouraging the use of County Rural Waste Service Centers. (2020-4)



## STRATEGIC PRIORITY

### QUALITY OF LIFE

To be a provider of essential services which promote the well-being of our citizens and the livability of our community in our continuous efforts to make Leon County a place where people are healthy, safe, and connected to their community.<sup>(Q)</sup>



(Q1)

Maintain and enhance our parks and recreational offerings and green spaces.



(Q5)

Support strong neighborhoods.



(Q2)

Provide relevant library offerings which promote literacy, life-long learning and social equity.



(Q6)

Promote livability, health and sense of community by enhancing mobility, encouraging human scale development, and creating public spaces for people.



(Q3)

Provide essential public safety infrastructure and services.



(Q7)

Assist local veterans and their dependents with securing entitled benefits and advocating their interests.



(Q4)

Support and promote access to basic health and welfare services to our community members most in need.

### BOLD GOAL

Secure more than \$100 million in Veteran Affairs benefits for Leon County veterans & their families

#### PROGRESS AS OF JULY 2020

**77%**  
(\$77.3 Million)\*

*\* Progress toward this Target is reported annually at the end of each fiscal year. The data presented in this table is for FY 2019.*

### 5-YEAR TARGETS

#### PROGRESS AS OF JULY 2020

- » Double the number of downloadable books at the library 118% (15,893 New Books)
- » Construct 100 fire hydrants 48% (48 Fire Hydrants)
- » Train 8,500 citizens in CPR/AEDs 71% (6,044 Citizens)
- » Open 1,000 new acres of park land to the public 24% (242.31 New Acres)

## STRATEGIC INITIATIVES

- ▶ Continue to expand recreational amenities to include:
  - » (Q1, Q6) Implement a master plan for the Apalachee Regional Park. (2016-24A, rev. 2017)
  - » (Q1, Q6) Develop a program to establish a signature landscaping feature with a regular blooming season. (2016-24B)
  - » (Q1, Q6) Implement the Tallahassee-Leon County Greenways Master Plan. (2016-24C)
  - » (Q1, Q6) Evaluate additional trail expansion opportunities. (2016-24D)
  - » (Q1, Q6) Work with partners to utilize rights-of-way and utility easements to further expand the trail system. (2016-24E)
  - » (Q1, Q6) Identify opportunities to create dog parks in the unincorporated area. (2016-24F)
- ▶ (Q5) Complete a comprehensive review and revision to the Land Use Element of the Comprehensive Plan, including a review of inclusionary housing. (2016-25)
- ▶ (Q3) Continue to evaluate emergency medical response strategies to improve medical outcomes and survival rates. (2016-26)
- ▶ (Q4, G1, G5) 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)
- ▶ (Q4, Q5) Implement the Joint County-City Affordable Housing Work Group’s efforts to develop a holistic plan for the redevelopment of a multi-family affordable housing project and identification of additional transitional housing opportunities through community partnerships. (2016-28, rev. 2017)
- ▶ Continue to serve our seniors through programs and partnerships, including:
  - » (Q4) As Florida’s first Dementia Caring Community, support the Florida Department of Elder Affairs in the further development of the pilot program, provide enhanced paramedic training and engage local partners in making the County a more dementia-friendly community. (2016-29A)
  - » (Q4) Exploring opportunities to address fraud/scams targeted towards seniors. (2016-29B)



- » (Q4, EC4) To continue to support Choose Tallahassee’s efforts to market our community as a retirement destination. (2016-29C)
- ▶ (Q4) Identify and evaluate pretrial alternatives to incarceration for low level and non-violent offenders through regional partnerships and state and national efforts, including data-driven justice initiatives. (2016-30)
- ▶ (Q7) Work with community partners to expand appreciation of local veterans including recognition of National Pearl Harbor Remembrance Day. (2016-31)
- ▶ (Q3) Increase safety in the unincorporated area through the development of a new street lighting program and evaluation of the need for additional signage. (2016-32)
- ▶ (Q3, Q4) Improve pet overpopulation by engaging vested community partners in the implementation of spay and neutering strategies. (2016-33)
- ▶ (Q4) Continue County support of primary healthcare through participation in Carenet in order to increase access to affordable healthcare for those in need. (2016-34)
- ▶ (Q2) Explore opportunities to increase to high speed internet access through a “mobile hot spot” library lending program. (2016-35)
- ▶ (Q5, Q6) 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)

- ▶ (Q1, Q5, Q6) As part of sense of place initiative for Miccosukee, evaluate the opportunity to combine activities from the existing community center into the Old Concord School. (2017-10)
- ▶ (Q7) Enhance partnership with CareerSource to increase job and economic opportunities for local veterans. (2018-7)
- ▶ (Q5, Q6) Develop a formal policy to implement the private dirt road safety stabilization program to be funded through L.I.F.E. (2% of sales tax extension). (2018-8)
- ▶ (Q4) Conduct a comprehensive human service needs assessment in order to align CHSP funding with the highest human services needs in the community. (2018-9)
- ▶ (Q3) Implement practices and strategies to further enhance the response to mass casualty incidents; including, the delivery of Stop the Bleed campaign training which teaches citizens how to assist someone suffering from major bleeding. (2018-10)
- ▶ (Q4) Continue to evaluate the effectiveness of our existing County supported re-entry programs, explore other opportunities to further enhance re-entry efforts, and work with the Supervisor of Elections to assist former felons with registering to vote. (2018-11)
- ▶ (Q6, Q1) Implement a minimum grid bicycle route network. (2018-12)
- ▶ (Q3) Implement text-to-911 in coordination with the Consolidated Dispatch Agency so that individuals in emergency situations may text 911 call takers. (2020-5)
- ▶ (Q4) In coordination with the Leon County Health Department, work to identify an operator for a local Syringe Exchange Program. (2020-6)
- ▶ (Q3, Q5) Coordinate with community partners to implement training for parents and students on the safe use of online applications. (2020-7)





## STRATEGIC PRIORITY

**GOVERNANCE** | To be a model for local governance with innovative, competent, and responsible public servants, committed to promoting integrity, creating meaningful opportunities for citizen engagement and co-creation and ensuring fiscal stewardship.<sup>(G)</sup>



(G1)

Sustain a culture of transparency, accessibility, accountability, civility, and the highest standards of public service.



(G4)

Retain and attract a highly skilled, diverse and innovative County workforce, which exemplifies the County's Core Practices.



(G2)

Sustain a culture of performance, and deliver effective, efficient services that exceed expectations and demonstrate value.



(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.



(G3)

Sustain a culture that respects, engages, and empowers citizens in important decisions facing the community.

### BOLD GOAL

Implement 500 citizen ideas, improvements, solutions & opportunities for co-creation

PROGRESS AS OF JULY 2020

**62%**

(310 Citizen Ideas)



## 5-YEAR TARGETS

### PROGRESS AS OF JULY 2020

» Reduce by at least 30% the average time it takes to approve a single family building permit	20% Reduction (2 days faster)*
» Achieve 90% employee participation in the County’s “My Rewards” Well Being Program	90% Participation (507 Employees Participating)*
» Reduce by 60% the outstanding debt of the County	49.5% Reduction*
» 100% of employees are trained in Customer Experience, Diversity and Domestic Violence, Sexual Violence & Stalking in the Workplace	100% of Employees Trained

\* Progress toward this Target is reported annually at the end of each fiscal year. The data presented in this table is for FY 2019.

## STRATEGIC INITIATIVES

- ▶ (G1, G3) Alongside community partners, engage citizens of diverse backgrounds, education, and age on issues that matter most to them through the Citizen Engagement Series and Club of Honest Citizens. (2016-36)
- ▶ (G1) Continue to Support Commissioner Desloge during his term as NACo President. (2016-37)
- ▶ (G5) In accordance with the Leon County Charter, convene a Charter Review Committee to review the Leon County Home Rule Charter and propose any amendments or revisions which may be advisable for placement on the general election ballot. (2016-38)
- ▶ (G2) Implement migration from Groupwise to Microsoft Outlook to better integrate with other software applications that utilize automated notifications, workflows and approvals. (2016-39)
- ▶ (G2) Continue the deployment of an updated permitting system that is modernized to use mobile and online technologies. (2016-40)
- ▶ (G4) Continue County sponsorship of employees’ participation in the Certified Public Manager training. (2016-41)
- ▶ (G1) Seek opportunities for partnerships through NACo and FAC’s enterprise programs. (2016-42)
- ▶ (G5) Continue to explore opportunities for efficiency and cost savings through intergovernmental functional consolidation where appropriate. (2016-43)
- ▶ (G4) Evaluate establishing a living wage for County employees and continue to provide opportunities for industry certifications and training for those employees in skilled craft, paraprofessional, and technician positions. (2016-44)
- ▶ (G1, G2) Partner with the Federal Alliance for Safe Housing (FLASH) to become the nation’s first #HurricaneStrong county. (2017-11)
- ▶ (G1, G3) As part of Leon County’s Citizen Engagement Series, conduct an annual “Created Equal” event to strengthen the County’s commitment in tackling difficult subjects. (2017-12)
- ▶ (G1) Continue to support Commissioner Maddox in his efforts to become Florida Association of Counties President. (2017-13)
- ▶ (G2, G5) Implement the recommendations of the Hurricane Irma After Action Report. (2017-14)
- ▶ (G2, G5) Develop an emergency management plan for controlled release of water at the C. H. Corn hydroelectric dam. (2018-13)
- ▶ (G2, G5) Implement the recommendations of the Hurricane Michael After-Action Report. (2018-14)
- ▶ (G1) Pursuant to the approved ballot initiative amending the County Charter, adopt an Ethics Ordinance by December 2019. (2018-15)
- ▶ (G3, G1) Explore ways to promote and build upon Leon County’s success in citizen engagement by identifying additional ways to increase the quantity and quality of citizen input opportunities. (2018-16)
- ▶ (G3, G5) Evaluate incorporating social infrastructure into the comprehensive plan land use element update. (2018-17)
- ▶ (G5) Complete an updated Building Permit fee study. (2020-8)
- ▶ (G2, G3) Implement the Leon County Essential Libraries Initiative. (2020-9)
- ▶ (G3) To celebrate Leon County/Tallahassee bicentennial in 2024, the County will coordinate and enhance local planning efforts with government agencies, businesses, organizations, and citizens. (2020-10)
- ▶ (G2, G5) Participate in the MIT Sloan School of Management USA Lab to explore opportunities to further enhance re-entry efforts. (2020-11)
- ▶ (G3) In coordination with community partners, celebrate the centennial of women’s right to vote by conducting a multimodal public information/education campaign culminating with a special community event. (2020-12)
- ▶ (G3) Support the Complete Count Committee in educating the community and promoting the 2020 Census. (2020-13)



# LEON COUNTY ATTORNEY



## CHASITY O'STEEN

**County Attorney**  
850-606-2520  
OSteenC@LeonCountyFL.gov

Chasity H. O'Steen was selected to serve as the County Attorney beginning April 1, 2020. Ms. O'Steen is a 2003 graduate of the Florida State University College of Law, former General Counsel of both the State of Florida, Department of Management Services and Department of Financial Services. She brings with her a wealth of experience gained over sixteen years in State government and the private sector, practicing in areas of law relevant to local government such as ethics, policy, procurement and contract issues, public records, federal and state grant funding, labor and employment law, finance, real estate and civil litigation.

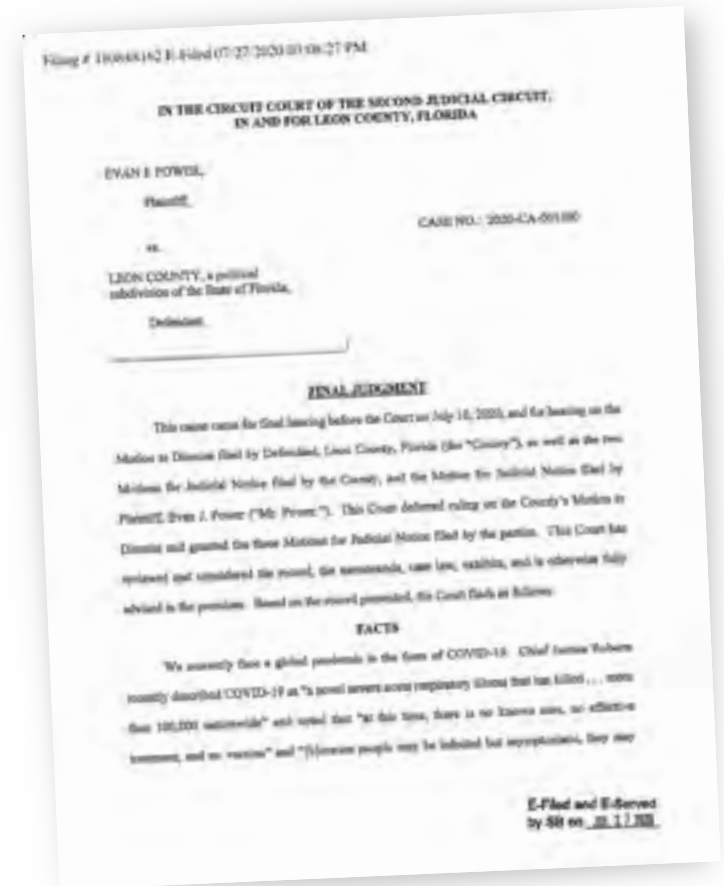
Ms. O'Steen leads a team of skilled professionals in providing legal support to the Board and other officials of Leon County Government.

**COVID-19 Pandemic** – the County Attorney's Office (CAO) has provided legal support on behalf of Leon County Government on significant matters related to the pandemic, including reviewing and providing legal counsel regarding compliance with the Florida Governor's Executive Orders and preparing over 25 local proclamations declaring a State of Emergency. Office personnel has researched and worked with Administration staff to develop CARES Act funding grant agreements and associated contracts and documentation for use with vendors, area agencies, not-for-profits, local businesses, citizens and local government entities receiving funds for qualifying projects, goods and services. Office personnel also worked with County staff to apply the Families First Coronavirus Response Act provisions within Leon County Government and develop policies and procedures to address pandemic-related issues impacting County personnel. Additionally, the Office has researched several major issues related to holding virtual local government workshops, meetings and hearings, the County's ability to enforce contracts during the pandemic and the ability to adopt emergency ordinances.

Further, Office personnel researched and provided information to the Board related to face mask and covering requirements in different parts of the state, and subsequently successfully defended the Board's adoption of its Emergency Ordinance requiring face coverings in certain circumstances in *Evan J. Power v. Leon County*. On July 27, 2020, the Court entered a Final Judgment in favor of the County, finding that Leon County Ordinance 20-15 does not violate any constitutional right of the Plaintiff and denying Plaintiff's request for injunctive relief. The Plaintiff has filed an appeal.

The County Attorney's Office has been involved in various other litigation, including:

- ▶ **Advon Corporation v. Leon County** – CAO continues to defend the County against allegations that the County breached the contract for construction and modification of the medical examiner facility located on Appleyard Drive. The County's Motion to Dismiss is pending.
- ▶ **Broward County v. State of Florida** – CAO continues to represent the County as a Plaintiff in the firearms preemption litigation wherein the Plaintiffs challenge the penalty provisions in the Florida Statutes, which allow any individual who enacts or causes to be enforced a preempted firearm regulation to be sued and/or removed from office by the Governor.



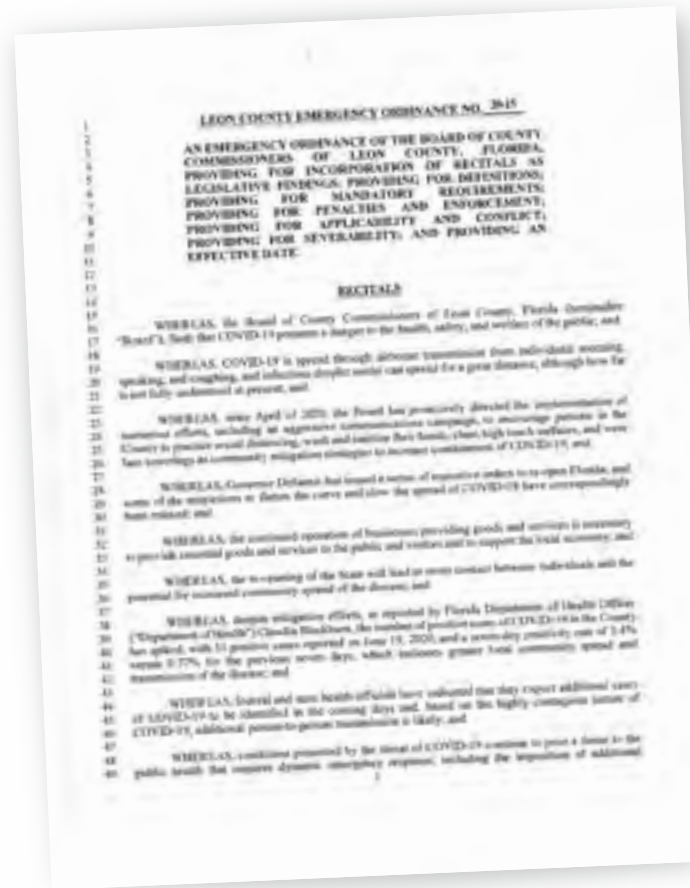
Court rules in favor of Leon County on face coverings.

- ▶ **Kane County, Utah v. United States** – CAO joined this class action lawsuit on behalf of the County, which sought to recover monies that the court determined the Federal government owed each class member for the underpayment of its Payment in Lieu of Taxes (PILT) Act during the 2015, 2016, and 2017 fiscal years; the County was awarded \$5,568.
- ▶ **Leon County vs. AmerisourceBergen Drug Corporation, et al.** – CAO continues to work with outside counsel on representing the

# COUNTY ATTORNEY OFFICE HIGHLIGHTS

County in the opioid litigation, wherein a multi-part complaint has been filed alleging the manufacturer defendants' false, deceptive and unfair marketing of opioids, as well as the distributor defendants' unlawful distribution of opioids.

- ▶ **Leon County vs. J-II Investments, LLC and Petrandis** – CAO continues to successfully defend the County in the various cases involving this matter, which began as a code violation in 2003, with the most recent Court Judgment in January 2020, holding that the County holds a valid lien in the amount of \$491,248.60 and authorized foreclosure of the subject property to recoup a part of the lien. Although the County was the successful bidder at the foreclosure sale in March 2020, the sale has yet to be finalized due to the Defendants' timely filed objections which remain pending with the Court. The Office also has successfully defended against the numerous objections filed by the Defendants seeking to prevent the County from obtaining fact information sheets and depositions from the Defendants in aid of the County's efforts to fully collect on its Judgment lien. In addition, the Defendants appealed the January 2020 Judgment to the First District Court of Appeal, which is currently being briefed by the parties and will continue to be defended by the Office until the Court reaches its decision.
- ▶ **Leon County v. Lakeshore Gardens Homeowners' Association and Leon County v. Lakeshore Estates Homeowners Association, Unit 10** – CAO successfully acquired the drainage and utility easements needed for the construction of the Meridian Road Crossdrain Project with the filing of two eminent domain lawsuits, each of which involved addressing the easement rights in the HOA common area held by the 140 homeowners in those subdivisions.
- ▶ **Leon County v. Williams, Williams and Pearl in the Wild** – CAO continues to represent the County in seeking a declaratory judgment and supplemental relief, including injunctive relief, to prohibit the Defendants from operating an event venue in violation of the Leon County Code of Laws. This case is pending in the discovery phase.
- ▶ **Nielsen, et al. v. DeSantis, et al.** – CAO represented the Leon County Canvassing Board, with the approval of the Board of County Commissioners, in three cases alleging multiple laws and practices governing mail-in voting burdens and disenfranchises voters and requesting injunctive and declaratory relief against the State and all Florida Supervisors of Election and Canvassing Boards. These cases



*Emergency ordinance regarding face coverings adopted by the Board.*

were settled prior to trial at no cost to the Canvassing Board and no additional obligations imposed.

- ▶ **Taylor v. Leon County** – CAO successfully defended a challenge to the County's interpretation of the height and size limitations within the Bradfordville Commercial Services zoning district.
- ▶ **Weilhammer v. Leon County** – CAO defended a Complaint for Writ of Mandamus filed in circuit court, regarding the County's denial of an

application for a building permit associated with proposed residential construction and alleged public records law violation. This matter was settled.

- ▶ **Yanes, et al., v. O.C. Food & Beverage, LLC, et al.** – CAO assisted with the amicus brief filed by Orange County and City of Miami Beach, joined in by an additional 18 other counties and cities, in support of the Appellants/Plaintiffs who sought to overturn an adverse Court ruling finding the Orange County Human Rights Ordinance unconstitutional. A favorable ruling was issued on June 24, 2020, reversing a 2019 ruling by the Orange County Circuit Court which declared the Orange County Human Rights Ordinance unconstitutional. It is important to note that the Orange County Human Rights Ordinance is essentially a verbatim copy of the Leon County Human Rights Ordinance adopted by the Board in May 2010.
- ▶ **Ordinances/Resolutions** – CAO also reviewed and/or prepared more than 20 ordinances that were subsequently adopted by the Board, including significant revisions to the Code of Ethics, the Animal Control and Urban Agriculture Ordinances, the Land Development Code, an ordinance establishing a new syringe exchange program, and those regulations relating to communications facilities and utility poles within the public rights-of-way. In addition, the CAO reviewed and/or prepared more than 30 resolutions that were also adopted by the Board, including a resolution supporting the work of a local citizens task force in their efforts to remove racially restrictive language in all residential recording instruments on real property in Leon County, a resolution authorizing the County Administrator to execute the Cares Act Funding Agreement with the State of Florida, Division of Emergency Management, and a resolution authorizing the exercise of Leon County's eminent domain power to acquire property for the Meridian Road Crossdrain Project.

- ▶ **Public Records Requests** – During the past twelve months, more than 230 public records requests have been processed through the CAO covering a wide range of matters.

- ▶ The CAO also continues to be active in efforts to keep the County's lakes clean and has worked diligently with the Florida Department of Environmental Protection and the U.S. Environmental Protection Agency to reduce nutrient levels coming into Lake Talquin from Georgia.



# PROVIDING SERVICE 24 HOURS A DAY, 7 DAYS A WEEK



Posted October 5, 2020

# LIVING OUR PEOPLE FOCUSED. PERFORMANCE DRIVEN. CULTURE

A CORE PRACTICE OF LEON COUNTY GOVERNMENT





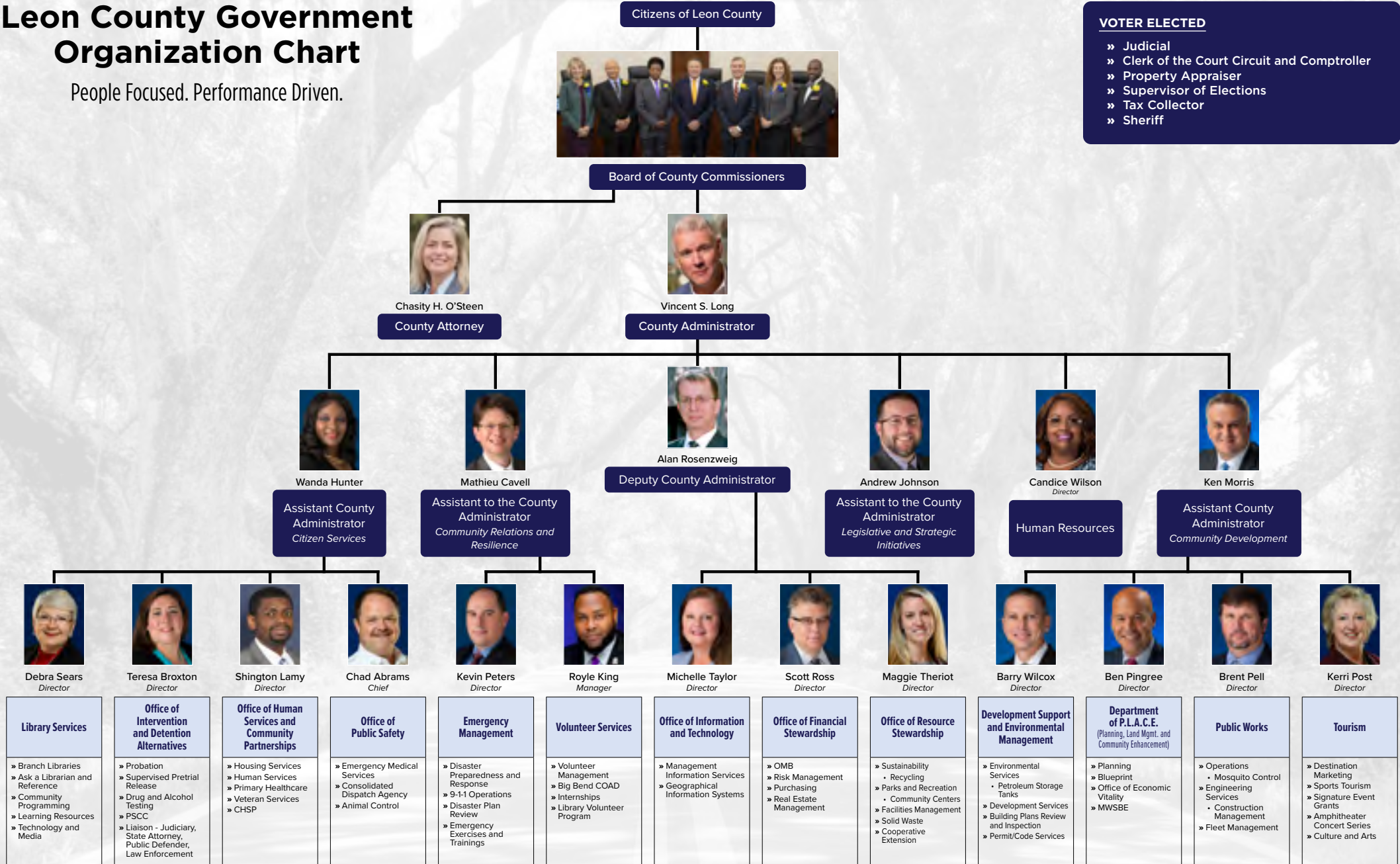
# DEMONSTRATING HIGHEST STANDARDS OF PUBLIC SERVICE

## Leon County Government Organization Chart

People Focused. Performance Driven.

**VOTER ELECTED**

- » Judicial
- » Clerk of the Court Circuit and Comptroller
- » Property Appraiser
- » Supervisor of Elections
- » Tax Collector
- » Sheriff



# LEON COUNTY PRESENTS AN EVENING WITH JJ GREY & MOFRO

On September 6, 2019, JJ Grey & Mofro returned to Tallahassee-Leon County to a sold-out concert at the Capital City Amphitheater to open the 2019 FSU home football season weekend. From the days of playing local juke joints to headlining major festivals, the American Southern Soul Rock Band JJ Grey & Mofro remain unfettered, blissful performers, singing with a blue-collared spirit over the bone-deep grooves of JJ Grey's compositions. JJ Grey & Mofro performed the first concert of the season; later concerts included Boyz II Men, Third Eye Blind and Dennis DeYoung.







# CITIZEN ENGAGEMENT SERIES

## PROVIDING TRANSPARENCY AND ENGAGING CITIZENS BOTH IN PERSON AND VIRTUALLY

Leon County continues to grow citizen involvement and engagement through its commitment to programs that help shape our community like the Library Lecture Series, Citizen Engagement Series and the Club of Honest Citizens.

This past year, the Leon County Library Lecture Series featured diverse speakers that engaged and inspired individuals of all ages both in person and virtually. Acclaimed New York Times bestselling author Jeff

VanderMeer led an in person reading and exploration of his popular novel “Borne,” while discussing the nature and rich biodiversity of Tallahassee-Leon County and how we can keep it that way. After this successful Library Lecture, VanderMeer led a virtual Q&A hosted by the Library via social media as part of the Big Read.

Local Motown musician and rising music star from NBC’s *The Voice*, Royce Lovett, struck a chord during a packed live performance at the Main Library. His performance of “Love & Other Dreams” took



*The Longest Table*

attendees on a personal, literary and musical journey of his life.

As part of the Club of Honest Citizens program, this year’s fourth annual Created Equal entitled “Created Equal: 60th Anniversary of the TLH Lunch Counter Sit-ins,” commemorated the first Tallahassee-Leon County lunch counter sit-ins held on February 13, 1960. Through an evening of stories and lived experiences told by members of our own community who led and actively participated in the Tallahassee-Leon County organized lunch counter sit-ins in protest of segregation, panelists provided a firsthand understanding of the experiences they faced as they advocated for civil rights under the law. Over 500 attendees engaged in meaningful conversations seeking to answer the question: are we sitting together now?

This year also marked the fifth annual Longest Table event in partnership with the City of Tallahassee and The Village Square in which nearly 500 individuals gathered together at one long, continuous table along Duval street to share a meal and engage in heartfelt conversation about their vision for the community. The success of this event has gained widespread attention as other cities, universities and schools throughout the nation have been inspired to replicate this civic enrichment in their own communities.

## LIBRARY LECTURE SERIES TOPICS THAT ENGAGE AND INSPIRE



*The World of ‘Borne’ ... and Our World with Award-Winning Novelist Jeff VanderMeer*



*Love & Other Dreams with Recording Artist Royce Lovett*



*Virtual events hosted by the Library for individuals of all ages*

# Created Equal:

60th Anniversary of TLH Lunch Counter Sit-ins



History happens one person at a time.  
—Patricia Stephens Due

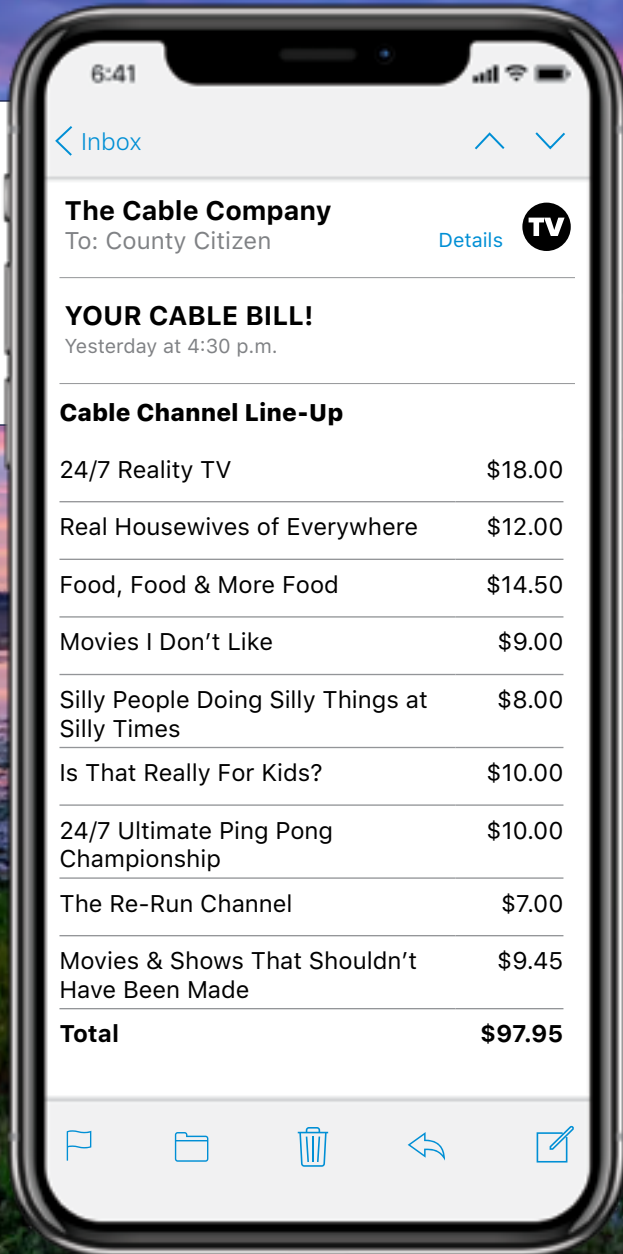
**FEBRUARY 13**  
@ The Moon





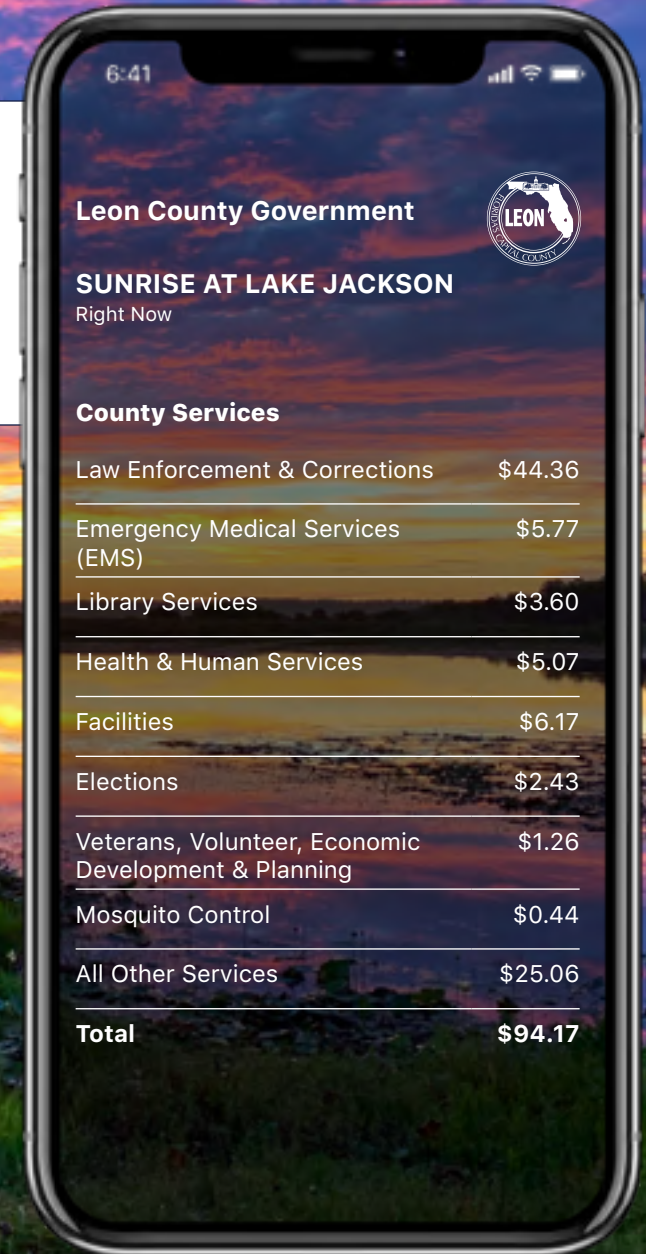
# TV CABLE LINE-UP VS. COUNTY SERVICES

COMPARING YOUR DOLLAR



## COMPARING HIGH-QUALITY COUNTY SERVICES WITH A MONTHLY CABLE BILL

For less than a monthly cable bill you receive County services like emergency medical services, parks, road maintenance, libraries, stormwater, County Sheriff, disaster response and recovery, and so much more!



Cable Channel Line-Up	
24/7 Reality TV	\$18.00
Real Housewives of Everywhere	\$12.00
Food, Food & More Food	\$14.50
Movies I Don't Like	\$9.00
Silly People Doing Silly Things at Silly Times	\$8.00
Is That Really For Kids?	\$10.00
24/7 Ultimate Ping Pong Championship	\$10.00
The Re-Run Channel	\$7.00
Movies & Shows That Shouldn't Have Been Made	\$9.45
<b>Total</b>	<b>\$97.95</b>

### Leon County Government



### SUNRISE AT LAKE JACKSON

Right Now

### County Services

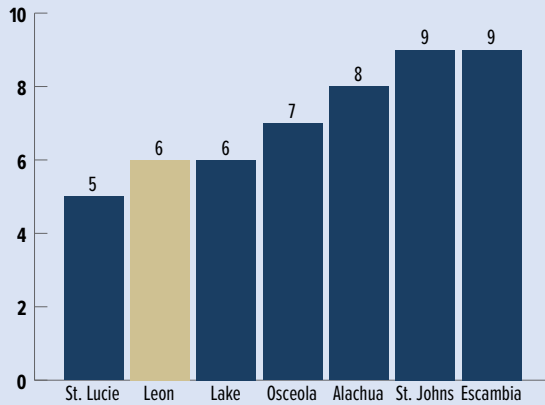
Law Enforcement & Corrections	\$44.36
Emergency Medical Services (EMS)	\$5.77
Library Services	\$3.60
Health & Human Services	\$5.07
Facilities	\$6.17
Elections	\$2.43
Veterans, Volunteer, Economic Development & Planning	\$1.26
Mosquito Control	\$0.44
All Other Services	\$25.06
<b>Total</b>	<b>\$94.17</b>

# FY 2020/2021 LEON COUNTY ADOPTED BUDGET AT A GLANCE

COUNTY ADMINISTRATION

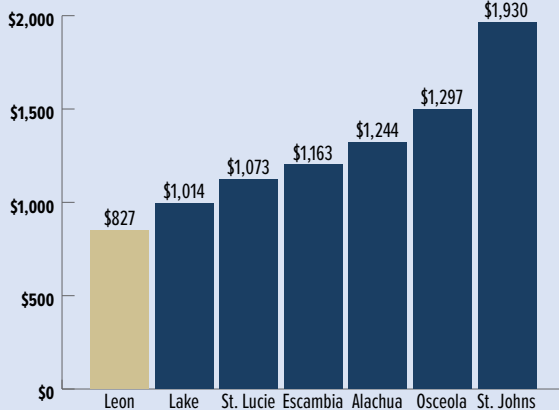


## County Employees per 1,000 Residents (FY 2019)



Leon County ranks second (tied with Lake County), with a ratio of 6 employees for every thousand County residents.

## Net Budget per Countywide Resident (FY 2020)



Leon County spends the least dollars per county resident of all like-sized counties. The next closest County's net budget per capita is 17% higher than Leon County's (Lake County). St. Johns County spends more than two times the amount per resident than Leon County does.

## EXERCISING RESPONSIBLE STEWARDSHIP OF THE COMMUNITY'S RESOURCES

- ▶ Balanced the FY 2021 budget (\$280.6 million), a 2.32 percent increase from last year's budget, without raising the current millage rate of 8.3114 mills for the ninth year in a row. Estimated revenue losses for both FY 2020 and FY 2021 approximately total \$17 million.
- ▶ The Fiscal Year 2021 budget continues to maintain core services and the community's infrastructure, a few highlights include:
  - » No property tax rate, fee or special assessment increases, no layoffs or furloughs and no new general revenue positions.
  - » No change in either the Countywide Millage Rate of 8.3144 mills or the 0.5 EMS MSTU with an increase in property values of 6.78% Countywide; Total estimated ad valorem collections increased by \$9.2 million.
  - » Increased use of General Fund balance (\$283,810) at \$1.84 million to balance budget. This is below the \$5.0 million used during the peak of the recession.
  - » Supported the Leon County Sheriff's Office by funding two new positions, a Training and Wellness Specialist and an IT Analyst in addition to \$900,000 in capital improvements for the Sheriff's Evidence Warehouse project.
  - » Ensured \$287,000 in parks infrastructure funding for Apalachee Regional Park to host the 2021 NCAA National Cross County Championship.
  - » Approved an energy savings contract for \$17 million to pay for the replacement of outdated and energy inefficient capital equipment. The project will be funded through related energy savings over the life of the new equipment.

## PROPERTY TAX DISTRIBUTION

(Based on average value single-family home in Leon County)

Services	FY 2021 Ad Valorem Tax Bill \$1,130	FY 2021 Monthly Cost	FY 2021 Percent of Ad Valorem Taxes
Sheriff - Law Enforcement	290.04	24.17	25.67%
Sheriff - Corrections	242.23	20.19	21.44%
Facilities Management	74.00	6.17	6.55%
Emergency Medical Services	69.29	5.77	6.13%
Health & Human Services	60.86	5.07	5.39%
Library Services	43.24	3.60	3.83%
Tax Collector	35.80	2.98	3.17%
Management Information Services	34.27	2.86	3.03%
Property Appraiser	34.18	2.85	3.02%
Other Non-Operating/Communications	30.38	2.53	2.69%
Supervisor of Elections	29.22	2.43	2.59%
Other Criminal Justice (Probation, DJJ, Diversion)	26.62	2.22	2.36%
Community Redevelopment - Payment	23.06	1.92	2.04%
Capital Improvement	22.93	1.91	2.03%
Administrative Services	22.67	1.89	2.01%
Veterans, Volunteer, Planning, Economic Dev.	15.09	1.26	1.34%
Board of County Commissioners	12.53	1.04	1.11%
Geographic Information Systems	11.76	0.98	1.04%
800 MHz Radio Communication System	11.06	0.92	0.98%
Clerk of Circuit Court	8.42	0.70	0.74%
Court Administration and Other Court Programs	7.74	0.64	0.68%
Financial Stewardship	7.04	0.59	0.62%
Mosquito Control	5.29	0.44	0.47%
Risk Allocations	5.18	0.43	0.46%
Sustainability/Cooperative Extension	5.07	0.42	0.45%
Budgeted Reserves	1.38	0.11	0.12%
Line Item Agency Funding	0.66	0.05	0.06%
<b>TOTAL</b>	<b>\$1,130.00</b>	<b>\$94.17</b>	<b>100.00%</b>

Posted October 5, 2020



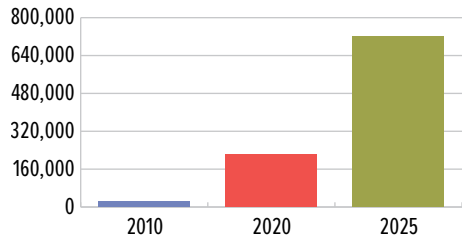
# PERFORMANCE DRIVEN PROGRESS

PROVIDING HIGH-QUALITY SERVICES WITH OPTIMIZED RESOURCES



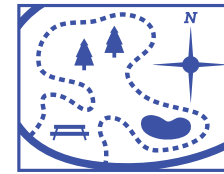
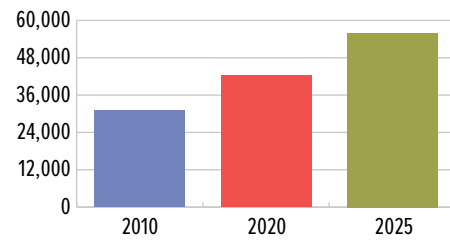
## Library Services

EBOOK/AUDIOBOOK DOWNLOADS



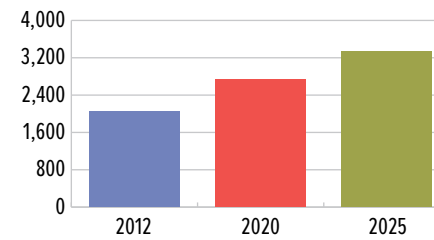
## Emergency Medical Services

CALLS FOR SERVICE



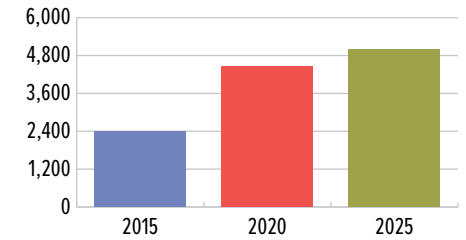
## Parks and Recreation

TOTAL ACRES OPEN TO THE PUBLIC



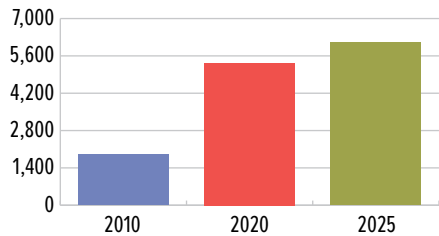
## Dev. Support & Env. Mgmt.

ONLINE PERMITS ISSUED



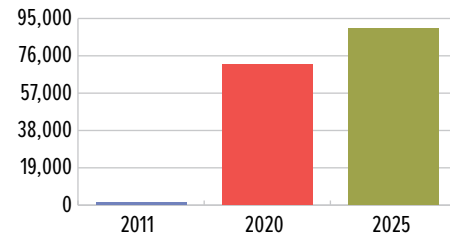
## Veteran Services

CLIENTS SERVED



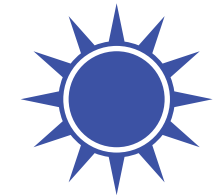
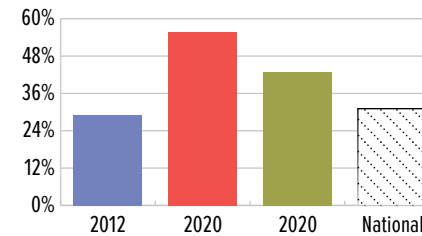
## Community & Media Relations

NEWS AND ALERTS SUBSCRIBERS



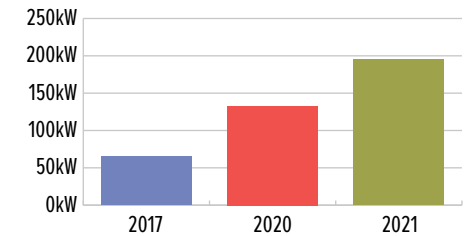
## Emergency Medical Services

CARDIAC ARREST SURVIVAL RATE



## Sustainability

SOLAR ENERGY



■ PAST    
 ■ PROGRESS    
 ■ PROJECTED

# STRETCHING YOUR TAX DOLLARS

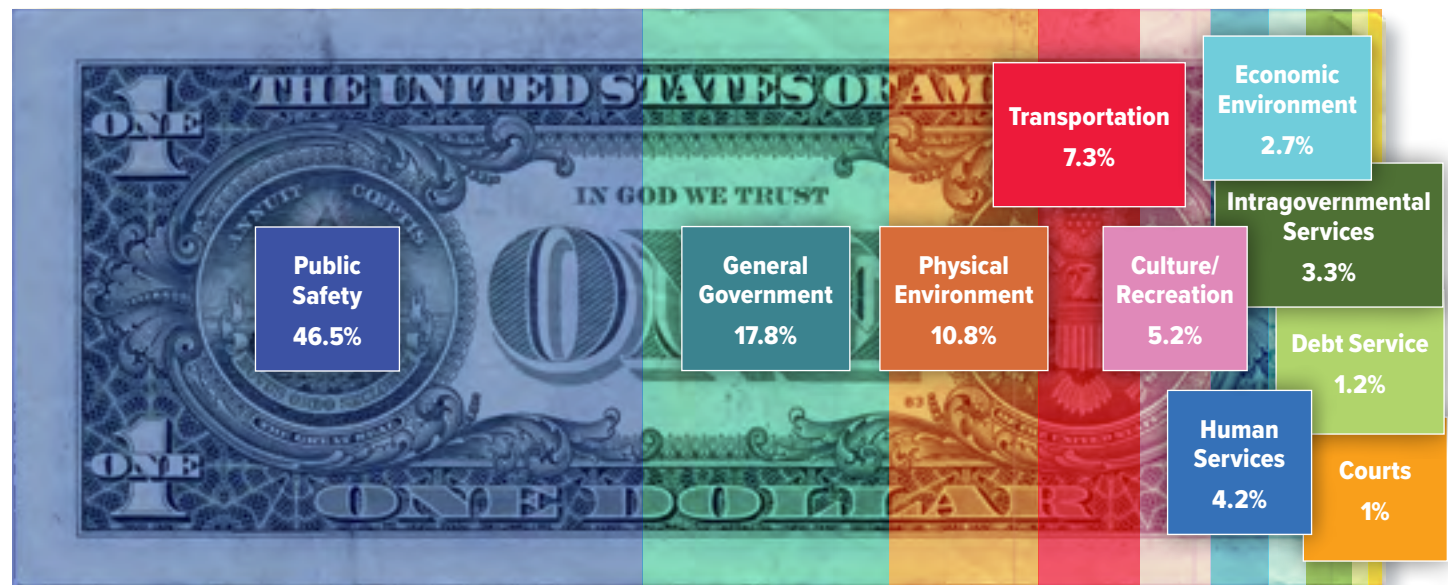
EXERCISING RESPONSIBLE STEWARDSHIP OF THE COMMUNITY'S RESOURCES

## WHERE THE \$280.6M COMES FROM...



FY 2020/2021 ADOPTED BUDGET:  
**\$280.6 MILLION**

## ...AND HOW THE \$280.6 IS UTILIZED



### DID YOU KNOW?

- Leon County citizens pay among the lowest in the state per person to operate their local County government.
- Leon County's Fiscal Year 2021 budget is still \$3 million less than the Fiscal Year 2008 budget.



# EMERGENCY MEDICAL SERVICES (EMS)

OFFICE OF PUBLIC SAFETY

ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

PEOPLE FOCUSED. PERFORMANCE DRIVEN.

## Mission Statement

To preserve life, improve health and promote safety through clinically superior and compassionate pre-hospital care and life safety education for citizens and visitors of Leon County.

## Strategic Initiatives

### QUALITY OF LIFE

- Continued to evaluate emergency medical response strategies to improve medical outcomes and survival rate (Initiative #2016-26).
- Continued to provide dementia sensitivity training to staff and support the Florida Department of Elder Affairs in its public education initiative (Initiative #2016-29).

## PRESERVING LIFE. IMPROVING HEALTH. PROMOTING SAFETY.

- Celebrated 17 years of dedicated service to the community and responded to over 45,000 calls for service in FY20, leading the industry in setting the standard for emergency care.
- Continued to provide specialized services through Critical Care Transport, Tactical Medical, Highly Infectious Patient Transport and Special Operations teams.
- Continued to improve the chances of survival following a cardiac arrest event by advocating for the integration of Automated External Defibrillators (AEDs) and conducting Cardio-Pulmonary Resuscitation (CPR) training through the Heart Ready initiative.
  - Over 700 citizens have received training in CPR and AED use and 1,206 public access AEDs in the community are registered with EMS.
- Completed a research study that appeared in Prehospital Emergency Care and was accepted by the National Association of EMS Physicians. The study was based on 1728 cardiac arrests over a 6-year period and looked at the effectiveness of advanced airways used by paramedics when treating a patient suffering from cardiac arrest. Results found:
  - Endotracheal Tube Intubation (ETT) use during cardiac arrest had improved Return of Spontaneous Circulation (ROSC) when compared to Supraglottic Airway Devices (SGA).
- Continued to participate in national Cardiac Arrest Registry for Everyone program which collects and analyzes EMS and hospital data to improve cardiac arrest outcomes.
- Continued a partnership with the University of Florida to research advances in pre-hospital emergency pediatric patient care.
- Provided an income-based fee discount program and continued to completely waive EMS fees for uninsured or underinsured veterans.
- Maintained accreditation from the Commission on Accreditation of Ambulance Services, which sets the highest standards.



Keeping the ambulance clean per CDC guidelines

## DID YOU KNOW?

The EMS Critical Care Transport Team became the first ground-based team in the country to have 100% of its members credentialed as Certified-Critical Care Paramedics by the International Board of Specialty Certification. This assures that critically sick and injured patients that require ambulance transport from one hospital to another get the best care possible during the transport.

- Hosted 110 public education events during the year and trained 370 citizens in Stop the Bleed techniques.
- Partnered with Safe Kids Big Bend, a national organization committed to working with families and communities to keep children safe from unintentional injuries, through the Community Centric Injury Reduction program.

## Contact us

(850) 606-2100  
www.LeonCountyFL.gov/LCEMS



Veterans Day Parade



Donning personal protective equipment



Chief Darryl Hall inducted into TCC Hall of Fame

- ▶ Conducted over 50 child safety seat inspections and installations at the Public Safety Complex as well as at health and safety fairs throughout the community through the Child Passenger Safety Seat program.
- ▶ Presented Leon Lifesaver at over 20 community events and continued to participate in safety initiatives:

- » Partnered with Leon County Schools and supported the Safe Routes to School program by providing a bike trailer, equipment and medics to promote bicycle use and transportation measures as well as safety education to the schools and the community.
- » Participated in Operation Spring Break, an anti-drunk driving and anti-distracted driving program for high school-aged teenagers in cooperation with community partners.
- ▶ Partnered with the Capital Area Healthy Start Coalition to teach 140 new mothers CPR and AED use to prevent, recognize and respond to cardiac, respiratory, choking and sleep-related emergencies.
- ▶ Continued public information efforts to build public awareness of EMS excellence and attract a talented workforce:
  - » Posted position information, employee highlights, safety tips and more and achieved a 41% gain in growth over the last year on the EMS Facebook page.
  - » Created a new recruitment website and implemented new outreach strategies to attract paramedics.
  - » Partnered with Tallahassee Community College and first responder agencies to develop a program to award scholarships to students enrolled in TCC public safety programs.

## **RESPONDING TO COVID-19**

- ▶ Worked with the Consolidated Dispatch Agency to implement 9-1-1 caller screening protocols to identify callers as possible COVID-19 positive, allowing first responders to take appropriate personal protective measures.
  - » 1,814 responses to COVID-19 related calls (March 15 – August 27, 2020)
- ▶ Implemented a specific sentinel data monitoring and analysis system to monitor data for indicators of COVID-19 infection.
- ▶ Implemented a member monitoring program to identify paramedics at risk for COVID-19 infection.
- ▶ Initiated mandatory surgical mask or N95 respirator use by EMS members on all responses and required patient and family mask use since early April.
- ▶ Responded to Florida Department of Health missions for the County's Highly Infectious Disease Transport Network team to assist state assets in mitigating COVID-19.
- ▶ Worked with Emergency Management, Florida Department of Health in Leon County and local hospitals to develop a plan for medical surge and developed and deployed a Rapid Alternative Response system to assist in decreasing demands on the healthcare system.
- ▶ Provided paramedic assistance at community testing sites.
- ▶ Created a CPR Home Addition training program and distributed training materials to encourage citizens to become educated in CPR lifesaving techniques.





# LEROY COLLINS LEON COUNTY PUBLIC LIBRARY SYSTEM

ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

PEOPLE FOCUSED. PERFORMANCE DRIVEN.

## Mission Statement

To be an essential resource and place for learning, engagement and innovation that provides for our community's changing needs.

## Strategic Initiatives

### QUALITY OF LIFE

- Added 45% more devices to meet patron demand in the Mobile Hotspot Lending Program, allowing patrons to access high-speed internet service at home or on-the-go (Initiative #2016-35).
- Continued to implement the Leon County Essential Libraries Initiative (Initiative #2020-9).

**Contact us**  
 (850) 606-2665  
[www.LeonCountyFL.gov/Library](http://www.LeonCountyFL.gov/Library)

## LEARN. ENGAGE. INNOVATE.

- ▶ Began work on the Essential Libraries Initiative to re-envision the County's libraries to address the changing needs of County residents and usage trends throughout the library system.
- ▶ Served over 1,200,000 customers through the Library System and managed nearly 1,400,000 checked out materials in FY 20, including print, DVD, audio, e-books, computers and more.
- ▶ Increased e-book and audiobook downloads by 40% to over 172,000 total downloads.
- ▶ Introduced a convenient Online Library Card Registration System to allow for instant access to electronic resources through the Library's website and the Leon County Library mobile app.
- ▶ Expanded support of students by qualifying all enrolled in educational institutions located in Leon County for free library cards.
- ▶ Held the third Big Read, a community-wide reading and topical exploration program for the third time with grant funds awarded by the National Endowment for the Arts.
- ▶ Added a collection of 76 "LaunchPad" tablets with pre-loaded educational games and activities for ages 3-5, to promote kindergarten readiness through a grant awarded by the Panhandle Library Access Network.
- ▶ Presented the sixth spring and fall Seed Library in cooperation with Leon County Cooperative Extension Services in which users checked out over 20,000 sample-sized packets of seeds with instructions for effective cultivation.



Reopening preparations



African American Read-In

- ▶ Completed a successful fifth year of the Leon County Library Lecture Series, offering two varied and informative sessions:
  - » Royce Lovett, "Love & Other Dreams:" 174 attendees enjoyed Lovett's music and personal narrative on January 16, 2020, at the Main Library.
  - » Jeff VanderMeer, "The World of Borne... and Our World": More than 225 attended this inspiring lecture on February 6, 2020, at the Main Library.
- ▶ Hosted U.S. Census regional training for enumerators.



Library Lecture Series: Jeff VanderMeer

- ▶ Designated as “Safe Place” locations for young people under the age of 18 in need of immediate help and safety by the National Safe Place Network.

### **RESPONDING TO COVID-19**

- ▶ Initiated 96-hour quarantines for all returned books, movies and other items to ensure safety of handling by staff and other patrons.



*Shelving donation for libraries affected by Hurricane Michael*

- ▶ Introduced curbside pickup in Phase 1 of the Reopening Plan to provide safe, contact-free access to reading materials and movies.



*Free masks for the community*

- ▶ Instituted measures for safe use at all libraries, including: social distancing indicators, one-way aisles, appropriately distanced computers, self-service holds, pickup and self-checkout, as well as time-limited access to buildings in Phase 2 of the Reopening Plan.



*Self-pickup station for holds*

- ▶ Distributed more than 225,000 free cloth masks to citizens.

- ▶ Initiated extended computer access appointments for unemployment benefits filing, job searches and online interviews.

- ▶ Answered more than 2,500 informational questions and provided technical guidance in downloading e-books and more by telephone and email during the Safer-at-Home order.

- ▶ Purchased 1,400 new e-books for both adults and children and doubled the number of Kanopy movie checkouts allowed per card to ensure a variety of digital materials for cardholders to enjoy.

- ▶ Developed the “Always Open” web page as a one-stop-shop for electronic resources.

- ▶ Worked with online information providers to add access to upwards of 25 educational resources for all ages.

- ▶ Worked with local U.S. Post Office managers to place federal tax forms and instruction booklets in publicly accessible locations while the libraries were closed.

- ▶ Hosted over 120 virtual events with an average of 30 per month, including storytimes, craft classes, book clubs and sing-a-longs to provide citizens with family-friendly activities during the pandemic.

- ▶ Created an eight-week virtual summer program for children and families featuring classic tales and thematic weekly take-home activities via “Adventure Bags.”



*Guest check-in table*

## **LEON COUNTY LIBRARY LOCATIONS**

### **LeRoy Collins Leon County Main Library**

200 West Park Avenue  
(850) 606-2665

### **Dr. B. L. Perry, Jr. Branch Library**

2817 South Adams Street  
(850) 606-2950

### **Eastside Branch Library**

1583 Pedrick Road  
(850) 606-2750

### **Jane G. Sauls Fort Braden Branch Library**

16327 Blountstown Highway  
(850) 606-2900

### **Lake Jackson Branch Library**

3840-300 North Monroe Street  
(850) 606-2850

### **Northeast Branch Library**

5513 Thomasville Road  
(850) 606-2800

### **Woodville Branch Library**

8000 Old Woodville Road  
(850) 606-2925

- ▶ Partnered with Leon County EMS to provide access to CPR Anytime Kits at all library locations (in lieu of the annual Press the Chest event).



# EMERGENCY MANAGEMENT

## COMMUNITY RELATIONS AND RESILIENCE

ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

PEOPLE FOCUSED. PERFORMANCE DRIVEN.

### Mission Statement

To protect our community by coordinating and integrating all activities necessary to build, sustain and improve resilience so as to mitigate against, prepare for, respond to and recover from man-made natural disasters.

### Strategic Initiatives

#### GOVERNANCE

- Partnered with the Federal Alliance for Safe Homes (FLASH) to become the nation's first #HurricaneStrong community initiative (Initiative #2017-11).
- Implemented all 133 recommendations for improvement in emergency management identified in the Hurricane Irma and Hurricane Michael After-Action Reports (Initiative #2017-14 and #2018-14).
- Developed an emergency management plan for controlled release of water at the Lake Talquin Dam (formerly C. H. Corn hydroelectric dam) (Initiative #2018-13).

**Contact us**  
(850) 606-3700  
[www.LeonCountyFL.gov/EM](http://www.LeonCountyFL.gov/EM)

## DISASTER PREPAREDNESS, RESPONSE & RECOVERY

- ▶ Emergency Management directs the Emergency Operations Center (EOC) to plan for and coordinate disaster response activities.
  - » Activated the EOC to coordinate the response to COVID-19 for 173 continuous days as of September 1st, the longest activation in the County's history.
  - » Hosted separate training courses for 120 local and regional emergency responders to build and enhance their emergency response skills.
- ▶ Over the last year, to ensure Leon County is prepared and resilient for any disaster, Emergency Management:
  - » Reviewed emergency plans for 48 healthcare facilities and conducted public education and outreach programs for community groups.
  - » Hosted a virtual Build Your Bucket Event with the City to enhance community disaster preparedness and provided over 200 disaster supply kit buckets to citizens of vulnerable populations in coordination with Ability1st and Elder Care Services.
- ▶ Received 159,759 emergency calls during this past year to the Leon County Enhanced 9-1-1 System. Of these calls, over 137,000 were from wireless devices, over 13,000 were from landline devices and over 8,100 were from VoIP devices.
  - » Processed over 170 Master Address Street Guide updates.
  - » Responded to over 900 requests for 911 records.



Hands-on training class in hazardous event management

### DEMONSTRATING HIGHEST STANDARDS OF PUBLIC SERVICE

NACo Achievement Award in the category of Risk and Emergency Management for #HurricaneStrong Partnership.



### DID YOU KNOW?

The Emergency Operations Center (EOC) was activated on March 10, 2020 to respond to COVID-19 and has been active for 173 consecutive days, the longest in County history. The previous longest activation was 8 days for Hurricane Michael.



Disaster preparedness bucket delivery with Elder Care Services

## COVID-19: RESPONDING TO THE PANDEMIC

For three years straight, Leon County was tested by powerful hurricanes, and each year, the County team and its many community partners rose to meet the challenge. Leon County applied the lessons learned from previous hurricanes to coordinate the County's response to COVID-19, which became the largest and longest emergency management activation in Leon County's history.

Beginning on January 21, County Emergency Management staff began close coordination with the Florida Department of Health and other healthcare experts to plan for and respond to COVID-19. On Tuesday, March 10, at 8 a.m., Leon County activated the Emergency Operations Center by request of the Florida Department of Health in Leon County to assist in convening agencies, providing coordination and aligning public information efforts. On Monday, March 16, Leon County declared a local state of emergency.

- ▶ Activated the Emergency Operation Center for more than 173 days and continued to support the Florida Department of Health and its Joint Information Center.
- ▶ Distributed more than one million pieces of personal protective equipment (PPE) to fulfill requests from local hospitals and long-term care facilities.
- ▶ Resourced more than 113 facilities in critical need throughout our community through the County's local staging area.
- ▶ Convened more than 305 different conference calls with 6,550 diverse participants across every discipline and continued regional efforts to build hospital capacity in coordination with public health officials.
  - » Convened regular coordinating calls with K-12 schools, universities, healthcare and emergency response representatives to ensure continuity of operations and information exchange.
  - » Worked with medical experts to develop a regional medical surge plan.



Emergency Management assisting a local small business

- » Received and disseminated information from regular statewide and local briefings on the developing situation.
- » Coordinated joint information and messaging conference calls to ensure accurate, vetted and unified messaging on COVID-19 and disease transmission.
- ▶ Prepared for scenarios to convene additional responding agencies at the Emergency Operations Center to assist health experts in coordinating any public health emergency response, similar to the efforts before and after a natural disaster.
- ▶ Provided expert operational guidance across 18 different emergency support functions in support of the Florida Department of Health in Leon County's operations and response.
- ▶ Established the Local Homeless COVID-19 Planning Task Force with The Big Bend Continuum of Care and other organizations to address planning and coordination needs related to CDC interim guidance for homeless shelters.



# ANIMAL CONTROL

OFFICE OF PUBLIC SAFETY

ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

PEOPLE FOCUSED. PERFORMANCE DRIVEN.

## Mission Statement

To improve animal and human well-being through education, prevention and enforcement programs and humane animal care and control services for the citizens and animals of Leon County.

## Strategic Initiatives

### QUALITY OF LIFE

- Continued to improve pet overpopulation by engaging vested community partners in the implementation of spay and neutering strategies (Initiative #2016-33).

**Contact us**  
(850) 606-5400  
[www.LeonCountyFL.gov/Animal](http://www.LeonCountyFL.gov/Animal)

## PROTECTING LEON COUNTY'S ANIMALS & CITIZENS

- In order to continuously provide for the safety and well-being of both citizens and domestic animals, Animal Control staff has:
  - Maintained the online Animal Abuser Registry to address animal abuse and raise public awareness of animal neglect, logging nearly 2,000-page views since its launch.
  - Educated residents about responsible pet care and animal safety by participating in 10 outreach events including HOA meetings, localized community safety fairs, dog park openings and community pet adoption events and handing out over 124 spay and neuter vouchers.
  - Performed 1,110 preventative maintenance services in-house.
  - Educated pet owners on Leon County's Animal Ordinance and provided loaner dog houses to pet owners.
  - Rescued more than 300 pets and ensured more than 38 lost pets were returned home.
  - Provided more than 100 leashes to help people and pets stay active through quality time outdoors.
  - Continued to implement strategies that allow Animal Control Officers to return animals to their owners, eliminating the need to take animals to the shelter.
- Animal Control staff is committed to serving the community and decreasing the number of animal bites. During the year, staff:
  - Fielded over 9,000 phone calls resulting in over 2,900 service requests and over 3,900 Animal Control Officer responses.
  - Responded to over 250 service requests for inhumane care, resulting in the issuance of citations and referrals to the Leon County Sheriff's Department for pursuit of criminal charges.
  - Investigated over 232 dangerous or aggressive animal complaints.



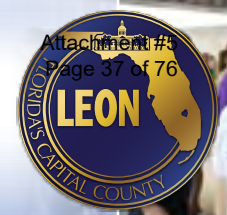
Animal Control working with Tallahassee Big Dog Rescue

## RESPONDING TO COVID-19

- Aided with securing pet food assistance to residents and pets in need through partnering with Leon County Humane Society.
- Assisted the Leon County Sheriff's Office with animal removal from homes and vehicles.

## DID YOU KNOW?

Leon County Animal Control offers free and low cost spay and neuter vouchers through assistance from Community Partners to help reduce pet overpopulation.



## Goal Statement

To guide the City and County's economic development efforts in coordination with the private sector and community stakeholders by fostering fair and open competition, conducting extensive outreach to assist businesses in navigating and competing in today's marketplace and leveraging existing resources to maximize the infusion of financial capital to the local economy.

## Strategic Initiatives

### ECONOMY

- Continued to implement the Economic Development Strategic Plan (Initiative #2016-6).
- Continued to implement the joint County/City disparity study and enhancements to the MWSBE program (Initiative #2016-7).
- Evaluated expanding Leon Works as a regional event and to different segments of the community (#2017-1).
- Partnered with Florida State University on the Civic Center District Master Plan (Initiative #2016-2).
- Continued to address issues of economic segregation and diversity, evaluate establishing a micro-lending program for small, minority and women-owned businesses (Initiative #2016-11).
- Continued to partner with Shop Local 850 to promote Leon County's local businesses and entrepreneurs and develop new data sources to analyze the economic impacts of shopping local (Initiative #2017-3).
- Explored ways to expand how local businesses can do business outside of the community (2017-4).

### Contact us

(850) 219-1060  
www.OEVForBusiness.org

## EMBRACING ECONOMIC VITALITY IN #FLCAPITAL4BIZ!



Domi Awards

### ACHIEVING REGIONAL LEADERSHIP THROUGH COMMUNITY ENGAGEMENT

- Completed consolidation of the MWBE Policy and Procedures for Leon County Government, City of Tallahassee and Blueprint Intergovernmental Agency based upon the recommendations within the approved 2019 Disparity Study.
- Launched the Minority and Women and Small Business Enterprise (MWSBE) Academy Series with topics including Architecture, Engineering, Public Relations, Marketing and Construction.
- Partnered with the Department of Management Services Office of Supplier Diversity for the Ambassador Program to increase the number of certified business enterprises across the state and help these certified businesses become more competitive with their bid proposals.

### USING DATA TO DRIVE INFORMED DECISION-MAKING

- Continued tracking more than 80 economic indicators for the Tallahassee-Leon County area, on a quarterly and annual basis and produced the Quarterly Economic Dashboard presenting data on 13 local economic indicators.

- Participated in the C2ER Cost of Living Index, which ranked the Tallahassee metro area at 2.9% below the national average for cost of living out of 270 urban areas.

### RESPONDING TO COVID-19

- Administered the COVID-19 Economic Disaster Relief (CEDR) Grant Program to assist local businesses and support continuity of operations during the first critical weeks of the pandemic. In total, 561 businesses employing over 4,400 people were awarded over \$1.1 million in grant funds.
- Administered the Local Emergency Assistance for Non-profits (LEAN) Grant Program to assist local non-profits financially impacted by the COVID-19 pandemic. In total, \$582,500 in assistance was distributed to 233 organizations which employ more than 2,300 people.
- Administered the Leon CARES Small Business Assistance program to provide 7.5 million in local funding to cover business expenses related to COVID-19, including relaunch and safety costs.
- Developed the Open for Takeout map and TLH2GO in collaboration with 223 Agency to encourage residents to support local businesses by ordering takeout, delivery or buying a gift card online.
- Curated a Business Resource Guide and administered Business Impact Surveys to provide technical assistance information and financial resources to small businesses and non-profits.
- Developed a Personal Protective Equipment (PPE) site to connect businesses in the community with organizations in Leon County that source, manufacture or distribute PPE.
- Formed the Local Economic Stakeholder Group with local leaders and business representatives from both the public and private sector to discuss and recommend actions toward sustaining and reopening the economy.
- Partnered with Shop Tally to develop Pay It Forward, a gift card donation program to support businesses and local nonprofits.



# TOURISM

## ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

## PEOPLE FOCUSED. PERFORMANCE DRIVEN.

### Mission Statement

To enhance the region's economic growth and quality of life by collaboratively inspiring the vitality of Leon County/Tallahassee's visitor economy.

### Strategic Initiatives

#### ECONOMY

- Supported individuals interested in relocating to Tallahassee through programs and partnerships with Choose Tallahassee (Initiative #2016-29).
- Continued to work with Florida State University to bid and host NCAA cross country national and regional championships at Apalachee Regional Park (Initiative #2016-5).
- Enhanced competitiveness in attracting national and regional running championships through strategic investments at Apalachee Regional Park (Initiative #2016-12).
- Raised awareness of County trails through Tourism's Strategic Plan, by working with community partners including pursuing the International Mountain Biking Association (IMBA) designation (Initiative #2017-5).

#### GOVERNANCE

- To celebrate Leon County/Tallahassee bicentennial in 2024, the County will coordinate and enhance local planning efforts with government agencies, businesses, organizations, and citizens (Initiative #2020-10).

#### Contact us

(850) 606-2300  
www.LeonCountyFL.gov/Tourism

## PROMOTING AND MARKETING FLORIDA'S CAPITAL REGION

- ▶ In 2020, Leon County Tourism created \$647 million in economic impact, nearly 1.6\* million visitors from 44\* states and 27\* countries and 9,987\* jobs.
- ▶ Due to COVID-19's devastating impact on travel, hotels throughout the County saw an average 50% hotel occupancy through July 2020, down 25% from 2019.
- ▶ Continued to promote tourism efforts through Tourist Development Tax collections, which are anticipated to be \$4.4\* million annually, down 39% from 2019 due to COVID-19.
- ▶ Hosted four concerts at the Capital City Amphitheater including JJ Grey & Mofro, Boyz II Men, Third Eye Blind and Dennis DeYoung.
- ▶ Continued to create and build awareness for Leon County as a tourism destination through innovative marketing programs and co-operative promotional projects with industry stakeholders.
  - » Developed and launched a new fully digital grants management system to manage applications, reviews, contracts and post-event reports, simplifying the process for applicants.
  - » Worked with national journalists to achieve 294 story placements in print and online media featuring the area, its businesses and amenities, generating more than 511 million media impressions.
  - » Introduced comprehensive creative marketing campaign, "Pretty. Unexpected" with inclusion in the 2020 Visitor's Guide.
  - » Launched a new destination website and mobile app featuring visitor itineraries, hotel information, event listings, attraction information, blog posts, video content and restaurant details.
  - » Achieved a following of more than 100,000 people across social media platforms and created a Facebook Tourism Industry Page to share important tourism industry news.



*JJ Grey & Mofro at Capital Cascades Amphitheater*

- » Expanded the "Seasoned Local" campaign by incorporating celebrity recommendations, including Cheryl Hines and Tony Hale.
- » Developed a customized Arts & Culture co-operative advertising program for COCA and their grantees to market to out of town visitors at reduced cost.
- » Held 46 in-person meetings with travel editors and feature writers, pitching Leon County as a travel destination for editorial coverage.
- » Hosted 16 journalists for media stays resulting in editorial exposure for Leon County.



Red Hills Horse Trials



Florida High School Athletic Association Cross Country

- » Conducted an Influencer Media Familiarization tour, hosting 4 bloggers in direct fly markets of Charlotte, Dallas and Atlanta, resulting in more than 11 million impressions on social media.
- » Hosted the Editor-in-Chief of Southern Living for a media stay, resulting in coverage in April and August 2020 issues.
- ▶ Awarded more than \$620,720 in grant funding to 108 local Legacy, Signature, Special and Sporting events that brought overnight visitors and direct spending to local businesses throughout the Capital County. Approximately 50 events were canceled due to COVID-19.
- ▶ Participated in meetings with community members and leaders to discuss the County's Bicentennial Celebration in 2024.

- » Supported 4 Legacy and 5 Signature/Emerging Signature Events generating \$5,762,700 in economic impact including: Market Days, Red Hills International Horse Trials and Warner Soccer ASG Presidents' Day Invitational Tournament.
- ▶ Secured 3 major cross-country meets for FY2021-2022 at Apalachee Regional Park including:
  - » 2020 Amateur Athletic Union Cross Country National Championships.
  - » 2021 USA Track & Field Club Cross Country National Championships.
  - » 2022 National Junior Collegiate Athletic Association Cross Country National Championships.
- ▶ Hosted the first of the five-year contract for the 1A-3A Florida High School Athletic Association Football Championships at Gene Cox Stadium.
- ▶ Initiated \$3 million in park improvements as part of the Apalachee Regional Park cross country course improvement project.

### RESPONDING TO COVID-19

The sudden and severe drop in consumer travel and visitor spending during the pandemic resulted in more than a \$1.6 million reduction in the Division's budget in FY20. In June FY20, the Division of Tourism crafted a new strategy to market Tallahassee/Leon County as a safe visitor destination and developed a restart and recovery awareness campaign utilizing CARES Act funding.

- ▶ Hosted 25 weekly Tourism Industry meetings on Zoom as of August 2020 featuring over 70 guest speakers and more than 900 participants to share information and provide support to the tourism and hospitality industry.
- ▶ Embraced the Spirit of Travel during National Travel & Tourism Week virtually and hosted an online concert with local singer songwriter Royce Lovett.
- ▶ Worked with meeting planners, event organizers and venue/facility owners to reschedule and rebook conferences and events rather than canceling due to COVID-19.
- ▶ Developed new COVID-19 focused online content to disseminate destination information to consumers and the tourism industry.
- ▶ Moved Gift Shop merchandise sales online to VisitTallahassee.com.

### DEMONSTRATING HIGHEST STANDARDS OF PUBLIC SERVICE



Tallahassee was named a Top-10 Best City in the South by Southern Living Magazine for the second consecutive year and Top College Town.

Posted October 5, 2020





# PLANNING

DEPARTMENT OF P.L.A.C.E.

ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

PEOPLE FOCUSED. PERFORMANCE DRIVEN.

## Mission Statement

To provide accurate information, creative and effective planning recommendations and expertise in the areas of long-range land use, environmental and transportation planning for the orderly growth of Leon County and the Tallahassee community.

## Strategic Initiatives

### QUALITY OF LIFE

- Continued to support the Miccosukee Citizens Working Group to include planning of a “Miccosukee Working Group: Canopy Roads and Development” Open House, and facilitated a series of “Do Something Day” community events in coordination with citizen volunteers (Initiative #2017-10).
- Continued working on planning and implementing the bicycle route network in coordination with the Bicycle Working Group citizen’s focus group (Initiative #2018-12).
- Managed the consultant review of transportation fee alternatives to replace the existing concurrency management system of mobility fees, including the acceptance of the Phase I report. (Initiative #2016-18).
- Brought options to the Board of County Commissioners to update the Comprehensive Plan Land Use and Mobility Elements through an in-house or consultant study (Initiative #2016-25; #2018-17).

### GOVERNANCE

- Led the 2020 Census Complete Count Committee to increase awareness and response rates to the 2020 Census (Initiative #2020-13).

### Contact us

(850) 891-6400  
www.LeonCountyFL.gov/Planning

## PLANNING TODAY FOR TOMORROW’S COMMUNITY

- Adopted the Local Mitigation Strategy update with stakeholder input and State of Florida’s Division of Emergency management (DEM) approval.
- Launched a successful Bike Month campaign in May 2020 to promote public health and quality of life.
- Reviewed 14 Comprehensive Plan text and map amendments during the 2020 Comprehensive Plan Cycle, which are slated for adoption in the joint Public Hearing in late 2020.
- Processed 20 rezoning applications since October 2019 including: changes to zoning districts and planned unit developments, staff analysis and generating a Planning Commission recommendation in Tallahassee and Leon County.
- Provided site assistance to 34 private-sector customers and 24 public-sector customers in Leon County.
- Hosted a series of virtual charrettes to gather citizen feedback and input for the Welaunee Master Plan.

### RESPONDING TO COVID-19

- Transitioned to remote operations and continued providing high quality of service to citizens in online forums with remote public comment options.
- Developed new engagement methods to accommodate citizens including online charrettes and an Urban Forestry blog.



Online Urban Forestry blog with Mindy Mohrman



Anne Rokyta from the DesignWorks Division works on illustrations showing zoning district standards

## DID YOU KNOW?

Planning leads the 2020 Complete Count Committee tasked with increasing community response rates for a more accurate collection of data. The results of the 2020 Census will be used to determine federal representation and funding of programs, grant distribution, political representation and future planning for Tallahassee-Leon County.



## Mission Statement

To implement the Blueprint program in a timely and cost-effective manner, utilizing sound but innovative business practices while keeping the citizenry informed and involved.

## Strategic Initiatives

### QUALITY OF LIFE

- Completed construction of a weatherization solution for the Capital City Amphitheater stage (Initiative #2016-1).
- Identified solutions for weatherization of the Capital City Amphitheater stage utilizing a portion of BP settlement funds (Initiative #2016-1).
- Initiated three new greenways projects, including: design of the Lake Jackson and Lake Jackson South Greenways, design of the Capital Circle Southwest Greenway and Debbie Lightsey Nature Park as part of the effort to continue to implement the Tallahassee-Leon County Greenways Master Plan (Initiative #2016-24C).

### Contact us

(850) 219-1060  
www.BlueprintIA.org

## PRESERVE, PROTECT & ENHANCE THE COMMUNITY'S QUALITY OF LIFE



Broadmoor Pond Park

- ▶ Initiated planning and design for three greenway projects which will provide over 6.4 miles of conservation & connectivity in north, central and southwest Leon County, including connections to the Lake Jackson Mounds Archaeological State Park, Okeeheepkee Prairie County Park and Lake Ella.
- ▶ Developed a prioritization system and criteria that will direct \$15 million in sales tax funding for the implementation of the Tallahassee-Leon County Greenways Masterplan project.
- ▶ Approved the amended Northeast Gateway: Welaunee Boulevard Project, including the Welaunee Boulevard extension from Fleischmann Road crossing I-10 and continuing to the vicinity of Roberts Road, as well as the Shamrock Extension to Centerville Road.
- ▶ Began the Northeast Connector Corridor: Bannerman Road Project involving the following: updating the Leon County 2012 Bannerman Road Corridor Plan, conducting a feasibility study of widening Bannerman Road from Tekesta Drive to Meridian Road and securing design and permitting of the approved roadway concept.

- ▶ Selected a creative design team for design and construction of a new skateable art park along Capital Cascades Trail at Coal Chute Pond and Railroad Square Art Park.
- ▶ Engaged the Blueprint Citizens Advisory Committee as Project Liaisons for Infrastructure projects, representing a key citizen voice in public discussions about Blueprint projects.

### RESPONDING TO COVID-19

- ▶ Dedicated over 1,500 hours to assisting local business owners and Leon County non-profits impacted by the COVID-19 pandemic to obtain grant assistance through the COVID-19 Economic Disaster Relief (CEDR) and Local Emergency Assistance for Non-profits (LEAN) grant programs.

## DEMONSTRATING HIGHEST STANDARDS OF PUBLIC SERVICE

In 2020, Blueprint's Orange Avenue/ Meridian Street Site Improvements Project



received local award recognition from the American Public Works Association Big Bend Chapter.



# PUBLIC WORKS

ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

PEOPLE FOCUSED. PERFORMANCE DRIVEN.

## Mission Statement

To provide safe, efficient and sustainable roadways and transportation amenities, stormwater facilities and vehicle fleet throughout Leon County that enhances its livability, environment and economic vitality.

## Strategic Initiatives

### ENVIRONMENT

- Continued to implement the Apalachee Landfill closure process in an environmentally sensitive manner which complements the master planning for the site (Initiative #2016-15).

### ECONOMY

- Further enhanced our competitiveness in attracting national and regional running championships by making additional strategic investments at the Apalachee Regional Park (Initiative #2016-12).

### QUALITY OF LIFE

- Continued to implement a master plan for the Apalachee Regional Park (Initiative #2016-24A).
- Continued 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 (Initiative #2017-9).

### Contact us

(850) 606-1500

[www.LeonCountyFL.gov/PubWorks](http://www.LeonCountyFL.gov/PubWorks)

## PLANNING, BUILDING & MAINTAINING QUALITY INFRASTRUCTURE

- Leveraged \$2.5 million in grants for the following projects:
  - Big Bend Scenic Byway (\$538,932).
  - Phase I & II construction of bicycle lanes on a portion of Smith Creek Road (\$1,841,705).
  - Design of the realignment of Old Bainbridge Road at Capital Circle NW (\$80,000).
  - Waste Tire Amnesty Event (\$25,000).
  - Center for Disease Control and Prevention Community Clean Up Event (\$15,000).
- Began work on the Meridian Drainage Improvements Project to alleviate flooding and improve water quality at nearby lakes and streams.
- Completed the following projects to enhance County building and recreational facilities: Bradfordville Dog Park Overflow Parking, Canopy Oaks, Concession/Comfort Station, Concord School Re-roof, Roof Replacement for Leon County Detention Facility Pods/Central Core, Volunteer Fire Station on County Road 12, State Attorney's Office Renovations and the Leon County Supervisor of Elections Roof Repairs.
- Began construction on the Apalachee Regional Park Cross Country Facility improvements in preparation for hosting the 2021 NCAA National Cross-Country Championship.
- Responded to and cleared roads following an EF-1 tornado in northeastern Leon County on April 24.

### RESPONDING TO COVID-19

- Continued to advance roadway, street lighting and water quality projects during the pandemic.



*Meridian Road Drainage Improvements Project*

- Created a 24-hour document drop-off bin for the Public Works Center, processing over 234 right of way permits during the pandemic.
- Transferred 91 construction progress meetings online and ensured 1,442 site visits occurred with social distancing measures in place.

## Goal Statement

To provide the public with professional services for the construction and maintenance of cost-effective infrastructure to enhance our community's quality of life.

## Strategic Initiatives

### ENVIRONMENT

- Continued to implement the adopted Basin Management Action Plan (BMAP) for Wakulla Springs including bringing central sewer to Woodville and implementing requirements for advanced wastewater treatment (Initiative #2016-13).
- Continued evaluating pilot technologies for new advanced wastewater treatment septic tanks (Initiative #2017-7).
- Continued to seek matching grants for septic-to-sewer projects. To date, a total of \$59.22 million has been committed by the state and County (Initiative #2017-8).
- Added educational kiosks at County boat landings to educate the public on blue-green algae blooms, fishing advisories, invasive species and general water quality (Initiative #2018-3).
- Continued to evaluate requiring advanced wastewater treatment for new construction (Initiative #2016-23B).
- Informed citizens of the County's overall water quality and stormwater policies, as well as emergent issues impacting individual water bodies or ground water (Initiative #2018-6).
- Continued 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 (Initiative 2017-9).

### Contact us

(850) 606-1500  
www.LeonCountyFL.gov/Engineering

## PROFESSIONAL SERVICES AND QUALITY INFRASTRUCTURE



Centerville Trace Stormwater Improvements

- ▶ Leon County is committed to continuously evaluating roadways to provide a safe and efficient transportation system and over the past year:
  - » Completed the construction of Old Bainbridge Road safety improvements from Monroe Street to the Gadsden County line and Old Bainbridge Road at Knots Lane.
  - » Completed the design of Smith Creek Road Bike Lane improvements.
  - » Resurfaced 12 miles of roads throughout Leon County.
  - » Completed a Preliminary Engineering Study for the Maylor Road Accessibility Enhancement project.
  - » Completed sidewalk construction along Crowder Road and Indian Mound Road.
  - » Completed the sidewalk design along Blountstown Highway from Williams Landing Road to the existing sidewalk east of campus, and Gearhart Road from CSX Railroad to Capital Circle NW.

- ▶ Engineering Services completed the following projects using the most cost-effective options to reduce flooding and improve the community's surface and ground water quality:
  - » Centerville Trace Stormwater Pond Repair/Dam Rehabilitation.
  - » Linene Woods Phase 1 Drainage Improvements.
  - » Lexington Road Cross Drain Improvements.
  - » Began construction on the Raymond Tucker Road/Golden Pheasant/Windwood Hill Drainage and Accessibility Improvements.
- ▶ To enhance traffic and pedestrian safety, Engineering Services completed street lighting projects at the following intersections:
  - » Geddie Road and West Tennessee Street, Meridian Road and Timberlane Road; Meridian Road and Maclay Road; Bull Headley Road and Bannerman Road; and Mahan Drive and Dempsey Mayo Road.

### RESPONDING TO COVID-19

- ▶ Transferred construction progress meetings online and ensured site visits occurred with social distancing measures in place.
- ▶ Accepted electronic submittals for Right of Way Placement Permit Applications and Subdivision Development review.
- ▶ Continued to allow residents' participation in the Septic to Sewer Program by allowing Central Sewer Connection Applications to be submitted electronically.
- ▶ Completed drainage improvements requiring Meridian Road closure, taking advantage of decreased flow in traffic during the state's Safer-at-Home order.



# FLEET MANAGEMENT

## PUBLIC WORKS

ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

PEOPLE FOCUSED. PERFORMANCE DRIVEN.

### Goal Statement

To provide the best quality maintenance and repair at the most economical cost to taxpayers of Leon County.

### Aligning Resources with Strategic Priorities

#### ENVIRONMENT

- Protected the quality and supply of our water (EN1).
- Continued to reduce our carbon footprint (EN4).

#### GOVERNANCE

- Exercised 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 (G5).

## VEHICLE REPAIR AND PREVENTATIVE MAINTENANCE

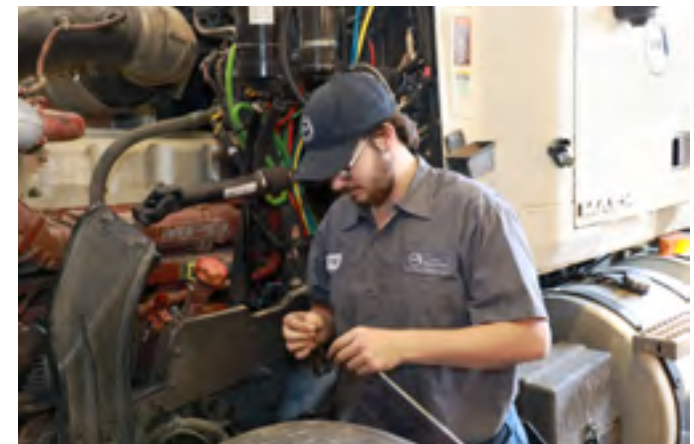
- ▶ Fleet Management continues to work towards improving management of resources and increasing efficiency through vehicle cost saving opportunities.
  - » Invested in 45 hybrid vehicles, purchased 3,400 gallons of Echo Power Echo Friendly Recycled Motor Oil and recycled 1,500 (44%) gallons of used motor oil.
  - » Performed 1,110 preventative maintenance services in-house.
  - » Collected \$100,000 in surplus vehicle and equipment at auction.
  - » Purchased the County's first fully electric vehicle.
- ▶ Transferred a surplus vehicle to Emergency Care Help Organization (ECHO) to assist in the transportation of donated furniture low-income and disabled veteran County residents.

### RESPONDING TO COVID-19

- ▶ Enhanced disinfection protocols for fleet vehicles, requiring drivers to wipe down every touch surface when entering the vehicle and when they return it.
- ▶ Limited the number of staff occupying a County vehicle in the field and required face coverings in County vehicles with two or more occupants.



*Ambulance repairs*



*Fleet Management's Leon Works Junior Apprentice, Fall 2019*

**Contact us**  
(850) 606-2000  
[www.LeonCountyFL.gov/Fleet](http://www.LeonCountyFL.gov/Fleet)

**Goal Statement**

To provide for the safety and convenience of the public by constructing, maintaining, beautifying and protecting our infrastructure, to include transportation maintenance, stormwater maintenance, right-of-way maintenance and mosquito control services.

**Strategic Initiatives**

**ENVIRONMENT**

- Worked with the Canopy Roads Committee to update and implement a long-term management plan for Canopy Roads including an active tree planting program (Initiative #2016-7).

**QUALITY OF LIFE**

- Continued coordination with Florida Department of Transportation for safety improvements on state and county roadways (Initiative #2017-9).
- Continued to increase safety in the unincorporated area through the County’s Street Lighting program (Initiative #2016-31).

**Contact us**  
(850) 606-1400  
www.LeonCountyFL.gov/Operations

**TRANSPORTATION INFRASTRUCTURE**

**TRANSPORTATION MAINTENANCE**

- ▶ Responded to more than 12,100 requests for services via e-mail, telephone, personal contacts and the Citizens Connect mobile app.
- ▶ Performed 2.15 miles of road resurfacing with Open Grade Hot Mix, a more environmentally friendly asphalt providing for a certain degree of stormwater treatment within the asphalt mat.
- ▶ Installed and repaired approximately 7,395 street signs throughout Leon County.
- ▶ Refurbished approximately 11,000 sign panels.
- ▶ Repaired 119 miles of road shoulders.
- ▶ Painted more than 74,018 square feet of pavement traffic symbols, including school zone crossings, pedestrian crosswalks, bicycle lanes and more.

**RIGHT-OF-WAY**

- ▶ Removed over 50 trees from the roadway following the April 2020 tornado in the Killearn Acres neighborhood.
- ▶ Completed maintenance on more than 769 acres of landscaped areas throughout Leon County.
- ▶ Planted over 900 trees along County canopy roads and through the Adopt-A-Tree program.

**STORMWATER MAINTENANCE**

- ▶ Cleaned more than 12,000 linear feet of enclosed systems to improve water quality and reduce potential stormwater impacts on adjacent properties.
- ▶ Inspected 317 stormwater ponds for National Pollutant Discharge Elimination System MS4 permit.



*Crews place drainage pipe in Killearn Lakes*

- ▶ Renewed 83 County and City stormwater operating permits for stormwater facilities.

**MOSQUITO CONTROL**

- ▶ Secured a Center for Disease Control and Prevention Hurricane Relief Crisis Mosquito Control grant in the amount of \$15,000 to sponsor a community Clean Up Event to reduce mosquito breeding sites in neighborhoods.

**RESPONDING TO COVID-19**

- ▶ Fabricated over 100 informational and directional signs throughout the County to ensure the health and safety of the public.
- ▶ Suspended all Mosquito Control day-time hand-fogging operations to preserve adequate personal protective equipment prioritized for health care agencies.
  - » Continued with night-time truck spraying, which does not require the same type of protective equipment.
- ▶ Implemented telecommuting options to encourage social distancing in the workplace.



# SUSTAINABILITY

## OFFICE OF RESOURCE STEWARDSHIP

ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

PEOPLE FOCUSED. PERFORMANCE DRIVEN.

### Mission Statement

**Office of Resource Stewardship:** To provide leadership and coordination of services through the Office of Sustainability, Parks and Recreation, Solid Waste Services, Facilities Management and the Cooperative Extension office in order to identify opportunities for synergy and added efficiencies between each work-group to effectively promote stewardship of the community's natural, societal and economic resources.

**Sustainability:** To enhance our community's environmental, economic and social resilience by promoting adoption of sustainability practices within County government and the community at large.

### Strategic Initiatives

#### ENVIRONMENT

- Expanded use of solar energy on County buildings, with new solar arrays installed at the Transfer Station and Northeast Branch Library (Initiative #2016-21).
- Developed new strategies to increase community recycling rates (Initiative #2016-14).
- Continued to support the County's Property Assessed Clean Energy (PACE) program (Initiative #2016-19).
- Fostered the creation of the Capital Area Sustainability Compact in an effort to work with local organizations and businesses to drive sustainability forward in the community (Initiative #2017-6).
- Developed an action plan to further reduce the County Government's carbon footprint (Initiative #2018-2).
- Achieved NACo's SolSmart Designation (2018-4).

#### Contact us

(850) 606-5000  
[www.LeonCountyFL.gov/Sustainability](http://www.LeonCountyFL.gov/Sustainability)

## GROWING GREEN TOGETHER

- ▶ Continued to work on action items and goals set forth in the Integrated Sustainability Action Plan (ISAP) including reducing greenhouse gas emissions from County operations by 30% by 2030.
- ▶ Improved 119 homes, increasing energy efficiency, energy conservation and weatherization with projects totaling more than \$1,490,000 through the Property Assessed Clean Energy (PACE) program and continued to expand the program to include commercial properties.
- ▶ Conducted a survey of more than 30 County employees from all departments on how the Sustainability Team can better support work areas.
- ▶ Installed two new solar arrays on the Northeast Branch Library and the Leon County Transfer Station which have generated 33 Megawatt Hours (MWh) of electricity to date.
- ▶ Provided grant funding and advice to 45 community gardens to date through the Community Garden Program.
- ▶ Hosted the second Lake Iamonia Clean-Up, a fun day of kayaking where more than 50 participants picked up 780 pounds of trash out of the lake and learned how to help maintain a healthy, local ecosystem.
- ▶ Installed seven creatively designed cigarette butt disposal containers at boat landings in an effort to help reduce litter.
- ▶ Collaborated with Native Nurseries to host the third Native Plants Buy-One-Get-One-Free event to provide opportunities for residents to plant native plants and support healthy local ecosystems.
- ▶ Continued to promote sustainability programs on social media, surpassing 2,600 likes on the Office of Resource Stewardship and Sustainability Facebook page.
- ▶ Continued to expand the Green Team, an interdepartmental sustainability committee of more than 22 County employees that works to identify and implement sustainable best practices in County work areas.



Buy-One-Get-One free native plants at Native Nurseries

- ▶ Passed the "Single-Use Plastic Straws and Expanded Polystyrene Products" policy that reduces the use and distribution of single-use plastic straws and eliminates the use and distribution of expanded polystyrene products in County operations and events.



Lake Iamonia On-The-Water Cleanup



- ▶ Helped Leon County achieve a SolSmart Gold community designation, which recognizes communities that make it faster, easier and more affordable to go solar.
- ▶ Continued to work with community organizations on pressing sustainability issues in the Capital Area Sustainability Compact.
- ▶ Worked with EMS to install on-board battery systems on two ambulances, reducing idling by 75% and saving the County an

estimated \$12,400 in fuel costs per year and 52 metric tons of CO2 emissions.

- ▶ Worked with Fleet Management to purchase the County's first fully-electric vehicle – a Chevy Bolt.
- ▶ Continued developing a Sustainable Business Resource Guide.

#### **RESPONDING TO COVID-19**

- » Worked with the Extension office to promote sustainable practices citizens could engage with while in quarantine, such as gardening and composting.
- » Coordinated efforts to obtain over 200 cloth masks from Sustainable Tallahassee made from donated fabric.





**Mission Statement**

To provide for the safety, comfort, and convenience of the public by creating and maintaining infrastructure and programs supporting recreation, parks and open space.

**Strategic Initiatives**

**QUALITY OF LIFE**

- Began construction of new facilities at the Apalachee Regional Park cross-country course which includes a permanent finish line, stage, restrooms and operations building (Initiative #2016-12 and #2016-24A).
- Expanded the signature landscaping program at Martha Wellman and Canopy Oaks Parks, beautifying the areas for park users (Initiative #2016-24B).
- Constructed five new miles of single-track trails at J. R. Alford Greenway expanding the trail opportunities within the community (Initiative #2016-24D).
- Opened the first two County dog parks in the unincorporated area: Bradfordville Dog Park and J. Lee Vause Dog Park (Initiative #2016-24F).

**ENVIRONMENT**

- Installed trail markings/mapping at J. R. Alford Greenway to educate users and assist with wayfinding (Initiative #2016-20).
- Incorporated solar panels into the construction design of the operations building for Apalachee Regional Park (Initiative #2016-21).
- Completed installation of educational kiosks at all Leon County boat landings (Initiative #2018-2).

**Contact us**  
(850) 606-1470  
[www.LeonCountyFL.gov/Parks](http://www.LeonCountyFL.gov/Parks)

**MAINTAINING LEON COUNTY'S PRISTINE PARKS & GREENWAYS**



*Arbor Day at Martha Wellman Park*

- ▶ Renovated Canopy Oaks Park by constructing a new concession stand and pavilion, resurfacing the tennis courts and adding pickleball striping.
- ▶ Completed a beautification project at Martha Wellman Park in recognition of Arbor Day in which 60 volunteers planted over 500 shrubs, wildflowers and trees.
- ▶ Supported youth leadership development by partnering with multiple Eagle Scout candidates to complete 4 community service projects within park facilities.
- ▶ Began design and permitting for Miccosukee Greenway – Crump Rd trailhead improvements which will include a water source, parking improvements and erosion repair and control.
- ▶ Hosted a Little League Coaches Clinic that included: training on automated external defibrillator (AED) use, first aid and CPR, heat exhaustion/heat stroke education and ballfield maintenance.



*Bradfordville Dog Park*

- ▶ Renovated bathroom facilities at Coe Landing campground with assistance from Facilities Management with no interruption or inconvenience to campers.
- ▶ Constructed first-of-its-kind County playground at Okeeheepkee Prairie Park to promote inclusive, play-based learning that incorporates rocks, logs, hills and vibrant colors and patterns to enhance sensory engagement for children of all ages.



Chaires basketball courts



Kate Ireland Park



J. Lee Vause Dog Park

- ▶ Opened Orange-Meridian Park providing an established community gathering space in a previously vacant lot with improvements including: a gravel parking area, ADA parking spaces, water fountain, bike rack, picnic tables, restroom, a Little Free Library station and a kiosk providing community information.
- ▶ Completed renovations to the basketball courts at Chaires Park.

**RESPONDING TO COVID-19**

- ▶ Continued operations and maintenance at Greenways, passive parks, boat landings, tennis courts and basketball courts providing open, public spaces for physical and mental health needs.

**COMMUNITY CENTERS**

- ▶ **Dorothy Cooper Spence Community Center**  
4768 Chaires Cross Road
- ▶ **Bradfordville Community Center**  
6808 Beech Ridge Trail
- ▶ **Fort Braden Community Center**  
16387 Blountstown Highway
- ▶ **Lake Jackson Community Center**  
3840 N. Monroe Street, Suite 301
- ▶ **Micosukee Community Center**  
13887 Moccasin Gap Road
- ▶ **Woodville Community Center**  
8000 Old Woodville Road

- ▶ Coordinated the closure of playgrounds, campgrounds, community centers, dog parks and pavilions to decrease the spread of the virus.
- ▶ Coordinated with Community and Media Relations to communicate with licensed sport providers and post signage at athletic fields and basketball courts to limit the use to groups under 10 and encourage physical distancing.
- ▶ Processed over 250 cancellations for campgrounds, community centers and pavilions issuing full refunds to displaced customers.
- ▶ Assisted branch libraries in implementing curbside pickup operations.
- ▶ Offered a drive-through “Lunch-n-Learn” series for seniors through the Leon County Senior Outreach Program to disperse COVID-19 information and reduce social isolation among the senior population.



### Goal Statement

To serve the people of Leon County as a responsible steward of all building infrastructure that is necessary to support County operations in a timely, professional and cost-effective manner.

### Strategic Initiatives

#### ENVIRONMENT

- Installed new solar arrays at the Northeast Branch Library and the Transfer Station (Initiative #2016-21).
- Worked with the Office of Sustainability to develop an action plan to further reduce Leon County Government’s carbon footprint (Initiative #2018-2).

#### GOVERNANCE

- Encouraged staff participation in Certified Public Manager training (Initiative #2016-41)

**Contact us**  
(850) 606-5000  
[www.LeonCountyFL.gov/Facilities](http://www.LeonCountyFL.gov/Facilities)

## PROFESSIONAL CONSTRUCTION & MAINTENANCE FOR COUNTY BUILDINGS

- ▶ Continued to identify cost and energy saving opportunities in alignment with the Integrated Sustainability Action Plan.
  - » Finalized agreement to implement the Energy Savings Company (ESCO) project which will result in an investment of nearly \$17 million dollars to upgrade County facilities and significantly contribute to the 30% greenhouse gas reduction goal by 2030.
- ▶ Remodeled the Leon County Extension office to provide citizens and extension staff a safe and modern building for extension operations. The County realized an estimated \$250,000 in savings by having County Facilities staff complete the remodel.
- ▶ Trained Facilities staff on deep cleaning Heating, Ventilation and Air Conditioning (HVAC) systems, improving indoor air quality and resulting in approximately \$70,000 in savings.
- ▶ Remodeled the Public Defender’s office space in the Courthouse resulting in a cost savings of over \$100,000 and a safer lobby.
- ▶ Upgraded all light controls at the Public Safety Complex to increase safety, reliability and energy conservation.
- ▶ Performed an interior demolition of the records storage warehouse and provided temporary storage for impacted records to allow for a full renovation of the warehouse.
- ▶ Installed an electric vehicle charging station at the Office of Resource Stewardship for Sustainability’s new Chevy Bolt.
- ▶ Repurposed interior Courthouse space allowing for Volunteer Services to be conveniently located within the Courthouse.

#### RESPONDING TO COVID-19

- ▶ The following modifications were made to County facilities to enhance workplace safety and help prevent the spread of the coronavirus that causes COVID-19:



*Hand washing reminders installed during COVID-19*

- » Installed 26 temporary germ “sneeze” shields and one permanent shield in County office and common areas.
- » Developed and built 80 custom “bench blocker” guards for blocking courtroom pews to allow for physical distancing.
- » Provided and installed over 100 hand sanitizer dispensers throughout county facilities.
- » Provided all logistical support for the Emergency Operation Center’s COVID-19 response including negotiating with the Airport Authority to identify, procure and renovate a warehouse at the Tallahassee International Airport, as well as coordinating Federal Aviation Agency clearance for relevant staff.
- » Worked with the Emergency Operations Center to receive shipments of Personal Protective Equipment (PPE) and other supplies at the warehouse and distribute to local organizations.
- » Formed a decontamination team of County staff to respond to COVID-19 positive cases in County facilities to allow for enhanced sanitization of facilities and safeguard employees and the public.



## Goal Statement

To provide an integrated solid waste management system dedicated to excellent customer service and responsible fiscal and environmental stewardship.

## Strategic Initiatives

### ENVIRONMENT

- Developed new strategies to increase the community recycling rate (Initiative #2016-14).
- Assisted Engineering and Public Works with access, historical context and site expertise as they work to close the solid waste landfill (Initiative #2016-15).
- Provided personnel, trucks and containers to support the Apalachicola National Forest clean up event (Initiative #2020-4).

**Contact us**  
 (850) 606-1800  
[www.LeonCountyFL.gov/SolidWaste](http://www.LeonCountyFL.gov/SolidWaste)

## CUSTOMER SERVICE, ENVIRONMENTAL STEWARDSHIP & INNOVATION

- ▶ Leon County's Hazardous Waste Center continued to be a one-stop location for hazardous waste and electronics disposal promoting the reuse and recycling of these products.
  - » Processed 314 tons of potentially hazardous material from 16,229 residents, of which 56 tons were removed from the solid waste stream through recycling or reuse.
  - » Returned 48 tons of household products to the community through the Reuse Center and the Smarter Sorting System and provided 4,675 gallons of re-blended latex paint to citizens free of charge through the ReNew Paint program.
- ▶ Leon County continues to strive towards exceeding the state recycling goal and finding creative opportunities for waste diversion.
  - » Processed 14,737 tons of yard debris from Leon County residents.
  - » Coordinated resident pick up of 2,420 tons of mulch from the County's yard waste processing center.
  - » Processed 332 tons of waste tires from Leon County residents for re-purposing into alternative fuel.
  - » Hosted resident collection events, which included 3,064 participants delivering 46 tons of hazardous waste and 33 tons of e-scrap for safe disposal.
- ▶ Coordinated with Leon County Community and Media Relations to increase monthly Household Hazardous Waste Collection Event attendance.
  - » Set a new October record and collected the most batteries at any prior event with 900 pounds collected at the October 2019 collection event.
  - » January 2020 event had the largest amount of electronic waste collected at any event and the highest event attendance for a collection event held at Leon County Public Works. 2.6 citizens were served per minute over the 4-hour collection event.



Household Hazardous Waste Collection event

- » March 2020 event had the second highest March event attendance with a top 5 placement for overall amount collected.

### RESPONDING TO COVID-19

- ▶ Managed a 46% increase in requests for mulch and 15% increase in bulk pick up when compared to 2019 due to an increase in residents performing yard work and cleaning during the pandemic.

### DID YOU KNOW?

Since 2017 over 100,000 pounds of batteries have been recycled through the Hazardous Waste Center.



# LEGISLATIVE AND STRATEGIC INITIATIVES

ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

PEOPLE FOCUSED. PERFORMANCE DRIVEN.

## Goal Statement

To serve as a bridge from strategic planning to action implementation by ensuring alignment of organizational activities, initiatives and culture with the overarching strategic vision and plan set forth by the Board of County Commissioners.

## Strategic Initiatives

### ECONOMY

- Advocated for the County's 2020 Legislative Priorities, including protection of the state workforce and modification of the eligibility to levy the local option High Impact Tourist Development Tax (Initiative #2016-3).

### ENVIRONMENT

- Finalized the development of a County ordinance and Comprehensive Plan amendment to provide development standards and a permitting process for solar energy systems (Initiative #2018-4).

### GOVERNANCE

- Supported County Commissioners in their leadership roles with the National Association of Counties and the Florida Association of Counties to advance conversations and exchange best practices (Initiative #2016-37 and #2017-13).
- Ensured the continued viability of the County's single-stream recycling program by identifying immediate strategies to address recent shifts in the global market for recyclables and initiating a comprehensive study of long-term options (Initiative #2016-14).
- Employed 10 local high school students as Leon Works Junior Apprentices to shadow and train with County staff to prepare for in-demand skilled careers (Initiative #2016-4A).

### Contact us

(850) 606-5300  
www.LeonCountyFL.gov/SpecialProjects

## ADVOCATING FOR LEON COUNTY'S LEGISLATIVE INTERESTS

- ▶ Continued to partner with stakeholders throughout the community to identify policy issues of shared significance through legislative dialogue meetings.

- ▶ Hosted a series of training sessions for the Florida Association of Counties (FAC) to provide their staff with a detailed behind-the-scenes look at the operations of county governments in Florida. In response, FAC presented Leon County with its inaugural "Counties Helping Counties" award, recognizing Leon County's efforts to support excellence in county government throughout the state.



Budget Game with Florida Association of Counties members

- ▶ Partnered with organizations such as the Florida Association of Counties, Leon County's state and federal legislative delegations, the City of Tallahassee, institutions of higher education and others to identify shared issues and seek opportunities to leverage financial, technical and human capital to draw attention to community priorities at the federal, state and local levels.
- ▶ Planned, developed and implemented the County's 2020 state and federal legislative priorities to seek funding for local projects and advance legislation that protects the County's local home rule authority.
- ▶ Produced a pre-session update, end of session report and weekly briefings (Capitol Update) to keep the Board of County Commissioners and senior staff apprised of legislative developments that would impact the community during the 2020 Legislative Session.

### RESPONDING TO COVID-19

- ▶ Tracked and provided regular updates on legislative relief packages and policy action taken at the state and federal level in response to the novel coronavirus (COVID-19) pandemic and its associated economic, social and public health impacts.
- ▶ Developed Leon County's COVID-19 Response and Re-opening Plan for a gradual, phased-in approach to safely re-opening our community, consistent with federal guidance, the Governor's statewide Executive Orders and expert public health recommendations.
- ▶ Developed and implemented the Leon CARES Expenditure Plan for the \$51.2 million in Coronavirus Relief Funds allocated to Leon County to provide critical economic relief to the local business community, address the community's greatest social service needs and fund essential public health and safety expenditures related to COVID-19.
- ▶ Developed Leon County's Short-Term Vacation Rental Safety Plan to provide safety guidelines for property owners and managers to ensure short-term vacation rentals are opened in a responsible and safe manner.

## DEMONSTRATING HIGHEST STANDARDS OF PUBLIC SERVICE

Leon County was the first recipient of the Florida Association of Counties' (FAC) "Counties Helping Counties Award" showcasing the roles and functions of highly effective Florida county governments.



All About Florida



## PROVIDING CRITICAL ASSISTANCE TO THOSE IMPACTED BY COVID-19

Approved by the Leon County Board of County Commissioners in July 2020, the Leon CARES program uses up to \$51.2 million in federal dollars to fund essential public health and safety expenditures related to COVID-19 including enhanced testing and contract tracing, addressing food insecurity, direct assistance to individuals experiencing financial hardship, a variety of human service needs, critical economic relief to the local business community and direct COVID-related costs incurred by the County, Constitutional and Judicial Offices and the City of Tallahassee.

Through Leon CARES funding, the County is able to:

- ▶ Support a significant expansion of our community's testing and contact tracing capabilities in partnership with local primary healthcare providers.
- ▶ Establish four new dedicated contract tracing teams and continued to support contract tracing efforts, allowing for tracing of 600 cases per week and 1,920 contacts per week.
- ▶ Continue to ensure that partners of the County's Primary Healthcare Program have the necessary resources to serve the medical needs of low-income residents.
- ▶ Fund and reimburse direct COVID-19-related costs incurred by the County, Constitutional and Judicial Offices and the City of Tallahassee.
- ▶ Provide local human service agency assistance and funds to support the following community programs: public health, food insecurity, homelessness and childcare support.
- ▶ Dedicate funding to provide direct emergency financial relief for individuals and families, support for community-wide social service needs and assistance to local businesses throughout Leon County (including within the City of Tallahassee) to stimulate economic recovery.



### **INDIVIDUALS, SMALL BUSINESS AND COMMUNITY ASSISTANCE**

To meet critical community needs during the COVID-19 pandemic, on Monday, August 17, 2020 the County opened its Leon CARES online portal to distribute millions of dollars in direct assistance to those in Tallahassee-Leon County impacted by COVID-19.

#### **Individual Assistance**

The Leon CARES Individual Assistance Program provides assistance to Leon County households (including households within the City of Tallahassee) experiencing financial difficulty due to COVID-19. Eligible households may receive up to \$3,000 in one-time assistance to support past-due rent, mortgage and utility bills. The funds are provided directly to the landlord, property manager, mortgage company or utility company on behalf of eligible applicants.

#### **Small Business Assistance**

The Leon CARES Small Business Grant Program seeks to drive economic recovery and put citizens back to work by investing \$7.5 million in the restart, relaunch and reopening of local businesses impacted by COVID-19. The Small Business Grant Program provides financial support to approximately 3,100 qualifying small businesses located in Leon County (including businesses within the City of Tallahassee) to cover business expenses directly related to COVID-19, including business relaunch costs and COVID-19 safety costs through a one-time payment of up to \$8,500.

#### **Local Human Services Agencies Assistance**

The Leon CARES Local Human Services Assistance Grant Program dedicates \$2 million in funding to human services nonprofit organizations for unanticipated programmatic and operational expenses incurred due to COVID-19. Available funding will provide up to \$20,000 of one-time assistance to nonprofit organizations that provide or intend to provide human service in Leon County in response to COVID-19.



# DEVELOPMENT SUPPORT & ENVIRONMENTAL MANAGEMENT (DSEM)

ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

PEOPLE FOCUSED. PERFORMANCE DRIVEN.

## Mission Statement

**DSEM:** To support the development of a sustainable community and its built environment, while protecting and preserving our natural resources to maintain the quality of life for all citizens and building positive relationships through exceptional customer service.

**Development Services:** Guide and support the development of sustainable communities through the adopted policies of the Comprehensive Plan and development standards of the Land Development Code, while ensuring and promoting the quality of life for all citizens of Leon County.

**Building Plans Review and Inspection:** Ensure that built environments are safe, accessible and energy efficient through compliance with all applicable construction codes, plans review, inspections, the use of automated technologies and continuing staff development.

**Environmental Services:** Provide high quality technical and scientific permitting and review services to the public and to disseminate environmental information to the public and government agencies in support of environmental protection efforts.

**Code Compliance:** Administer, centralize, coordinate and facilitate licensing code compliance, citizen review boards, growth and environmental management services to residents, property owners and land development professionals served by DSEM in order to achieve compliance with adopted ordinances and policies.

**Contact us**  
(850) 606-1300  
www.LeonPermits.org

## PERMITTING, INSPECTION, DEVELOPMENT AND SUPPORT



*Intake staff reviewing permit applications for completion prior to scanning*

### DEVELOPMENT SERVICES DIVISION

- ▶ Continued to provide exceptional customer service to the community and ensured that all approved development met or exceeded the minimum development standards.
- ▶ Reviewed and approved 41 site and development plan applications, 42 minor subdivision applications, 1,079 land use compliance applications and issued 32 concurrency certificates and 200 permitted use verifications.
- ▶ Worked with the Office of Sustainability, Keep It Rural Coalition, SolSmart Initiative and local utilities to develop a new ordinance addressing the permitting of solar energy systems, including solar farms.
- ▶ Negotiated with the owner of a large parcel (Cawthon Property) to draft a Development Agreement that would establish a regional stormwater facility and address the donation of right-of-way to the

County for improvements to Bannerman Road to help offset future development impacts.

- ▶ Worked with stakeholders to finalize an Urban Agriculture and Urban Equine Ordinance to provide development standards for urban farms.
- ▶ Worked with homeowners' associations and citizen advocacy groups to amend the Lake Protection Node zoning district to provide greater flexibility in development options and encourage new development and redevelopment within the nodes while still meeting the strict Lake Jackson stormwater standards.
- ▶ Worked extensively with concerned residents on development project applications, including:
  - » A residential development within Fallschase that includes a total of 419 multi-family and single-family detached dwelling units.
  - » The second phase of residential development within the Camellia Oaks subdivision that includes 76 new residential dwelling units.
  - » An 8,400+/- square foot new church at the corner of Lonnie Road and Dempsey Mayo Road.
  - » A proposed 36-lot single-family detached residential subdivision located off Thomasville Road.

### BUILDING PLANS REVIEW AND INSPECTION DIVISION

- ▶ Performed 29,000 building, electrical, plumbing and mechanical inspections, completing the associated plan reviews and issuing approximately 6,000 building permits.
  - » Staff coordination resulted in an average of eight (8) days to issuance of new single-family home building permits.
- ▶ Continued working with MIS to fully implement Selectron building inspection software to allow customers to text inspection requests and provide more inspection information to customers.

## Strategic Initiatives

### ENVIRONMENT

- Continued working with Planning to complete an evaluation of transportation fee alternatives to replace the existing concurrency management system of mobility fees (Initiative #2016-18).
- Continued working with Public Works to develop a septic tank replacement program (Initiative #2016-23A).
- Evaluated requiring advanced wastewater treatment (AWT) for new construction (Initiative #2016-23B).
- Achieved the National Association of Counties' (NACo) Sol Smart designation Gold (Initiative #2018-4).

### GOVERNANCE

- Continued roll out of a modernized permitting system for mobile and online technologies (Initiative #2016-40).



*Building Plans Review staff checks house plans for compliance with the Florida Building Code*

- ▶ Continued working with MIS to implement Camino software, a web-based program that will assist in expediting the permit review process.
- ▶ Worked with the County Attorney's Office to review and update the Leon County Code of Laws Chapter 5 – Building and Construction Regulations.
- ▶ Proposed and gained Board approval to replace the complex building permit fee calculations with a flat fee methodology to decrease review time on building permits.

### ENVIRONMENTAL SERVICES DIVISION

- ▶ Reviewed 58 natural features inventory applications and helped ensure environmental protection by reviewing 72 site plan applications.
- ▶ Reviewed 82 environmental management permit applications, 31 new stormwater management facility operating permit applications and processed 240 operating permit renewals to ensure proper operation of stormwater facilities.
- ▶ Worked with the Development Services Division to review over 200 permitted use verifications for environmental compliance issues.
- ▶ Reviewed 151 driveway applications and 1,447 single family permit applications for environmental protection.
- ▶ Performed more than 6,600 environmental inspections in support of approved permits.
- ▶ Performed 445 petroleum tank inspections in Leon, Gadsden, Wakulla and Jefferson Counties during the Florida Department of Environmental Protection 2019/2020 fiscal year through the Leon County Petroleum Storage Tank Regulation Program.
- ▶ Continued working on revisions to the Floodplain Ordinance in coordination with FEMA, which may result in additional direct cost savings for property owners within Leon County that are required to purchase flood insurance.

### CODE COMPLIANCE SERVICES DIVISION

- ▶ Attended four (4) local gun shows during this fiscal year to ensure compliance with the Criminal History Records Check and Waiting Period for Purchase of Firearms, aka the "Gun Show Loophole" Ordinance.
- ▶ Provided assistance to 653 contractor licensing customers.
- ▶ Responded to 2,326 code compliance calls from citizens resulting in 690 site inspections and presentation of 59 cases before the Code Enforcement Board for disposition.
- ▶ Monitored 116 properties under the Abandoned Property Registration Ordinance to protect neighborhoods from becoming blighted through distressed and abandoned properties with mortgages in default.
- ▶ Responded to 152 Compliance Certification Letter requests to provide for the recovery of associated costs of research and processing of open code violations and property liens.
- ▶ Processed two (2) nuisance abatement cases through the Nuisance Abatement Board to streamline the process for the abatement of unsafe structures.

### RESPONDING TO COVID-19

- ▶ Maintained the department's level of service by providing customer service via email and phone during the Governor's mandated Safer-at-Home order and conducting virtual building inspections throughout the pandemic.
- ▶ Implemented virtual meeting procedures for all Application Review, Development Review Committee and Board of Adjustment and Appeals meetings to ensure development reviews and variance requests continued with minimal, if any, delay.
- ▶ Maintained the same level of service for all code compliance requests, as well as Development Services, Environmental Services and Building Plans Review and Inspection reviews associated with respective application submittals.





# HUMAN SERVICES/PRIMARY HEALTHCARE/CHSP

OFFICE OF HUMAN SERVICES AND COMMUNITY PARTNERSHIPS (HSCP)

ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

PEOPLE FOCUSED. PERFORMANCE DRIVEN.

## Mission and Goal Statements

**HSCP:** To build a stronger, healthier community by providing a safety net of resources, services and solutions for citizens in need in partnership with our community.

**Human Services:** To serve as a safety net to enhance the quality of life for residents by providing resources, access to social services and short-term financial assistance.

**Primary Healthcare:** To improve the health of citizens by providing quality and cost-effective health services through collaborative community partnerships.

## Strategic Initiatives

### QUALITY OF LIFE

#### Human Services

- Allocated a combined \$3.4 million in partnership with the City to the Community Human Service Partnership (CHSP) program to continue providing funding to more than 50 non-profit human services agencies (Initiative #2016-27).
- Initiated a comprehensive human service needs assessment to align CHSP funding with the highest needs in the community (Initiative #2018-9).

#### Primary Healthcare

- Funded CareNet to offer critical health services to uninsured and low-income residents, helping to realize a return of \$2.75 for every \$1 of County tax revenue contributed to AHCA's Low Income Pool (LIP) local match program. (Initiative #2016-34).
- Worked with the County Health Department in identifying an operator for a local Syringe Exchange Program (Initiative #2020-6).

#### Contact us

(850) 606-1900  
www.LeonCountyFL.gov/HSCP

## PRESERVING & IMPROVING THE HEALTH AND WELFARE OF CITIZENS

- ▶ Provided a total local match of \$493,380 for the behavioral health Low Income Pool funding that allowed Apalachee Center, Bond Community Health Center and Neighborhood Medical Center to leverage an additional \$1,356,606 to support healthcare services for citizens.
- ▶ Provided \$59,000 in annual funding for medical examination costs for children alleged to have been abused, abandoned or neglected.
- ▶ Allocated \$40,000 in annual funding for the Direct Emergency Assistance Program to provide financial assistance to Leon County residents for basic expenses including shelter and utility costs.
- ▶ Provided care for 1,295 individuals who involuntarily need access to emergency mental and/or behavioral health or substance abuse treatment in Leon County through the Apalachee Center Central Receiving Facility.
- ▶ Contributed \$1,323,768 to help fund more than 7,500 visits for primary care, dental care and mental health services for uninsured and low-income residents at Neighborhood Medical Center, Bond Community Health Center and Apalachee Center.
- ▶ Provided \$168,826 to the Capital Medical Society Foundation's We Care Network to coordinate donated specialty medical care and dental care for uninsured and low-income residents valued at more than \$2.77 million.
- ▶ Helped uninsured residents with limited income receive more than 4,000 prescription medications valued at over \$3 million through the CareNet partnership with FAMU Pharmacy and Neighborhood Medical Center and filled more than 200 prescription medications not covered by insurance at cost savings totaling more than \$4,000.
- ▶ Disseminated information about food distribution sites throughout the County to support children and families during economic crisis.



COVID-19 mobile test site at Griffin Middle School

### RESPONDING TO COVID-19

- ▶ Served on the Local Homeless COVID-19 Planning Task Force with the Big Bend Continuum of Care and other organizations to address planning and coordination needs related to CDC interim guidance for homeless shelters.
  - » Identified viable locations to ensure homeless populations in Leon County had safe and sanitary temporary shelter during the COVID-19 pandemic.
  - » Identified non-congregate shelters for infected individuals to self-isolate to prevent further spread of the virus.
- ▶ Administered, reviewed or processed millions in Leon CARES funding for individual assistance, community assistance and the public health response.
- ▶ Processed over 477 Emergency Assistance applications through the web-based Neighborly Emergency Application, initiated in June due to COVID-19.
- ▶ Transitioned the majority of all Human Services programs to a virtual format to ensure Leon County residents had remote access to assistance.

### Goal Statement

To efficiently and responsibly administer programs and develop community partnerships that preserve and grow the inventory of safe and sanitary affordable housing in unincorporated Leon County.

### Strategic Initiatives

#### QUALITY OF LIFE

- Continued to implement the Joint County-City Affordable Housing Work Group's recommendations to develop a holistic plan for the redevelopment of a multi-family affordable housing project and identification of additional transitional housing opportunities through community partnerships (Initiative #2016-28).

## HOUSING ASSISTANCE, COUNSELING & SOLUTIONS

- Leon County continuously works to develop community partnerships that preserve and grow the inventory of safe and sanitary affordable housing in unincorporated Leon County and administer home rehabilitation, home replacement, home ownership development, down payment assistance, emergency housing repair (short-term and permanent) and rental development & rehabilitation programs.
  - Passed a second resolution authorizing the Housing Finance Authority of Leon County to issue a multi-family housing revenue bond to support financing for affordable housing.
  - Continued to administer the Down Payment Assistance Program, funded in conjunction with Escambia Housing Finance Authority and the Tallahassee Lenders Consortium, allowing over 45 first-time homebuyers to purchase a home in Leon County.
  - Assisted over 40 citizens in addressing critical repairs through the Emergency Short-Term Housing Repair Program.
  - Rehabilitated and preserved more than 50 homes owned by low-income residents in Leon County that allowed residents to remain in their homes.

#### RESPONDING TO COVID-19

- Created and administered an Emergency Rental Assistance program using funding from the State Housing Initiatives Partnership.
- Continued to provide essential services to citizens in need before, during and after the Safer-at-Home orders in March and April.
- Leveraged the fully online application for services and, through its pool of local contractors, addressed emergent needs such as installing tarps on leaking roofs, pumping out malfunctioning septic systems and other repairs.



House warming ceremony

### DID YOU KNOW?

During the COVID-19 pandemic, The Division of Housing Services created a program to support the development of new single-family homes using State Housing Initiatives Partnership funds as well as utilized CARES Act funding received through the Florida Housing Finance Corporation to provide mortgage and rental assistance.

Posted October 5, 2020

#### Contact us

(850) 606-1900  
www.LeonCountyFL.gov/Housing



# VETERAN SERVICES

OFFICE OF HUMAN SERVICES AND COMMUNITY PARTNERSHIPS

ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

PEOPLE FOCUSED. PERFORMANCE DRIVEN.

## Goal Statement

To assist veterans and their dependents in accessing federal, state and local benefits earned for their honorable military service.

## Strategic Initiatives

### QUALITY OF LIFE

- Continued to support the National Pearl Harbor Day Partnership with Honor Flight Tallahassee and assisted with planning and coordination for the Reunion event (Initiative #2016-31).
- Enhanced partnership with CareerSource to increase job and economic opportunities for local veterans, including participating in events such as Veteran Express, an online event in which local veterans engaged with veteran services counselors on accessing Veteran Administration benefits (Initiative #2018-7).

Contact us  
(850) 606-1940  
www.LeonCountyFL.gov/Vets

## VETERANS HELPING VETERANS

- Facilitated claim actions that resulted in Leon County veterans receiving more than \$20 million in benefits.
- Completed 3,647 benefit counseling contacts for veterans and their dependents.
- In partnership with the City of Tallahassee, provided over 125 StarMetro Bus passes that totaled 6,772 trips for low income and disabled veterans.
- Managed the Veterans Resource Center where nearly 75 veterans accessed resources to assist them with employment needs and continued partnering with Career Source Capital Regional to increase job and economic opportunities for local veterans.
- Sent 50 “welcome” letters to all separating veterans who designated Tallahassee as their home of record or as the place they will be relocating to after separation.
- Maintained strong relationships with community partners by attending United Vets monthly coordinating meetings.
- Partnered with the American Legion Sauls-Bridges Post 13 to host the annual Operation Thank You breakfast with over 500 citizens and veterans in attendance.
- Assisted 89 Veterans through the Veterans Emergency Assistance Program, which provides emergency financial assistance to help qualifying veterans meet critical, basic needs such as rent, mortgage and utilities.
- Continued to provide financial support for the Leon County Veteran’s Day Parade in partnership with Vet Events Tallahassee, Inc.
- Honored veterans by placing Operation Thank You commemorative wreaths on Memorial Day at various memorials in the community including the WWII Memorials located on the front lawn of the County Courthouse, Vietnam Veteran Memorial, the Korean War Veteran Memorial at Cascades Park, VFW County-owned Cemetery, Oakland Cemetery, Tallahassee National Cemetery, Big Bend Hospice Veteran Memorial and Daniel B. Chaires Community Park.



Veterans Day Parade

### RESPONDING TO COVID-19

- Continued to provide essential services to veterans in need before, during and after the Safer-at-Home order in March and April by maintaining social distancing, rearranging seating in the waiting area per social distancing guidelines and providing mask/face covering for all clients and staff.

### DID YOU KNOW?

All persons serving in the United States military who reside in Leon County are eligible to apply for a grant equal to that portion of their Leon County Ad Valorem property taxes on their owner-occupied residence reflecting the time they served on active duty in direct support of a named United States military conflict or national emergency declared by the President of the United States per Title 10, U.S.C.

Posted October 5, 2020



**LEON COUNTY**

**OPERATION  
 THANK YOU**

*Each year, Leon County and the American Legion Sauls-Bridges Post 13 host the annual Operation Thank You Breakfast to honor all veterans and remember those who dedicated their lives in service to our country.*





# COMMUNITY AND MEDIA RELATIONS

## COMMUNITY RELATIONS AND RESILIENCE

ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

PEOPLE FOCUSED. PERFORMANCE DRIVEN.

### Mission Statement

To proactively facilitate the accurate, effective, timely and consistent flow of public information to internal and external parties of interest, provide community outreach and serve as the County's liaison with its media partners.

### Strategic Initiatives

#### GOVERNANCE

- Engaged citizens and community partners on issues that matter most to them through the Citizen Engagement Series and Club of Honest Citizens (Initiative #2016-36).
- Hosted the annual "Created Equal" event to strengthen the County's commitment in tackling difficult subjects (Initiative #2017-12).
- Developed and enhanced communications strategies to inform citizens of the County's overall water quality and stormwater policies (Initiative 2018-6).
- Developed an Action Plan to increase the quantity and quality of citizen input opportunities (Initiative #2018-16).
- Celebrated the centennial of women's right to vote by conducting a multi-modal public information campaign (Initiative 2020-12).

**Contact us**  
(850) 606-5300  
[www.LeonCountyFL.gov/CMR](http://www.LeonCountyFL.gov/CMR)

## EDUCATION, INFORMATION & COMMUNITY OUTREACH

- ▶ Community and Media Relations (CMR) continued to enhance the community's access to Leon County Government and promote transparency and accountability.
  - » Continued to work with County staff to accurately respond to public records requests in a timely manner.
  - » Worked with media partners in print, television, radio and online to provide accurate and timely information to the public.
- ▶ Updated the 2020 Leon County Disaster Survival Guide and distributed 20,000 copies throughout the community to help citizens prepare for hurricane season and other disasters.
- ▶ Continued to provide the public with free real time news updates on the County's digital media subscription service GovDelivery and increased the number of email subscribers by 37,659 (bringing the total to 60,000+ subscribers).
- ▶ Prepared and issued approximately 300 news advisories, releases and public notices detailing County activities and facilitated nearly 50 press conferences, community meetings and events.
- ▶ Continued to provide the public accurate and timely information through the County's award-winning Emergency Information Portal (EIP) website and Citizens Connect Mobile App. Visit [www.LeonCountyFL.gov/EIP](http://www.LeonCountyFL.gov/EIP)
- ▶ Maintained and grew Leon County's Facebook, Twitter, Instagram, LinkedIn, Nextdoor and YouTube accounts, totaling more than 52,000 followers on all platforms, a nearly 50% increase over last year.
- ▶ Created and implemented an Integrated Communications Plan with the goal of increasing the 2020 Census self-response rate and coordinated with key community partners.
- ▶ Launched the Leon County Government channel on Roku in line with a strategic goal to meet citizens in new and unprecedented ways.



*Disaster Survival Guide promotional filming*

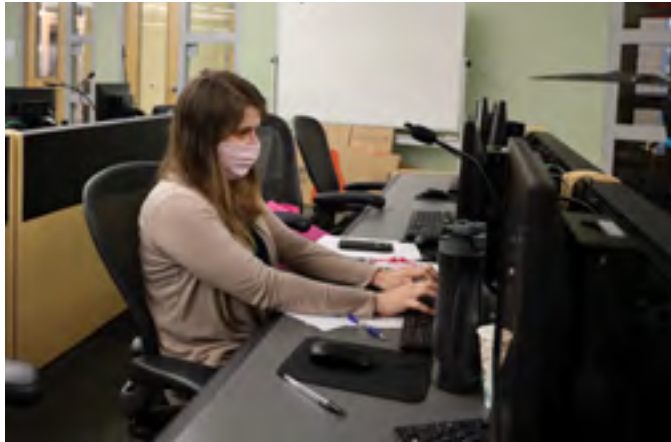
### DEMONSTRATING HIGHEST STANDARDS OF PUBLIC SERVICE

Florida Public Relations Association Capitol Chapter Award of Distinction for Leon County Created Equal.



### DID YOU KNOW

Community Media Relations is activated during the times of emergency and serves as a critical communication tool for reaching the public.



Emergency Operations Center activation

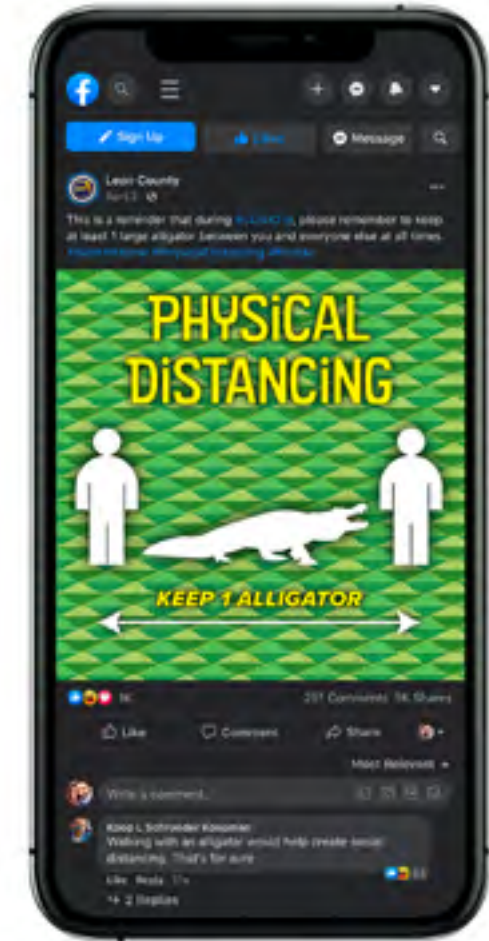


"It's Not Too Much To Mask" billboard

### COVID-19 RESPONSE

- ▶ In response to the COVID-19 pandemic, Community and Media Relations provided timely, relevant and accurate emergency information to the public across all available public information channels. Critical public health messages have been seen, read and heard more than 18.5 million times across every available public information platform:
  - » Provided 100+ daily operational updates and 50+ news releases and community updates.
  - » Published critical health information through more than 2,000 posts (135% increase over 2019) garnering 8 million impressions (400% increase over 2019).
  - » Designed and published a physical distancing graphic that achieved national media attention and coverage on 120+ media outlets worldwide.
  - » Updated the Emergency Information Portal (EIP) which logged more than 200,000+ user visits.
  - » Created a COVID-19 stand-alone website featured testing information as well as resources including ways to give back, where to find local mask makers and more.

- ▶ Launched an integrated public information campaign encouraging mask usage called "It's Not Too Much to Mask" featuring more than 60 community members modeling behavior change.
- ▶ Coordinated weekly conference calls with the Joint Information Center, made of key partners including the Florida Department of Health-Leon County, and provided communication materials for cohesive messaging and reinforcement of health expert guidance.
- ▶ Developed the Timely News from Trusted Voices video series featuring local leaders discussing important topics. 30+ videos garnered 100,000 views across multiple platforms.
- ▶ Launched the County's biggest public information campaign to date for Leon CARES to educate and inform residents about local assistance made available through the federal CARES Act.
- ▶ Partnered with ShopTally on a campaign to support local businesses and non-profits through the purchase of gift cards called Pay It Forward, providing more than \$500 in gift cards to local businesses.
- ▶ Partnered with Tallahassee Foodies and For the Table Hospitality to promote support local event, Rally for Tally, reaching over 100,000 citizens.



Leon County's Physical Distancing Gator Graphic was developed by Community and Media Relations staff and posted to the County's social media pages as part of the County's efforts to reinforce behavior change during the COVID-19 pandemic.

The graphic received over 1 million impressions and over 100,000 engagements. It also appeared on over 120 local and national news outlets including CNN, MSNBC, NPR and the Boston Globe. Additionally, it was featured on the Late Show with Stephen Colbert, Jimmy Fallon and Last Week Tonight with John Oliver.



# VOLUNTEER SERVICES

COMMUNITY RELATIONS AND RESILIENCE

ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

PEOPLE FOCUSED. PERFORMANCE DRIVEN.

## Goal Statement

To empower citizens to answer local needs through volunteerism and community engagement.

## Strategic Initiatives

### GOVERNANCE

- Assisted the Division of Library Services with implementing recommendations from the Leon County Essential Libraries Initiative, including developing plans to engage more library volunteers (Initiative #2020-9).

## RESPONSIVE VOLUNTEERISM & COMMUNITY ENGAGEMENT

- Coordinated internship and volunteer opportunities for more than 1,200 volunteers and interns that volunteered over 34,000 hours of service in County government programs and special events.
- Registered 1,000 new users with VolunteerLEON Get Connected volunteer portal.
- Instituted new ways to reach citizens by creating a VolunteerLEON Facebook page with over 300 followers.

### RESPONDING TO COVID-19

- Coordinated basic mobile hygiene facilities for an auxiliary site following a COVID-19 outbreak at a long-term care facility for the developmentally delayed.
- Coordinated the Big Bend Community Organizations Active in Disaster (COAD), a collaboration of non-profits and government agencies that participate in all phases of disaster preparedness and response during the COVID-19 pandemic.
- Registered 100 disaster volunteers through the Disaster Volunteer Portal.
  - Shared healthcare-related volunteer information captured from the Disaster Volunteer Portal with Capital Medical Society.
- Assisted with recruiting volunteers for the Salvation Army to transition the Family Store to a Community Resource Center.



Southside Day of Service



Volunteers at Second Harvest food bank

### DID YOU KNOW?

VolunteerLEON is the lead agency in charge of Big Bend Community Organizations Active in Disaster (COAD), leading hundreds of volunteers across 23 organizations building better communication, collaboration and coordination during times of disaster and emergency.

### Contact us

(850) 606-1970  
www.VolunteerLEON.org



## Mission Statement

To provide professional, reliable and innovative programs and consultative services to attract, train and retain a high-performing and diverse workforce, within a healthy and supportive work-life balanced environment, while ensuring compliance with federal, state and local employment regulations.

## Strategic Initiatives

### GOVERNANCE

- Continued to provide opportunities for industry certifications and training for those employees in skilled craft, paraprofessional and technician positions (Initiative #2016-4).
- Continued County sponsorship of employees' participation in the Certified Public Manager Training program (Initiative #2016-41).

## ATTRACTING, TRAINING AND RETAINING A QUALITY WORKFORCE

### TRAINING, PROFESSIONAL DEVELOPMENT AND BENEFITS

- ▶ Implemented and launched the NEOGOV PERFORM and NEOGOV LEARN systems for performance evaluations and enhanced online learning.
  - » Created educational resources including downloadable materials and video tutorials.
  - » Hosted twelve virtual trainings benefiting more than 229 employees and trained 98% of employees in diversity over the past year.
- ▶ Partnered with EMS to restructure the onboarding process for newly hired paramedics.
- ▶ Continued to employ fifteen local high school students in skilled areas throughout the county through the Junior Apprentice program. Students completed half of their apprenticeship prior to the 2020 pandemic.

### HEALTH AND WELL-BEING

- ▶ Maintained employee participation in the My Rewards program at a rate of 90%, resulting in reductions to health care costs to employees.
- ▶ Continued to support the overall well-being of employees through its wellness program. Over the past year, the County:
  - » Collaborated in community events in which over 223 employees participated, including the Corporate Cup Challenge, The Big One and blood drives.
  - » Engaged 500 employees and 60 vendors in the 2019 Well-Being Fair.
  - » Tracked 2,222 employee visits to Live Well Leon activities and events.



*Leon Works Junior Apprenticeship Luncheon*

- » Implemented the new TAVi Health Online Wellness Challenge for employees to encourage physical activity and teamwork.

### RESPONDING TO COVID-19

- ▶ Developed operating guidelines, internal time tracking, safety protocols and processes related to COVID-19.
- ▶ Created training modules on how to accurately take employee temperatures, droplet isolation and how to safely don personal protective equipment (PPE).
- ▶ Developed guidance to seamlessly transition employees to work from home.
- ▶ Held over 40 virtual exercise and nutrition classes to keep employees healthy while working remotely.
- ▶ Provided COVID-19, mental health awareness and telecommuting resources to employees.
- ▶ Converted all NEOGOV Perform in-person training to online courses.

## Contact us

(850) 606-2400  
www.LeonCountyFL.gov/HR





# OFFICE OF INFORMATION TECHNOLOGY

ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

PEOPLE FOCUSED. PERFORMANCE DRIVEN.

## Mission Statement

To provide reliable and effective technology and telecommunications solutions and services to County agencies to enable them to fulfill their missions in serving the citizens of Leon County.

## Strategic Initiatives

### QUALITY OF LIFE

- Increased high speed internet access through the County's mobile hot spot library lending program (Initiative #2016-35).

### GOVERNANCE

- Deployed TEAMS as a tool for remote communication and collaboration (Initiative #2016-39).
- Continued to assist DSEM in the roll out of an updated permitting system that is modernized to use mobile and online technologies (Initiative #2016-40).

**Contact us**  
(850) 606-5500  
[www.LeonCountyFL.gov/MIS](http://www.LeonCountyFL.gov/MIS)

## MAINTAINING EFFICIENT & COST-EFFECTIVE INFORMATION TECHNOLOGY

- ▶ The Office of Information Technology provides essential public safety infrastructure and services to ensure the safety of the entire community and works to exercise responsible stewardship of the County's resources:
  - » Updated and modernized the Court Case Management system.
  - » Implemented Florida Arrest Affidavit functionality allowing all Law Enforcement partners to meet FDLE reporting requirements for the Leon County Detention Facility.
  - » Updated TLCPermits search capabilities to allow citizens to pull current and previous permit information based on multiple criteria.
  - » Redesigned the LeonLeads application to fit the new workflow process.
  - » Upgraded EMS scheduling application to a cloud-based system and incorporated hospital data into the electronic run reports and outcomes system.
  - » Implemented Public Works Small Wireless Facilities permitting based on Leon County ordinance requirements.
  - » Improved workflow process for new single-family home permitting and implemented email notifications for expiring permits based on HB 477.
- ▶ Supported nearly 2,500 users with 2,279 desktops, 449 laptops, 193 tablets, 273 printers, 520 smart phone devices, 4,100 desk phones and extensions and 586 network devices at 80 sites.
- ▶ Maintained more than 650 servers and 1,000 terabytes to provide for the ongoing needs of customers and continued to provide server and data center resources using shared infrastructure to avoid costs.
- ▶ Continued management of the Tallahassee/Leon County GIS program with more than 600 data layers, 84 web applications and 60 business units in Leon County and the City of Tallahassee.



*Public Safety Complex servers*

- ▶ Developed and launched an educational mapping tool, History in Your Hands, to showcase Tallahassee-Leon County development history.

### RESPONDING TO COVID-19

- ▶ Facilitated over 1,000 Zoom meetings for various departments and implemented an extensive work from home strategy in a matter of days providing over 300 County employees a safe and secure way to work remotely.
- ▶ Facilitated 8 virtual commission meetings that were streamed over 35,000 times to ensure that members of the public had access to view and engage with Board of County Commission meetings throughout the pandemic.
- ▶ Created a COVID-19 test site mapping application to allow users to view available test sites near their location.
- ▶ Established expedited protocols for the processing of Leon CARES payments.

# PROBATION, SUPERVISED PRETRIAL RELEASE AND DRUG/ALCOHOL TESTING

OFFICE OF INTERVENTION AND DETENTION ALTERNATIVES



ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

PEOPLE FOCUSED. PERFORMANCE DRIVEN.

## Mission Statement

To provide information to the Courts which support judicial custody release decisions and provide alternatives to incarceration to persons accused of crimes and offenses, improve their ability to live lawfully and productively in the community, enhance the overall administration of justice and support community safety and well-being.

## Strategic Initiatives

### QUALITY OF LIFE

- Participated in the MIT Sloan School of Management USA Lab to explore opportunities to further enhance re-entry efforts (Initiative #2020-11).
- Continued to evaluate the effectiveness of existing County supported re-entry programs, explore other opportunities to further enhance re-entry efforts, and work with the Supervisor of Elections to assist former felons with registering to vote (Initiative #2018-11).
- Identified and evaluated pretrial alternatives to incarceration for low level and non-violent offenders through regional partnerships and state and national efforts, including data-driven justice initiatives (Initiative #2017-30).

### Contact us

(850) 606-5600  
www.LeonCountyFL.gov/Probation

## COURT SERVICES, CASE MANAGEMENT & COMMUNITY SERVICE

- ▶ Maintained an average monthly caseload of 1,566 County probationers and Supervised Pretrial Release defendants and recovered approximately \$28,000 from probationers for crime victims through court-ordered restitution.
- ▶ Performed more than 6,175 criminal history reviews and demographic assessments on new arrestees to assist the court in making release decisions.
- ▶ Administered more than 16,100 court-ordered drug and alcohol tests and collected more than \$126,170 for testing services.
- ▶ Continued to implement initiatives to manage the jail population and reduce recidivism through cooperation with the Leon County Public Safety Coordinating Council, comprised of the State Attorney, Public Defender, Courts, Leon County Sheriff and Tallahassee Police.
- ▶ Assisted Apalachee Center Inc. in the application process to secure funding through the Criminal Justice, Mental Health and Substance Abuse Reinvestment Grant.
- ▶ Participated in the MIT Sloan School of Management USA Lab to explore opportunities to further enhance re-entry efforts in the community.
  - » Through video interviews with more than 50 community agencies and local advocacy groups, MIT students gained an understanding of our local re-entry ecosystem and assisted County staff in identifying a service model that addresses the needs of individuals transitioning from incarceration.
- ▶ Expanded efforts to inform citizens of Amendment 4, allowing individuals convicted of a felony to have their voting rights restored, in partnership with the Supervisor of Elections (SOE).
- ▶ Identified and supported additional services to address the increasing needs of individuals with mental illness in the community through continued participation in Data Driven Justice and Stepping Up Initiatives' quarterly learning opportunities.



Urinalysis testing being conducted

### RESPONDING TO COVID-19

- ▶ Implemented a process to conduct interviews and assessments with arrestees via telephone in lieu of in-person meetings to minimize exposure risk, enabling the safe continuation of critical defendant information in determining appropriate release options and conditions for individuals in pretrial custody.
- ▶ Transitioned to telephone and video conferencing appointments with pre and post sentence offenders to continue monitoring compliance with court-ordered conditions.
- ▶ Ensured continuation of critical community services by local agencies through the continued administration of court-ordered urinalysis and alcohol testing.



## Mission Statement

**Office of Financial Stewardship:** To provide sound financial management, ethical procurement services and asset control to the Board of County Commissioners, County Administrator and Board departments, offices and divisions, while minimizing long-term costs associated with accidental losses, in order to support effective decision making and ensure responsible stewardship of County resources.

**Office of Management & Budget:** To continuously enhance the quality of County services by optimizing the use of County financial resources through the effective provision of planning, policy analysis, budget development, budget implementation and program evaluation services to benefit citizens, elected officials and staff.

## Strategic Initiatives

### GOVERNANCE

- Continued to explore opportunities for efficiency and cost savings through intergovernmental functional consolidation where appropriate (Initiative #2016-43).
- Continued to ensure Leon County provides employees with a living wage as defined by the Massachusetts Institute of Technology (MIT) (Initiative #2016-44).

**Contact us**  
(850) 606-5100  
[www.LeonCountyFL.gov/OFS](http://www.LeonCountyFL.gov/OFS)

## RESPONSIBLE PLANNING AND MANAGEMENT OF THE COMMUNITY'S FINANCIAL RESOURCES

- According to the international rating agency Fitch, "The County's financial profile is characterized by prudent, forward-looking budgeting, high reserve levels and strong liquidity..." Even in a slowly recovering economy, Fitch continued to provide Leon County with a General Obligation Bond rating of "AA+" and a stable outlook.



*Let's Balance! Budget Game*

- Achieved the second-lowest net budget (\$827) per county-wide resident among like-sized counties and one of the lowest net budgets per county resident in Florida. Additionally, Leon County has six employees per 1,000 residents and ranks seventh lowest in employees per capita among all 67 counties.
- Realized over \$28.9 million in new cost savings and cost avoidances prior to the development of the FY 2020 adopted budget including Updated Library Card Digitization Project: \$27,800 and the Updated Campground Reservation System: \$85,379.
- Provided an additional \$1.4 million in capital funding for amenities at the Apalachee Regional Park cross country track to host the 2021 NCAA National Cross County Championship and the 2022 NCJAA Division I and Division II Cross County Championships.
- Dedicated \$680,580 to Livable Infrastructure for Everyone (L.I.F.E.) funding for Miccosukee Sense of Place, Rural Road Safety Stabilization, street lighting and boat landings.
- Provided \$130,000 in first year funding for a helicopter for the Sheriff's Office to be jointly purchased with the City of Tallahassee and financed over seven years.
- Decreased use of the General Fund balance by 22% (\$442,500) to \$1.56 million. (\$5.0 million used during the peak of the recession).

County Budget For Fiscal Year	2019/2020	2020/2021
Budget	\$274,202,473	\$280,565,746
County Wide Millage Rate	8.3144	8.3144
Emergency Medical Services	0.5000	0.5000
Total Millage Rate	8.8144	8.8144
Budgeted Property Taxes	\$139,218,926	\$148,422,772
Budgeted Emergency Medical Services MSTU	\$8,372,157	\$8,925,645

### RESPONDING TO COVID-19

- Facilitated funds to ensure personal protective equipment (PPE) was available to County staff and the community.
- Projected County revenues including sales, gas and tourism taxes showing Leon County losing a combined \$17 million in FY 2020 (\$6.9 million) and FY 2021 (\$10.1 million) as a result of the pandemic.
- Balanced the current and upcoming fiscal year budgets without an offsetting increase in any taxes or fees.

## Goal Statements

**Purchasing:** To provide timely and professional procurement services to secure requested supplies, services and commodities at a specified level of quality and at the lowest possible cost through open and fair competition.

**Risk Management:** To establish, to the fullest extent possible, a safe work and service environment in which employees, as well as members of the general public, can enjoy safety and security in the course of their daily pursuits.

## Aligning Resources with Strategic Priorities

### ENVIRONMENT

- Reduced our carbon footprint (EN4).

### GOVERNANCE

- Retained and attracted a highly skilled, diverse and innovative County workforce, which exemplifies the County's Core Practices (G4).
- Exercised responsible stewardship of County resources, sound financial management and ensured that the provision of services and community enhancements were done in a fair and equitable manner (G5).

### Contact us

(850) 606-1600 (Purchasing)  
(850) 606-5100 (Risk Management)  
[www.LeonCountyFL.gov/Purchasing](http://www.LeonCountyFL.gov/Purchasing)

## PROCURING AND MANAGING RESOURCES AND SERVICES, AND MANAGING RISK

- ▶ Provided sales and customer support to staff through ordering, stocking and issuance of operational consumable products valued at over \$78 million during the fiscal year through more than 1,800 requisitions.
- ▶ Maintained proper control over all records of tangible personal property through conducting an annual inventory consisting of assets valued over \$66 million with no missing items.
- ▶ Conducted both on-site and online surplus sales/auctions resulting in a return of almost \$70,000 and used online auction services and on-site surplus sales to dispose of obsolete equipment.
- ▶ Used competitive quoting and cooperative contracts to reduce inventory costs and had a turnover rate of 2.34, exceeding the national standard.
- ▶ Conducted over 65 competitive solicitations to ensure the best value to the County.
- ▶ Coordinated 3 safety sessions and conducted monthly site visits to ensure employees have a safe working environment.
- ▶ Reviewed over 420 criminal background checks on individuals wishing to volunteer.
- ▶ Purchased and installed emergency evacuation chairs for the Government Annex building and the Public Safety Complex to promote safety awareness.



Personal protective equipment shipment

### RESPONDING TO COVID-19

- ▶ Procured over \$750,000 of PPE equipment and supplies for EMS, healthcare agencies, employees and citizens.
- ▶ Helped to facilitate a safe re-start of business activities to include the availability of PPE, thermometers, reusable masks and other equipment and supplies to ensure the safety of our employees and citizens.
- ▶ Implemented a new electronic procurement system called ProcureNow which provides vendors the option for electronic submission as well as instant access to services and processes such as bids, requests for proposal and invitations to negotiate.

### DID YOU KNOW?

The Purchasing Division holds on-site surplus sales and utilizes online auction services to maximize surplus sales while reducing storage requirements.



# LIVING OUR PEOPLE FOCUSED. PERFORMANCE DRIVEN. CULTURE



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Department of P.L.A.C.E.  
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ORS: Parks & Recreation  
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# A CORE PRACTICE OF LEON COUNTY GOVERNMENT



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**Barry Wilcox**  
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DSEM: Environmental Services  
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DSEM: Permit & Compliance Services  
**Emma Smith**  
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DSEM: Building Plans Review and Inspection  
**Doug Maples**  
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HSCP: Housing Services  
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HSCP: Veteran Services  
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OIT: MIS  
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OIT: GIS  
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Office of Intervention & Detention Alternatives  
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OFS: Office of Management and Budget  
**Tim Barden**  
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OFS: Purchasing  
**Shelly Kelley**  
*Division Director*  
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KelleyS@LeonCountyFL.gov



OFS: Risk Management  
**Shelley Cason**  
*Risk Manager*  
(850) 606-5120  
CasonS@LeonCountyFL.gov



# CITIZEN COMMITTEES

### ADVISORY COMMITTEE ON QUALITY GROWTH

Provides a continuous source of community input and technical resources from industry professionals and community stakeholders that offer proactive input and feedback for development review and approval service enhancements.

### AFFORDABLE HOUSING ADVISORY COMMITTEE

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.

### ANIMAL SHELTER ADVISORY BOARD

Supports the Tallahassee-Leon Community Animal Services Center (animal shelter) by serving as community liaisons and assisting with developing policies, programs and long-range planning.

### ARCHITECTURAL REVIEW BOARD

Reviews and makes recommendations for placement of properties on the Local Register of Historic Places and reviews changes to the exterior of properties zoned with Historic Preservation Overlay.

### AUDIT ADVISORY COMMITTEE

Adopts an annual plan of work for the Auditor and oversees the work of the Auditor. Promotes, maintains and enhances the independence and objectivity of the internal audit function by ensuring broad audit coverage, adequate consideration of audit reports and appropriate action on recommendations.

### BIG BEND HEALTH COUNCIL

Determines the health needs and resources of the 14-County Service District to develop a District Health Plan. Provides for local representation in planning and evaluating health needs of the County.

### BOARD OF ADJUSTMENT AND APPEALS

Responsible for hearing and deciding on appeals of interpretations made by the administrative officers as to the applicability of provisions in the Land Development Code (LDC) as well as for requests for a variation of development standards in the LDC.

### CANOPY ROADS CITIZENS COMMITTEE

Assists in coordinating efforts to protect and maintain canopy roads through the development of a long-range canopy road management plan, provides feedback and makes recommendations regarding the preservation of canopy roads to the City and County Commissions.

### CAREERSOURCE CAPITAL REGION BOARD

Develops the Region's strategic workforce development plan, identifies occupations in demand in the area, solicits input and participation from local business

community for the provision of services and provides policy guidance and program procedures to connect employers with qualified skilled job talent offering employment and career development opportunities.

### CODE ENFORCEMENT BOARD

Conducts hearings to enforce County laws on cases involving violations of environmental management, zoning, land use, building code and control of junk accumulation and imposes fines and penalties with the goal of obtaining code compliance.

### COMMUNITY DEVELOPMENT BLOCK GRANT CITIZENS ADVISORY TASK FORCE

Provides input on the development and implementation of the Small Cities Community Development Block Grant process, facilitates community needs discussion, provides recommendations as to the program area and activities that should be considered when drafting the grant application and provides input during the grant implementation.

### COMMUNITY HUMAN SERVICES PARTNERSHIPS CITIZEN REVIEW TEAMS

Implements the joint agency review process for joint funding recommendations, resulting in funding recommendations for human services agency grant applicants that provide services to Leon County residents.

### CONTRACTORS LICENSING AND EXAMINATION BOARD

Accepts and approves applications, administers examinations for contractor's licenses, issues contractor's licenses and conducts hearings and disciplines contractors for violations.

### COUNCIL ON CULTURE & ARTS

Stimulates greater awareness and appreciation of the importance of the arts by encouraging and facilitating greater, more efficient use of governmental and private resources for the development and support of the arts.

### EARLY LEARNING COALITION OF THE BIG BEND REGION

Implements, coordinates and administers the provisions of the Statutory Voluntary Prekindergarten Program and the School Readiness Program in Gadsden, Jefferson, Leon, Liberty, Madison, Taylor and Wakulla Counties and serves as the community child care coordinating agency.

### HOUSING FINANCE AUTHORITY OF LEON COUNTY

Encourages investment by private enterprise and stimulates construction and rehabilitation of housing

through use of public financing and the provision of low-cost loans to purchase affordable housing.

### INVESTMENT OVERSIGHT COMMITTEE

Reviews, reports, and recommends changes in investment practices of Leon County, reviews the County's portfolio activity for compliance with the investment plan, reviews investment policies and makes recommendations to the Board for amendments.

### JOINT CITY/COUNTY BICYCLING WORKGROUP

Provides input to the Tallahassee-Leon County Planning Department staff regarding cycling-related projects, improvements, events and ordinances that are considered to be of community interest.

### JOINT SCHOOL COORDINATING COMMITTEE

Fosters the coordination of comprehensive planning and school facilities planning programs by addressing relevant issues.

### LEON COUNTY EDUCATIONAL FACILITIES AUTHORITY

Assists institutions for higher education in the construction, financing and refinancing of projects as set forth in Florida Statutes.

### LEON COUNTY RESEARCH AND DEVELOPMENT AUTHORITY

Serves as the governing board for Innovation Park and is comprised of prominent business and community leaders that work together to guide the growth and development of the Park.

### LIBRARY ADVISORY BOARD

Serves as a forum for community input concerning the County's library programs and activities.

### PLANNING COMMISSION

Designated as the Local Planning Agency that reviews amendments to the Comprehensive Plan for area-wide planning within Leon County.

### SCIENCE ADVISORY COMMITTEE

Evaluates and reports on scientific evidence and makes recommendations concerning policies and programs that pertain to environmental issues in order to safeguard natural resources and public health and safety.

### TALLAHASSEE-LEON COUNTY COMMISSION ON THE STATUS OF WOMEN & GIRLS

Provides input and recommendations on approaches to address issues affecting the women and girls in Tallahassee-Leon County and promotes awareness on issues including: discrimination, employment, education,

social services, health, economic security, access to justice, freedom from violence and more.

### TALLAHASSEE-LEON COUNTY MINORITY, WOMEN & SMALL BUSINESS ENTERPRISE (MWSBE) CITIZENS ADVISORY COMMITTEE

Monitors the progress of the MWSBE Program in achieving program performance goals, provides input on MWSBE policy alternatives and suggests programmatic recommendations relative to seeking resolution of disputes regarding Certification and Good Faith Effort.

### TALLAHASSEE SPORTS COUNCIL

Provides a fact-finding source of community input and technical resources used in developing recommendations regarding sports tourism to be considered by the Tourist Development Council.

### TOURIST DEVELOPMENT COUNCIL

Makes recommendations for operation of special projects or for uses of the tourist development tax revenue and reviews expenditures of revenue from tourist development trust fund.

### VALUE ADJUSTMENT BOARD

Settles disputes between taxpayers and the Property Appraiser relating to denials of exemptions, classifications and market values.

### WATER RESOURCES COMMITTEE

Makes recommendations on policies, regulations and management activities to protect and enhance County water resources while considering the various impacts to these resources from accelerated runoff including flooding and surface and groundwater degradation.

## FOR MORE INFORMATION

Citizen participation is important in developing Leon County's programs/policies and in providing quality services to the community. For more detailed information or to join one of the committees, visit our website: [www.LeonCountyFL.gov/Committees](http://www.LeonCountyFL.gov/Committees) or call the Agenda Coordinator at (850) 606-5300.



## **BOARD OF COUNTY COMMISSIONERS**

(850) 606-5300

[www.LeonCountyFL.gov/BCC](http://www.LeonCountyFL.gov/BCC)

### **Bill Proctor, District 1 Commissioner**

(850) 606-5361

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### **Jimbo Jackson, District 2 Commissioner**

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### **Rick Minor, District 3 Commissioner**

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### **Bryan Desloge, District 4 Commissioner**

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### **Kristin Dozier, District 5 Commissioner**

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### **Nick Maddox, At-Large Commissioner**

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### **Mary Ann Lindley, At-Large Commissioner**

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### **County Administrator**

(850) 606-5300

[www.LeonCountyFL.gov/CountyAdministrator](http://www.LeonCountyFL.gov/CountyAdministrator)

### **COUNTY ATTORNEY**

(850) 606-2500

[www.LeonCountyFL.gov/LCAO](http://www.LeonCountyFL.gov/LCAO)

### **ANIMAL CONTROL**

(850) 606-5400

[www.LeonCountyFL.gov/Animal](http://www.LeonCountyFL.gov/Animal)

### **COMMUNITY & MEDIA RELATIONS**

(850) 606-5300

[www.LeonCountyFL.gov/CMR](http://www.LeonCountyFL.gov/CMR)

### **COOPERATIVE EXTENSION SERVICE**

(850) 606-5200

[Leon.IFAS.UFL.edu](http://Leon.IFAS.UFL.edu)

### **Agriculture**

(850) 606-5200

### **Family/Consumer Sciences**

(850) 606-5203

### **4-H**

(850) 606-5204

### **Horticulture/Forestry**

(850) 606-5202

## **DEVELOPMENT SUPPORT & ENVIRONMENTAL MANAGEMENT**

(850) 606-1300

[www.LeonPermits.org](http://www.LeonPermits.org)

### **Building Inspection**

(850) 606-1300

### **Inspection Hot Line (IVRS)**

(850) 891-1800

### **Code Enforcement**

(850) 606-1300

### **Concurrency Management**

(850) 606-1300

### **Environmental Permitting**

(850) 606-1300

### **EMERGENCY MANAGEMENT**

(850) 606-3700

[www.LeonCountyFL.gov/EM](http://www.LeonCountyFL.gov/EM)

### **EMERGENCY MEDICAL SERVICES**

[www.LeonCountyFL.gov/LCEMS](http://www.LeonCountyFL.gov/LCEMS)

### **Headquarters/Administration**

(850) 606-2100

### **Dispatch**

(850) 606-5808

[TLCCDA.org](http://TLCCDA.org)

### **FACILITIES MANAGEMENT**

(850) 606-5000

[www.LeonCountyFL.gov/Facilities](http://www.LeonCountyFL.gov/Facilities)

### **FLEET MANAGEMENT**

(850) 606-2000

[www.LeonCountyFL.gov/Fleet](http://www.LeonCountyFL.gov/Fleet)

### **HEALTH DEPARTMENT**

(850) 404-6300

[www.LeonCountyFL.gov/LCHD](http://www.LeonCountyFL.gov/LCHD)

### **HOUSING SERVICES**

(850) 606-1900

[www.LeonCountyFL.gov/Housing](http://www.LeonCountyFL.gov/Housing)

### **HUMAN SERVICES & COMMUNITY PARTNERSHIPS**

(850) 606-1900

[www.LeonCountyFL.gov/HSCP](http://www.LeonCountyFL.gov/HSCP)

### **HUMAN RESOURCES**

(850) 606-2400

[www.LeonCountyFL.gov/HR](http://www.LeonCountyFL.gov/HR)

### **Job Line**

(850) 606-2403

### **LEGAL AID**

(850) 222-3292

## **LEROY COLLINS LEON COUNTY PUBLIC LIBRARY SYSTEM**

(850) 606-2665

[www.LeonCountyFL.gov/Library](http://www.LeonCountyFL.gov/Library)

### **Literacy Volunteers**

(850) 606-2644

### **MANAGEMENT INFORMATION SERVICES**

(850) 606-5500

[www.LeonCountyFL.gov/MIS](http://www.LeonCountyFL.gov/MIS)

### **Geographic Information Services**

(850) 606-5504

[TLCGIS.org](http://TLCGIS.org)

### **MINORITY, WOMEN & SMALL BUSINESS ENTERPRISE**

(850) 219-1060

[www.OEVforBusiness.com](http://www.OEVforBusiness.com)

### **MOSQUITO CONTROL**

(850) 606-1400

[www.LeonCountyFL.gov/Mosquito](http://www.LeonCountyFL.gov/Mosquito)

### **OFFICE OF FINANCIAL STEWARDSHIP**

(850) 606-5100

[www.LeonCountyFL.gov/OFIS](http://www.LeonCountyFL.gov/OFIS)

### **PARKS & RECREATION**

(850) 606-1470

[www.LeonCountyFL.gov/Parks](http://www.LeonCountyFL.gov/Parks)

### **PLANNING DEPARTMENT**

(850) 891-6400

[LeonCountyFL.gov/Planning](http://LeonCountyFL.gov/Planning)

### **PROBATION**

(850) 606-5600

[www.LeonCountyFL.gov/Probation](http://www.LeonCountyFL.gov/Probation)

### **PUBLIC WORKS**

(850) 606-1500

[www.LeonCountyFL.gov/PubWorks](http://www.LeonCountyFL.gov/PubWorks)

### **Operations (24-hour response)**

(850) 606-1400

### **PURCHASING**

(850) 606-1600

[www.LeonCountyFL.gov/Purchasing](http://www.LeonCountyFL.gov/Purchasing)

### **SOLID WASTE MANAGEMENT**

(850) 606-1800

[www.LeonCountyFL.gov/SolidWaste](http://www.LeonCountyFL.gov/SolidWaste)

### **Hazardous Waste**

(850) 606-1803

### **Recycling Information**

(850) 606-1802

### **Rural Waste Collection Center**

(850) 606-1800

### **Transfer Station**

(850) 606-1840

### **SUPERVISED PRETRIAL RELEASE**

(850) 606-5700

[www.LeonCountyFL.gov/Probation](http://www.LeonCountyFL.gov/Probation)

### **SUSTAINABILITY**

(850) 606-5021

[www.GrowingGreen.org](http://www.GrowingGreen.org)

### **TALLAHASSEE-LEON COUNTY OFFICE OF ECONOMIC VITALITY**

(850) 219-1060

[www.OEVforBusiness.com](http://www.OEVforBusiness.com)

### **TOURISM DEVELOPMENT**

(850) 606-2305

[www.VisitTallahassee.com](http://www.VisitTallahassee.com)

### **VETERAN SERVICES**

(850) 606-1940

[www.LeonCountyFL.gov/Vets](http://www.LeonCountyFL.gov/Vets)

### **VOLUNTEER SERVICES**

(850) 606-5300

[www.VolunteerLEON.org](http://www.VolunteerLEON.org)

## **CONSTITUTIONAL OFFICES**

### **CLERK OF COURTS**

(850) 606-4000

[www.Clerk.Leon.FL.us](http://www.Clerk.Leon.FL.us)

### **SUPERVISOR OF ELECTIONS**

(850) 606-8683

[www.LeonVotes.org](http://www.LeonVotes.org)

### **PROPERTY APPRAISER**

(850) 606-6200

[www.LeonPA.org](http://www.LeonPA.org)

### **TAX COLLECTOR**

(850) 606-4700

[www.LeonTaxCollector.net](http://www.LeonTaxCollector.net)

### **SHERIFF**

(850) 606-3300

[www.LeonCountySO.com](http://www.LeonCountySO.com)

## **OTHER COUNTY/STATE AGENCIES**

### **PUBLIC DEFENDER**

(850) 606-1000

[www.LeonCountyFL.gov/PD](http://www.LeonCountyFL.gov/PD)

### **STATE ATTORNEY, 2ND JUDICIAL CIRCUIT**

(850) 606-6000

[www.SA02FL.org](http://www.SA02FL.org)

### **CIRCUIT COURT 2ND JUDICIAL**

(850) 606-4401

[www.LeonCountyFL.gov/2ndCircuit](http://www.LeonCountyFL.gov/2ndCircuit)

Posted October 5, 2020



Tear Here





# QUICK REFERENCE

## PARKS

**Anita L. Davis Preserve at Lake Henrietta Park**  
3305 Springhill Rd.; Walking Trail (Paved- 1.2 Miles Long), Informational Kiosk, Portable Restroom

**Apalachee Regional Park**  
7550 Apalachee Pkwy.; 4 Multipurpose fields (lighted), Restrooms/Concession Building, nationally recognized cross-country running facility, radio-controlled airfield

**Bradfordville Dog Park**  
6808 Beech Ridge Trl.; 13 acres of off leash play, small and large dog sections

**Brent Dr. Park**  
812 Brent Dr.; Basketball Court, Hopscotch, Four-Square

**Broadmoor Pond Park**  
4723 Jackson Bluff Rd.; Walking Trail (Paved – 6/10 Mile Long), Informational Kiosk, Portable Restroom, Benches

**Canopy Oaks Community Park**  
3250 Point View Dr.; 2 Little League Fields (lighted), 2 Tennis and Pickle Ball Courts (lighted), Multipurpose Field (lighted), 1 Large Pavilion, Restrooms/Concession Building

**Daniel B. Chaires Community Park**  
4768 Chaires Cross Rd.; 4 Tennis Courts (lighted), 2 Basketball Courts (lighted and recently renovated), Restrooms/Concession Building, 2 Little League Baseball Fields (lighted), 1 T-Ball Field (not lighted), Playground

**Fort Braden Community Park**  
15100 Blountstown Hwy.; 2 Little League Baseball Fields (lighted), Multipurpose Field (lighted), Playground, Restrooms/Concession Building

**Fred George Greenway and Park**  
3043 Capital Circle NW., Museum and Education Center, Regulation size Baseball Field (lighted), Multipurpose Field (lighted), Trails, Pavilions,

Playground, Restrooms/Concession Building

**Gil Waters Preserve at Lake Munson Preserve**  
5800 Crawfordville Hwy.; Pavilions, Grills, Restrooms, 1 miles of Nature Trails, Boat Landing, Informational Kiosk, Observation Platform

**J. Lee Vause Park and Dog Park**  
6024 Old Bainbridge Rd.; 6 Pavilions (available for rental), 26 Acres Open, Wooded Spaces, 1 Mile of Hard Surface Paths for Bikes and Pedestrians, 1.5-acre Dog Park, Restrooms, Playground, Sand Volleyball Court

**J. Lewis Hall Sr., Woodville Park and Recreation Complex**  
1492 J Lewis Hall Sr. Ln.; 4 Little League Baseball Fields (lighted), Junior League Field (lighted), Softball Field (lighted), 2 Basketball Courts (lighted and recently renovated), Multipurpose Field (lighted), 2 Pavilions, Playground, Restrooms/Concession Building

**J.R. Alford Greenway**  
2500 Pedrick Rd.; Over 800 Acres of Trails and Open Space for Hikers, Mountain Bicyclists, Equestrians (Horse Trailer Parking), Benches, Portable Restroom, Informational Kiosks, Water Fountain (16 miles of double track trail; 5 miles of single track trail. All multi-use.)

**Jackson View Park**  
2585 Clara Kee Blvd.; Walking Trails (Mulched - 8/10 Miles Long), Picnic Tables, Open Space, Observation Deck, Playground, Little Free Library, Portable Restroom

**Kate Ireland Park**  
12271 Iamonia Landing Rd.; Pavilion, Playground, Restrooms

**Martha Wellman Park**  
5317 W. Tennessee St.; Walking Trail (Paved - 8/10 Mile Long), Informational Kiosk, Portable Restroom

**Miccosukee Canopy Rd. Greenway**  
5600 Miccosukee Rd.; 14 Miles of Trails and 500 Acres of Open Space for Hikers, Mountain Bicyclists,

Equestrians, Picnic Tables and Benches, Restrooms, Water Fountains

**Miccosukee Community Park**  
15011 Cromartie Rd.; Playground, 2 Basketball Courts (lighted), 2 Pavilions, 1 Little League Baseball Field (lighted), 1 Little League Softball Field (lighted), 1 T-Ball Field (not lighted), Restrooms/Concession Building

**Northeast Park**  
9607 Proctor Rd.; Walking and Biking Trail (Natural Surface - 2 Miles Long), Informational Kiosk

**Orange-Meridian Park**  
326 Polk Dr.; Little Free Library, Picnic Tables, Portable Restroom, Informational Kiosk, Water Fountain

**Orchard Pond Trail**  
5861 Orchard Pond Rd.; Trails for Hikers, Bikers, and Equestrians (Clay, 3.2 Miles Long), Informational Kiosks

**Parwez “P. A.” Alam Park at Okeehoopkee Prairie**  
1294 Fuller Rd.; Walking Trail (Crushed Shell - 1/2 Mile Long), Pavilion, Informational Kiosk, Playground

**Pedrick Pond Park**  
5701 Mahan Dr.; Walking Trail (Crushed Shell - 7/10 Mile Long), Benches, Picnic Tables, Informational Kiosk

**Robinson Rd. Park**  
1819 Robinson Rd.; 2 Picnic Tables, Open Green Space

**St. Marks Headwaters Greenway**  
640 Baum Rd.; 3 Pavilions, Informational Kiosk, Bicycle Rack, Equestrian and Passenger Vehicle Parking, 3 Miles of Natural Surface Multi-Use Trails, Open Space for Hikers, Mountain Bicyclists, and Equestrians, Portable Restroom

**Stoneler Rd. Park**  
5225 Stoneler Rd.; Little League Field (lighted), Pavilion, Playground, Restrooms/Concession Building

**Tower Rd. Park**  
5971 Tower Rd.; Multipurpose Field (lighted), Playground, Pavilion, Restrooms/Concession Building

## LIBRARIES

**LeRoy Collins Leon County Main Library**  
200 West Park Ave.  
(850) 606-2665

**Dr. B. L. Perry, Jr. Branch Library**  
2817 South Adams St.  
(850) 606-2950

**Eastside Branch Library**  
1583 Pedrick Rd.  
(850) 606-2750

**Jane G. Sauls Fort Braden Branch Library**  
16327 Blountstown Hwy.  
(850) 606-2900

**Lake Jackson Branch Library**  
Lake Jackson Town Center  
3840-300 North Monroe St.  
(850) 606-2850

**Northeast Branch Library**  
5513 Thomasville Rd.  
(850) 606-2800

**Woodville Branch Library**  
8000 Old Woodville Rd.  
(850) 606-2925

## BOAT LANDINGS

**Ben Stoutamire Landing**  
2552 Ben Stoutamire Rd.

**Blount Landing**  
24371 Lanier St.

**Bull Headley Landing**  
10156 Bull Headley Rd.

**Cedar Hill Landing**  
467 Cedar Hill Landing Rd.

**Coe Landing**  
1208 Coe Landing Rd.

**Crowder Landing**  
1053 Crowder Rd.

**Cypress Landing**  
16900 Ro Co Co Rd.

**Elk Horn Landing**  
3997 Elkhorn Rd.

**Faulk Dr. Landing**  
1895 Faulk Dr.

**Fuller Road Landing**  
1294 Fuller Rd.

**Gardner Landing**  
1022 Gardner Rd.

**Gil Waters Preserve Landing**  
5800 Crawfordville Hwy.

**Jackson View Landing**  
4967 N. Monroe St.

**Van Brunt Landing**  
(a.k.a. Kate Ireland Landing)  
12271 Iamonia Landing Rd.

**Lake Munson Landing**  
1025 Munson Landing Rd.

**Luther Hall Landing**  
2997 Luther Hall Rd.

**Meginnis Arm Landing**  
3017 Meginnis Arm Rd.

**Miller Landing**  
2900 Miller Landing Rd.

**Reeves Landing**  
16254 Reeves Landing Rd.

**Rhoden Cove Landing**  
801 Rhoden Cove Rd.

**Sunset Landing**  
4800 Jackson Cove Rd.

**Tower Road Landing**  
6991 Tower Rd.

**Wainwright Landing**  
4135 Wainwright Rd.

**Williams Landing**  
951 Williams Landing Rd.

## CAMPGROUNDS

Phone Numbers for Camping Information:  
(850) 606-1470  
Reservations can be made at:  
[www.LeonCountyFL.gov/Reservations](http://www.LeonCountyFL.gov/Reservations)

**Coe Landing Campground**  
1208 Coe Landing Rd.  
20 RV or Tent Sites with 30 Amp Hookups, Wifi, Electric, Showers (recently renovated), Dump Station

**Luther Hall Landing Campground**  
2997 Luther Hall Rd.  
10 Tent Camping Sites, Showers

**Williams Landing Campground**  
951 Williams Landing Rd.  
10 Tent or RV mixed use sites, Showers, BBQ Grills, Picnic Areas

## COMMUNITY CENTERS

General Information  
(850) 606-1470

**Dorothy Cooper Spence Community Center**  
4768 Chaires Cross Rd.

**Bradfordville Community Center**  
6808 Beech Ridge Trl.

**Fort Braden Community Center**  
16387 Blountstown Hwy.

**Lake Jackson Community Center**  
3840 N. Monroe St, Suite 301

**Miccosukee Community Center**  
13887 Moccasin Gap Rd.

**Woodville Community Center**  
8000 Old Woodville Rd.

## COMMUNITY RESOURCES

**Cooperative Extension**  
615 Paul Russell Rd.  
(850) 606-5200

**Development Support & Environmental Management**  
435 N. Macomb St., Renaissance Center, 2nd Floor  
(850) 606-1300

**Solid Waste Management Facility**  
7550 Apalachee Pkwy.  
(850) 606-1800

**Woodville Waste Management Facility**  
549 Henry Jones Rd.  
(850) 488-9099

**Ft. Braden Waste Management Facility**  
2485 East Joe Thomas Rd.  
(850) 488-9199

**Miccosukee Waste Management Facility**  
13051 Miccosukee Rd.  
(850) 922-0097

**Volunteer Services**  
301 S. Monroe, 4th floor  
(850) 606-5300  
Posted October 5, 2020



# EMPLOYING TEAM APPROACH



*Arbor Day tree planting*



*Tourism Marketing Rollout*

## EMPLOYING TEAM APPROACH

### *A Core Practice of Leon County Government*

Employees work together to produce bigger and better ideas to seize the opportunities and to address the problems which face our community.



*Bradfordville Dog Park opening*



*Library shelf donation for hurricane-hit library systems*



*DSEM Permit Intake Team*



*Library Lecture Series: Royce Lovett*



# BOARD OF COUNTY COMMISSIONERS



**Bryan Desloge, Chairman | District 4 | COVID-19 Press Conference**



**Bill Proctor | District 1 | Frenchtown Historical Marker Unveiling**



**Kristin Dozier | District 5 | House Warming Ceremony**



**Rick Minor, Vice Chairman | District 3 | Operation Thank You**



**Jimbo Jackson | District 2  
Tallahassee Community College Hall of Fame Induction**



Page 162 of 1119  
**Mary Ann Lindley | At-Large | Board Retreat**



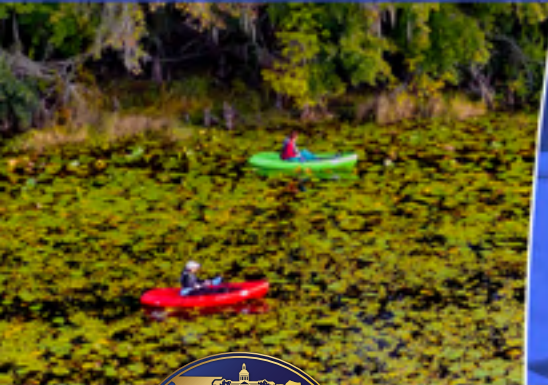
Posted October 5, 2020  
**Nick Maddox | At-Large | Purpose Built Community Designation**



## OUR VALUE PROPOSITION

### What You Get as a Taxpayer and a Stakeholder in our Community

Leon County Government leverages partnerships, embraces efficiency and innovation, and demands performance to the benefit of our taxpayers. We actively engage our citizens, not only as taxpayers, but as stakeholders and co-creators of our community – providing meaningful opportunities to capitalize on their talents in making important decisions and shaping our community for future generations.



## 2020 Leon County Annual Report

Designed, developed and  
produced by Leon County  
Community and Media Relations

Leon County Courthouse,  
Suite 502 | 301 South Monroe St.  
Tallahassee, FL 32301  
(850) 606-5300  
CMR@LeonCountyFL.gov

This publication can be viewed  
online, in PDF or HTML format,  
at the Leon County website,  
[www.LeonCountyFL.gov/AnnualReport](http://www.LeonCountyFL.gov/AnnualReport)



**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #4**

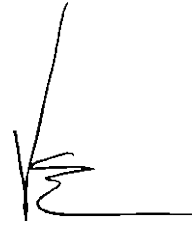
# Leon County Board of County Commissioners

## Agenda Item #4

October 13, 2020

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator



**Title:** Status Report on the Monument to Confederate Soldiers from Leon County at the State of Florida Capitol Complex

---

<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator
<b>Lead Staff/ Project Team:</b>	Andy Johnson, Assistant to the County Administrator

### **Statement of Issue:**

As directed by the Board at the June 16, 2020 meeting, this item provides a status report on the monument to Confederate Civil War soldiers from Leon County, which is located on the grounds of the State of Florida Capitol Complex.

### **Fiscal Impact:**

This item has no fiscal impact.

### **Staff Recommendation:**

Option #1: Accept the status report on the monument to Confederate soldiers from Leon County at the State of Florida Capitol Complex.

## **Report and Discussion**

### **Background:**

At the June 16, 2020 meeting, the Board directed staff to explore the history of the monument to Confederate Civil War soldiers from Leon County which is located on the grounds of the State of Florida Capitol Complex as well as any options for potentially relocating the monument. This item recommends accepting the status report. In addition, the upcoming 2021 State and Federal Legislative Workshop would include possible options including filing legislation to have the monument relocated or issuing a resolution to the legislature requesting the relocation.

As discussed in the Analysis section below, County staff, the County Attorney, and the County's contract lobbyist have reached out to the Florida Department of Management Services (DMS), the Senate Secretary's Office, and the Florida Historic Capitol Museum to determine which entity controls the monument, but these agencies have provided conflicting responses. The County Administrator subsequently sent letters to the DMS Secretary, Senate Secretary, Governor, and Senate President requesting assistance to determine who controls the monument, but the County has received no response as of the publication of this item.

### **Analysis:**

In 1882, a group of local women commissioned a monument dedicated to Confederate Civil War soldiers from Leon County. It was originally placed on the west side of the Florida Capitol (which is now the Historic Capitol) and in 1923 was moved to its present location in front of the Historic Capitol facing Monroe Street. An inscription at the base of the monument indicates that it was built "To rescue from oblivion and perpetuate in the memory of succeeding generations the heroic patriotism of the men of Leon County who perished in the Civil War of 1861 to 1865" and was "raised by their country women." Although the monument does not explicitly reference the Confederacy, Florida voted to secede from the United States in January 1861 and fought on behalf of the Confederacy during the Civil War before being readmitted to the Union in 1868. On the remaining three sides of the monument are inscribed the Civil War battles these men participated in.

Several members of the Florida Legislature, including members of Leon County's legislative delegation, and others have called for the monument's removal in recent years. In 2017, however, Governor Rick Scott stated in news reports that the monument is an exhibit attached to the Florida Historic Capitol Museum, which is controlled by the Florida Legislature. At that time, Senate President Joe Negron's office stated that the monument is not part of the museum, but rather, is located on the grounds of the Capitol Complex which is managed by the Florida Department of Management Services (DMS).

As discussed in the Background section of this item, it remains unclear which entity controls the monument. Following the Board's June 16, 2020 meeting, County staff and the County Attorney contacted both DMS and the Office of the Senate Secretary in order to determine which entity controls the monument and how to proceed with exploring any options for its potential relocation.



However, the DMS Secretary's and the Senate Secretary's executive staffs provided the same conflicting information described above. The County also asked its state contract lobbyist to assist with this inquiry, and the County's lobbyist has received the same conflicting information as well. Accordingly, on September 3rd the County Administrator sent a letter to the DMS Secretary and the Senate Secretary explaining this conflicting information and seeking assistance to determine which entity controls the monument (Attachment #1). A similar letter was sent to Governor DeSantis and Senate President Negron on September 28 (Attachment #2). As of the publication of this item, the County has received no response to either letter.

In conclusion, this item recommends accepting the status report and considering this issue among the County's slate of legislative priorities for the 2021 Florida Legislative Session. Although the County cannot compel the State of Florida to relocate the monument, an act of the Legislature may direct the Governor or an agency secretary to do so. Staff would include an item for the Board's consideration during the 2021 State and Federal Legislative Priorities Workshop to possibly consider state legislation requiring the relocation of the monument. In addition, other options for consideration at the workshop may include the Board directing staff to prepare a resolution to this effect.

**Options:**

1. Accept the status report on the monument to Confederate soldiers from Leon County at the State of Florida Capitol Complex.
2. Board direction.

**Recommendation:**

Option #1

**Attachments:**

1. Letter to Florida Department of Management Services Secretary Jonathan Satter and Florida Senate Secretary Debbie Brown, dated September 3, 2020
2. Letter to Governor Ron DeSantis and Senate President Bill Galvano, dated September 28, 2020



# Leon County

## Board of County Commissioners

301 South Monroe Street, Tallahassee, Florida 32301  
(850) 606-5302 www.leoncountyfl.gov

Commissioners

September 3, 2020

BRYAN DESLOGE

District 4  
Chairman

Ms. Debbie Brown  
Secretary of the Senate  
Suite 405, The Capitol  
404 S. Monroe Street  
Tallahassee, FL, 32399-1100

The Honorable Jonathan Satter  
Secretary of the Department of  
Management Services  
4050 Esplanade Way  
Tallahassee, Florida 32399-0950

RICK MINOR

District 3  
Vice Chairman

BILL PROCTOR

District 1

Dear Secretary Brown and Secretary Satter:

JIMBO JACKSON

District 2

I am writing to request your assistance with respect to the monument dedicated to Confederate soldiers from Leon County that is located on the grounds of the Capitol Complex. The Leon County Board of County Commissioners has directed me, as County Administrator, to explore any options that may be available for the relocation of this monument (for informational purposes only at this time).

KRISTIN DOZIER

District 5

MARY ANN LINDLEY

At-Large

My office reached out to both of your offices, including speaking on June 25 with Deputy Senate Secretary Gary McKenzie and separately with Chief of Staff Tami Fillyaw and Deputy Chief Cody Farrill at DMS, to explore any opportunities that may exist to relocate this monument to another thoughtful, historically appropriate setting. However, after these conversations it remains unclear which entity controls the monument and whom I should contact to begin exploring such options. The Senate Secretary's office reports that the monument is located on the grounds of the Capitol Complex and is therefore under the control of DMS; conversely, DMS advises that the monument is a part of the Historic Capitol and is therefore under the control of the Legislature. Since these conversations, our County Attorney has also spoken further with Deputy Chief Farrill as well as Deputy Secretary Patrick Gillespie at DMS and I have also asked our County lobbyist Jeff Sharkey to help investigate, but we still have not been able to determine which entity is responsible for the monument. I am, therefore, writing you both to request any assistance you can provide with respect to this research.

NICK MADDOX

At-Large

VINCENT S. LONG

County Administrator

CHASITY H. O'STEEN

County Attorney

As you may be aware, the monument in question was dedicated in 1882 to preserve the memory of Leon County citizens who fought and died for the Confederacy during the Civil War. It was subsequently moved in 1923 to the lawn in front of the Historic Capitol where it remains today. To many, this monument is a symbol of racism and a painful reminder of a dark chapter in our country's history. Although others may view it in a different, more positive light, the simple fact is that this monument presently serves to divide our community (and by extension, our state, owing to its prominent location in front of the capitol) more than it does to unite it. Relocating the monument would also be consistent with recent similar actions taken by the State of Florida, such as the Legislature's recent vote to replace the statue of Confederate General Edmund Kirby Smith in the National

Statuary Hall with a statue of Mary McLeod Bethune and the removal of the Confederate flag from the Senate Seal.

As you can see, I am unable to begin gathering the information that will be necessary to fulfill the direction provided to me by our County Commission without knowing clearly which agency I should be communicating with. Again, please allow me to emphasize that my request at this time is not to relocate the monument, but rather, to facilitate a fact-finding discussion about potential options that may be available to that effect. As such, I respectfully request at your earliest convenience that you please advise of an appropriate point of contact within your agency who may be able to contribute to this conversation.

I would welcome the opportunity to discuss this matter with you further and look forward to working together on this important issue.

Sincerely,

A handwritten signature in blue ink that reads "Vincent S. Long". The signature is written in a cursive style with a large, looped "V" and "L".

Vincent S. Long  
County Administrator

cc: Leon County Board of County Commissioners  
Chasity H. O'Steen, County Attorney  
Dr. Jeffrey Sharkey, Capitol Alliance Group



# Leon County

## Board of County Commissioners

301 South Monroe Street, Tallahassee, Florida 32301  
(850) 606-5302 www.leoncountyfl.gov

**Commissioners**

**BRYAN DESLOGE**  
District 4  
Chairman

**RICK MINOR**  
District 3  
Vice Chairman

**BILL PROCTOR**  
District 1

**JIMBO JACKSON**  
District 2

**KRISTIN DOZIER**  
District 5

**MARY ANN LINDLEY**  
At-Large

**NICK MADDOX**  
At-Large

**VINCENT S. LONG**  
County Administrator

**CHASITY H. O'STEEN**  
County Attorney

September 28, 2020

The Honorable Governor Ron DeSantis  
Governor of Florida  
The Capitol  
400 S. Monroe St.  
Tallahassee, FL 32399-0001

The Honorable Bill Galvano  
President of the Florida Senate  
409, The Capitol  
404 S. Monroe Street  
Tallahassee, Florida 32399-1100

Dear Governor DeSantis and President Galvano:

I am writing to request your assistance with respect to the monument dedicated to Confederate soldiers from Leon County that is located on the grounds of the Capitol Complex. The Leon County Board of County Commissioners has directed me, as County Administrator, to explore any options that may be available for the relocation of this monument (for informational purposes only at this time). However, it is unclear which entity controls the monument and whom I should contact to begin exploring such options.

My office has reached out to the Department of Management Services as well as the Office of the Senate Secretary to explore any opportunities that may exist to relocate this monument to another thoughtful, historically appropriate setting. The Senate Secretary's office has reported that the monument is located on the grounds of the Capitol Complex and is therefore under the control of DMS; conversely, DMS staff has advised that the monument is a part of the Historic Capitol and is therefore under the control of the Legislature. On September 3, I sent a letter to Secretary Jonathan Satter and Secretary Debbie Brown to help resolve the issue of which agency in fact controls the monument, a copy of which is enclosed for your reference. Unfortunately, I have not received any response from either party. I am, therefore, writing you both to request any assistance you can provide with respect to this issue.

As you may be aware, the monument in question was dedicated in 1882 to preserve the memory of Leon County citizens who fought and died for the Confederacy during the Civil War. It was subsequently moved in 1923 to the lawn in front of the Historic Capitol where it remains today. To many, this monument is a symbol of racism and a painful reminder of a dark chapter in our country's history. Although others may view it in a different, more positive light, the simple fact is that this monument presently serves to divide our community (and by extension, our state, owing to its prominent location in front of the capitol) more than it does to unite it. Relocating the monument would also be consistent with recent similar actions taken by the State of Florida, such as the Legislature's recent vote to replace the statue of Confederate General Edmund Kirby Smith in the National Statuary Hall with a statue of Mary McLeod Bethune and the removal of the Confederate flag from the Senate Seal.

As you can see, I am unable to begin gathering the information that will be necessary to fulfill the direction provided to me by our County Commission without knowing clearly which agency I should be communicating with. Again, please allow me to emphasize that my request at this time is not to relocate the monument, but rather, to facilitate a fact-finding discussion about potential options that may be available to that effect. As such, I respectfully request at your earliest convenience that you please advise of an appropriate point of contact who may be able to contribute to this conversation.

I would welcome the opportunity to discuss this matter with you further and look forward to working together on this important issue.

Sincerely,



Vincent S. Long  
County Administrator

cc: Leon County Board of County Commissioners  
Chasity H. O'Steen, County Attorney  
Dr. Jeffrey Sharkey, Capitol Alliance Group

encl: Letter to DMS Secretary Jonathan Satter and Senate Secretary Debbie Brown, dated September 3, 2020



# Leon County

## Board of County Commissioners

301 South Monroe Street, Tallahassee, Florida 32301  
(850) 606-5302 www.leoncountyfl.gov

### Commissioners

BRYAN DESLOGE

District 4  
Chairman

RICK MINOR

District 3  
Vice Chairman

BILL PROCTOR

District 1

JIMBO JACKSON

District 2

KRISTIN DOZIER

District 5

MARY ANN LINDLEY

At-Large

NICK MADDOX

At-Large

VINCENT S. LONG

County Administrator

CHASITY H. O'STEEN

County Attorney

September 3, 2020

Ms. Debbie Brown  
Secretary of the Senate  
Suite 405, The Capitol  
404 S. Monroe Street  
Tallahassee, FL, 32399-1100

The Honorable Jonathan Satter  
Secretary of the Department of  
Management Services  
4050 Esplanade Way  
Tallahassee, Florida 32399-0950

Dear Secretary Brown and Secretary Satter:

I am writing to request your assistance with respect to the monument dedicated to Confederate soldiers from Leon County that is located on the grounds of the Capitol Complex. The Leon County Board of County Commissioners has directed me, as County Administrator, to explore any options that may be available for the relocation of this monument (for informational purposes only at this time).

My office reached out to both of your offices, including speaking on June 25 with Deputy Senate Secretary Gary McKenzie and separately with Chief of Staff Tami Fillyaw and Deputy Chief Cody Farrill at DMS, to explore any opportunities that may exist to relocate this monument to another thoughtful, historically appropriate setting. However, after these conversations it remains unclear which entity controls the monument and whom I should contact to begin exploring such options. The Senate Secretary's office reports that the monument is located on the grounds of the Capitol Complex and is therefore under the control of DMS; conversely, DMS advises that the monument is a part of the Historic Capitol and is therefore under the control of the Legislature. Since these conversations, our County Attorney has also spoken further with Deputy Chief Farrill as well as Deputy Secretary Patrick Gillespie at DMS and I have also asked our County lobbyist Jeff Sharkey to help investigate, but we still have not been able to determine which entity is responsible for the monument. I am, therefore, writing you both to request any assistance you can provide with respect to this research.

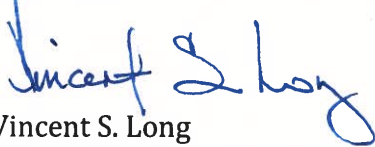
As you may be aware, the monument in question was dedicated in 1882 to preserve the memory of Leon County citizens who fought and died for the Confederacy during the Civil War. It was subsequently moved in 1923 to the lawn in front of the Historic Capitol where it remains today. To many, this monument is a symbol of racism and a painful reminder of a dark chapter in our country's history. Although others may view it in a different, more positive light, the simple fact is that this monument presently serves to divide our community (and by extension, our state, owing to its prominent location in front of the capitol) more than it does to unite it. Relocating the monument would also be consistent with recent similar actions taken by the State of Florida, such as the Legislature's recent vote to replace the statue of Confederate General Edmund Kirby Smith in the National

Statuary Hall with a statue of Mary McLeod Bethune and the removal of the Confederate flag from the Senate Seal.

As you can see, I am unable to begin gathering the information that will be necessary to fulfill the direction provided to me by our County Commission without knowing clearly which agency I should be communicating with. Again, please allow me to emphasize that my request at this time is not to relocate the monument, but rather, to facilitate a fact-finding discussion about potential options that may be available to that effect. As such, I respectfully request at your earliest convenience that you please advise of an appropriate point of contact within your agency who may be able to contribute to this conversation.

I would welcome the opportunity to discuss this matter with you further and look forward to working together on this important issue.

Sincerely,

A handwritten signature in blue ink that reads "Vincent S. Long". The signature is written in a cursive style with a large, looped "V" and "L".

Vincent S. Long  
County Administrator

cc: Leon County Board of County Commissioners  
Chasity H. O'Steen, County Attorney  
Dr. Jeffrey Sharkey, Capitol Alliance Group

**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #5**



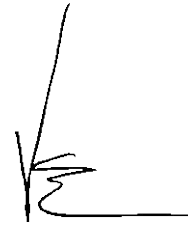
# Leon County Board of County Commissioners

## Agenda Item #5

October 13, 2020

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator



**Title:** Request to Schedule Two Public Hearings to Consider Adopting an Ordinance Amending Article VIII of Chapter 10 of the Leon County Code of Laws Entitled “Floodplain Management” and Amending Section 10-1.101 Entitled “Definitions” and Section 10-4.303 Entitled “Stormwater Management Design Standards” for November 17, 2020 and December 8, 2020

<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Barry Wilcox, Director, Development Support and Environmental Management
<b>Lead Staff/ Project Team:</b>	John Kraynak, Director, Environmental Services Nawfal Ezzagaghi, Deputy Director, Environmental Services Anna Padilla, Senior Design Engineer, Public Works

### **Statement of Issue:**

This item requests Board approval to schedule two Public Hearings to consider adopting an Ordinance repealing and replacing the Floodplain Management section and amend flood-related definitions in the General Definitions section of the Land Development Code (LDC). These revisions are a migration to the State Model Ordinance and will ensure compliance with national and state standards and enhance the County’s efforts to improve its community rating, thereby lowering flood insurance costs for property owners.

### **Fiscal Impact:**

This item has no fiscal impact.

### **Staff Recommendation:**

Option #1: Schedule the two required Public Hearings to consider adopting an Ordinance amending Article VIII of Chapter 10 of the Leon County Code of Laws, entitled “Floodplain Management” and amending Section 10-1.101 entitled “Definitions” and Section 10-4.303 entitled “Stormwater management design standards” (Attachment #1) for November 17, 2020 and December 8, 2020.

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## **Report and Discussion**

### **Background:**

At the April 14, 2020 regular meeting, the Board authorized staff to proceed with drafting an Ordinance to amend Article VIII of the Land Development Code (LDC), entitled “Floodplain Management.” This item requests Board approval to schedule two Public Hearings to consider adopting a proposed Floodplain Management Ordinance amending Article VIII of Chapter 10 (Land Development Code) of the Leon County Code of Laws entitled “Floodplain Management,” and also amending Section 10-1.101 entitled “Definitions” and Section 10-4.303 entitled “Stormwater management design standards” (Attachment #1). These revisions will incorporate the State Model Floodplain Management Ordinance language, ensure compliance with national and state standards, and enhance the County’s efforts toward improving its community rating, thereby lowering flood insurance costs for property owners.

Also included in the proposed Ordinance is an amendment to the Environmental Management Act (EMA) that requires the testing of stormwater management facilities within the LPN zoning district. This amendment was included based on direction from the Board during the Public Hearing for the Lake Protection Node (LPN) zoning district on May 12, 2020.

The National Flood Insurance Program (NFIP) is a federal program that provides federally-backed flood insurance within communities that enact and enforce floodplain regulations. The goals of the NFIP are not only to provide flood insurance to property owners, but also to encourage flood loss reduction activities by communities, and to save taxpayers’ money. By participating in the NFIP, communities agree to adopt and enforce a Floodplain Management Ordinance to regulate development in flood hazard areas that meets or exceeds the minimum requirements of the NFIP. The Ordinance must be legally enforceable and meet applicable provisions of state enabling laws.

Leon County has been participating in the NFIP since 1982, at which time the first Floodplain Management Ordinance was adopted (Ordinance No. 82-60). Since then, numerous amendments to the Floodplain Management Ordinance have been adopted, ranging from changes to definitions and terminology to the addition of higher regulatory standards. The most recent amendment occurred in December 2018 (Ordinance No. 18-18), when minor changes were made to the flood indemnification process. Prior to that, an amendment was adopted in January 2010 (Ordinance No. 10-01), which occurred in conjunction with the receipt of revised flood hazard data from the Federal Emergency Management Agency (FEMA). This revision brought Leon County’s regulations back into compliance with the NFIP and included some substantive changes.

Since May 1, 2015, Leon County has participated in FEMA’s Community Rating System (CRS) Program as a Class 6 community, meaning many residents receive a 20% discount on their flood insurance premiums. Currently the County enforces numerous higher regulatory standards (i.e., requirements above the NFIP minimum), but based on the wording and language used in the current Ordinance, these higher standards do not qualify for CRS credit. In order to improve to a

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Class 5 rating and acquire an additional 5% discount on flood insurance, Leon County would need to revise the Floodplain Management Ordinance.

By law, only the Florida Building Code (FBC) governs the design of buildings, which creates potential for conflict and inconsistencies with the building provisions in the County’s Floodplain Management Ordinance. The State Model Ordinance (SMO), developed by the Florida Division of Emergency Management (FDEM), was explicitly coordinated with the Florida Building Code, approved by FEMA, and reviewed by the Building Officials Association of Florida and Florida Floodplain Managers Association. It is designed to repeal and replace existing regulations that satisfy requirements of the NFIP. The SMO incorporates floodplain management administrative provisions and requirements for development other than buildings, is largely based on FEMA guidance documents, and can be modified to include a community’s higher regulatory standards. Migration to the SMO includes amendments to Chapter 5 of the Leon County Code of Laws, “Building and Construction Regulations,” to adopt local administrative and technical amendments to the FBC. These revisions include more stringent requirements than the FBC, that are consistent with and allow enforcement of, the County’s proposed floodplain regulations.

Each time a community receives new or revised flood hazard data from FEMA, the community’s Floodplain Management Ordinance must meet or exceed the NFIP minimum requirements, as well as any additional state requirements. Leon County has received preliminary flood hazard data for the Ochlockonee River watershed and it is anticipated this flood hazard data will become effective later this year. Without adoption of the proposed Ordinance, Leon County’s current regulations could require revision at the time the preliminary data becomes effective. Adoption of the SMO minimizes the need to revise the regulations each time new data is received from FEMA.

At the April 14, 2020 regular meeting, the Board authorized staff to proceed with drafting an Ordinance to amend Article VIII of the Land Development Code (LDC), entitled “Floodplain Management.” The proposed amendments are a migration to the SMO, with the inclusion of current and proposed higher regulatory standards, which is intended to maintain compliance with national and state standards and enhance the County’s efforts toward improving its community rating, thereby lowering flood insurance costs for property owners.

**Analysis:**

Development Support and Environmental Management (DSEM) staff worked with representatives from FDEM to develop the proposed Floodplain Management Ordinance, utilizing the SMO templates, with the addition of several higher regulatory standards, many of which are current County practices or modifications to currently included higher standards. Staff also identified and included additional opportunities for CRS credit, as well as flood loss reduction activities, to provide an increased level of protection and benefit to the community. As mentioned, the SMO is designed to repeal and replace the current regulations. One benefit of the SMO is many of the subjective areas within the current floodplain regulations have been clarified and the development standards are clearly stated, while still allowing the Floodplain Administrator flexibility within the

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limits of the NFIP. Broadly speaking, the changes from the current Floodplain Management Ordinance will include a new layout and verbiage, rearrangement of the definitions within the General and Floodplain Management sections of the LDC, and inclusion of current and proposed higher regulatory standards.

While developing the proposed Floodplain Management Ordinance, staff reviewed the effectiveness of the County’s existing practices and regulatory standards for increased CRS credit. Staff then identified development standards that could be modified to enhance permitting process improvements and result in construction cost savings without sacrificing flood damage, significant increased flood risk potential, or reduced CRS credit. This analysis resulted in development standards in the proposed Floodplain Management Ordinance that are a modification of current regulations, codification of a current practice, or new regulations.

#### Stakeholder Outreach

An overview of the proposed Floodplain Management Ordinance was presented to the DSEM Advisory Committee for Quality Growth (ACQG) for their review and recommendation on July 20, 2020. During the presentation, the Committee asked what impact the adoption of the 2020 Florida Building Code (anticipated later this year) would have on the proposed higher regulatory standards. Staff reviewed the proposed changes to the current, 2017 Florida Building Code and found no impacts or necessary revisions to the proposed Floodplain Management Ordinance. The ACQG was supportive of the proposed Ordinance.

On August 3, 2020, an overview of the proposed Floodplain Management Ordinance was presented to the Water Resources Committee (WRC) for their review and recommendation. The WRC had several questions and discussions on some of the specific higher regulatory standards to gain a better understanding of the proposed regulations. The WRC supported the amendments as proposed.

The proposed Floodplain Management Ordinance was also presented to the Science Advisory Committee (SAC) for their review and recommendation on August 7, 2020. During the presentation, SAC members also had specific questions to clarify and provide further detail on the specific higher regulatory standards. The SAC was in support of the proposed amendments but wanted additional time for review of the information. SAC members intend to continue review of the draft Ordinance and provide any comments prior to the upcoming Public Hearings by both the Planning Commission and the Board. Final comments will be incorporated into the future public hearing agenda items.

On September 3, 2020, the technical amendments to the Florida Building Code included in an amendment to Chapter 5 of the Code of Laws were presented to the Tallahassee Builders Association (TBA). The TBA had comments on the interpretation of specific language used in the technical amendments and the proposed changes to the “1 in 5” Rule for sheetflow protection to ensure the County’s CRS rating. The current “1 in 5” Rule requires that the lowest floor elevation

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of a structure shall be a minimum of one foot higher than the finished grade at a distance of five feet from the foundation. The purpose of the “1 in 5” Rule is to minimize damage to structures from overland or sheetflow drainage and to aid in creating a path to guide runoff around and away from a structure. In many instances, the current 1 in 5 Rule is met during early construction of the structure, but upon completion of the final grading and site stabilization (i.e., sodding), the structure no longer complies with the rule. When the 1 in 5 Rule is not met at the end of construction, the solutions to meet the requirement can be difficult and costly for the builder to correct. As a solution to this problem, staff initially proposed moving the measurement to the base of the structure. During the meeting, the TBA raised concern for the increased construction cost associated with the proposed change. Staff discussed alternatives with TBA members present and revised the proposed 1 in 5 Rule that includes lowering the proposed elevation at the structure to 8 inches, based on TBA feedback in combination with the existing requirements.

The draft Ordinance incorporates the preliminary input from the TBA regarding the lowest floor elevation. On October 1, 2020, TBA membership expressed its appreciation for providing time to review and offer input on the revisions reflected in the proposed Ordinance.

#### Comprehensive Plan Consistency Determination

The proposed Ordinance was reviewed by the Planning Commission at a Public Hearing on September 1, 2020. The Tallahassee-Leon County Planning Department staff conducted a review of the proposed Floodplain Management Ordinance and determined it was consistent with the Tallahassee-Leon County Comprehensive Plan (Attachment #2). The Planning Commission found the proposed Ordinance consistent with the Comprehensive Plan and voted in favor of recommending the Board of County Commissioners adopt the Ordinance.

#### Options:

1. Schedule two Public Hearings to consider adopting an Ordinance amending Article VIII of Chapter 10 of the Land Development Code, entitled “Floodplain Management” and also amending Section 10-1.101 entitled “Definitions” and Section 10-4.303 entitled “Stormwater Management Design Standards” for November 17, 2020 and December 8, 2020.
2. Do not schedule two Public Hearings to consider adopting an Ordinance amending Article VIII of Chapter 10, Land Development Code, Entitled “Floodplain Management” and also amending Section 10-1.101 entitled “Definitions” and Section 10-4.303 of the Land Development Code, entitled “Stormwater Management Design Standards” for November 17, 2020 and December 8, 2020.
3. Board direction.

#### Recommendation:

Option #1

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Attachments:

1. Proposed Ordinance
2. Tallahassee-Leon County Planning Department Consistency Memorandum

ORDINANCE NO. 20-\_\_\_\_\_

AN ORDINANCE BY THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY AMENDING THE LEON COUNTY CODE OF ORDINANCES TO AMEND THE LAND DEVELOPMENT CODE, CHAPTER 10, SECTION 10-1.101 DEFINITIONS; TO REPEAL CHAPTER 10 ARTICLE VIII FLOODPLAIN MANAGEMENT AND ADOPT A NEW ARTICLE VIII FLOODPLAIN MANAGEMENT; TO ADOPT FLOOD HAZARD MAPS, TO DESIGNATE A FLOODPLAIN ADMINISTRATOR, TO ADOPT PROCEDURES AND CRITERIA FOR DEVELOPMENT IN FLOOD HAZARD AREAS; TO AMEND THE LAND DEVELOPMENT CODE, CHAPTER 10, SECTION 10-4.303 STORMWATER MANAGEMENT DESIGN STANDARDS; TO AMEND THE LAND DEVELOPMENT CODE, CHAPTER 10, SECTION 10-4.327 TOPOGRAPHIC ALTERATIONS; AND FOR OTHER PURPOSES; PROVIDING FOR APPLICABILITY; SEVERABILITY; AND AN EFFECTIVE DATE.

**WHEREAS**, the Legislature of the State of Florida has, in Chapter 125 – County Government, Florida Statutes, conferred upon local governments the authority to adopt regulations designed to promote the public health, safety, and general welfare of its citizenry; and

**WHEREAS**, the Federal Emergency Management Agency has identified special flood hazard areas within the boundaries of Leon County, and Leon County has identified additional flood hazard areas, and such areas may be subject to periodic inundation which may result in loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base, all of which adversely affect the public health, safety and general welfare, and

**WHEREAS**, the Leon County was accepted for participation in the National Flood Insurance Program on December 15, 1982 and the Board of County Commissioners desires to continue to meet the requirements of Title 44 Code of Federal Regulations, Sections 59 and 60, necessary for such participation; and

**WHEREAS**, the Board of County Commissioners has determined that it is in the public interest to adopt the proposed floodplain management regulations that are coordinated with the *Florida Building Code*.

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, that:**

**SECTION 1. RECITALS.**

The foregoing whereas clauses are incorporated herein by reference and made a part hereof.

1  
2  
3 **SECTION 2. This ordinance amends Land Development Code Chapter 10, Article I In**  
4 **General, Sec. 10-1.101 Definitions as follows:**

5  
6 \*\*\*

7 ~~*Area of shallow flooding* shall mean a designated AO zone on the flood insurance rate maps.~~

8  
9 ~~*Area of special flood hazard* shall mean land designated on the flood insurance rate maps~~  
10 ~~which is subject to a one percent or greater chance of flooding in any given year.~~

11  
12 \*\*\*

13 ~~*Base flood elevation* shall mean the flood elevation having a one percent chance of being~~  
14 ~~equaled or exceeded in any given year, relative to the National Geodetic Vertical Datum (NGVD),~~  
15 ~~North American Vertical Datum (NAVD) or other datum specified on the Flood Insurance Rate~~  
16 ~~Map (FIRM).~~

17  
18 \*\*\*

19 ~~*Flood boundary and floodway map* shall mean the maps prepared by the Federal Emergency~~  
20 ~~Management Agency delineating flood boundaries and floodways. Such maps are referred to as~~  
21 ~~FBFM's in Article VIII.~~

22  
23 ~~*Flood hazard boundary map* shall mean the maps prepared by the U.S. Department of Housing~~  
24 ~~and Urban Development, Federal Insurance Administration, designating special flood hazard~~  
25 ~~areas. Such maps are referred to as FFBM's in Article VIII.~~

26  
27 ~~*Flood insurance rate map* shall mean the maps prepared by the Federal Emergency~~  
28 ~~Management Agency delineating areas of special flood hazard and risk premium zones. Such maps~~  
29 ~~are referred to as FIRM's in Article VIII.~~

30  
31 ~~*Flood insurance study* shall mean the document provided by the Federal Insurance~~  
32 ~~Administration or Federal Emergency Management Agency containing flood profiles and~~  
33 ~~delineating floodway elevations and regulatory floodways within the geographic area regulated by~~  
34 ~~article VIII.~~

35  
36 ~~*Flood protection elevation* means an elevation to which mitigation methods are utilized to~~  
37 ~~reduce potential flood damages, as defined in Article 8, determined by either subsection (1), (2),~~  
38 ~~(3), or (4) where a parcel is located in or adjacent to a drainage area subject to flooding, and for all~~  
39 ~~parcels regardless of their location, subsection (5) as set forth below:~~

40 ~~(1) Where no base flood elevation has been determined by an engineering study or can not~~  
41 ~~accurately be determined due to the lack of essential engineering data, three feet above~~  
42 ~~the highest reasonably anticipated or historically recorded elevation of surface water in~~  
43 ~~the drainage area where the development activity is to take place; or~~

44 ~~(2) Where a less than fully developed upstream watershed was determined and a base flood~~  
45 ~~elevation was then determined either by an engineering study or by determining the depth~~  
46 ~~of the discharge/flow over a natural topographic saddle, three feet above the level of the~~



1 base flood elevation in the drainage area where the development activity is to take place;  
2 or

3 ~~(3) Where a fully developed upstream watershed was determined and a base flood elevation~~  
4 ~~was then determined either by an engineering study or by determining the depth of the~~  
5 ~~discharge/flow over a natural topographic saddle, one and one-half feet above the level~~  
6 ~~of the base flood elevation in the drainage area where the development activity is to take~~  
7 ~~place; or~~

8 ~~(4) When a depth number is specified for flood hazard areas designated on the flood~~  
9 ~~insurance rate map as zone AO, the lowest floor, including basement, shall be elevated~~  
10 ~~to at least as many feet as the depth number above the highest adjacent grade. If no flood~~  
11 ~~depth number is specified, the lowest floor, including basement, shall be elevated to no~~  
12 ~~less than two feet above the highest adjacent grade; and~~

13 ~~(5) In order to prevent flood damage due to overland sheet flow, a minimum of one foot~~  
14 ~~higher than the finished grade elevation at a distance of five feet from the foundation for~~  
15 ~~detached single family, duplex, triplex and quadraplex structures, except that garages and~~  
16 ~~basements shall be protected in accordance with subsection 10-8.301(k). If this minimum~~  
17 ~~is lower than any of the flood protection elevations specified in [subsections] (1), (2), (3)~~  
18 ~~and (4) above, then the highest flood protection elevation shall apply. An exception to~~  
19 ~~this one foot minimum requirement can be granted if it is demonstrated to the satisfaction~~  
20 ~~of the county administrator or designee that no adverse flooding impacts will occur to~~  
21 ~~the structure.~~

22  
23 ~~*Floodproofing* shall mean any combination of structural and nonstructural additions, changes~~  
24 ~~or alterations to properties and structures which reduces or eliminates flood damage to lands, water~~  
25 ~~and sanitary facilities, structures and contents of buildings.~~

26  
27 ~~*Floodway* shall mean the channel of a river or other riverine , stream, or other watercourse~~  
28 ~~and the adjacent land areas that must be reserved in order to discharge the base flood, without~~  
29 ~~cumulatively increasing the water surface elevation more than one (1) foot of the floodway,~~  
30 ~~including but not limited to FEMA delineated floodways. The floodway is further defined as the~~  
31 ~~area left in a channel after the overbank area is reduced until the water level is raised no more than~~  
32 ~~one foot. The reduction must create equal conveyance loss on each side.~~

33  
34 ~~*Floodway fringe* shall mean all that land in a floodplain not lying within a delineated~~  
35 ~~floodway. Land within a floodway fringe is subject to inundation by relatively low velocity flows~~  
36 ~~and shallow water depths.~~

37  
38 \*\*\*

39 ~~*Manufactured home* shall mean any structure to be used as a dwelling unit constructed to the~~  
40 ~~Manufactured Home Construction and Safety Standards promulgated by the U.S. Department of~~  
41 ~~Housing and Urban Development (24 CFR §3280), or as such standards may be amended; and~~  
42 ~~which are transportable in one or more sections, which is eight (8) feet or more in width and greater~~  
43 ~~than four hundred (400) square feet, and which is built on a permanent, integral chassis and is~~  
44 ~~designed for use with or without a permanent foundation when attached to the required utilities.~~  
45 ~~The term "manufactured home" does not include a "recreational vehicle" or "park trailer." built in~~

1 ~~the controlled environment of a manufacturing plant and are transported in one or more sections~~  
2 ~~on a permanent chassis.~~

3  
4 \*\*\*

5 ~~*New construction* shall mean structures for which the start of construction commenced on or~~  
6 ~~after December 13, 1982.~~

7  
8 \*\*\*

9 *One-hundred year floodplain* shall mean any land which is subject to a one percent or greater  
10 chance of flooding in any given year, whether or not such land is designated as a flood hazard area  
11 by ~~the Federal Insurance Administration or the Federal Emergency Management Agency.~~

12  
13 \*\*\*

14 *Park model.* See *Park trailer.*

15  
16 *Park trailer* shall mean a transportable unit which has a body width not exceeding fourteen  
17 (14) feet and which is built on a single chassis and is designed to provide seasonal or temporary  
18 living quarters when connected to utilities necessary for operation of installed fixtures and  
19 appliances.

20  
21 \*\*\*

22 ~~*Recreation vehicle* shall mean a camper, trailer, travel trailer, pickup camper, bus, or other~~  
23 ~~vehicle with or without motor power, designed and constructed to travel on public~~  
24 ~~thoroughfares without special permit in accordance with the provisions of F.S. ch. 316-~~  
25 ~~vehicle, including a park trailer, which is: [See section 320.01, F.S.]~~

- 26 (1) Built on a single chassis;  
27 (2) Four hundred (400) square feet or less when measured at the largest horizontal  
28 projection;  
29 (3) Designed to be self-propelled or designed to be towed by a non-commercial vehicle;  
30 (4) Designed primarily not for use as a permanent dwelling but as a temporary living  
31 quarters for recreational, camping, travel, or seasonal use; and  
32 (5) Recreational Vehicles may only be permitted connection to utilities and may only be  
33 used as temporary living quarters within an approved RV park.

34  
35 \*\*\*

36 ~~*Repetitive loss* means flood related damage sustained by a structure on two separate occasions~~  
37 ~~during a ten-year period for which the cost of repairs at the time of each such flood event, on the~~  
38 ~~average, equals or exceeds 25 percent of the market value of the structure before the damage~~  
39 ~~occurred.~~

40  
41 \*\*\*

42 *Start of construction* includes substantial improvement, and shall mean the date the building  
43 permit was issued, provided the actual start of construction, repair, reconstruction, or improvement  
44 was within 180 days of the permit date. The actual start means the first placement of permanent

1 construction of a structure (including a manufactured home) on a site, such as the pouring of slabs  
2 or footings, installation of piles, construction of columns, or any work, beyond the stage of  
3 excavation or the placement of a manufactured home on a foundation. Permanent construction  
4 does not include land preparation, such as clearing, grading and filling; nor does it include the  
5 installation of streets and/or walkways; nor does it include excavation for a basement, footings,  
6 pier, or foundation or the erection of temporary forms; nor does it include the installation on the  
7 property of accessory ~~buildings~~ structures, such as garages or sheds not occupied as dwelling units  
8 or not part of the main structure. For a substantial improvement, the actual “start of construction”  
9 means the first alteration of any wall, ceiling, floor or other structural part of a building, whether  
10 or not that alteration affects the external dimensions of the building.

11  
12 \*\*\*

13 ~~Substantial damage means damage of any origin sustained by a structure whereby the cost of~~  
14 ~~restoring the structure to its before damaged condition would equal or exceed 50 percent of the~~  
15 ~~market value of the structure before the damage occurred. This term also includes "repetitive loss"~~  
16 ~~structures as defined herein.~~

17  
18 \*\*\*

19 ~~Substantial improvement shall mean any reconstruction, rehabilitation, addition, or other~~  
20 ~~improvement of a structure, the cumulative cost of which equals or exceeds 50 percent of the~~  
21 ~~market value of the structure before the "start of construction" of the improvement. This term~~  
22 ~~includes structures that have incurred "substantial damage" regardless of the actual repair work~~  
23 ~~performed. This term does not, however, include any repair or improvement of a structure to~~  
24 ~~correct existing violations of State of Florida or local health, sanitary, or safety code specifications,~~  
25 ~~which have been identified by the local code enforcement official prior to the application for permit~~  
26 ~~for improvement, and which are the minimum necessary to assure safe living conditions. This term~~  
27 ~~does not include any alteration of a historic structure, provided that the alteration will not preclude~~  
28 ~~the structure's continued designation as a historic structure.~~

29  
30  
31 **SECTION 3. This ordinance specifically repeals and replaces Land Development Code**  
32 **Chapter 10, Article VIII Floodplain Management:**

33  
34 **ARTICLE VIII. – FLOODPLAIN MANAGEMENT**

35  
36 **DIVISION 1. - ADMINISTRATION**

37  
38 **Sec. 10-8.101. General.**

- 39  
40 (a) **Title.** These regulations shall be known as the *Floodplain Management Ordinance* of Leon  
41 County, hereinafter referred to as “this article.”  
42  
43 (b) **Scope.** The provisions of this article shall apply to all development that is wholly within, in  
44 close proximity to, or partially within any flood hazard area, including but not limited to the  
45 subdivision of land; filling, grading, and other site improvements and utility installations;  
46 construction, alteration, remodeling, enlargement, improvement, replacement, repair, relocation

1 or demolition of buildings, structures, and facilities that are exempt from the *Florida Building*  
2 *Code*; placement, installation, or replacement of manufactured homes and manufactured  
3 buildings; installation or replacement of tanks; placement of recreational vehicles; installation of  
4 swimming pools; and any other development. Where specified, certain provisions apply in all  
5 areas of the County.  
6

7 (c) **Intent.** The purposes of this article and the flood load and flood resistant construction  
8 requirements of the *Florida Building Code* are to establish minimum requirements to  
9 safeguard the public health, safety, and general welfare and to minimize public and private  
10 losses due to flooding through regulation of development in flood hazard areas to:

- 11 (1) Minimize unnecessary disruption of commerce, access and public service during times  
12 of flooding;
- 13 (2) Require the use of appropriate construction practices in order to prevent or minimize  
14 future flood damage;
- 15 (3) Manage filling, grading, dredging, mining, paving, excavation, drilling operations,  
16 storage of equipment or materials, and other development which may increase flood  
17 damage or erosion potential;
- 18 (4) Manage the alteration of flood hazard areas, watercourses, and shorelines to minimize  
19 the impact of development on the natural and beneficial functions of the floodplain;
- 20 (5) Minimize damage to public and private facilities and utilities;
- 21 (6) Help maintain a stable tax base by providing for the sound use and development of  
22 flood hazard areas;
- 23 (7) Minimize the need for future expenditure of public funds for flood control projects and  
24 response to and recovery from flood events; and
- 25 (8) Meet the requirements of the National Flood Insurance Program for community  
26 participation as set forth in Title 44 Code of Federal Regulations, Section 59.22.  
27

28 (d) **Coordination with the *Florida Building Code*.** This article is intended to be administered  
29 and enforced in conjunction with the *Florida Building Code*. Where cited, ASCE 24 refers  
30 to the edition of the standard that is referenced by the *Florida Building Code*.  
31

32 (e) **Warning.** The degree of flood protection required by this article and the *Florida Building*  
33 *Code*, as amended by this community, is considered the minimum reasonable for regulatory  
34 purposes and is based on scientific and engineering considerations. Larger floods can and  
35 will occur. Flood heights may be increased by man-made or natural causes. This article does  
36 not imply that land outside of mapped special flood hazard areas, or that uses permitted  
37 within such flood hazard areas, will be free from flooding or flood damage. It is specifically  
38 recognized that there are areas that flood or are floodprone which are not designated on Flood  
39 Insurance Rate Maps. The flood hazard areas and base flood elevations contained in the  
40 Flood Insurance Study and shown on Flood Insurance Rate Maps and the requirements of  
41 Title 44 Code of Federal Regulations, Sections 59 and 60 may be revised by the Federal  
42 Emergency Management Agency, requiring this community to revise these regulations to  
43 remain eligible for participation in the National Flood Insurance Program. No guaranty of

1 vested use, existing use, or future use is implied or expressed by compliance with this article.

- 2  
3 (f) **Disclaimer of Liability.** This article shall not create liability on the part of the Board of  
4 County Commissioners of Leon County or by any officer or employee thereof for any flood  
5 damage that results from reliance on this article or any administrative decision lawfully made  
6 thereunder.

7  
8 **Sec. 10-8.102. Definitions.**

9  
10 As stated in section 10-1.101, the definitions in section 10-1.101 apply to this article. The  
11 following words, terms and phrases, when used in this article, shall have the meanings ascribed to  
12 them in this section, except where the context clearly indicates a different meaning.

13  
14 *Agricultural structure* shall mean a walled and roofed structure used exclusively for  
15 agricultural purposes or uses in connection with the production, harvesting, storage, raising, or  
16 drying of agricultural commodities and livestock, including aquatic organisms. Structures that  
17 house tools or equipment used in connection with these purposes or uses are also considered to  
18 have agricultural purposes or uses.

19  
20 *Alteration of a watercourse* shall mean a dam, impoundment, channel relocation, change in  
21 channel alignment, channelization, or change in cross-sectional area of the channel or the channel  
22 capacity, or any other form of modification which may alter, impede, retard or change the direction  
23 and/or velocity of the riverine flow of water during conditions of the base flood.

24  
25 *ASCE 24* shall mean a standard titled *Flood Resistant Design and Construction* that is  
26 referenced by the *Florida Building Code*. ASCE 24 is developed and published by the American  
27 Society of Civil Engineers, Reston, VA.

28  
29 *Basement* shall, for the purposes of this article, mean the portion of a building having its floor  
30 subgrade (below ground level) on all sides.

31  
32 *Critical facility* shall mean a structure or other improvement that, because of its function, size,  
33 service area, or uniqueness, has the potential to cause serious bodily harm, extensive property  
34 damage, or disruption of vital socioeconomic activities if it is destroyed or damaged or if its  
35 functionality is impaired. Critical facilities include health and safety facilities, utilities,  
36 government facilities, hazardous materials facilities, and those listed as Flood Design Class 3 and  
37 Flood Design Class 4 in ASCE 24.

38  
39 *Declaration of Land Restriction (Non-conversion Agreement)* shall mean a form provided by  
40 the Floodplain Administrator to be signed by the owner(s) and recorded on the property deed in  
41 the Official Records of the Clerk of Courts of Leon County, Florida, stating the owner(s) agree not  
42 to convert or modify the structure in any manner that is inconsistent with the terms of the building  
43 permit and this article and stating the owner(s) consent to inspections of the enclosed area to ensure  
44 compliance, upon prior notice of at least 72 hours by Leon County.

45  
46 *Design flood* shall mean the flood associated with the greater of the following two areas:

- 1 (1) Area with a floodplain subject to a 1-percent or greater chance of flooding in any year;  
2 or
- 3 (2) Area designated as a flood hazard area on the community's flood hazard map, or  
4 otherwise legally designated.  
5

6 *Design flood elevation* shall mean the elevation of the "design flood," including wave height,  
7 relative to the datum specified on the community's legally designated flood hazard map. In areas  
8 designated as Zone AO, the design flood elevation shall be the elevation of the highest existing  
9 grade of the building's perimeter plus the depth number (in feet) specified on the flood hazard  
10 map. In areas designated as Zone AO where the depth number is not specified on the map, the  
11 depth number shall be taken as being equal to 2 feet.  
12

13 *Development* shall, for the purposes of this article, mean any man-made change to improved  
14 or unimproved real estate, including but not limited to, buildings or other structures, tanks,  
15 temporary structures, temporary or permanent storage of equipment or materials, mining,  
16 dredging, filling, grading, paving, excavations, drilling operations or any other land disturbing  
17 activities.  
18

19 *Encroachment* shall, for the purposes of this article, mean the placement of fill, excavation,  
20 buildings, permanent structures or other development into a flood hazard area which may impede  
21 or alter the flow capacity of riverine flood hazard areas.  
22

23 *Existing building* and *existing structure* shall mean any buildings and structures for which the  
24 "start of construction" commenced before December 15, 1982.  
25

26 *Federal Emergency Management Agency (FEMA)* shall mean the federal agency that, in  
27 addition to carrying out other functions, administers the National Flood Insurance Program.  
28

29 *Flood or flooding* shall mean a general and temporary condition of partial or complete  
30 inundation of normally dry land from:

- 31 (1) The overflow of inland or tidal waters.
- 32 (2) The unusual and rapid accumulation or runoff of surface waters from any source.  
33

34 *Flood damage-resistant materials* shall mean any construction material capable of  
35 withstanding direct and prolonged contact with floodwaters without sustaining any damage that  
36 requires more than cosmetic repair.  
37

38 *Flood hazard area* shall mean the greater of the following two areas:

- 39 (1) The area within a floodplain subject to a 1-percent or greater chance of flooding in any  
40 year.
- 41 (2) The area designated as a flood hazard area on the community's flood hazard map, or  
42 otherwise legally designated.  
43

44 *Flood Insurance Rate Map (FIRM)* shall mean the official map of the community on which

1 the Federal Emergency Management Agency has delineated both special flood hazard areas and  
2 the risk premium zones applicable to the community.

3  
4 *Flood Insurance Study (FIS)* shall mean the official report provided by the Federal Emergency  
5 Management Agency that contains the Flood Insurance Rate Map, the Flood Boundary and  
6 Floodway Map (if applicable), the water surface elevations of the base flood, and supporting  
7 technical data.

8  
9 *Flood protection elevation* shall mean the elevation used to regulate structures and other  
10 development activities within flood hazard areas and in close proximity to flood hazard areas and  
11 shall be:

- 12 (1) Three (3) feet above the base flood elevation or surface water elevation associated with  
13 a flood hazard area, whichever is higher, for all mechanical, plumbing, and electrical  
14 systems; and  
15 (2) Three (3) feet above the base flood elevation or surface water elevation associated with  
16 a flood hazard area, whichever is higher; or  
17 (3) One (1) foot above the base flood elevation or surface water elevation associated with  
18 a flood hazard area, whichever is higher, for accessory structures that are unfinished  
19 and less than or equal to 600 square feet in area.  
20

21 *Floodway encroachment analysis* shall mean an engineering analysis of the impact that a  
22 proposed encroachment into a floodway is expected to have on the floodway boundaries and base  
23 flood elevations; the evaluation shall be prepared by a qualified Florida licensed engineer using  
24 standard engineering methods and models.  
25

26 *Functionally dependent use* shall mean a use which cannot perform its intended purpose  
27 unless it is located or carried out in close proximity to water, including only docking facilities, port  
28 facilities that are necessary for the loading and unloading of cargo or passengers, and ship building  
29 and ship repair facilities; the term does not include long-term storage or related manufacturing  
30 facilities.  
31

32 *Highest adjacent grade* shall mean the highest natural elevation of the ground surface prior to  
33 construction next to the proposed walls or foundation of a structure.  
34

35 *Historic structure* shall mean any structure that is determined eligible for the exception to the  
36 flood hazard area requirements of the *Florida Building Code, Existing Building*, Chapter 12  
37 Historic Buildings.  
38

39 *Letter of Map Change (LOMC)* shall mean an official determination issued by FEMA that  
40 amends or revises an effective Flood Insurance Rate Map or Flood Insurance Study. Letters of  
41 Map Change include:

- 42 (1) Letter of Map Amendment (LOMA): An amendment based on technical data showing  
43 that a property was incorrectly included in a designated special flood hazard area. A  
44 LOMA amends the current effective Flood Insurance Rate Map and establishes that a  
45 specific property, portion of a property, or structure is not located in a special flood

- 1 hazard area.
- 2 (2) Letter of Map Revision (LOMR): A revision based on technical data that may show  
3 changes to flood zones, flood elevations, special flood hazard area boundaries and  
4 floodway delineations, and other planimetric features.
- 5 (3) Letter of Map Revision Based on Fill (LOMR-F): A determination that a structure or  
6 parcel of land has been elevated by fill above the base flood elevation and is, therefore,  
7 no longer located within the special flood hazard area. In order to qualify for this  
8 determination, the fill must have been permitted and placed in accordance with the  
9 community's floodplain management regulations.
- 10 (4) Conditional Letter of Map Revision (CLOMR): A formal review and comment as to  
11 whether a proposed flood protection project or other project complies with the  
12 minimum NFIP requirements for such projects with respect to delineation of special  
13 flood hazard areas. A CLOMR does not revise the effective Flood Insurance Rate Map  
14 or Flood Insurance Study; upon submission and approval of certified as-built  
15 documentation, a Letter of Map Revision may be issued by FEMA to revise the  
16 effective FIRM.

17  
18 *Lowest floor* shall mean the lowest floor of the lowest enclosed area of a building or structure,  
19 including basement, but excluding any unfinished or flood-resistant enclosure, other than a  
20 basement, usable solely for vehicle parking, building access or limited storage provided that such  
21 enclosure is not built so as to render the structure in violation of the non-elevation requirements of  
22 the *Florida Building Code* or ASCE 24.

23  
24 *Manufactured home park or subdivision* shall mean a parcel (or contiguous parcels) of land  
25 divided into two or more manufactured home lots for rent or sale.

26  
27 *Market value* shall mean the price at which a property will change hands between a willing  
28 buyer and a willing seller, neither party being under compulsion to buy or sell and both having  
29 reasonable knowledge of relevant facts. As used in this article, the term refers to the market value  
30 of buildings and structures, excluding the land and other improvements on the parcel. Market value  
31 may be established by a qualified independent appraiser, Actual Cash Value (replacement cost  
32 depreciated for age and quality of construction), or tax assessment value adjusted to approximate  
33 market value by a factor provided by the Property Appraiser.

34  
35 *New construction* shall, for the purposes of administration of this article and the flood resistant  
36 construction requirements of the *Florida Building Code*, mean structures for which the "start of  
37 construction" commenced on or after December 15, 1982 and includes any subsequent  
38 improvements to such structures.

39  
40 *New manufactured home park or subdivision* shall mean a manufactured home park or  
41 subdivision for which the construction of facilities for servicing the lots on which the manufactured  
42 homes are to be affixed (including at a minimum, the installation of utilities, the construction of  
43 streets, and either final site grading or the pouring of concrete pads) is completed on or after  
44 December 15, 1982.

45



1        *Special flood hazard area* shall mean an area in the floodplain subject to a 1 percent or greater  
2 chance of flooding in any given year. Special flood hazard areas are shown on FIRMs as Zone A,  
3 AO, A1-A30, AE, A99, AH, V1-V30, VE or V.  
4

5        *Substantial damage* shall mean damage of any origin sustained by a building or structure  
6 whereby the cost of restoring the building or structure to its before-damaged condition would equal  
7 or exceed 50 percent of the market value of the building or structure before the damage occurred.  
8 The term also includes flood-related damage sustained by a building or structure on two separate  
9 occasions during a ten (10) year period for which the cost of repairs at the time of each such flood  
10 event, on average, equals or exceeds 25 percent of the market value of the structure before the  
11 damage occurred.  
12

13        *Substantial improvement* shall mean any combination of repair, reconstruction, rehabilitation,  
14 alteration, addition, or other improvement of a building or structure taking place during a ten (10)  
15 year period, the cumulative cost of which equals or exceeds 50 percent of the market value of the  
16 building or structure before the improvement or repair is started. The period of accumulation  
17 begins when the first improvement or repair of each building is permitted subsequent to **INSERT**  
18 **THE ACTUAL EFFECTIVE DATE**. If the structure has incurred "substantial damage," any  
19 repairs are considered substantial improvement regardless of the actual repair work performed.  
20 The term does not, however, include either:

- 21        (1) Any project for improvement of a building required to correct existing health, sanitary,  
22        or safety code violations identified by the building official and that are the minimum  
23        necessary to assure safe living conditions.
- 24        (2) Any alteration of a historic structure provided the alteration will not preclude the  
25        structure's continued designation as a historic structure.  
26

27        *Watercourse* shall, for the purposes of this article, mean a river, creek, stream, channel or  
28 other topographic feature in, on, through, or over which water flows at least periodically.  
29

### 30 **Sec. 10-8.103. Applicability.**

- 31
- 32        (a) **General.** Where there is a conflict between a general requirement and a specific requirement,  
33        the specific requirement shall be applicable.  
34
- 35        (b) **Areas to which this article applies.** This article shall apply to all flood hazard areas,  
36        including areas in close proximity to flood hazard areas within the unincorporated Leon  
37        County, as established in Section 10-8.103(c) of this article.  
38
- 39        (c) **Basis for establishing flood hazard areas.** The following shall serve as the minimum basis  
40        for establishing flood hazard areas and areas in close proximity to flood hazard areas and are  
41        adopted by reference as a part of this article. Studies and maps that establish flood hazard  
42        areas are on file at the Leon County Development Support & Environmental Management,  
43        Renaissance Center, 2<sup>nd</sup> Floor; 435 North Macomb Street; Tallahassee, Florida 32301.  
44        (1) The Flood Insurance Study for Leon County, Florida and Incorporated Areas dated  
45        August 18, 2009, and all subsequent amendments and revisions, and the accompanying

1 Flood Insurance Rate Maps (FIRM), and all subsequent amendments and revisions to  
2 such maps.

3 (2) Areas defined through standard engineering analysis for private developments or by  
4 governmental agencies, but which have not yet been incorporated in the FIRM.

5 (3) The highest reasonably anticipated or historically recorded elevation of surface water  
6 determined based on County data, where a base flood elevation has not been  
7 determined by an engineering study and where a base flood elevation cannot accurately  
8 be determined due to the lack of essential engineering data.

9 (4) The area of inundation upstream of a depth of discharge/flow over a natural  
10 topographic saddle.

11  
12 **(d) Submission of additional data to establish flood hazard areas.** To establish flood hazard  
13 areas, areas in close proximity to flood hazard areas, and base flood elevations, pursuant to  
14 Section 10-8.106 of this article the Floodplain Administrator may require submission of  
15 additional data. Where field surveyed topography prepared by a Florida licensed professional  
16 surveyor or digital topography accepted by the community indicates that ground elevations:

17 (1) Are below the closest applicable base flood elevation, even in areas not delineated as a  
18 special flood hazard area on a FIRM, the area shall be considered as flood hazard area  
19 and subject to the requirements of this article and, as applicable, the requirements of  
20 the *Florida Building Code*.

21 (2) Are above the closest applicable base flood elevation, the area shall be regulated as  
22 special flood hazard area unless the applicant obtains a Letter of Map Change that  
23 removes the area from the special flood hazard area.

24  
25 **(e) Other laws.** The provisions of this article shall not be deemed to nullify any provisions of  
26 local, state or federal law.

27  
28 **(f) Abrogation and greater restrictions.** This article supersedes any article in effect for  
29 management of development in flood hazard areas and areas in close proximity to flood  
30 hazard areas. However, it is not intended to repeal or abrogate any existing ordinances  
31 including but not limited to land development regulations, zoning ordinances, stormwater  
32 management regulations, or the *Florida Building Code*. In the event of a conflict between  
33 this article and any other ordinance, the more restrictive shall govern. This article shall not  
34 impair any deed restriction, covenant or easement, but any land that is subject to such  
35 interests shall also be governed by this article.

36  
37 **(g) Interpretation.** In the interpretation and application of this article, all provisions shall be:

38 (1) Considered as minimum requirements;

39 (2) Liberally construed in favor of the governing body; and

40 (3) Deemed neither to limit nor repeal any other powers granted under state statutes.

41  
42 **Sec. 10-8.104. Duties and Powers of the Floodplain Administrator.**  
43

- 1 (a) **Designation.** The County Administrator is designated as the Floodplain Administrator. The  
2 Floodplain Administrator may delegate performance of certain duties to other employees.  
3
- 4 (b) **General.** The Floodplain Administrator is authorized and directed to administer and enforce  
5 the provisions of this article. The Floodplain Administrator shall have the authority to render  
6 interpretations of this article consistent with the intent and purpose of this article and may  
7 establish policies and procedures in order to clarify the application of its provisions. Such  
8 interpretations, policies, and procedures shall not have the effect of waiving requirements  
9 specifically provided in this article without the granting of a variance pursuant to Section 10-  
10 8.108 of this article.  
11
- 12 (c) **Applications and permits.** The Floodplain Administrator, in coordination with other  
13 pertinent offices of the community, shall:
- 14 (1) Review applications and plans to determine whether proposed new development will  
15 be located in flood hazard areas and in areas in close proximity to flood hazard areas;
- 16 (2) Review applications for modification of any existing development in flood hazard areas  
17 and in areas in close proximity to flood hazard areas for compliance with the  
18 requirements of this article;
- 19 (3) Interpret flood hazard area boundaries where such interpretation is necessary to  
20 determine the exact location of boundaries and identify areas in close proximity to  
21 flood hazard areas; a person contesting the determination shall have the opportunity to  
22 appeal the interpretation;
- 23 (4) Provide available flood elevation and flood hazard information;
- 24 (5) Determine whether additional flood hazard data shall be obtained from other sources  
25 or shall be developed by an applicant;
- 26 (6) Review applications to determine whether proposed development will be reasonably  
27 safe from flooding;
- 28 (7) Issue development orders for development other than buildings and structures that are  
29 subject to the *Florida Building Code*, including buildings, structures and facilities  
30 exempt from the *Florida Building Code*, when compliance with this article is  
31 demonstrated, or disapprove the same in the event of noncompliance; and
- 32 (8) Coordinate with and provide comments to the Building Official to assure that  
33 applications, plan reviews, and inspections for buildings and structures in flood hazard  
34 areas and in areas in close proximity to flood hazard areas comply with the applicable  
35 provisions of this article.  
36
- 37 (d) **Substantial improvement and substantial damage determinations.** For applications for  
38 building permits to improve buildings and structures, including alterations, movement,  
39 enlargement, replacement, repair, change of occupancy, additions, rehabilitations,  
40 renovations, substantial improvements, repairs of substantial damage, and any other  
41 improvement of or work on such buildings and structures, the Floodplain Administrator, in  
42 coordination with the Building Official, shall:

- 1 (1) Estimate the market value, or require the applicant to obtain an appraisal of the market  
2 value prepared by a qualified independent appraiser, of the building or structure before  
3 the start of construction of the proposed work; in the case of repair, the market value  
4 of the building or structure shall be the market value before the damage occurred and  
5 before any repairs are made;
- 6 (2) Compare the cost to perform the improvement, the cost to repair a damaged building  
7 to its pre-damaged condition, or the combined costs of improvements and repairs, if  
8 applicable, to the market value of the building or structure;
- 9 (3) Determine and document whether the proposed work constitutes substantial  
10 improvement or repair of substantial damage; the determination requires evaluation of  
11 previous permits issued for improvements and repairs as specified in the definition of  
12 “substantial improvement”; for proposed work to repair damage caused by flooding,  
13 the determination requires evaluation of previous permits issued to repair flood-related  
14 damage as specified in the definition of “substantial damage”; and
- 15 (4) Notify the applicant if it is determined that the work constitutes substantial  
16 improvement or repair of substantial damage and that compliance with the flood  
17 resistant construction requirements of the *Florida Building Code* and this article is  
18 required.

19  
20 **(e) Modifications of the strict application of the requirements of the *Florida Building Code*.**  
21 The Floodplain Administrator shall review requests submitted to the Building Official that  
22 seek approval to modify the strict application of the flood load and flood resistant  
23 construction requirements of the *Florida Building Code* to determine whether such requests  
24 require the granting of a variance pursuant to Section 10-8.108 of this article.  
25

26 **(f) Inspections.** The Floodplain Administrator shall make the required inspections as specified  
27 in Section 10-8.107 of this article for development that is not subject to the *Florida Building*  
28 *Code*, including buildings, structures and facilities exempt from the *Florida Building*  
29 *Code*. The Floodplain Administrator may inspect flood hazard areas and areas in close proximity  
30 to flood hazard areas to determine if development is undertaken without issuance of a permit.  
31

32 **(g) Other duties of the Floodplain Administrator.** The Floodplain Administrator shall have  
33 other duties, including but not limited to:

- 34 (1) Establish, in coordination with the Building Official, procedures for administering and  
35 documenting determinations of substantial improvement and substantial damage made  
36 pursuant to Section 10-8.104(d) of this article;
- 37 (2) Require that applicants proposing alteration of a watercourse notify adjacent  
38 communities and the Florida Division of Emergency Management, State Floodplain  
39 Management Office, and submit copies of such notifications to the Federal Emergency  
40 Management Agency (FEMA);
- 41 (3) Require applicants who submit hydrologic and hydraulic engineering analyses to  
42 support permit applications to submit to FEMA the data and information necessary to  
43 maintain the Flood Insurance Rate Maps if the analyses propose to change base flood

1 elevations, flood hazard area boundaries, or floodway designations; such submissions  
2 shall be made within 6 months of such data becoming available;

3 (4) Review required design certifications and documentation of elevations specified by this  
4 article and the *Florida Building Code* to determine that such certifications and  
5 documentations are complete; and

6 (5) Notify the Federal Emergency Management Agency of corporate boundary changes  
7 when such changes include special flood hazard areas.  
8

9 **(h) Floodplain management records.** Regardless of any limitation on the period required for  
10 retention of public records, the Floodplain Administrator shall maintain and permanently  
11 keep and make available for public inspection all records that are necessary for the  
12 administration of this article and the flood resistant construction requirements of the *Florida*  
13 *Building Code*, including Flood Insurance Rate Maps; Letters of Map Change; records of  
14 issuance of permits and denial of permits; determinations of whether proposed work  
15 constitutes substantial improvement or repair of substantial damage; required design  
16 certifications and documentation of elevations specified by the *Florida Building Code* and  
17 this article; notifications to adjacent communities, FEMA, and the state related to alterations  
18 of watercourses; assurances that the flood carrying capacity of altered watercourses will be  
19 maintained; documentation related to appeals and variances, including justification for  
20 issuance or denial; and records of enforcement actions taken pursuant to this article and the  
21 flood resistant construction requirements of the *Florida Building Code*. These records shall  
22 be available for public inspection at the Leon County Development Support &  
23 Environmental Management, Renaissance Center, 2<sup>nd</sup> Floor; 435 North Macomb Street;  
24 Tallahassee, Florida 32301.  
25

#### 26 **Sec. 10-8.105. Permits.**

27  
28 **(a) Permits required.** Any owner or owner's authorized agent (hereinafter "applicant") who  
29 intends to undertake any development activity within the scope of this article, including  
30 buildings, structures and facilities exempt from the *Florida Building Code*, which is wholly  
31 within or partially within any flood hazard area or in close proximity to flood hazard areas,  
32 shall first make application to the Floodplain Administrator, and the Building Official if  
33 applicable, and shall obtain the required permit(s) and approval(s). No such permit or  
34 approval shall be issued until compliance with the requirements of this article and all other  
35 applicable codes and regulations has been satisfied.  
36

37 **(b) Development orders.** Development orders shall be issued pursuant to this article for any  
38 development activities not subject to the requirements of the *Florida Building Code*,  
39 including buildings, structures and facilities exempt from the *Florida Building Code*.  
40

41 **(c) Buildings, structures and facilities exempt from the *Florida Building Code*.** Pursuant to  
42 the requirements of federal regulation for participation in the National Flood Insurance  
43 Program (44 C.F.R. Sections 59 and 60), development orders shall be required for the  
44 following buildings, structures and facilities that are exempt from the *Florida Building Code*  
45 and any further exemptions provided by law, which are subject to the requirements of this  
46 article:

- 1 (1) Railroads and ancillary facilities associated with the railroad.
- 2 (2) Nonresidential farm buildings on farms, as provided in section 604.50, F.S.
- 3 (3) Temporary buildings or sheds used exclusively for construction purposes.
- 4 (4) Mobile or modular structures used as temporary offices.
- 5 (5) Those structures or facilities of electric utilities, as defined in section 366.02, F.S.,  
6 which are directly involved in the generation, transmission, or distribution of  
7 electricity.
- 8 (6) Chickees constructed by the Miccosukee Tribe of Indians of Florida or the Seminole  
9 Tribe of Florida. As used in this paragraph, the term “chickee” means an open-sided  
10 wooden hut that has a thatched roof of palm or palmetto or other traditional materials,  
11 and that does not incorporate any electrical, plumbing, or other non-wood features.
- 12 (7) Family mausoleums not exceeding 250 square feet in area which are prefabricated and  
13 assembled on site or preassembled and delivered on site and have walls, roofs, and a  
14 floor constructed of granite, marble, or reinforced concrete.
- 15 (8) Temporary housing provided by the Department of Corrections to any prisoner in the  
16 state correctional system.
- 17 (9) Structures identified in section 553.73(10)(k), F.S., are not exempt from the *Florida*  
18 *Building Code* if such structures are located in flood hazard areas established on Flood  
19 Insurance Rate Maps  
20

21 **(d) Application for a permit or approval.** To obtain a development order the applicant shall  
22 first file an application in writing on a form furnished by the community. The information  
23 provided shall:

- 24 (1) Identify and describe the development to be covered by the development order.
- 25 (2) Describe the land on which the proposed development is to be conducted by legal  
26 description, street address or similar description that will readily identify and  
27 definitively locate the site.
- 28 (3) Indicate the use and occupancy for which the proposed development is intended.
- 29 (4) Be accompanied by a site plan or construction documents as specified in Section 10-  
30 8.106 of this article.
- 31 (5) State the valuation of the proposed work.
- 32 (6) Be signed by the applicant or the applicant's authorized agent.
- 33 (7) Give such other data and information as required by the Floodplain Administrator.
- 34 (8) A signed Declarations of Land Restriction (Non-conversion Agreement) shall be  
35 recorded on the property deed in the Official Records of the Clerk of Courts of Leon  
36 County, Florida prior to issuance of the Certificate of Occupancy or Certificate of  
37 Completion for the following:
  - 38 a. Any enclosure below an elevated building, including crawl/underfloor spaces.
  - 39 b. An accessory structure with a floor elevation below the flood protection elevation.

- 1 c. A garage with a floor elevation below the flood protection elevation.  
2
- 3 (e) **Flood letter certification for certain construction.** Every application for a development  
4 order for new construction shall be accompanied by a Flood Letter Certification form  
5 provided by the County, unless otherwise determined by the Floodplain Administrator as not  
6 necessary for evaluation of the application. The completed Certification shall establish any  
7 applicable base flood elevations, surface water elevations associated with flood hazard areas,  
8 and flood protection elevations. The Certification must be dated, signed and sealed by a  
9 professional civil engineer licensed in the state in accordance with  
10 61G15-23.002 F.A.C. Certifications older than five years may not be accepted.  
11
- 12 (f) **Flood indemnification.** All applicants for development orders pertaining to any parcel on  
13 which a structure will be constructed, erected, installed, or placed partially or wholly within  
14 a flood hazard area, or on which any part of a vehicular use area will be partially or wholly  
15 within the flood hazard area, as determined by a flood letter certification form prepared in  
16 accordance with Section 10-8.105(e), or as otherwise determined by the County  
17 Administrator or designee, must comply with the following requirements unless exempt  
18 therefrom below:
- 19 (1) The applicant must obtain from every owner of such parcel a duly executed and  
20 recorded waiver in a form approved by the County Administrator or designee waiving  
21 any and all future claims against the County for any damages to the proposed structure,  
22 and/or to any personal property contained within it, arising from or out of the flooding  
23 of such parcel; provided, however, that such waiver shall not be applicable to damage  
24 claims from any flooding resulting from or otherwise caused by, the negligent acts or  
25 omissions of the County. Furthermore, the waiver shall include the acknowledgment  
26 and agreement to not seek any relief from such flooding under the County's flooded  
27 property acquisition and management program nor from any other such disaster relief  
28 programs funded by the County, unless such relief to the applicant is otherwise  
29 approved by the board.
- 30 (2) If the development order includes a permit for the erection of a manufactured home  
31 owned by someone other than the owner of such parcel, the applicant shall also obtain  
32 from every owner of such manufactured home a duly executed waiver in a form  
33 approved by the County Administrator or designee waiving any and all future claims  
34 against the County for damages to the proposed manufactured home, and/or to any  
35 personal property contained within it, arising from or out of the flooding of such parcel;  
36 provided, however, that such waiver shall not be applicable to damage claims from any  
37 flooding resulting from, or otherwise caused by, the negligent acts or omissions of the  
38 County. Furthermore, the waiver shall include the acknowledgment and agreement to  
39 not seek any relief from such flooding under the County's flooded property acquisition  
40 and management program nor from any other such disaster relief programs funded by  
41 the County, unless such relief to the applicant is otherwise approved by the board.
- 42 (3) If the County's geographical information system (GIS) contour data is used to  
43 approximate the flood hazard area location instead of survey data, then the waiver will  
44 be required if the location of a proposed structure or manufactured home, or any part  
45 of a proposed vehicular use area, is within 20 feet of the flood hazard area delineated

1 by using the contour data, unless determined otherwise by the County Administrator  
2 or designee.

- 3 (4) An exemption to all of the requirements of subsection (f) may be granted by the County  
4 Administrator or designee if it is satisfactorily demonstrated that no adverse flooding  
5 impacts will occur to the structure and the vehicular use area will allow for continuous  
6 access to the structure.

7  
8 (g) **Validity of permit or approval.** The issuance of a development order pursuant to this article  
9 shall not be construed to be a permit for, or approval of, any violation of this article, the  
10 *Florida Building Codes*, or any other article of this community. The issuance of development  
11 orders based on submitted applications, construction documents, and information shall not  
12 prevent the Floodplain Administrator from requiring the correction of errors and omissions.  
13

14 (h) **Suspension or revocation.** The Floodplain Administrator is authorized to suspend or revoke  
15 a development order or Environmental Management Permit if:

- 16 (1) The approval was issued in error, on the basis of incorrect, inaccurate or incomplete  
17 information, or in violation of this article or any other article, regulation or requirement  
18 of this community. Revocation of a permit may be grounds for issuance of a stop work  
19 order prohibiting continued construction.

- 20 (2) Work authorized by an Environmental Management Permit but that has not been  
21 started and where FEMA has issued a Letter of Final Determination for revision of the  
22 Flood Insurance Study and Flood Insurance Rate Maps and such revision affects the  
23 flood hazard area delineations or base flood elevations affecting the site.  
24

25 (i) **Other permits required.** Development orders for development in flood hazard areas and  
26 areas in close proximity to flood hazard areas shall include a condition that all other  
27 applicable state or federal permits be obtained before commencement of the permitted  
28 development, including but not limited to the following:

- 29 (1) The Northwest Florida Water Management District; section 373.036, F.S.  
30 (2) Florida Department of Health for onsite sewage treatment and disposal systems;  
31 section 381.0065, F.S. and Chapter 64E-6, F.A.C.  
32 (3) Florida Department of Environmental Protection for activities subject to the Joint  
33 Coastal Permit; section 161.055, F.S.  
34 (4) Florida Department of Environmental Protection for activities that affect wetlands and  
35 alter surface water flows, in conjunction with the U.S. Army Corps of Engineers;  
36 Section 404 of the Clean Water Act.  
37 (5) Federal permits and approvals.  
38

39 **Sec. 10-8.106. Site Plans and Construction Documents.**  
40

41 (a) **Information for development in flood hazard areas.** The site plan, construction  
42 documents, and Environmental Management Permits, where required, for any development  
43 subject to the requirements of this article shall be drawn to scale and shall include, as



1 applicable to the proposed development:

- 2 (1) Delineation of flood hazard areas, floodway boundaries and flood zone(s), base flood  
3 elevation(s), surface water elevations associated with flood hazard areas, and ground  
4 elevations if necessary for review of the proposed development.
- 5 (2) Where base flood elevations or floodway data are not included on the FIRM or in the  
6 Flood Insurance Study, they shall be established in accordance with Section 10-  
7 8.106(b) of this article.
- 8 (3) Location of the proposed activity and proposed structures, and locations of existing  
9 buildings and structures.
- 10 (4) Location, extent, amount, and proposed final grades of any filling, grading, or  
11 excavation.
- 12 (5) Where the placement of fill is proposed, the amount, type, and source of fill material;  
13 compaction specifications; a description of the intended purpose of the fill areas; and  
14 evidence that the proposed fill areas are the minimum necessary to achieve the intended  
15 purpose.
- 16 (6) Existing and proposed alignment of any proposed alteration of a watercourse.

17  
18 The Floodplain Administrator is authorized to waive the submission of site plans,  
19 construction documents, and other data that are required by this article but that are not  
20 required to be prepared by a registered design professional if it is found that the nature of the  
21 proposed development is such that the review of such submissions is not necessary to  
22 ascertain compliance with this article.

23  
24 **(b) Requirements for information in flood hazard areas without base flood elevations**  
25 **(approximate Zone A) and areas in close proximity to such flood hazard areas.** Where  
26 flood hazard areas are delineated on the FIRM and base flood elevation data have not been  
27 provided, and in areas in close proximity to such flood hazard areas, the Floodplain  
28 Administrator shall:

- 29 (1) Require the applicant to include base flood elevation data prepared in accordance with  
30 currently accepted engineering practices.
- 31 (2) Obtain, review, and provide to applicants base flood elevation and floodway data  
32 available from a federal or state agency or other source or require the applicant to obtain  
33 and use base flood elevation and floodway data available from a federal or state agency  
34 or other source.
- 35 (3) Where the base flood elevation data are to be used to support a Letter of Map Change  
36 from FEMA, advise the applicant that the analyses shall be prepared by a Florida  
37 licensed engineer in a format required by FEMA, and that it shall be the responsibility  
38 of the applicant to satisfy the submittal requirements and pay the processing fees.

39  
40 **(c) Submissions for alteration of flood hazard areas.** In the alteration of flood hazard areas,  
41 where a development encompasses a portion of any special flood hazard area and requires  
42 the placement of fill, excavation, dredging or otherwise alters the physical condition of the  
43 floodplain, the following information, certified by a licensed professional engineer, shall be

1 submitted to the County unless determined by the Floodplain Administrator not necessary  
2 for evaluation of the application:

- 3 (1) Typical cross-section of the existing and proposed channel and special cross-sections  
4 of the areas depicting the floodway and floodplain boundary.
- 5 (2) Plan view of the channel showing the location of all features affecting the flow.
- 6 (3) Hydrographs, flood-routing calculations and step-backwater profiles of the proposed  
7 waterway corresponding to a storm recurrence interval of 100 years.
- 8 (4) Engineering evaluation of all potential increases in flood hazards to the adjacent  
9 upstream and downstream private or public lands and facilities located thereon.
- 10 (5) Provisions for eliminating any and all adverse impacts on such lands and facilities at  
11 no public cost.
- 12 (6) Plans for compliance with sections 10-4.301 through 10-4.329.

13  
14 **(d) Additional analyses and certifications.** As applicable to the location and nature of the  
15 proposed development activity, and in addition to the requirements of this section, the  
16 applicant shall have the following analyses signed and sealed by a Florida licensed engineer  
17 for submission with the site plan and construction documents:

- 18 (1) For development activities proposed to be located in a regulatory floodway, a floodway  
19 encroachment analysis that demonstrates that the encroachment of the proposed  
20 development will not cause any increase in base flood elevations; where the applicant  
21 proposes to undertake development activities that do increase base flood elevations,  
22 the applicant shall submit such analysis to FEMA as specified in Section 10-8.106(e)  
23 of this article and shall submit the Conditional Letter of Map Revision, if issued by  
24 FEMA, with the site plan and construction documents.
- 25 (2) For development activities proposed to be located in a riverine flood hazard area for  
26 which base flood elevations are included in the Flood Insurance Study or on the FIRM  
27 and floodways have not been designated, hydrologic and hydraulic analyses that  
28 demonstrate that the cumulative effect of the proposed development, when combined  
29 with all other existing and anticipated flood hazard area encroachments, will not  
30 increase the base flood elevation more than one (1) foot at any point within the  
31 community. This requirement does not apply in isolated flood hazard areas not  
32 connected to a riverine flood hazard area or in flood hazard areas identified as Zone  
33 AO or Zone AH.
- 34 (3) For alteration of a watercourse in a mapped special flood hazard area, an engineering  
35 analysis prepared in accordance with standard engineering practices which  
36 demonstrates that the flood-carrying capacity of the altered or relocated portion of the  
37 watercourse will not be decreased, and certification that the altered watercourse shall  
38 be maintained in a manner which preserves the channel's flood-carrying capacity; the  
39 applicant shall submit the analysis to FEMA as specified in Section 10-8.106(e) of this  
40 article.

41  
42 **(e) Submission of additional data.** When additional hydrologic, hydraulic or other engineering  
43 data, studies, and additional analyses are submitted to support an application, the applicant

1 has the right to seek a Letter of Map Change from FEMA to change the base flood elevations,  
2 change floodway boundaries, or change boundaries of flood hazard areas shown on FIRMs,  
3 and to submit such data to FEMA for such purposes. The analyses shall be prepared by a  
4 Florida licensed engineer in a format required by FEMA. Submittal requirements and  
5 processing fees shall be the responsibility of the applicant.  
6

7 **Sec. 10-8.107. Inspection.**  
8

- 9 (a) **General.** Development for which a development order is required shall be subject to  
10 inspection.  
11
- 12 (b) **Development other than buildings and structures.** The Floodplain Administrator shall  
13 inspect all development to determine compliance with the requirements of this article and  
14 the conditions of issued development orders.  
15
- 16 (c) **Buildings, structures and facilities exempt from the *Florida Building Code*.** The  
17 Floodplain Administrator shall inspect buildings, structures and facilities exempt from the  
18 *Florida Building Code* to determine compliance with the requirements of this article and the  
19 conditions of issued development orders.  
20
- 21 (d) **Buildings, structures and facilities exempt from the *Florida Building Code*, lowest floor**  
22 **inspection.** Upon placement of the lowest floor, including basement, and prior to further  
23 vertical construction, the owner of a building, structure or facility exempt from the *Florida*  
24 *Building Code*, or the owner's authorized agent, shall submit to the Floodplain  
25 Administrator:
- 26 (1) If a design flood elevation was used to determine the required elevation of the lowest  
27 floor, the certification of elevation of the lowest floor prepared and sealed by a Florida  
28 licensed professional surveyor; or
- 29 (2) If the elevation used to determine the required elevation of the lowest floor was  
30 determined in accordance with Section 10-8.106(b) of this article, the documentation  
31 of height of the lowest floor above highest adjacent grade, prepared by the owner or  
32 the owner's authorized agent.  
33
- 34 (e) **Buildings, structures and facilities exempt from the *Florida Building Code*, final**  
35 **inspection.** As part of the final inspection, the owner or owner's authorized agent shall  
36 submit to the Floodplain Administrator a final certification of elevation of the lowest floor  
37 or final documentation of the height of the lowest floor above the highest adjacent grade;  
38 such certifications and documentations shall be prepared as specified in Section 10-8.107(d)  
39 of this article.  
40
- 41 (f) **Manufactured homes.** The Floodplain Administrator shall inspect manufactured homes that  
42 are installed or replaced in flood hazard areas and areas in close proximity to flood hazard  
43 areas, to determine compliance with the requirements of this article and the conditions of the  
44 issued order. Upon placement of a manufactured home, certification of the elevation of the  
45 lowest floor shall be submitted to the Floodplain Administrator.  
46

1 **Sec. 10-8.108. Variances and Appeals.**  
2

- 3 (a) **Variances and appeals; general.** In accordance with the procedures and limitations in LDC  
4 Article II, Division 3, the board of adjustment and appeals shall hear and decide on requests  
5 for variances from the strict application of this article, except requests for variances for  
6 historic buildings may be decided by the Floodplain Administrator. Pursuant to section  
7 553.73(5), F.S., the board of adjustment and appeals shall hear and decide on requests for  
8 appeals and requests for variances from the strict application of the flood resistant  
9 construction requirements of the *Florida Building Code*.  
10
- 11 (b) **Limitations on authority to grant variances.** The board of adjustment and appeals shall  
12 base its decisions on variances on technical justifications submitted by applicants, the  
13 considerations for issuance in Section 10-8.108(f) of this article, the conditions of issuance  
14 set forth in Section 10-8.108(h) of this article, and the comments and recommendations of  
15 the Floodplain Administrator and the Building Official. The board of adjustment and appeals  
16 has the right to attach such conditions as it deems necessary to further the purposes and  
17 objectives of this article.  
18
- 19 (c) **Restrictions in floodways.** A variance shall not be issued for any proposed development in  
20 a floodway if any increase in base flood elevations would result, as evidenced by the  
21 applicable analyses and certifications required in Section 10-8.106(d) of this article.  
22
- 23 (d) **Historic buildings.** A variance is authorized to be issued for the repair, improvement, or  
24 rehabilitation of a historic building that is determined eligible for the exception to the flood  
25 resistant construction requirements of the *Florida Building Code, Existing Building*, Chapter  
26 12 Historic Buildings, upon a determination that the proposed repair, improvement, or  
27 rehabilitation will not preclude the building's continued designation as a historic building  
28 and the variance is the minimum necessary to preserve the historic character and design of  
29 the building. If the proposed work precludes the building's continued designation as a  
30 historic building, a variance shall not be granted and the building and any repair,  
31 improvement, and rehabilitation shall be subject to the requirements of the *Florida Building*  
32 *Code*.  
33
- 34 (e) **Functionally dependent uses.** A variance is authorized to be issued for the construction or  
35 substantial improvement necessary for the conduct of a functionally dependent use, as  
36 defined in this article, provided the variance meets the requirements of Section 10-8.108(c),  
37 is the minimum necessary considering the flood hazard, and all due consideration has been  
38 given to use of methods and materials that minimize flood damage during occurrence of the  
39 base flood.  
40
- 41 (f) **Considerations for issuance of variances.** In reviewing requests for variances, the board of  
42 adjustment and appeals shall consider all technical evaluations, all relevant factors, all other  
43 applicable provisions of the *Florida Building Code*, this article, and the following:  
44 (1) The danger that materials and debris may be swept onto other lands resulting in further  
45 injury or damage;  
46 (2) The danger to life and property due to flooding or erosion damage;

- 1 (3) The susceptibility of the proposed development, including contents, to flood damage  
2 and the effect of such damage on current and future owners;
- 3 (4) The importance of the services provided by the proposed development to the  
4 community;
- 5 (5) The availability of alternate locations for the proposed development that are subject to  
6 lower risk of flooding or erosion;
- 7 (6) The compatibility of the proposed development with existing and anticipated  
8 development;
- 9 (7) The relationship of the proposed development to the comprehensive plan and  
10 floodplain management program for the area;
- 11 (8) The safety of access to the property in times of flooding for ordinary and emergency  
12 vehicles;
- 13 (9) The expected heights, velocity, duration, rate of rise and debris and sediment transport  
14 of the floodwaters and the effects of wave action, if applicable, expected at the site;  
15 and
- 16 (10) The costs of providing governmental services during and after flood conditions  
17 including maintenance and repair of public utilities and facilities such as sewer, gas,  
18 electrical and water systems, streets and bridges.

19  
20 **(g) Agricultural structures.** A variance is authorized to be issued for the construction or  
21 substantial improvement of agricultural structures provided the requirements of this section  
22 are satisfied and:

- 23 (1) A determination has been made that the proposed agricultural structure:
  - 24 a. Is used exclusively in connection with the production, harvesting, storage, raising,  
25 or drying of agricultural commodities and livestock, or storage of tools or  
26 equipment used in connection with these purposes or uses, and will be restricted to  
27 such exclusive uses.
  - 28 b. Has low damage potential (amount of physical damage, contents damage, and loss  
29 of function).
  - 30 c. Does not increase risks and pose a danger to public health, safety, and welfare if  
31 flooded and contents are released, including but not limited to the effects of  
32 flooding on manure storage, livestock confinement operations, liquified natural gas  
33 terminals, and production and storage of highly volatile, toxic, or water-reactive  
34 materials.
  - 35 d. Complies with the wet floodproofing construction requirements of paragraph (2),  
36 below.
- 37 (2) Wet floodproofing construction requirements.
  - 38 a. Anchored to resist flotation, collapse, and lateral movement.
  - 39 b. When enclosed by walls, walls have flood openings that comply with the flood  
40 opening requirements of ASCE 24, Chapter 2.

- c. Flood damage-resistant materials are used below the flood protection elevation.
- d. Mechanical, electrical, and utility equipment, including plumbing fixtures, are elevated above the flood protection elevation.

**(h) Conditions for issuance of variances.** Variances shall be issued only upon:

- (1) Submission by the applicant, of a showing of good and sufficient cause that the unique characteristics of the size, configuration, or topography of the site limit compliance with any provision of this article or the required elevation standards;
- (2) Determination by the board of adjustment and appeals that:
  - a. Failure to grant the variance would result in exceptional hardship due to the physical characteristics of the land that render the lot undevelopable; increased costs to satisfy the requirements or inconvenience do not constitute hardship;
  - b. The granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, nor create nuisances, cause fraud on or victimization of the public or conflict with existing local laws and ordinances; and
  - c. The variance is the minimum necessary, considering the flood hazard, to afford relief;
- (3) Receipt of a signed statement by the applicant that the variance, if granted, shall be recorded in the Office of the Clerk of the Court in such a manner that it appears in the chain of title of the affected parcel of land; and
- (4) If the request is for a variance to allow construction of the lowest floor of a new building, or substantial improvement of a building, below the required elevation, retention of a copy in the record of a written notice from the Floodplain Administrator to the applicant for the variance, specifying the difference between the base flood elevation and the proposed elevation of the lowest floor, stating that the cost of federal flood insurance will be commensurate with the increased risk resulting from the reduced floor elevation (up to amounts as high as \$25 for \$100 of insurance coverage), and stating that construction below the base flood elevation increases risks to life and property.

**Sec. 10-8.109. Violations.**

**(a) Violations.** Any development that is not within the scope of the *Florida Building Code* but that is regulated by this article that is performed without an issued permit, that is in conflict with an issued permit, or that does not fully comply with this article, shall be deemed a violation of this article. A building or structure without the documentation of elevation of the lowest floor, other required design certifications, or other evidence of compliance required by this article or the *Florida Building Code* is presumed to be a violation until such time as that documentation is provided.

**(b) Authority.** For development that is not within the scope of the *Florida Building Code* but that is regulated by this article and that is determined to be a violation, the Floodplain

1 Administrator is authorized to serve notices of violation or stop work orders to owners of the  
2 property involved, to the owner’s agent, or to the person or persons performing the work.  
3

- 4 (c) **Unlawful continuance.** Any person who shall continue any work after having been served  
5 with a notice of violation or a stop work order, except such work as that person is directed to  
6 perform to remove or remedy a violation or unsafe condition, shall be subject to penalties as  
7 prescribed by law.  
8

9 **Sec. 10-8.110—8.115. Reserved.**

10  
11 **ARTICLE III FLOOD RESISTANT DEVELOPMENT**

12  
13 **Sec. 10-8.116. Buildings and Structures.**

- 14  
15  
16 (a) **Design and construction of buildings, structures and facilities exempt from the *Florida***  
17 ***Building Code.*** Pursuant to Section 10-8.105(c) of this article, buildings, structures, and  
18 facilities that are exempt from the *Florida Building Code*, including substantial improvement  
19 or repair of substantial damage of such buildings, structures and facilities, shall be designed  
20 and constructed in accordance with the flood load and flood resistant construction  
21 requirements of ASCE 24. Structures exempt from the *Florida Building Code* that are not  
22 walled and roofed buildings shall comply with the requirements of Section 10-8.122 of this  
23 article.  
24

- 25 (b) **Sheetflow drainage protection.** In all areas of the County regardless of their location  
26 relative to flood hazard areas, the following flood protection measures are required:

- 27 (1) To minimize flood damage due to overland sheetflow, the top surface of floor systems  
28 and concrete floors (lowest finished floors) shall be elevated to a minimum of eight  
29 (8) inches higher than the highest finished grade elevation next to the walls or  
30 foundation of the structure and a minimum of twelve (12) inches higher than the  
31 finished grade elevation at a distance of five (5) feet from the foundation of the  
32 structure. Structures located twelve (12) feet or less from the property line shall have  
33 their lowest finished floor elevation a minimum of twelve (12) inches higher than the  
34 highest finished grade elevation next to the walls or foundation of the structure. An  
35 exception to this requirement may be granted if it is demonstrated to the satisfaction of  
36 the County Administrator or designee that no adverse flooding impacts will occur.

- 37 (2) All sites shall be graded to provide adequate drainage paths around structures to divert  
38 overland sheetflow around and away from the structures.

- 39 (3) Sites shall be graded to prevent overland sheetflow from entering garages, basements,  
40 screen rooms, and other enclosed areas.

- 41 (4) All building permits shall be accompanied by a site plan that accounts for street  
42 flooding and runoff from and onto adjacent properties and protects the structures from  
43 these flows and overland sheetflows.  
44

- 45 (c) **Accessory structures.** Accessory structures that are one-story, unfinished, and used only for

1 parking or storage are permitted below the flood protection elevation as follows:

2 (1) Accessory structures that are greater than 600 square feet in area are permitted below  
3 the flood protection elevation provided the floor of the structure is at or above the base  
4 flood elevation or the surface water elevation associated with a flood hazard area,  
5 whichever is higher, and comply with the wet floodproofing construction requirements  
6 in paragraph (3).

7 (2) Accessory structures that are less than or equal to 600 square feet in area are permitted  
8 at grade, provided the accessory structures comply with the wet floodproofing  
9 construction requirements in paragraph (3).

10 (3) Wet floodproofing construction requirements:

11 a. Have flood openings in accordance with Section R322.2 of the *Florida Building*  
12 *Code, Residential*.

13 b. Are anchored to resist flotation, collapse or lateral movement resulting from flood  
14 loads.

15 c. Have flood damage-resistant materials used below the flood protection elevation.

16 d. Have mechanical, plumbing and electrical systems, including plumbing fixtures,  
17 elevated to at or above the flood protection elevation.  
18

19 (d) **Critical facilities.** New critical facilities shall, to the extent feasible, be located outside of  
20 the special flood hazard area and outside of the 0.2 percent annual chance flood hazard area  
21 (500-year floodplain). If documentation is provided that feasible sites outside of the special  
22 flood hazard that satisfy the objectives of a proposed critical facility are not available, then  
23 the critical facility shall:

24 (1) Have the lowest floor elevated or protected to at least the flood protection elevation,  
25 the 500-year flood elevation plus one (1) foot, or the elevation required by ASCE 24,  
26 whichever is higher;

27 (2) Have floodproofing and sealing measures taken to ensure that toxic substances will not  
28 be displaced by or released into floodwaters; and

29 (3) Have access routes elevated to or above the base flood elevation shall to the maximum  
30 extent possible.  
31

32 **Sec. 10-8.117. Subdivisions.**  
33

34 (a) **Minimum requirements.** Subdivision proposals, including proposals for manufactured  
35 home parks and subdivisions, shall be reviewed to determine that:

36 (1) Such proposals are consistent with the need to minimize flood damage and will be  
37 reasonably safe from flooding;

38 (2) All public utilities and facilities such as sewer, gas, electric, communications, and  
39 water systems are located and constructed to minimize or eliminate flood damage; and

40 (3) Adequate drainage is provided to reduce exposure to flood hazards, including grading  
41 to prevent sheetflow from entering garages and enclosures below elevated buildings;



1 in Zones AH and AO, adequate drainage paths shall be provided to guide floodwaters  
2 around and away from proposed structures.  
3

4 **(b) Subdivision plats.** Where any portion of proposed subdivisions, including manufactured  
5 home parks and subdivisions, lies within a flood hazard area or in close proximity to flood  
6 hazard areas, the following shall be required:

- 7 (1) Delineation of flood hazard areas, floodway boundaries and flood zones, and design  
8 flood elevations, as appropriate, shall be shown on preliminary plats; and  
9 (2) Compliance with the site improvement and utilities requirements of Section 10-8.118  
10 of this article.  
11

12 **(c) Manufactured home parks and subdivisions; evacuation plans.** Evacuation plans for  
13 manufactured home parks and subdivisions with sites in flood hazard areas shall file plans  
14 indicating alternative vehicular access and escape routes with the County Division of  
15 Emergency Management.  
16

17 **Sec. 10-8.118. Site Improvements, Utilities, and Limitations.**  
18

19 **(a) Minimum requirements.** All proposed new development shall be reviewed to determine  
20 that:

- 21 (1) Such proposals are consistent with the need to minimize flood damage and will be  
22 reasonably safe from flooding;  
23 (2) All public utilities and facilities such as sewer, gas, electric, communications, and  
24 water systems are located and constructed to minimize or eliminate flood damage; and  
25 (3) Adequate drainage is provided to reduce exposure to flood hazards, including grading  
26 to prevent sheetflow from entering garages and enclosures below elevated buildings;  
27 in Zones AH and AO, adequate drainage paths shall be provided to guide floodwaters  
28 around and away from proposed structures.  
29

30 **(b) Sanitary sewage facilities.** All new and replacement sanitary sewage facilities, private  
31 sewage treatment plants (including all pumping stations and collector systems), and on-site  
32 waste disposal systems shall be designed in accordance with the standards for onsite sewage  
33 treatment and disposal systems in Chapter 64E-6, F.A.C. and ASCE 24 Chapter 7 to  
34 minimize or eliminate infiltration of floodwaters into the facilities and discharge from the  
35 facilities into flood waters, and impairment of the facilities and systems.  
36

37 **(c) Water supply facilities.** All new and replacement water supply facilities shall be designed  
38 in accordance with the water well construction standards in Chapter 62-532.500, F.A.C. and  
39 ASCE 24 Chapter 7 to minimize or eliminate infiltration of floodwaters into the systems.  
40

41 **(d) Limitations on sites in regulatory floodways.** Residential buildings shall not be permitted  
42 in regulatory floodways. No development, including but not limited to site improvements,  
43 and land disturbing activity involving fill or regrading, shall be authorized in the regulatory  
44 floodway unless the floodway encroachment analysis required in Section 10-8.106(d)(1) of

1 this article demonstrates that the proposed development or land disturbing activity will not  
2 result in any increase in the base flood elevation.  
3

- 4 (e) **Limitations on placement of fill.** Subject to the limitations of this article, fill shall be  
5 designed to be stable under conditions of flooding including rapid rise and rapid drawdown  
6 of floodwaters, prolonged inundation, and protection against flood-related erosion and scour.  
7 In addition to these requirements, if intended to support buildings and structures (Zone A  
8 only), fill shall comply with the requirements of the *Florida Building Code*.  
9

10 **Sec. 10-8.119. Manufactured Homes.**  
11

- 12 (a) **General.** All manufactured homes installed in flood hazard areas or in close proximity to  
13 flood hazard areas shall be installed by an installer that is licensed pursuant to section  
14 320.8249, F.S., and shall comply with the requirements of Chapter 15C-1, F.A.C. and the  
15 requirements of this article.  
16
- 17 (b) **Foundations.** All new manufactured homes and replacement manufactured homes installed  
18 in flood hazard areas or in close proximity to flood hazard areas shall be installed on  
19 permanent, reinforced foundations that are designed in accordance with the foundation  
20 requirements of the *Florida Building Code, Residential* Section R322.2 and this article.  
21
- 22 (c) **Anchoring.** All new manufactured homes and replacement manufactured homes shall be  
23 installed using methods and practices which minimize flood damage and shall be securely  
24 anchored to an adequately anchored foundation system to resist flotation, collapse or lateral  
25 movement. Methods of anchoring include, but are not limited to, use of over-the-top or frame  
26 ties to ground anchors. This anchoring requirement is in addition to applicable state and local  
27 anchoring requirements for wind resistance.  
28
- 29 (d) **Elevation requirements.** All manufactured homes that are placed, replaced, or substantially  
30 improved on sites located in flood hazard areas or in close proximity to flood hazard areas  
31 shall be elevated such that the lowest floor is at or above the flood protection elevation.  
32
- 33 (e) **Enclosures.** Enclosed areas below elevated manufactured homes shall comply with the  
34 requirements of the *Florida Building Code, Residential* Section R322.2 for such enclosed  
35 areas.  
36
- 37 (f) **Utility equipment.** Utility equipment that serves manufactured homes, including electric,  
38 heating, ventilation, plumbing, and air conditioning equipment and other service facilities,  
39 shall comply with the requirements of the *Florida Building Code, Residential* Section R322  
40 and shall be elevated to or above the flood protection elevation.  
41

42 **Sec. 10-8.120. Recreational Vehicles and Park Trailers.**  
43

- 44 (a) **Temporary placement.** Recreational vehicles and park trailers placed temporarily in flood  
45 hazard areas shall:  
46 (1) Be on the site for fewer than 180 consecutive days; or

1 (2) Be fully licensed and ready for highway use, which means the recreational vehicle or  
2 park trailer is on wheels or jacking system, is attached to the site only by quick-  
3 disconnect type utilities and security devices, and has no permanent attachments such  
4 as additions, rooms, stairs, decks and porches.  
5

6 (b) **Permanent placement.** Recreational vehicles and park trailers that do not meet the  
7 limitations in Section 10-8.120(a) of this article for temporary placement shall meet the  
8 requirements of Section 10-8.119 of this article for manufactured homes.  
9

10 **Sec. 10-8.121. Tanks.**

11  
12 (a) **Underground tanks.** Underground tanks in flood hazard areas shall be anchored to prevent  
13 flotation, collapse or lateral movement resulting from hydrodynamic and hydrostatic loads  
14 during conditions of the design flood, including the effects of buoyancy assuming the tank  
15 is empty.  
16

17 (b) **Above-ground tanks, not elevated.** Above-ground tanks that do not meet the elevation  
18 requirements of Section 10-8.121(c) of this article shall be permitted in flood hazard areas  
19 provided the tanks are anchored or otherwise designed and constructed to prevent flotation,  
20 collapse or lateral movement resulting from hydrodynamic and hydrostatic loads during  
21 conditions of the design flood, including the effects of buoyancy assuming the tank is empty  
22 and the effects of flood-borne debris.  
23

24 (c) **Above-ground tanks, elevated.** Above-ground tanks in flood hazard areas shall be elevated  
25 to or above the design flood elevation and attached to a supporting structure that is designed  
26 to prevent flotation, collapse or lateral movement during conditions of the design flood.  
27 Tank-supporting structures shall meet the foundation requirements of the applicable flood  
28 hazard area.  
29

30 (d) **Tank inlets and vents.** Tank inlets, fill openings, outlets and vents shall be:

31 (1) At or above the design flood elevation or fitted with covers designed to prevent the  
32 inflow of floodwater or outflow of the contents of the tanks during conditions of the  
33 design flood; and

34 (2) Anchored to prevent lateral movement resulting from hydrodynamic and hydrostatic  
35 loads, including the effects of buoyancy, during conditions of the design flood.  
36

37 **Sec. 10-8.122. Other Development.**

38  
39 (a) **General requirements for other development.** All development, including man-made  
40 changes to improved or unimproved real estate for which specific provisions are not specified  
41 in this article or the *Florida Building Code*, shall:

42 (1) Be located and constructed to minimize flood damage;

43 (2) Meet the limitations of Section 10-8.118(d) of this article if located in a regulated  
44 floodway;

- 1 (3) Be anchored to prevent flotation, collapse or lateral movement resulting from  
2 hydrostatic loads, including the effects of buoyancy, during conditions of the design  
3 flood;
- 4 (4) Be constructed of flood damage-resistant materials; and
- 5 (5) Have mechanical, plumbing, and electrical systems above the flood protection  
6 elevation or meet the requirements of ASCE 24, except that minimum electric service  
7 required to address life safety and electric code requirements is permitted below the  
8 flood protection elevation provided it conforms to the provisions of the electrical part  
9 of building code for wet locations.

10  
11 **(b) Fences in regulated floodways.** Fences in regulated floodways that have the potential to  
12 block the passage of floodwaters, such as stockade fences and wire mesh fences, shall meet  
13 the limitations of Section 10-8.118(d) of this article.

14  
15 **(c) Retaining walls, sidewalks and driveways in regulated floodways.** Retaining walls and  
16 sidewalks and driveways that involve the placement of fill in regulated floodways shall meet  
17 the limitations of Section 10-8.118(d) of this article.

18  
19 **(d) Roads and watercourse crossings in regulated floodways.** Roads and watercourse  
20 crossings, including roads, bridges, culverts, low-water crossings and similar means for  
21 vehicles or pedestrians to travel from one side of a watercourse to the other side, that  
22 encroach into regulated floodways shall meet the limitations of Section 10-8.118(d) of this  
23 article. Alteration of a watercourse that is part of a road or watercourse crossing shall meet  
24 the requirements of Section 10-8.106(d)(3) of this article.

25  
26  
27 **SECTION 4. This ordinance amends Land Development Code Chapter 10, Article IV**  
28 **Environmental Management, Sec. 10-4.303 Stormwater management design standards as**  
29 **follows:**

30  
31 **Sec. 10-4.303. - Stormwater management design standards.**

32  
33 The design and construction of stormwater management systems shall be consistent with the  
34 following minimum standards:

35 (1) – (19) *No change*

36 (20) For all new developments within the Lake Protection Node zoning district, the initial  
37 construction activities shall be restricted to that necessary for construction of the  
38 Stormwater Management Facility (SWMF). The SWMF shall be tested in accordance  
39 with Standard Engineering Practices and the Engineer of Record (EOR) shall evaluate  
40 and verify compliance with the design parameters. Once compliance has been verified  
41 the EOR shall provide a signed/sealed certification to the County Administrator or  
42 designee that such facility functions as designed. Further development at the site cannot  
43 proceed until a written clearance has been provided by the Leon County Environmental  
44 Services.

1 **SECTION 5. This article amends Land Development Code Chapter 10, Article IV**  
2 **Environmental Management, Sec. 10-4.327 Topographic alterations as follows:**

3  
4 **Sec. 10-4.327. – Topographic alterations.**

5  
6 All projects involving alterations of the contour, topography, use or vegetation cover of land, shall  
7 comply with the following minimum standards:

8 (1) – (2) *No change*

9 (3) *Flood zone grade change restrictions.* The wetland protection provisions of article IV of  
10 this chapter shall first be complied with prior to considering the provisions of this section.  
11 It is the intent of this section to allow selective alterations and redevelopment activities in  
12 those specific portions of a floodplain meeting the definition of altered floodplain, provided  
13 that the requirements of all other applicable portions of this subdivision are met and that  
14 the applicant demonstrates in the permit application that a net improvement in the  
15 hydrologic function of the adjacent unaltered floodplain will result post-development.

- 16 a. No fill or other alteration shall be made to the topography or vegetative cover in  
17 any floodplain. An exception to this provision is to allow up to a maximum of five  
18 percent disturbance to the unaltered floodplain located on-site if the applicant  
19 demonstrates, to the satisfaction of the County Administrator or designee, that there  
20 is no reasonable alternative. The following provisions apply to altered floodplains  
21 and to unaltered floodplains qualifying for the five percent disturbance:

22 1 – 4 *No change*

- 23 5. Where fill is to be placed within a 100-year floodplain, as deemed necessary  
24 by the County Administrator or designee based on technical criteria,  
25 compliance with the provisions of standards for flood hazard  
26 reduction, section 10-8.301(~~f~~)106(c)(1) through (6) shall be demonstrated.

27  
28 **SECTION 6. APPLICABILITY.**

29 For the purposes of jurisdictional applicability, this ordinance shall apply in the unincorporated  
30 areas of Leon County. This ordinance shall apply to all applications for development, including  
31 building permit applications and subdivision proposals, submitted on or after the effective date of  
32 this ordinance.

33  
34 **SECTION 7. INCLUSION INTO THE CODE OF ORDINANCES.**

35 It is the intent of the Board of County Commissioners that the provisions of this ordinance shall  
36 become and be made a part of the Leon County Code of Ordinances, and that the sections of this  
37 ordinance may be renumbered or relettered and the word “ordinance” may be changed to “section,”  
38 “article,” “regulation,” or such other appropriate word or phrase in order to accomplish such  
39 intentions.

40  
41 **SECTION 9. SEVERABILITY.**

42 If any section, subsection, sentence, clause or phrase of this ordinance is, for any reason, declared  
43 by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the  
44 ordinance as a whole, or any part thereof, other than the part so declared.

1  
2 **SECTION 9. EFFECTIVE DATE.**  
3

4 This ordinance shall have effect upon becoming law.  
5  
6  
7

8 DONE, ADOPTED AND PASSED by the Board of County Commissioners of Leon County,  
9 Florida, this \_\_\_\_\_ day of \_\_\_\_\_, 2020.  
10

11 LEON COUNTY, FLORIDA  
12

13  
14 By: \_\_\_\_\_  
15 Bryan Desloge, Chairman  
16 Board of County Commissioners  
17

18 ATTESTED BY:  
19 Gwendolyn Marshall, Clerk of Court  
20 & Comptroller, Leon County, Florida  
21

22  
23 By: \_\_\_\_\_  
24

25  
26 APPROVED AS TO FORM:  
27 Chasity H. O'Steen, County Attorney  
28 Leon County Attorney's Office  
29

30  
31 By: \_\_\_\_\_  
32  
33



## 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:** August 14, 2020

**SUBJECT:** Consistency Review: Proposed Ordinance Revising Chapter 10 of the Leon County Land Development Code

---

Staff was requested to review for consistency with the Comprehensive Plan a proposed Ordinance revising Chapter 10 of the Leon County Land Development Code (LDC) as prepared by the Leon County Department of Development Support and Environmental Management (DSEM).

The proposed changes to this chapter of the LDC include a complete repeal and replacement of Section 10-8 of Chapter 10, as well as amendments to several floodplain related definitions found in Section 10-1.101 of Article I, In General. This code amendment is intended to be a migration to the State Model Ordinance with the addition of new higher regulatory standards, many of which are current County practices, and modifications to some of the currently included higher standards. In addition, as directed by the Board of County Commissioners, the Ordinance includes an amendment to LDC, Section 10-4.303 (Environmental Management Act, Stormwater management design standards) which will add a paragraph requiring stormwater management facility testing within the Lake Protection Node (LPN) zoning district.

As part of the requested review, Planning 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.

### Conclusions

The proposed Ordinance meets the intent of the following policies in the Comprehensive Plan:

- Policy 2.1.2 [L] in the Land Use element prohibits residential development where physical constraints or hazards exist.
- Policy 1.4.6: [L] requires land development regulations to include standards for the regulation of future land use categories, subdivision, signage, and areas subject to seasonal or periodic flooding and areas of known hazards. This policy also requires that regulations concerning areas subject to seasonal or periodic flooding shall be consistent with all applicable state and federal regulations.
- Policy 2.2.18 [L] addresses the Lake Protection land use category, including the stormwater standard in this area.
- Policy 1.1.1 [SM] in the Stormwater Management sub-element of the Utilities Element requires stormwater management regulations be established by 1991 that retain wetlands, floodways, and floodplains in their natural state.
- Policy 1.1.4 [SM] requires the control of erosion and sedimentation by regulation.
- Policy 1.1.6 [SM] requires that all stormwater management ordinances shall be strictly enforced.
- Objective 1.2: [SM] requires ordinances to be adopted which establish design, construction and monitoring standards for stormwater management facilities.
- Policy 1.2.1 [SM] requires a stormwater management ordinance establishing minimum aesthetic standards for stormwater facility designs
- Policies 1.3.1 [C] through 1.3.12 [C] in the Conservation Element addresses the protection of Conservation and Preservation areas and environmental features, including wetlands, water bodies, water courses, and 100-year floodplains.
- Policy 2.2.3: [C] addresses development in altered and unaltered floodplains
- Policy 2.2.14: [C] addresses development around lakes and natural water bodies.

Planning staff finds the proposed ordinance consistent with the Comprehensive Plan based on the policy language contained in the Plan, including the above referenced policies.



**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #6**

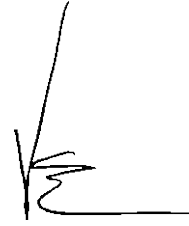
# Leon County Board of County Commissioners

## Agenda Item #6

October 13, 2020

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator



**Title:** Request to Schedule the First and Only Public Hearing to Consider Adopting an Ordinance Amending Chapter 5 of the Leon County Code of Laws Entitled “Building and Construction Regulations” for December 8, 2020

<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Barry Wilcox, Director, Development Support and Environmental Management
<b>Lead Staff/ Project Team:</b>	Doug Maples, Director, Building Plan Review and Inspection Emily Pepin, Assistant County Attorney

### **Statement of Issue:**

This item seeks Board approval to schedule the first and only Public Hearing to consider adopting a proposed Ordinance amending Chapter 5 of the Leon County Code of Laws entitled “Building and Construction Regulations” to correct inconsistencies and update regulations to be consistent with current Florida Statutes, the Florida Building Code, and proposed revisions to Leon County’s Floodplain Management Ordinance.

### **Fiscal Impact:**

This item has no fiscal impact.

### **Staff Recommendation:**

Option #1: Schedule the first and only Public Hearing to consider adopting an Ordinance amending Chapter 5 of the Leon County Code of Laws entitled “Building and Construction Regulations” (Attachment #1) for December 8, 2020.

Title: Request to Schedule the First and Only Public Hearing to Consider Adopting an Ordinance Amending Chapter 5 of the Leon County Code of Laws Entitled “Building and Construction Regulations” for December 8, 2020

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## **Report and Discussion**

### **Background:**

On February 11, 2020, the Board authorized staff to proceed with drafting an Ordinance to amend Chapter 5 of the Leon County Code of Laws, entitled “Building and Construction Regulations (BCR).” This item seeks Board authorization to schedule the first and only Public Hearing to consider adopting a proposed Ordinance amending Chapter 5 to correct inconsistencies and update regulations in accordance with Florida Statutes, the Florida Building Code and proposed revisions to Leon County’s Floodplain Management Ordinance (Attachment #1).

Following the hiring of the new Chief Building Official last year, staff began a review of the County’s “Building and Construction Regulations.” While there have been minor changes to some sections of Chapter 5 in recent years, a more comprehensive review and update was conducted to ensure consistency with current standards, technology and regulations. The proposed amendment will also eliminate sections that are obsolete or no longer applicable. Subsequent to Board authorization, staff drafted an Ordinance amending the BCR to address inconsistencies, amend outdated requirements, and include language to help clarify various definitions and ambiguous language.

### **Analysis:**

Many changes have occurred in recent years to the Florida Building Code, State Statutes, and best practices for the construction industry. The intent of the proposed amendment is to incorporate these changes into Leon County’s BCR.

The proposed changes the BCR fall generally into three categories:

- Revisions to code citations;
- Clarifications to ambiguous and/or inconsistent language;
- Incorporating new terminology and procedures that reflect industry best practices; and
- Proposed revisions to the Leon County Floodplain Management Ordinance

### **Revisions to Code Citations**

The proposed Ordinance will amend incorrect code number citations and numerous citations that are no longer valid. The errors are the result of code amendments that have occurred since the last update to the BCR. For example, Section 5-5.38 (Registration of Contractors and Builders) has several incorrect requirements that charge a registration fee to contractors and builders, which is no longer allowed by Florida Statute. These citations need to be corrected to ensure the provisions only require the contractor to provide appropriate documents and contact information.

Title: Request to Schedule the First and Only Public Hearing to Consider Adopting an Ordinance Amending Chapter 5 of the Leon County Code of Laws Entitled “Building and Construction Regulations” for December 8, 2020

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Clarifications

In addition to correcting code citations, the proposed Ordinance also will clarify ambiguous language and inconsistencies found within the BCR. Such inconsistencies occur over time as new technology, product, and code changes are generated. This update will also ensure consistency with other applicable code requirements and definitions. For example, Section 5-81 (Permits Required), is being revised to clarify that the owner of property can obtain a permit to perform construction work on their property, which will make it consistent with the Florida Building Code.

Chapter 5, Division 7 – Manufactured Housing Regulation Code, was completely updated as a result of unclear, outdated, and inconsistent permitting practices for Manufactured Homes in flood prone areas. Additional language was added to clearly note the correct process, requirements, and documentation to be provided, as defined by the Florida Building Code and the Manufactured Home Installers requirements. This amendment will ensure the proper permitting of Manufactured Homes when located in flood prone zones.

Updates to Terminology and Procedures

The proposed Ordinance will also address outdated terminology in the BCR. Oftentimes, there are policies or procedures that have become outdated or are no longer valid as a result of statutory changes by the state legislature or market and/or technology-driven factors. As an example, the title of Chapter 5, Article III – “Housing Code,” was updated to “Property Maintenance Code.” Since Article III has not been updated since 1992, it has been replaced in its entirety by inserting a nationally recognized and established document known as the *International Property Maintenance Code*, which will be indicated in Article III as the Property Maintenance Code. This national standard is used throughout the United States by hundreds of jurisdictions for all existing residential and nonresidential structures to ensure the minimum standards for the premises, structure, equipment, light, ventilation, heating, sanitation, fire, and other hazards. The Property Maintenance Code shall be construed to secure its expressed intent, which is to ensure public health, safety, and welfare insofar as they are affected by the continued occupancy and maintenance of structures and premises. This Code would not require existing structures to be updated to new standards but would be referenced for all future construction to ensure safe conditions.

Proposed Revisions to the Leon County Floodplain Management Ordinance

Development Support and Environmental Management (DSEM) staff have been working with the Florida Department of Emergency Management (FDEM) on revisions to the Leon County Floodplain Management Ordinance based upon the State Model Ordinance (SMO). During this process, staff identified opportunities to improve upon the SMO and Florida Building Code minimum standards set for flood protection. A separate item has been placed on the Board’s agenda providing greater detail on the proposed revisions.

The proposed improvements result in construction cost savings and permitting process improvements while also increasing flood protection for structures. These improvements are directly related to the construction of buildings; therefore, they are being included in the proposed

Title: Request to Schedule the First and Only Public Hearing to Consider Adopting an Ordinance Amending Chapter 5 of the Leon County Code of Laws Entitled “Building and Construction Regulations” for December 8, 2020

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revisions to both the Floodplain Management Ordinance and the Building and the Construction Regulations Ordinance. These improvements include:

- Modifying the Flood Protection Elevation
- Clearly defining Elevation Requirements for Accessory Structures
- Modifying the Substantial Improvement Requirements
- Modifying to sheet flow drainage protection requirements
- Adding flood protection requirements for Critical Facilities

#### Stakeholder Input

The proposed Ordinance was presented to the Leon County Advisory Committee for Quality Growth (ACQG) on July 20, 2020 and was received positively with no requests for revision. The Tallahassee Builders Association (TBA) has provided feedback and comments through its membership meetings which are reflected in the proposed Ordinance. The draft Ordinance has also been shared with the Tallahassee Chapter of the American Institute of Architects (AIA) and the Big Bend Chapter of the Florida Structural Engineers Association (FSEA). Any additional comments or subsequent revisions will be noted in the public hearing agenda item.

#### **Options:**

1. Schedule the first and only Public Hearing to consider adopting an Ordinance amending Chapter 5 of the Leon County Code of Laws entitled “Building and Construction Regulations” for December 8, 2020.
2. Do not schedule the first and only Public Hearing to consider adopting an Ordinance amending Chapter 5 of the Leon County Code of Laws entitled “Building and Construction Regulations” for December 8, 2020.
3. Board direction.

#### **Recommendation:**

Option #1

#### Attachment:

1. Draft Ordinance amending Chapter 5 of the Leon County Code of Laws entitled “Building and Construction Regulations”

LEON COUNTY ORDINANCE NO.

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, AMENDING CHAPTER FIVE OF THE CODE OF LAWS OF LEON COUNTY, FLORIDA; REPEALING CHAPTER 5 IN ITS ENTIRETY; ADOPTING A NEW CHAPTER 5 ENTITLED LEON COUNTY BUILDING CODE; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

RECITALS

WHEREAS, Chapter 553, Florida Statutes, was adopted by the Florida Legislature to provide a mechanism for the uniform adoption, updating, amendment, interpretation and enforcement of a state building code, called the *Florida Building Code*; and

WHEREAS, Chapter 553, Florida Statutes, allows for local amendments to the *Florida Building Code* that provide for more stringent requirements than those specified in the Code and allows adoption of local administrative and local technical amendments to the *Florida Building Code* to implement the National Flood Insurance Program and incentives; and

WHEREAS, the Board of County Commissioners adopted prior to July 1, 2010, requirements to (1) require the applicants and permittees to use specific FEMA certification forms to document lowest floor elevations and dry floodproofing; and (2) increase the minimum elevation requirements for buildings and structures in flood hazard areas, and pursuant to section 553.73(5), F.S., is formatting those requirements to coordinate with the *Florida Building Code*; and

WHEREAS, the Board of County Commissioners is adopting (1) a requirement to require accumulation of costs of improvements and repairs of buildings based on issued building permits over a 10-year period; (2) require buildings that sustain repetitive flood damage over a 10-year period to be included in the definition of “substantial damage,” (3) require declarations of land restriction (non-conversion agreements) for certain enclosures in specific situations; and for the purpose of participating in the National Flood Insurance Program’s Community Rating System and, pursuant to section 553.73(5), F.S., is formatting those requirements to coordinate with the *Florida Building Code*; and

WHEREAS, the majority of the current Leon County Building Code, Chapter 5 of the Leon County Code of Laws was last amended in 1992; and

WHEREAS, in the past 28 years, the Florida Building Commission has revised and updated the Florida Building Code resulting in portions of Leon County’s code being unenforceable, inaccurate or obsolete; and

WHEREAS, the Board of County Commissioners desires to enact an ordinance repealing Chapter 5 of the Leon County Code of Laws, relating to the Leon County Building Code, in its entirety and replacing with the provisions as set forth herein.

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

3  
4 **Section 1. Repealing Chapter Five.**

5  
6 The Leon County, Florida, Code of Laws is hereby amended by repealing the Chapter Five,  
7 Building and Construction Regulations, in its entirety. Additionally, all Ordinances enacting Chapter  
8 Five to date shall be superseded by this Ordinance.

9  
10 **Section 2. Replacing Chapter Five.**

11  
12 The Code of Laws of Leon County, Florida, is hereby amended by adding a new Chapter Five to  
13 be entitled "Building Code," which chapter shall read as follows:

14  
15 **CHAPTER FIVE: BUILDING CODE.**

16  
17 **ARTICLE I. In General.**

18  
19 Division I. Florida Building Code.

20  
21 **Sec. 5-1.01 - Florida Building Code.**

22  
23 The provisions of the Florida Building Code, as adopted by the state building commission, and  
24 as amended, shall apply to:

- 25 (a) **Building.** The provisions of the Florida Building Code shall apply to the construction, erection,  
26 alteration, modification, repair, equipment, use and occupancy, location, maintenance, removal  
27 and demolition of every public and private building, structure or facility or floating residential  
28 structure, or any appurtenances connected or attached to such buildings, structures or facilities.  
29 Additions, alterations, repairs and changes of use or occupancy group in all buildings and  
30 structures shall comply with the provisions provided in the Florida Building Code, Existing  
31 Building. See section 5-1.05(a) of this Chapter that indicate the exemptions from the Florida  
32 Building Code.
- 33 (b) **Electrical.** The provisions of Chapter 27 of the Florida Building Code - Building, and the  
34 provisions of the Florida Residential Code, shall utilize NFPA 70, National Electrical Code for  
35 the installation of electrical systems, including alterations, repairs, replacement, equipment,  
36 appliances, fixtures, fittings, and appurtenances thereto.
- 37 (c) **Gas.** The provisions of the Florida Building Code, Fuel Gas, including Appendices and the  
38 provisions of the Florida Residential Code, shall apply to the installation of consumers' gas piping,  
39 gas appliances and related accessories as covered in this code. These requirements apply to gas  
40 piping systems extending from the point of delivery to the inlet connections of appliances, and  
41 the installation and operation of residential and commercial gas appliances and related  
42 accessories.
- 43 (d) **Mechanical.** The provisions of the Florida Building Code, Mechanical, and the provisions of the  
44 Florida Residential Code, shall apply to the installation of mechanical systems, including  
45 alterations, repairs, replacement, equipment, appliances, fixtures, fittings and appurtenances,

1 including ventilating, heating, cooling, air conditioning and refrigeration systems, incinerators  
2 and other energy-related devices.

3 (e) **Plumbing.** The provisions of the Florida Building Code, Plumbing, including Appendices and  
4 the provisions of the Florida Residential Code, shall apply to every plumbing installation,  
5 including alterations, repairs, replacement, equipment, appliances, fixtures, fittings and  
6 appurtenances and when connected to a water or sewerage system and all aspects of a medical  
7 gas system.

8 (f) **Property Maintenance.** The provisions of this code shall apply to all existing residential and  
9 non-residential structures and all existing premises and constitute minimum requirements and  
10 standards for premises, structures, equipment, light, ventilation, heating, sanitation, protection  
11 from the elements, a reasonable level of safety from fire and other hazards, and for a reasonable  
12 level of sanitary maintenance; the responsibility of owners, and owner's authorized agent,  
13 operators and occupants; the occupancy of existing structures and premises, and for  
14 administration, enforcement, and penalties in the interest of the social and economic welfare of  
15 the community.

16 (g) **Fire Prevention.** For provisions related to fire prevention, refer to the Florida Fire Prevention  
17 Code. The Florida Fire Prevention Code shall apply to matters affecting or relating to structures,  
18 processes and premises from the hazard of fire and explosion arising from the storage, handling,  
19 or use of structures, materials or devices; from conditions hazardous to life, property, or public  
20 welfare in the occupancy of structures or premises; and from the construction, extension, repair,  
21 alteration or removal of fire suppression and alarm systems or fire hazards in the structure or on  
22 the premises from occupancy or operation.

23 (h) **Energy.** For provisions related to energy, refer to the Florida Building Code, Energy  
24 Conservation, which shall apply to all matters governing the design and construction of buildings  
25 for energy.

26 (i) **Accessibility.** For provisions related to accessibility, refer the provisions of the Florida Building  
27 Code, Accessibility.

28 (j) **Manufactured buildings.** For additional administrative and special code requirements, see  
29 section 428, Florida Building Code, Building, and Rule 9B-1 F.A.C.

30 (k) **Residential.** The provisions of the Florida Building Code, Residential shall apply to the  
31 construction, installation, alteration, repair, removal, enlargement, replacement or connection to  
32 any system and the equipment usage, occupancy, locating, maintenance of detached one-and-  
33 two-family dwellings and multiple single family dwellings (townhouses) not more than three  
34 stories above grade plane in height with a separate means of egress and their accessory structures.

35 (l) **Existing Building.** Existing buildings undergoing repair, alterations, or additions, relocation of  
36 existing buildings, and change of occupancy shall comply with the Florida Building Code,  
37 Building. The installation of electrical systems and components are regulated by NFPA 70,  
38 National Electrical Code.

39  
40 **Sec.5-1.02 - Technical amendment to the Florida Building Code, Residential.**

41 (a) Modify the Florida Building Code, Residential, Sec. R309.3 as follows:

42 **R309.3 Flood hazard areas.** For buildings located in flood hazard areas as established  
43 by Table R301.2(1), garage floors shall be:



1. Elevated to or above the flood protection elevation determined in accordance with the Leon County Land Development Code design flood elevation as determined in Section R322; or

2. Located below the flood protection elevation determined in accordance with the Leon County Land Development Code design flood elevation as determined in Section R322 provided that the floors are at or above grade on not less than one side, are used solely for parking, building access or storage, meet the requirements of Section R322 and are otherwise constructed in accordance with this code.

(b) Modify the Florida Building Code, Residential Sec. R322.2.1 as follows:

**R322.2.1 Elevation requirements.**

1. Buildings and structures in flood hazard areas, or in close proximity to flood hazard areas including flood hazard areas designated as Coastal A Zones, shall have the lowest floors elevated to or above the flood protection elevation determined in accordance with the Leon County Land Development Code base flood elevation plus 1 foot (305 mm), or the design flood elevation, whichever is higher.

2. In areas of shallow flooding (AO Zones), buildings and structures shall have the lowest floor (including basement) elevated to a height above the highest adjacent grade of not less than the depth number specified in feet (mm) on the FIRM plus 3 feet 1 foot (305 mm), or not less than 5 feet 3 feet (915 mm) if a depth number is not specified, or 3 feet above the base flood elevation calculated by the applicant, whichever is higher.

3. Basement floors that are below grade on all sides shall be elevated to or above the flood protection elevation base flood elevation plus 1 foot (305 mm), or the design flood elevation, whichever is higher.

**Exception:** Enclosed areas below the flood protection elevation design flood elevation, including basements with floors that are not below grade on all sides, shall meet the requirements of Section 322.2.2.

**Sec. 5-1.03 - Administrative and technical amendments to the Florida Building Code, Building.**

(a) Modify the Florida Building Code, Building Sec. 107.3.5 as follows:

**107.3.5 Minimum plan review criteria for buildings.**

**Commercial Buildings:**

8. Structural requirements shall include:

Flood requirements in accordance with Section 1612, including lowest floor elevations, enclosures, FEMA Elevation Certificate (FEMA Form 086-0-33), FEMA Floodproofing Certificate (FEMA Form 086-0-34), Declaration of Land Restriction

1 (Non-conversion Agreement), flood damage-resistant materials, operations and  
2 maintenance plan for buildings to be dry floodproofed.

3 **Residential (one- and two-family)**

4 6. Structural requirements shall include:

5 Flood hazard areas, flood zones, design flood elevations, lowest floor elevations,  
6 enclosures, FEMA Elevation Certificate (FEMA Form 086-0-33), Declaration of Land  
7 Restriction (Non-conversion Agreement), equipment, and flood damage-resistant  
8 materials.

9 (b) Modify the Florida Building Code Section 202 by amending two definitions as follows:

10 ~~**SUBSTANTIAL DAMAGE.** Damage of any origin sustained by a structure whereby~~  
11 ~~the cost of restoring the structure to its before damaged condition would equal or~~  
12 ~~exceed 50 percent of the market value of the structure before the damage occurred. The~~  
13 ~~term also includes flood related damage sustained by a structure on two separate~~  
14 ~~occasions during a 10-year period for which the cost of repairs at the time of each such~~  
15 ~~flood event, on average, equals or exceeds 25 percent of the market value of the~~  
16 ~~structure before the damage occurred.~~

17  
18 ~~**SUBSTANTIAL IMPROVEMENT.** Any combination of repair, reconstruction,~~  
19 ~~rehabilitation, alteration, addition or other improvement of a building or structure~~  
20 ~~taking place during a ten (10) year period, the cumulative cost of which equals or~~  
21 ~~exceeds 50 percent of the market value of the structure before the improvement or~~  
22 ~~repair is started. The period of accumulation begins when the first improvement or~~  
23 ~~repair of each building or structure is permitted subsequent to INSERT THE ACTUAL~~  
24 ~~EFFECTIVE DATE. If the structure has sustained substantial damage, any repairs are~~  
25 ~~considered substantial improvement regardless of the actual repair work performed.~~  
26 ~~The term does not, however, include either:~~

- 27 1. ~~Any project for improvement of a building required to correct existing health,~~  
28 ~~sanitary or safety code violations identified by the building official and that is the~~  
29 ~~minimum necessary to assure safe living conditions.~~  
30 2. ~~Any alteration of a historic structure provided that the alteration will not preclude~~  
31 ~~the structure's continued designation as a historic structure.~~

32  
33 (be) Modify the Florida Building Code, Building Section 1612 by adding a new subsection as  
34 follows:

35 **1612.4.3 Elevation requirements.** The minimum elevation requirements shall be as  
36 specified in ASCE 24 or the flood protection elevation determined in accordance with  
37 the Leon County Land Development Code, whichever is higher.

38 Essential facilities indicated as Risk Category III and IV pursuant to FBC Chapter 16  
39 Table 1604.5 /Critical facilities as defined in the Leon County Land Development Code

1 shall have the lowest floor elevated or protected to the minimum elevation  
2 requirements specified in ASCE 24.

3 The flood protection elevation is determined in accordance with the Leon County Land  
4 Development Code, or the 500-year flood elevation plus one (1) foot, whichever is  
5 higher.

6 Essential facilities indicated as Risk Category III and IV pursuant to FBC Table 1604.5  
7 /Critical facilities shall have floodproofing and sealing measures taken to ensure that  
8 toxic substances will not be displaced or released into floodwaters.

9  
10 **Sec. 5-1.04. Technical amendments to the Florida Building Code – Building and Existing**  
11 **Building.**

12 (1) Modify the Florida Building Code Section 202 by amending two definitions as follows:

13 **SUBSTANTIAL DAMAGE.** Damage of any origin sustained by a structure whereby  
14 the cost of restoring the structure to its before-damaged condition would equal or  
15 exceed 50 percent of the market value of the structure before the damage occurred. The  
16 term also includes flood-related damage sustained by a structure on two separate  
17 occasions during a 10-year period for which the cost of repairs at the time of each such  
18 flood event, on average, equals or exceeds 25 percent of the market value of the  
19 structure before the damage occurred.

20  
21 **SUBSTANTIAL IMPROVEMENT.** For the purpose of determining compliance  
22 with the flood provisions of this code, any combination of repair, reconstruction,  
23 rehabilitation, alteration, addition or other improvement of a building or structure  
24 taking place during a ten (10) year period, the cumulative cost of which equals or  
25 exceeds 50 percent of the market value of the structure before the improvement or  
26 repair is started. The period of accumulation begins when the first improvement or  
27 repair of each building or structure is permitted subsequent to INSERT THE ACTUAL  
28 EFFECTIVE DATE. If the structure has sustained substantial damage, any repairs are  
29 considered substantial improvement regardless of the actual repair work performed.  
30 The term does not, however, include either:

- 31 1. Any project for improvement of a building required to correct existing health,  
32 sanitary or safety code violations identified by the building official and that is the  
33 minimum necessary to assure safe living conditions.  
34 2. Any alteration of a historic structure provided that the alteration will not preclude  
35 the structure's continued designation as a historic structure.

36  
37 Division II. Permits and Inspections.  
38

1                   **Sec. 5-1.05 - Permit required.**  
2

3                   Any *owner* or owner's authorized agent who intends to construct, enlarge, alter, *repair*, move,  
4                   demolish or change the occupancy of a building or structure, or to erect, install, enlarge, alter, *repair*,  
5                   remove, convert or replace any impact-resistant coverings, electrical, gas, mechanical or plumbing  
6                   system, the installation of which is regulated by this code, or to cause any such work to be performed,  
7                   shall first make application to the *building official* and obtain the required *permit*.

8                   **(a) Construction work exempt from permit.** Exemptions from *permit* requirements of this code  
9                   shall not be deemed to grant authorization for any work to be done in any manner in violation of  
10                  the provisions of this code. *Permits* shall not be required for the following:

11                  **(1) Gas:**

- 12                  (i) Portable heating appliance.
- 13                  (ii) Replacement of any minor part that does not alter approval of equipment or make such  
14                  equipment unsafe.

15                  **(2) Mechanical:**

- 16                  (i) Portable heating appliance.
- 17                  (ii) Portable ventilation equipment.
- 18                  (iii) Portable cooling unit.
- 19                  (iv) Steam, hot or chilled water piping within any heating or cooling equipment regulated  
20                  by this code.
- 21                  (v) Replacement of any part that does not alter its approval or make it unsafe.
- 22                  (vi) Portable evaporative cooler.
- 23                  (vii) Self-contained refrigeration system containing 10 pounds (4.54 kg) or less of refrigerant  
24                  and actuated by motors of 1 horsepower (0.75 kW) or less.
- 25                  (viii) The installation, replacement, removal or metering of any load management control  
26                  device.

27                  **(3) Plumbing:**

- 28                  (i) The stopping of leaks in drains, water, soil, waste or vent pipe, provided, however, that  
29                  if any concealed trap, drain pipe, water, soil, waste or vent pipe becomes defective and  
30                  it becomes necessary to remove and replace the same with new material, such work shall  
31                  be considered as new work and a permit shall be obtained and inspection made as  
32                  provided in this code.
- 33                  (ii) The clearing of stoppages or the repairing of leaks in pipes, valves or fixtures and the  
34                  removal and reinstallation of water closets, provided such repairs do not involve or  
35                  require the replacement or rearrangement of valves, pipes or fixtures.

37                  **Sec. 5-1.06 - Approval of plans prerequisite to permit issuance.**  
38

- 39                  **(a)** Any person desiring a building permit shall submit plans for approval to the building plan review  
40                  and inspection division before any work is started on the building, structure, or facility. Such  
41                  plans on all residential and commercial buildings shall provide adequate construction plans  
42                  designed to illustrate construction of the project and compliance with the Florida Building Code.
- 43                  **(b)** It shall be unlawful for any person to do any construction work in violation of the plans submitted  
44                  to and approved by the building plan review and inspection division pursuant to this section.

1 **Sec. 5-1.07 - Inspections.**  
2

3 All construction work shall receive approval for each phase by a county inspector before the work  
4 is concealed or covered. Any additions, changes and/or repairs in and to existing construction shall  
5 also receive approval by a county inspector upon the completion of such work.  
6

7 **Sec. 5-1.08 – Affordable Housing expedited.**  
8

9 Permits for affordable housing, as defined in section 10-1.101, shall be reviewed on an expedited  
10 basis. The county encourages the use of a master building permit program, as outlined in F.S. §  
11 553.794, to obtain affordable housing permits on an expedited basis.  
12

13 Division III. Fees.  
14

15 **Sec. 5-1.09. - Permit fees.**  
16

- 17 (a) All permit fees for the Building Plans Review and Inspection Division, hereinafter referred to as  
18 the “Building Department,” will be in the Development Support and Environmental Management  
19 Fee Schedule manual as adopted by resolution of the Board of County Commissioners which may  
20 be amended from time to time.
- 21 (b) The plan review portion of the permit fee will be paid at the time of the plan application. The plan  
22 review fee is based on the adopted Fee Schedule pursuant to Sec. 5-1.06(a).
- 23 (c) No permits for construction work shall be issued until all fees have been paid and the construction  
24 project has been approved for issuance.
- 25 (d) The following fees shall also be adopted by resolution of the Board:
- 26 (1) Construction work that would require a permit and started before a permit has been obtained,  
27 will be charged two times the established permit fees for said work.
- 28 (2) Solar permit fees apply to residential or commercial solar projects and no additional fees  
29 shall be charged.
- 30 (3) Additional Plan Review fees shall be charged ~~if the plans have been rejected third such~~  
31 ~~review the plans~~ each time after the third such review the plans are rejected for that code  
32 violation, a fee of four times the amount of the proportion of the permit fee attributed to plans  
33 review pursuant to ss. 553.80(2)(b).
- 34 a. The intent of this is to ensure compliance with the Florida Building Code and when  
35 design documents are rejected three or more times for failure to correct a code violation  
36 specifically and continuously noted in each rejection, including, but not limited to,  
37 egress, fire protection, structural stability, energy, accessibility, lighting, ventilation,  
38 electrical, mechanical, plumbing, and gas systems, or other requirements identified by  
39 rule of the Florida Building Commission adopted pursuant to chapter 120, the local  
40 government shall impose the additional fees.
- 41 (4) Additional Inspection fees shall be charged if the same inspection has been rejected three or  
42 more times for failure to correct a code violation at a fee of four times the amount of  
43 inspection fee portion for that inspection pursuant to ss. 553.80(2)(c).
- 44 a. Violation specifically and continuously noted in each rejection include, but not limited  
45 to, egress, fire protection, structural stability, energy, accessibility, lighting, ventilation,

- 1 electrical, mechanical, plumbing, and gas systems, or other requirements identified by  
2 rule of the Florida Building Commission adopted pursuant to chapter 120.
- 3 (5) In order to comply with ss. 553.791(2)(b), regarding private providers for plans review and  
4 inspection services, if elected by the contractor, the fees associated with a plan review and/or  
5 inspection shall be charged for the following tasks performed by County staff:
- 6 a. Reviewing the application documentation submittal  
7 b. Ensuring all applicable documentation has been submitted  
8 c. Entering the application and documentation into the permitting system  
9 d. Processing the application data into the permitting system  
10 e. Verifying the contractor's license, insurance, and other applicable documents  
11 f. Processing all affidavits  
12 g. Verifying the address  
13 h. Verifying the Land Use District  
14 i. Reviewing the site plan for setbacks, lot coverage, special zoning overlays, and other  
15 zoning requirements  
16 j. Verifying the Environmental conditions of the property for floodplain and stormwater  
17 requirements  
18 k. Ensuring the Florida Health Department approval for septic, if applicable  
19 l. Processing water and sewer invoices paid to the City of Tallahassee have been received  
20 with the address, property tax code, and lot number, if applicable  
21 m. Collecting fees for Development Services, Environmental Services, Leon County, and  
22 Florida State Department of Business and Professional Regulation fees.  
23 n. Collecting the affidavit from the private provider required by ss. 553.791(6)  
24 o. All applicable documents the fee owner must secure by other government approvals by  
25 law  
26 p. Copy of the private provider written contract with the fee owner that provides the scope  
27 of work to be provided. Any financial arrangements can be redacted.  
28 q. Provide the private provider with a list of required inspections that will be required to be  
29 performed.  
30 r. Copy of the private providers Department of Business and Professional Regulation  
31 inspectors' certifications.  
32 s. Notification from the fee owner or fee owner's contractor of services to be performed by  
33 the private provider  
34 t. Name, firm, address, telephone number of each private provider who will be performing  
35 such services along with their professional license or certification number, qualification  
36 or resume and professional liability insurance coverage in the amount pursuant to ss.  
37 553.791.  
38 u. Fee owner must provide an acknowledgement statement pursuant to ss. 553.791(4)(c).  
39 v. Processing the inspection notification by the private provider, which shall be no later  
40 than the prior business day by 2 p.m. along with the type of inspection(s).  
41 w. Processing the inspection results, which could be a failure with corrections. This would  
42 result in an additional inspection notification and inspections result.  
43 x. Provide a copy of each inspection to the building official, which must be processed into  
44 the permitting system.  
45 y. Receive from the private provider after all required inspections have been completed and  
46 approved, an acknowledgement from the private provider pursuant to ss. 553.791(11).

- z. Receive from the private provider a request for a certificate of occupancy.
- aa. Process the certificate of occupancy after reviewing all required documentation, inspections, and other departments have completed their inspections processes.
- bb. Leon County inspection staff must also perform the temporary power installation inspection, electrical release inspection, setback, driveway, floodplain documentation, and enter these into the permitting systems
- cc. Issue the Certificate of Occupancy to the fee owner.

(6) Pursuant to ss. 553.791(2)(b) the County has determined the cost savings when using a private provider is 60 percent.

- (f) The cost per square foot may be adjusted by the Board of County Commissioners.

#### Division IV. Interpretation of Building Code and Appeals.

##### **Sec. 5-1.10 - Conflicting provisions.**

- (a) In the event of a conflict between the applicable minimum building code and the applicable minimum fire safety code, it shall be resolved by the local building official which offers the greatest degree of life safety and an equivalent method of construction. The local building official is the final Florida Building Code authority for Leon County.
- (b). When there is a conflict with this code or any other code, reference, ordinance, or statute, the most restrictive regulation or requirement shall apply. The Leon County Building Official shall be the final authority for the interpretation and decision.
- (c) Any decision made by the local fire official and/or the local building official may be appealed to the board of adjustment and appeals. The decision of the local fire official will be reviewed by the local building official and section 5-1.10(a) shall apply to the decision. The board may not alter the decision unless the board determines that the application of such a code does not follow the Florida Building Code by using code references to support their findings. If the decision of the local building official is to adopt an alternative to the codes, the board of adjustment and appeals shall give due regard to the decision rendered by the local official. The modification of the decision by the board of adjustment and appeals adopts an alternative and the alternative must take into considerations all relevant code requirements. In a case in which the board of adjustment and appeals adopts alternatives to the decision rendered by the local building official, such alternatives shall provide an equivalent or more restrictive finding for life safety and an equivalent or more restrictive finding method of construction as the decision rendered by the local official.
- (d) The board of adjustment and appeals shall resolve the conflict in favor of the code which offers the greatest degree of life safety or alternative which would provide an equivalent degree of life safety and an equivalent method of construction.
- (e) All decisions of the local building official and all decisions of the board of adjustment and appeals shall be, in writing, and shall be binding upon all persons, but shall not limit the authority of the state fire marshal pursuant to F.S. § 633.104 and F.S. § 633.202 as it relates to the Florida Fire Prevention Code. Decisions of general application shall be indexed by building sections and shall be available for inspection during normal business hours. The appeals of the board of adjustment and appeal's findings are appealable to a court of competent jurisdiction.

#### **ARTICLE II. Technical Standards.**

1  
2 Division I. Compliance Standards.  
3

4 **Sec. 5-2.01. - Compliance required.**  
5

6 All building, mechanical, electrical, plumbing, gas, energy, and accessibility installations  
7 practices and methods shall conform to the provisions of the Florida Building Code.  
8

9 **Sec. 5-2.02. - ~~Floodplain requirements~~ Requirements for protection from local drainage.**  
10

11 (a) All residential buildings shall be protected from decay pursuant to R317.1 for wood siding,  
12 sheathing and wall framing on the exterior having a clearance of ~~6 1/2~~ 8 inches or more. ~~Otherwise~~  
13 The material indicated must be naturally durable wood or wood that is preservative treated in  
14 accordance with AWP A U1 for the species product, preservative and end use.

15 (b) In all areas of the County regardless of their location relative to flood hazard areas, the following  
16 flood protection measures are required:

17 1. ~~To minimize flood damage due to overland sheetflow, all structures shall have their lowest~~  
18 ~~finished floor elevation a minimum of twelve (12) inches (304 mm) higher than the highest~~  
19 ~~finished grade elevation at the base of the foundation. An exception to this requirement may~~  
20 ~~be granted if it is demonstrated to the satisfaction of the County Administrator or designee~~  
21 ~~that no adverse flooding impacts will occur.~~ All building permits shall be accompanied by a  
22 site plan that accounts for street flooding and runoff from and onto adjacent properties and  
23 protects the structures from these flows and overland sheetflows.

24 2. All sites shall be graded to provide adequate drainage paths around structures to divert  
25 overland sheetflow around and away from the structures.

26 3. Sites shall be graded to prevent overland sheetflow from entering garages, basements, screen  
27 rooms, and other enclosed areas.

28 (c) Modify the Florida Building Code, Residential Sec. R317.1(5) as follows:

29 **R317.1 Location required.**

30 5. Wood siding, sheathing and wall framing on the exterior of a building having a  
31 clearance of less than ~~6 1/2~~ 8 inches (~~152 304 203~~ mm) from the ground ~~or less than~~  
32 ~~2 and 1/2~~ inches (304 51 mm) measured vertically from concrete steps, porch slabs,  
33 patio slabs and similar horizontal surfaces exposed to the weather.

34 (d) Modify the Florida Building Code, Residential Chapter 5 Section. R501.3 by adding a new  
35 subsection as follows:

36 **R501.3 Protection from local drainage.** The lowest ~~top surface of~~ framed floor systems  
37 and/or concrete floors (~~lowest finished floors~~) shall be elevated to a minimum of 8 inches  
38 (203 mm) higher than the highest finished grade elevation next to the ~~walls or~~ foundation  
39 of the structure and a minimum of 12 inches (305 mm) higher than the finished grade  
40 elevation at a distance of 5 feet (1524 mm) from the foundation of the structure.  
41 Structures located 12 feet (3658 mm) or less from the property line shall have their  
42 lowest finished floor elevation a minimum of (12) inches (305 mm) higher than the  
43 highest finished grade elevation next to the ~~walls or~~ foundation of the structure.

44 **Exception:**



1. ~~An exception to~~ A requirement may be granted if it is demonstrated to the satisfaction of the County Administrator or designee that no adverse flooding impacts will occur.

### Sec. 5-2.03 - Underground utility services.

All underground utilities service to all buildings and any underground work on public rights-of-way shall be installed to the utility provider's requirements.

## Division II. Exemption for Non-Residential Farm Buildings.

### Sec. 5-2.04 - Definitions for Agricultural Buildings.

The following definitions are derived from Florida Statutes and as such may be amended from time to time:

- (a) **Agricultural pole barn** means a non-residential farm building in which 70 percent or more of the perimeter walls are permanently open and allow free ingress and egress.
- (b) **Non-residential farm building** means any temporary or permanent building or support structure that is classified as a non-residential farm building on a farm under F.S. § 553.73(10)(c) or that is used primarily for agricultural purposes, is located on land that is an integral part of a farm operation or is classified as agricultural land under F.S. § 193.461, and is not intended to be used as a residential dwelling. The term may include, but is not limited to, a barn, greenhouse, shade house, farm office, storage building, or poultry house and as provided in F.S. § 604.50.
- (c) **Bona fide agricultural purposes** mean good faith commercial agricultural use of the land pursuant to F. S. § 193.461 and is based on the following:
  1. The length of time the land has been so used.
  2. Whether the use has been continuous.
  3. The purchase price paid.
  4. Size as it relates to specific agricultural use.
  5. An effort has been made to care sufficiently and adequately for the land in accordance with acceptable commercial agricultural practices, including fertilizing, liming, tilling, mowing, reforestation, and other acceptable agricultural practices.
  6. If the land is under lease, and for how long including the terms and conditions of the lease.
  7. The Leon County Assessor's office has determined the land for agricultural purposes is bona fide agricultural use of property along with the land's annual re-evaluation to remain agricultural.
- (d) **Farm operation**, as defined in F.S. § 823.14(3)(b), means all conditions or activities by the owner, lessee, agent, independent contractor, and supplier which occur on a farm in connection with the production of farm, honeybee, or apiculture products and includes, but is not limited to, the marketing of produce at roadside stands or farm markets; the operation of machinery and irrigation pumps; the generation of noise, odors, dust, and fumes; ground or aerial seeding and spraying; the placement and operation of an apiary; the application of chemical fertilizers, conditioners, insecticides, pesticides, and herbicides; and the employment and use of labor.

- 1 (e) **Farm product** means any plant, as defined in F.S. § 581.011, or animal or insect useful to humans  
2 and includes, but is not limited to, any product derived therefrom.  
3

4 **Sec. 5-2.05 – Exemption for non-residential farm buildings.**  
5

- 6 (a) Notwithstanding this sec. 5-2.05 and any other provision of law, any non-residential farm building  
7 that is located on lands used for bona fide agricultural purposes is exempt from the Florida  
8 Building Code and any county or municipal code or fee, except for code provisions implementing  
9 local, state, or federal floodplain management regulations.
- 10 1. A non-residential farm building, in which the occupancy is limited by the property owner to  
11 no more than 35 persons, is exempt from the Florida Fire Prevention Code and Life Safety  
12 Code incorporated by reference.
  - 13 2. An agricultural pole barn is exempt from the Florida Fire Prevention Code and the Life Safety  
14 Code incorporated by reference.
  - 15 3. Any non-residential farm building is not exempt if there is any electrical power provided to  
16 said building and shall obtain an electrical permit from the building plan review and  
17 inspection division for the entire electrical construction related to said project.
  - 18 4. Except for an agricultural pole barn, a structure on a farm, as defined in F.S. § 823.14(3)(a),  
19 which is used by an owner for agritourism activity, as defined in F.S. § 570.86, for which the  
20 owner receives consideration must be classified in one of the following classes:
    - 21 a. Class 1: A non-residential farm building that is used by the owner 12 or fewer times per  
22 calendar year for agritourism activity with up to 100 persons occupying the structure at  
23 one time. A structure in this class is subject to annual inspection for classification by the  
24 Leon County Building Department. This class is not subject to the Florida Fire Prevention  
25 Code but is subject to rules adopted by the State Fire Marshal pursuant to this section.
    - 26 b. Class 2: A non-residential farm building that is used by the owner for agritourism activity  
27 with up to 300 persons occupying the structure at one time. A structure in this class is  
28 subject to annual inspection for classification by the Leon County Building Department.  
29 This class is not subject to the Florida Fire Prevention Code but is subject to rules adopted  
30 by the State Fire Marshal pursuant to this section.
    - 31 c. Class 3: A structure or facility that is used primarily for housing, sheltering, or otherwise  
32 accommodating members of the general public is not exempt under F.S. § 570.85. Class 3  
33 structures and facilities shall comply with at least the county zoning, building regulations,  
34 concurrency and environmental management ordinances, and such other applicable land  
35 development regulations, ordinances, and policies, for the area in which the proposed  
36 development shall be located. Annual inspections for classification shall be approved by  
37 the Building Department. This class is subject to the Florida Fire Prevention Code.
- 38 (i) The Leon County fire official shall administer this section, including, but not limited  
39 to:
  - 40 1. The use of alternative life, safety and fire prevention standards for structures in  
41 Classes 1 and 2;
  - 42 2. Notification and inspection requirements for structures in Classes 1 and 2;
  - 43 3. Apply the Florida Fire Prevention Code for structures in Class 3; and

1                   4. In cooperation with Leon County building plan review and inspection division, the  
2                   fire official shall use any other standards or rules deemed necessary in order to  
3                   facilitate the use of structures for agritourism activities.  
4

5 (b) Property owners with existing farm building(s) that will be used to serve and support agritourism,  
6 activities as defined in Section 570.86 (1), Florida Statutes, are encouraged to provide, in writing,  
7 the intent and scope of the agritourism activities conducted in any non-residential farm buildings  
8 on the property. An agritourism activity does not include the construction of new or additional  
9 structures or facilities intended primarily to house, shelter, transport, or otherwise accommodate  
10 members of the general public. Prior to establishing agritourism activities, the property owner is  
11 strongly encouraged to meet with the Department of Development Support and Environmental  
12 Management (DSEM) to discuss the agritourism activity.

13 (c) Should the ancillary use of any farm building fall outside of the scope of the agritourism laws  
14 provided under F.S. § 570.85 – 570.89, or that which is determined that have substantial offsite  
15 impacts, the proposed use shall be regulated by Chapter 10 of the Leon County Code of Laws  
16 (Land Development Code), including the list of allowable uses and development standards for  
17 the zoning district in which the property is located.

18           i. A building permit application that includes construction plans and other supporting  
19 documentation would be required to be provided to the Leon County Building Department  
20 for review and approval. These plans and supporting documents shall provide a clear and  
21 concise description of uses and activities conducted within the farm building(s).

22           ii. At a minimum, the construction plans shall contain electrical plans for the project. Depending  
23 on the activity, use(s), occupancy type(s), and occupant capacity, additional plans and  
24 supporting documentation may be required to be reviewed and approved, as determined by  
25 the Building Official.  
26

27                   Division III. Fire Code.  
28

29 **Sec. 5-2.06. - Short title.**  
30

31           The provisions of this division shall constitute and be known as the "Florida Building Code - Fire  
32 Prevention Code of Leon County, Florida."  
33

34 **Sec. 5-2.07. - Adoption.**  
35

36           Except as otherwise provided in this division, all buildings and structures shall be erected to  
37 conform to the requirements of the Florida Building Code, as adopted by the Florida Building  
38 Commission ~~state building commission~~ and the Fire Prevention Code as amended and adopted by the  
39 State Fire Marshal as pursuant to F.S. § 633.202.  
40

41 **Sec. 5-2.08. - Local fire official.**  
42

43 (a) The chief of the Tallahassee Fire Department is hereby designated the local fire official for the  
44 county.

- 1 i. The local fire official or designee shall review all applications that relate to the Florida  
2 Building Code – Fire Prevention Code for permits and commercial construction plans  
3 submitted to the county pursuant to this division and shall inspect each structure for  
4 conformity with the approved application and plans.
- 5 ii. The fee for such review shall be established by the resolution of the Board of County  
6 Commissioners. The first inspection shall be at no cost, and the cost for each reinspection  
7 shall be as established, from time to time, by the Board of County Commissioners.
- 8 iii. No permits required by this division nor any certificates of occupancy or temporary  
9 certificates of occupancy shall be issued without approval or certification by the building  
10 official.
- 11 iv. Payment of all required fees shall be completed before the certificate of occupancy or  
12 certificate of compliance is issued.
- 13 v. Single- and two-family detached residential dwelling units and townhomes shall not be  
14 subject to plans, review, or require submittals to the City of Tallahassee Fire Department.
- 15 (b) All single- and two family detached residential dwelling units and townhomes shall be provided  
16 a permit application to Leon County Building Plans Review and Inspection Division containing  
17 construction plans for permit submittal, plans review and inspections for any fire sprinkler and/or  
18 suppression system when these devices have been elected to be installed. The design and  
19 installation of the fire sprinkler and/or suppression system will be pursuant to Florida Building  
20 Code – Residential Section P2904 in accordance with NFPA 13D and Section P2904.
  - 21 i. When a domestic cooking hood with a fire suppression system is installed, the domestic  
22 cooking hood shall be constructed in accordance with Section 505 of the Florida Building  
23 Code, Mechanical is provided over the cooktop or range.
  - 24 ii. The domestic cooking hood provided over the cooktop or range when equipped with an  
25 automatic fire-extinguishing system shall be a type recognized for protection of domestic  
26 cooking equipment. Pre-engineered automatic extinguishing systems shall be tested in  
27 accordance with UL 300A and *listed* and *labeled* for the intended application. The system  
28 shall be installed in accordance with the Florida Building Code, its listing and the  
29 manufacturer’s instructions.
    - 30 a. A manual actuation device for the hood suppression system shall be installed in  
31 accordance with the Florida Building Code – Building per Sections 904.12.1 and  
32 904.12.2.
    - 33 b. An interlock device shall be provided such that upon activation of the hood suppression  
34 system, the power or fuel supply to the cooktop or range will be turned off.
    - 35 c. A portable fire extinguisher shall be installed with the appropriate fire extinguishing  
36 designation.
  - 37 iii. Where domestic range hoods and domestic appliances equipped with a fire suppression  
38 system are provided, such hoods and appliances shall discharge to the outdoors through sheet  
39 metal ducts constructed of galvanized steel, stainless steel, aluminum or copper. Such ducts  
40 shall have smooth inner walls, shall be airtight, shall be equipped with a backdraft damper,  
41 and shall be independent of all other exhaust systems. The ductwork shall be constructed  
42 having a minimum thickness of 0.0187 inch (0.4712 mm) (No. 26 gage) and in accordance  
43 with SMACNA *Duct Construction Standards* or designed by a Florida registered professional  
44 mechanical engineer.
    - 45 a. Flex duct is not allowed for a domestic kitchen hood, if a fire suppression system was  
46 installed.

1  
2 **Sec. 5-2.09. - Conflicts with building codes.**  
3

4 Section 5-1.10 governs conflicts between this article and the applicable minimum building code.  
5

6 Division IV. Tiny Homes.  
7

8 **Sec. 5-2.10. - Tiny houses.**  
9

10 (a) *Scope.* This section applies to tiny houses used as single-family-dwelling units located within the  
11 jurisdictional limits of the county lying outside the municipal limits of the city. Tiny houses must  
12 comply with the Florida Building Code except as otherwise stated in this section. All references  
13 mention in Sec. 5-10 are related to the Florida Building Code – Residential.

14 (b) *Definitions.* The following words and terms, for the purposes of this section, have the meanings  
15 shown herein. Refer to the Florida Building Code for general definitions:

16 *Egress roof access window* means a skylight or roof window designed and installed to satisfy the  
17 emergency and rescue opening requirements of section R310.2.

18 *Landing platform* means a landing provided at the top step of a stairway accessing a loft.

19 *Loft* mean a floor level located more than 40 inches (1016 mm) above the main floor, open to the  
20 main floor on one or more sides with generally a ceiling height of less than 6 feet 8 inches (2032  
21 mm) and used as a living or sleeping space.

22 *Tiny house* means a dwelling that is 400 square feet (37 square meters) or less in gross floor area,  
23 excluding lofts.

24 (c) *Minimum ceiling height.* Habitable space and hallways in tiny houses must have a ceiling height  
25 of not less than 6 feet 8 inches (2032 mm). Bathrooms, toilet rooms, lofts, and kitchens must have  
26 a ceiling height of not less than 6 feet 4 inches (1915 mm). Obstructions including, but not limited  
27 to beams, girders, ducts, and lighting, must not extend below these minimum ceiling heights.

28 (d) *Lofts.*

29 (1) *Minimum loft area and dimensions.* Lofts used as a sleeping or living space must meet the  
30 following minimum area and dimension requirements:

31 a. *Minimum area.* Lofts must have a floor area of not less than 35 square feet (3.25 square  
32 meters) or a minimum dimension of 5 feet (1524 mm) by 7 feet (2134 mm).

33 b. *Minimum dimensions.* Lofts must be not less than 5 feet (1524 mm) in any horizontal  
34 dimension.

35 c. *Minimum Height in loft area.* Portions of a loft with a sloped ceiling measuring less than  
36 three feet (914 mm) from the finished floor to the finished ceiling may not be considered  
37 as contributing to the minimum required area for the loft.  
38

39 **Exception.** Under gable roofs with a minimum slope of six units vertical in 12 units horizontal  
40 (50 percent slope), portions of a loft with a sloped ceiling measuring less than 30  
41 inches (7623 mm) from the finished floor to the finished ceiling may not be  
42 considered as contributing to the minimum required area for the loft.  
43

44 (2) *Loft access.* The access to and primary egress from lofts may be any of the following types:

- 1 a. *Stairways*. Stairways accessing lofts must comply with the Florida Building Code or  
2 with the following:
- 3 (i) *Width*. Stairways accessing a loft may not be less than 17 inches (432 mm) in clear  
4 width at or above the handrail. The width below the handrail may not be less than  
5 20 inches (508 mm).
- 6 (ii) *Headroom*. The headroom in stairways accessing a loft may not be less than 6 feet  
7 6 inches (1880 mm), as measured vertically, from a sloped line connecting the tread  
8 or landing platform nosings in the middle of their width.
- 9 (iii) *Treads and risers*. Risers for stairs accessing a loft may not be less than 7 inches (178  
10 mm) and not more than 12 inches (305 mm) in height.
- 11 (1) The tread depth shall be 20 inches (508 mm) minus four-thirds of the riser height.
- 12 (2) The riser height shall be 15 inches (381 mm) minus three-fourths of the tread depth.
- 13 (iv) *Landing platforms*. The top tread and riser of stairways accessing lofts must be  
14 constructed as a landing platform where the loft ceiling height is less than 6 feet 2  
15 inches (1880 mm) where the stairway meets the loft. The landing platform must be  
16 24 inches to 36 inches (610 to 914 mm) in depth measured from the nosing of the  
17 landing platform to the edge of the loft, and 24 to 26 inches (610 to 660 mm) in  
18 height measured from the landing platform to the loft floor.
- 19 (v) *Handrails*. Handrails must comply with section R311.7.11.2.
- 20 (vi) *Stairway guards*. Guards at open sides of stairways must comply with section  
21 R312.1.
- 22 b. *Ladders*. Ladders accessing lofts must comply with the above regulations for stairways  
23 and with the following:
- 24 (i) *Size and capacity*. Ladders accessing lofts must have a rung width of not less than  
25 12 inches (305 mm), and ten-inch (254 mm) to 12-inch (305 mm) spacing between  
26 rungs. Ladders must be capable of supporting a 250-pound (94 kg) load on any rung.  
27 Rung spacing must be uniform within three-eighths inch (9.5 mm).
- 28 (ii) *Incline*. Ladders shall result in an angle of ascent from the horizontal of between 50  
29 to 70 degrees (0.87 and 1.22 rad). The initial tread of the device shall begin at the  
30 same elevation as the platform, landing or floor surface.
- 31 c. *Alternating tread devices*. Alternating tread devices accessing lofts must comply with  
32 sections R311.7.11.1 and R311.7.11.2. The clear width at and below the handrails must  
33 be not less than 20 inches (508 mm).
- 34 d. *Ships ladders*. Ships ladders accessing lofts must comply with sections R311.7.12,  
35 R311.7.12.1 and R311.7.12.2. The clear width at and below handrails must be not less  
36 than 20 inches (508 mm).
- 37 (i) Ship ladders shall result in an angle of ascent from the horizontal of between 50 to  
38 70 degrees (0.87 and 1.22 rad)
- 39 (ii) Ship ladders must be capable of supporting a 250-pound (94 kg) load on any rung.
- 40 e. *Loft guards*. Loft guards must be located along the open side of lofts. Loft guards must  
41 be not less than 36 inches (914 mm) in height or one-half of the clear height to the ceiling,  
42 whichever is less.
- 43 (i) Ladder guards at open sides of ladder opening must comply with section R312.1.
- 44 f. *Guard rails*. *Guard rails* shall not have openings from the walking surface to the  
45 required *guard* height that allow passage of a sphere 4 inches (102 mm) in diameter.

- 1 (e) *Emergency escape and rescue openings.* Tiny houses must meet the requirements of Florida  
2 Building Code – Residential Chapter 3 Section R310 for emergency escape and rescue openings.  
3

4 **Exception:** Egress roof access windows in lofts used as sleeping rooms are deemed to meet the  
5 requirements of section R310 where installed such that the bottom of the opening is  
6 not more than 44 inches (1118 mm) above the loft floor, provided the egress roof  
7 access window complies with the minimum opening area requirements of section  
8 R310.2.1.

- 9 (f) Add to the Florida Building Code, Residential for Tiny House Sec. R314.3.2 as follows:

10 **R314.3.2 Location in Tiny Houses.**

11 Smoke alarms shall be installed in the following locations:

- 12 1. In the Medium & Large units:  
13 (a) The additional detector located outside of the bedroom would not be  
14 required in the kitchen / living area.  
15 2. In the Small units:  
16 (a) The detector may be located within 3 feet of the bathroom door.  
17 3. All units with separate bedrooms & habitable lofts would have smoke detectors  
18 as required by Section 314.  
19

20 Division V. Mobile and Manufactured Homes.  
21

22 **Sec. 5-2.11. - Title and scope.**  
23

24 This division shall be known as the "Manufactured Housing Regulation " and shall apply to all  
25 manufactured homes, as defined in F.S. ch. 553.73, used for single-family dwellings which are located  
26 or placed in use on any site within the unincorporated limits of the county.

27 The mitigation of property damage constitutes a valid and recognized objective of the Florida  
28 Building Code and requirements found in the Department of Highway Safety and Motor Vehicles  
29 *Manufactured Housing Section – Installer Licensing Program* manual (FHSMV Manual). Flooding  
30 represents a continuing threat to the health, safety, and welfare of the residents of Leon County due to  
31 the direct destructive effects of flooding as well as the possible effects on flood insurance rates. The  
32 implementation of the Florida Building Code and requirements found in the FHSMV Manual have  
33 been effective in reducing property damage. When these regulations were not implemented, single-  
34 family homes were vulnerable to the hazards.

35 This section incorporates recognized techniques and regulations from the Federal, State, and Leon  
36 County for site-built and manufactured single-family residential structures using the Floodplain  
37 regulations in Chapter 10 of the Land Development Code, Florida Building Code, and the FHSMV  
38 Manual to regulate the location, siting, and elevation of these structures.

39 The provisions of this division shall be administered by the Leon County Building Department.  
40

41 **Sec. 5-2.12. - Application.**  
42

1 The standards and requirements of this division shall apply to all mobile and manufactured home  
2 single-family dwellings whether on occupant-owned lots or on rental lots, including spaces in rental  
3 parks.

4 The installation of a mobile home meeting the definition in sec. 5-2.13 that is not located in Leon  
5 County cannot be relocated into Leon County. A mobile home that is currently located in Leon County  
6 which is proposed to be relocated must be verified of its location before a permit can be issued.  
7

8 **Sec. 5-2.13. - Definitions.**  
9

- 10 (a) **“Manufactured home”** means a mobile home fabricated on or after June 15, 1976, in an offsite  
11 manufacturing facility for installation or assembly at the building site, with each section bearing  
12 a seal certifying that it is built in compliance with the federal Manufactured Home Construction  
13 and Safety Standard Act promulgated by the U.S. Department of Housing and Urban  
14 Development (24 CFR §3280), or as such standards may be amended; and which are transportable  
15 in one or more sections, which is eight (8) feet or more in width and greater than four hundred  
16 (400) square feet, and which is built on a permanent, integral chassis and is designed for use with  
17 or without a permanent foundation when attached to the required utilities. The term  
18 "manufactured home" does not include a "mobile home" or "park model.”
- 19 (b) **“Mobile home”** means a structure, transportable in one or more sections, which is 8 body feet or  
20 more in width and which is built on an integral chassis and designed to be used as a dwelling  
21 when connected to the required utilities and includes the plumbing, heating, air-conditioning, and  
22 electrical systems contained therein. For tax purposes, the length of a mobile home is the distance  
23 from the exterior of the wall nearest to the drawbar and coupling mechanism to the exterior of the  
24 wall at the opposite end of the home where such walls enclose living or other interior space. Such  
25 distance includes expandable rooms, but excludes bay windows, porches, drawbars, couplings,  
26 hitches, wall and roof extensions, or other attachments that do not enclose interior space. In the  
27 event that the mobile home owner has no proof of the length of the drawbar, coupling, or hitch,  
28 then the tax collector may in his or her discretion either inspect the home to determine the actual  
29 length or may assume 4 feet to be the length of the drawbar, coupling, or hitch.
- 30 (i). Mobile Home means the structure was fabricated ***before*** June 15, 1976 and ***not*** built in  
31 compliance with federal Manufactured Home Construction and Safety Standards Act.
- 32 (c) **“Park Trailer”** shall mean a transportable unit which has a body width not exceeding fourteen  
33 (14) feet and which is built on a single chassis and is designed to provide seasonal or temporary  
34 living quarters when connected to utilities necessary for operation of installed fixtures and  
35 appliances. The Park Model unit is defined to be mean the same as a Park Trailer.
- 36 (d) **“Setup”** or **“Installation”** means the operations performed at the occupancy site which render a  
37 mobile home or park trailer fit for habitation. Such operations include, but are not limited to,  
38 transporting; positioning; blocking; leveling, supporting, installing foundation products,  
39 components, and systems; connecting utility systems; making minor adjustments; or assembling  
40 multiple or expandable units.
- 41 (e) **Flood-Prone Area Zone** shall, for the purposes of this article, mean any component of a natural  
42 or restored stormwater conveyance system that is outside the main channel and any land area  
43 susceptible to being inundated by water from any source. Flood prone areas may include, but are  
44 not limited to, the floodplain, the floodway, the flood fringe, wetlands, riparian buffers, areas of  
45 shallow nuisance flooding, other areas adjacent to the main channel and the areas adjacent to  
46 floodplain susceptible to exceed the absorptive capacity of soil and flow away from the property.



1 This could also be associated with sheet flow flooding conditions from higher elevation to a lower  
2 elevation. This term describes Federal, State, and local regulations, in any combination thereof,  
3 which provide standards for preventing and reducing flood loss and damage.  
4

5 **Sec. 5-2.14. - Compliance with standards required.**  
6

7 Any person locating or placing in use a mobile or manufactured home on any site within the  
8 unincorporated limits of the county shall comply with the standards herewith established and all other  
9 applicable statutes, ordinances and rules of the state, the county or the United States.  
10

- 11 (a) Any new single-family or duplex manufactured home which is manufactured in this state, or  
12 manufactured outside this state but sold or offered for sale in this state, must be constructed to  
13 meet the Manufactured Home Construction and Safety Standards, promulgated by the  
14 Department of Housing and Urban Development, pursuant to the Manufactured Housing  
15 Improvement Act. Such standards must include, but need not be limited to, standards for body  
16 and frame construction and the installation of plumbing, HVAC, and electrical systems.  
17 (b) Only mobile homes as defined in sec. 5-2.13(b)(i) originating within Leon County can be  
18 relocated within Leon County and must receive an inspection per International Property  
19 Maintenance Code Section 108 requirements before a permit can be requested. Any mobile home  
20 meeting the definition in sec. 5-2.13(b)(i) shall not be relocated from another county in Florida  
21 or another State.  
22

23 **Sec. 5-2.15. - Permits.**  
24

- 25 (a) Any mobile or manufactured home shall obtain a building permit prior to moving the structure  
26 for the installation of said structure. Fees for such permits shall be as established by resolution of  
27 the Board of County Commissioners, which may be amended from time to time.  
28 (b) Any person locating or placing in use a mobile or manufactured home on any site within the  
29 unincorporated limits of the county shall obtain a building permit from the Building Department.  
30 1. The Florida State approved, and certified manufactured home installer must provide the  
31 “Manufacture’s Modular Data Plate information at the time of application, which contains  
32 the following design information:  
33 (i) Name and address of Manufacturer;  
34 (ii) Name of Third-Party Agency;  
35 (iii) Manufacturer Certification Number;  
36 (iv) Date of Manufacturer;  
37 (v) Date of Alteration;  
38 (vi) Number of Modules;  
39 (vii) Construction Type as defined in Chapter 6 of the Code;  
40 (viii) Classification in accordance with Chapter 3 of the Code;  
41 (ix) Design Occupant Load;  
42 (x) Serial Number;  
43 (xi) Agency Plan Number;  
44 (xii) Standard Plan Approval Number;

- 1 (xiii) Maximum Floor Load (pounds per square foot), Live Load and Dead Load;
- 2 (xiv) Roof Load; Live Load and Dead Load;
- 3 (xv) Wind Velocity Rating;
- 4 (xvi) "U" rating of Floor, Wall, and Roof;
- 5 (xvii) Limitations of the plan approval by the Agency;
- 6 (xviii) If an automatic sprinkler system is provided, whether the sprinkler system is required;
- 7 and
- 8 (xix) Any special stipulations and conditions of the building permit.

- 9 (c) When a mobile or manufactured home is to be set up, installed or erected by a contractor licensed
- 10 pursuant to F.S. § 320.8249 hereunder rather than the owner/resident, the name of the installation
- 11 contractor shall be listed on the building permit along with the owner's name.
- 12 (d) The installation of a manufactured home or mobile home must ensure the installation is on a
- 13 permanent foundation that resists wind, flood, flotation, overturning, sliding, and lateral
- 14 movement of the structure.
  - 15 1. The original engineered permanent foundation, piers, anchors, tie-downs and other
  - 16 components per F.A.C. 15C-1 that would be used to resist hydrodynamic and hydrostatic
  - 17 forces when the home is installed in a flood prone zone or in areas below the Flood Protection
  - 18 Elevation shall be evaluated by a Florida licensed engineer to verify the original design will
  - 19 not fail during a flooding event.
  - 20 2. Should the original engineered permanent foundation and other components not comply with
  - 21 the flood event forces then the engineer shall provide additional engineering to address these
  - 22 forces per Manufactured Home Installation in Flood Hazard Areas, FEMA P-85/September
  - 23 1985. The engineered plan must be submitted to the building plan review and inspection along
  - 24 with the other documents for review and approval.
  - 25

26 **Sec. 5-2.16. - Permit revocation.**

27  
28 Any permit issued under this division may be revoked by the building official at any stage of  
29 completion upon a finding of any of the following circumstances:

- 30
- 31 (a) A misrepresentation or omission of facts required for the permit.
- 32 (b) The work being performed by persons not authorized by this division or not properly supervised
- 33 by authorized persons.
- 34 (c) The permit was or is issued in error where no authority for such issuance should have been
- 35 completed.
- 36 (d) The work being performed is in violation of the provisions of this division.
- 37 (e) A mobile home, as defined by Department of Transportation, moved from another county or State
- 38 pursuant to sec. 5-2.13.
- 39

40 **Sec. 5-2.17. - Approval for occupancy required.**

41  
42 Any person locating or placing in use a mobile or manufactured home on any site within the  
43 unincorporated limits of the county shall obtain approval for occupancy along with the issuance of a

1 certificate of occupancy from the Building Department after compliance has been completed pursuant  
2 to Sec. 5-2.12, 5-2.14, and 5-2.15.

3  
4 **Sec. 5-2.18. - Allowing occupancy or placement of nonconforming structures.**  
5

6 No property owner shall permit any other person to locate or place in use as a dwelling a mobile  
7 or manufactured home on the owner's property in the unincorporated limits of the county unless and  
8 until the mobile or manufactured home is so located or placed in use in accordance with the provisions  
9 of this division and all other applicable standards.

10  
11 Division VI. Swimming Pool and Spa Code.  
12

13 **Sec. 5-2.19. - Standards.**  
14

15 The design and construction of swimming pools, spas and their appurtenant equipment and  
16 materials shall be done in strict accordance with the Florida Building Code as adopted by the state  
17 building commission and Article III of Chapter 5 herein.  
18

19 (a) Swimming pools shall be permitted only in a side- and rear-yards. Swimming pools that are  
20 accessory to an existing permitted principal residential structure shall not be limited in size of the  
21 floor area of the principal structure as noted in the definition of accessory use or structure pursuant  
22 to section 10-1.101, or in the minimum development standards for the applicable zoning district.

23 (b) Enclosures for swimming pools.

24 1. Enclosures for swimming pools which have an impervious roof structure attached to the  
25 principal building, shall comply with standards for yard requirements and other accessory  
26 building location requirements of the Land Development Code.

27 2. Pool enclosures having pervious roofing, regardless of attachment to the principal building,  
28 shall not be required to comply with any setback or yard requirement. Minimum setback  
29 distances for swimming pools shall be measured from the edge of the water in the pool.

30 (c) Swimming and Spa Barriers.

31 1. In addition to F.S. § 515.27, Florida Statutes, – Residential Swimming Pool Safety Act, the  
32 following is required:

33 i. Any and all pools in Leon County shall be completely enclosed within a solid barrier  
34 approved wall, fence, or other substantial structure not less than 48 inches above grade  
35 in height measured on the side of the barrier which faces away from the pool.

36 1. The barrier shall incorporate the use of self-closing and self-latching doors and/or  
37 gate(s) with a release mechanism located on the door and/or gate no less than 54  
38 inches from the bottom of the door and/or gate. When gates provide access to a  
39 swimming pool and/or spa, gates shall open outward away from the pool.

40 ii. The enclosure shall surround the pool and shall be of sufficient material to prohibit  
41 unrestrained admittance to the enclosed area.

42 iii. If the home is part of the barrier the Florida Building Code requirements will apply in  
43 addition to the requirement indicated in subsection (c)(1)(i).  
44

45 Division VII. Accessory structures in floodplain.

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**Sec. 5-2.20. - Standards.**

Accessory structures that are wholly within, in close proximity to, or partially within any flood hazard area and that are one-story, unfinished, and used only for parking or storage are permitted below the flood protection elevation as follows:

- (1) Accessory structures that are greater than 600 square feet in area are permitted below the flood protection elevation provided the floor of the structure is at or above the base flood elevation or the surface water elevation associated with a flood hazard area, whichever is higher, and comply with the wet floodproofing construction requirements in paragraph (3).
- (2) Accessory structures that are less than or equal to 600 square feet in area are permitted at grade, provided the accessory structures comply with the wet floodproofing construction requirements in paragraph (3).
- (3) Wet floodproofing construction requirements:
  - a. Have flood openings in accordance with Section R322.2 of the *Florida Building Code, Residential*.
  - b. Are anchored to resist flotation, collapse or lateral movement resulting from flood loads.
  - c. Have flood damage-resistant materials used below the flood protection elevation.
  - d. Have mechanical, plumbing and electrical systems, including plumbing fixtures, elevated to at or above the flood protection elevation.

**ARTICLE III. Contractors' Licensing.**

Division I. In General.

**Sec. 5-3.01. - Definitions.**

For the purpose of this division, the term "contractor" shall be defined as set forth in F.S. § 489.105(3), and includes only the following:

- (a) General
- (b) Building
- (c) Residential
- (d) Sheet metal
- (e) Roofing
- (f) Class A air-conditioning
- (g) Class B air-conditioning
- (h) Class C air-conditioning
- (i) Mechanical
- (j) Commercial pool/spa

- 1 (k) Residential pool/spa
- 2 (l) Swimming pool/spa servicing
- 3 (m) Plumbing
- 4 (n) Underground utility and excavation
- 5 (o) Solar
- 6 (p) Pollutant storage system
- 7 (q) Specialty

8  
9 Division II. Leon County Contractors' Licensing Board

10  
11 **Sec. 5-3.02. - Established.**

12  
13 There is hereby established a county contractors licensing board.

14  
15 **Sec. 5-3.03. - Composition and appointment.**

16  
17 The contractors licensing board shall consist of seven members to be appointed by the Board of  
18 County Commissioners. Such board shall include whenever possible:

- 19 (a) one (1) engineer,
- 20 (b) one (1) architect,
- 21 (c) one (1) businessperson,
- 22 (d) one (1) general contractor or another contractor who is registered or certified under F.S. §  
23 489.105(3)(a)(b)(c),
- 24 (e) one (1) pool contractor or another contractor who is registered or certified under F.S. §  
25 489.105(3)(d)(o),
- 26 (f) two (2) consumer representatives who may be any resident of the county that is not, and has  
27 never been, a member or practitioner of a profession regulated by the contractors licensing  
28 board or a member of any closely related profession, and;
- 29
- 30

31 All members of the board, except for the consumer representatives, shall be licensed in the state  
32 and actively engaged in the profession they represent on such board. All members shall be voters  
33 registered in the county.

34  
35 **Sec. 5-3.04. - Terms of members.**

36  
37 The members of the contractors' licensing board shall be appointed for terms of three years.

38  
39 **Sec. 5-3.05. - Removal of members.**

40  
41 The Board of County Commissioners may, for good cause, remove any member of the contractors  
42 licensing board from office.

43  
44 **Sec. 5-3.06. - Quorum; majority voting; exception.**

1 Four members of the contractors licensing board shall constitute a quorum. A majority vote of  
2 those members present shall be required to take any official action except that a vote to suspend or  
3 revoke a certificate required by the article shall require a vote of four-fifths of the quorum present.  
4

5 **Sec. 5-3.07 - Recommendations.**  
6

7 The contractor's licensing board shall make recommendations regarding contractors to the Board  
8 of County Commissioners that are not in conflict with F.S. ch. 489.  
9

10 **Sec. 5-3.08. - Procedure and meetings.**  
11

12 The contractors licensing board shall establish rules and regulations in writing for its own  
13 procedures that are not conflicting with the provisions of this division or other Leon County Code of  
14 Laws and Florida law. The board shall meet on a regular monthly basis, as needed, and the meetings  
15 shall be open to the public. The contractors licensing board shall publish meeting notice 30 days before  
16 each meeting.  
17

18 **Sec. 5-3.09. - Duties.**  
19

- 20 (a) The definitions contained in F.S. § 489.105 and listed in Section 5-3.01 herein shall be used in this  
21 section, except that the term "contractor" will not include those contractors licensed by the City of  
22 Tallahassee.
- 23 (b) The contractors licensing board shall have the following general duties:  
24 (1) To accept and approve or disapprove applications;  
25 (2) To issue authorized specialty contractor certificates.
- 26 (c) The contractors licensing board shall have the authority to:  
27 (1) Issue a cease and desist order to prohibit a contractor from engaging in the business of  
28 contracting pursuant to ss. Chapter 489.113(2)(b);  
29 (2) Revoke, suspend, or deny the certified contractor ability to obtain a building permit or limit  
30 such authority with specific conditions pursuant to ss. Chapter 489.113(4)(b) and ss. Chapter  
31 889.113(4)(c) based on a public hearing;  
32 (3) Require financial restitution to a consumer;  
33 (4) Impose an administrative fine not to exceed \$1,500.00 per violation;  
34 (5) Require additional hours of continuing education over and above the state requirements for  
35 license renewal; and/or  
36 (6) Assess costs associated with investigation and prosecution, locally licensed or registered  
37 contractors.
- 38 (d) The contractors licensing board has the authority to issue penalties as set forth in 5-3.09(c), above  
39 if the contractor has been found guilty by the contractor's licensing board, the state construction  
40 industry licensing board, or a court of competent jurisdiction, of any of the following actions:  
41 (1) Violating this division;  
42 (2) Violating the applicable Florida Building Code or zoning codes;  
43 (3) Obtaining a certificate or registration by fraud or misrepresentation;

- 1 (4) Being convicted or found guilty of, or entering a plea of nolo contendere to, regardless of  
2 adjudication, a crime in any jurisdiction which directly relates to the practice of contracting  
3 or the ability to practice contracting;
- 4 (5) Violating any provision of F.S. ch. 455;
- 5 (6) Knowingly violating the applicable building codes or laws of the state or of any  
6 municipalities or counties thereof;
- 7 (7) Performing any act which assists a person or entity in engaging in the prohibited uncertified  
8 or unregistered practice of contracting, if the certificate holder or registrant knows or has  
9 reasonable grounds to know that the person or entity was uncertified and unregistered;
- 10 (8) Knowingly combining or conspiring with an uncertified or unregistered person by allowing  
11 his certificate or registration to be used by the uncertified or unregistered person with intent  
12 to evade the provisions of this part. When a certificate holder or registrant allows his  
13 certificate or registration to be used by one or more business organizations without having  
14 any active participation in the operation, management, or control of such business  
15 organization, such act constitutes prima facie evidence of an intent to evade the provisions of  
16 this part;
- 17 (9) Acting in the capacity of a contractor under any certificate or registration issued hereunder  
18 except in the name of the certificate holder or registrant as set forth on the issued certificate  
19 or registration, or in accordance with the personnel of the certificate holder or registrant as  
20 set forth in the application for the certificate or registration, or as later changed as provided  
21 in F.S. ch. 489;
- 22 (10) Committing mismanagement or misconduct in the practice of contracting that causes  
23 financial harm to a customer. Financial mismanagement or misconduct occurs when:
  - 24 a. Valid liens have been recorded against the property of a contractor's customer for  
25 supplies or services ordered by the contractor for the customer's job; the contractor has  
26 received funds from the customer to pay for the supplies or services; and the contractor  
27 has not had the liens removed from the property, by payment or by bond, within 75 days  
28 after the date of such liens;
  - 29 b. The contractor has abandoned a customer's job and the percentage of completion is less  
30 than the percentage of the total contract price paid to the contractor as of the time of  
31 abandonment, unless the contractor is entitled to retain such funds under the terms of the  
32 contract or refunds the excess funds within 30 days after the date the job is abandoned;  
33 or
  - 34 c. The contractor's job has been completed, and it is shown that the customer has had to  
35 pay more for the contracted job than the original contract price, as adjusted for  
36 subsequent change orders, unless such increase in cost was the result of circumstances  
37 beyond the control of the contractor, was the result of circumstances caused by the  
38 customer, or was otherwise permitted by the terms of the contract between the contractor  
39 and the customer;
- 40 (11) Being disciplined by any municipality or county for an act or violation of F.S. ch. 489;
- 41 (12) Failing in any material respect to comply with the provisions of F.S. ch. 489 or violating a  
42 rule or lawful order of the state construction industry licensing board;
- 43 (13) Abandoning a construction project in which the contractor is engaged or under contract as a  
44 contractor. A project may be presumed abandoned after 90 days if the contractor terminates  
45 the project without just cause or without proper notification to the owner, including the reason  
46 for termination, or fails to perform work without just cause for 90 consecutive days;

- 1 (14) Signing a statement with respect to a project or contract falsely indicating that the work is  
2 bonded; falsely indicating that payment has been made for all subcontracted work, labor, and  
3 materials which results in a financial loss to the owner, purchaser, or contractor; or falsely  
4 indicating that workers' compensation and public liability insurance are provided;
- 5 (15) Committing fraud or deceit in the practice of contracting;
- 6 (16) Committing incompetency or misconduct in the practice of contracting;
- 7 (17) Committing gross negligence, repeated negligence, or negligence resulting in a significant  
8 danger to life or property;
- 9 (18) Proceeding on any job without obtaining applicable local building department permits and  
10 inspections;
- 11 (19) Intimidating, threatening, coercing, or otherwise discouraging the service of a notice to owner  
12 under part I of F.S. ch. 713 or a notice to contractor under F.S. ch. 255 or part I of F.S. ch.  
13 713;
- 14 (20) Failing to satisfy within a reasonable time, the terms of a civil judgment obtained against the  
15 licensee, or the business organization qualified by the licensee, relating to the practice of the  
16 licensee's profession;
- 17 (21) In the case of a contractor who receives money totaling more than ten (10) percent of the  
18 contract price for repair, restoration, improvement, or construction to residential real  
19 property, failing to:
  - 20 a. Apply for permits necessary to do work within 30 days after the date payment is made;  
21 and
  - 22 b. Start the work within 90 days after the date all necessary permits for work are issued,  
23 unless the person who made the payment agreed, in writing, to a longer period;
- 24 (22) In the case of a contractor who receives money for repair, restoration, addition, improvement  
25 or construction of residential property in excess of the value of the work performed, with  
26 intent to defraud the owner, failing to or refusing to perform any work for any 90-day period.  
27 Proof that a contractor received the money for the repair, restoration, addition, improvement,  
28 or construction of residential real property and that:
  - 29 a. The amount received exceeds the value of the work performed by the contractor and that  
30 the contractor failed to perform any of the work for which he contracted during any 60-  
31 day period;
  - 32 b. The failure to perform any such work during the 60-day period was not related to the  
33 owner's termination of the contract or a material breach of the contract by the owner; and
  - 34 c. The contractor failed, for an additional 30-day period after the date of mailing of  
35 notification as specified in F.S. § 489.126(3)(c), to perform any work for which he  
36 contracted, gives rise to an inference that the money in excess of the value of the work  
37 performed was taken with the intent to defraud;
- 38 (23) Entering into an agreement, oral or written, whereby that contractor's certification or  
39 registration number is used, or to be used, by a person who is not certified or registered as  
40 provided for by law, or used or to be used, by a business organization that is not duly qualified  
41 as provided by law to engage in the business, or act in the capacity, of a contractor;
- 42 (24) Knowingly allowing that contractor's certification or registration number to be used by a  
43 person who is not certified or registered as provided by law, or used by a business  
44 organization that is not qualified as provided by law to engage in the business, or act in the  
45 capacity, of a contractor; or;



1 (25) Applying for or obtaining a building permit for construction work unless that contractor or  
2 business organization duly qualified by that contractor, has entered into a contract to make  
3 improvement to, or perform the contracting at, the real property specified in the application  
4 or permit. This subsection does not prohibit a contractor from applying for or obtaining a  
5 building permit to allow the contractor to perform work for another person without  
6 compensation or to perform work on property that is owned by the contractor.  
7

8 Nothing in this subsection shall be construed to authorize the exercise of disciplinary authority  
9 against an individual holding a proper valid certificate issued pursuant F.S. ch. 489.

10 (d) The contractors licensing board may deny the issuance of a building permit to a certified  
11 contractor, or issue a permit with specific conditions, if the board has found such contractor,  
12 through the public hearing process, to be guilty of fraud or a willful building code violation within  
13 the county or if the board has proof that such contractor, through the public hearing process, has  
14 been found guilty in another county or municipality within the last 12 months, of fraud or a willful  
15 building code violation and finds, after providing notice of an opportunity to be heard to the  
16 contractor, that such fraud or violation would have been fraud or a violation if committed in the  
17 county.

18 (e) Decisions of the contractors licensing board shall be supported by written findings of fact. The  
19 contractors licensing board shall also provide their findings to the Florida State Construction  
20 Industry Licensing Board for further action based on the severity of the action by the licensed or  
21 unlicensed contractor.  
22

### 23 **Sec. 5-3.10 Administrative duties of the board.**

24  
25 The County Administrator or designee shall provide clerical and administrative personnel as may  
26 be required to provide administrative support to the board to assist in the performance of its duties.  
27

### 28 Division III. – Certification.

### 29 **Sec. 5-3.11. - Construction.**

30  
31  
32 Nothing in this subdivision shall be construed to require general, building, residential building or  
33 pool contractors to obtain additional occupational licenses for specialty work, except electrical,  
34 plumbing, mechanical, and roofing work, when such specialty work is performed by employees of  
35 such contractors on projects which the contractor supervises and for which they have substantially full  
36 responsibility and provided that such contractors do not hold themselves out to the public as being  
37 specialty contractors pursuant to F.S. § 489.107 and 489.117.  
38

### 39 **Sec. 5-3.12. - Certificate required.**

40  
41 All persons desiring to engage in business as a contractor for the construction of buildings or  
42 structures under the terms of the Florida Building Code and zoning codes, shall, before engaging in  
43 such business, provide their Florida Department of Business and Professional Regulation contractor's  
44 license and number;; such certificate shall identify and indicate the contractor's certificate, as defined  
45 in section 5-494 of this subdivision.

1  
2 **Sec. 5-3.13. - Certificate as permit prerequisite; exception.**  
3

- 4 (a) The Building Department shall issue building permits only to persons possessing a contractor's  
5 Department of Business and Professional Regulations certificate, unless otherwise exempted under  
6 this subdivision or other applicable laws. The list of contractors pursuant to F.S. sec. 489.105 is as  
7 follows:  
8 1. General contractor  
9 2. Building contractor  
10 3. Residential contractor  
11 4. Sheet metal contractor  
12 5. Roofing contractor  
13 6. Class A air-conditioning contractor  
14 7. Class B air-conditioning contractor  
15 8. Class C air-conditioning contractor  
16 9. Mechanical contractor  
17 10. Commercial pool/spa contractor  
18 11. Residential pool/spa contractor  
19 12. Swimming pool/spa service contractor  
20 13. Plumbing contractor  
21 14. Underground utility and excavation contractor  
22 15. Solar contractor  
23 16. Pollutant storage systems contractor  
24 17. Specialty contractor – this contractor scope of work and responsibility is limited to a subset of  
25 one of the contractors list in 1 – 16 above.  
26 (b) Nothing in this section shall prohibit a bona fide homeowner from constructing, adding to or  
27 making changes to their single-family or two-family dwelling, providing they comply with all  
28 other rules, regulations, ordinances and laws pertaining to the scope of work in which they wish  
29 to engage regarding construction.  
30 (i) For the purposes of this provision, “bona fide homeowner” means a homeowner that intends  
31 to actually live in the dwelling for at least 12 months after occupancy.  
32 (c) No bona fide homeowner shall be issued more than one permit for the construction of his single-  
33 family or two-family dwelling within any 24-month period, and the owner must reside in the unit  
34 for at least 12 months after the Certificate of Occupancy has been issued.  
35 (d) The building official may authorize more than one permit during such period upon a written  
36 statement that provides evidence of good cause shown.  
37 (e) No person shall utilize the provisions hereof as a method to construct single-family or two-family  
38 dwellings by having the owners of such dwellings obtain the building permits. Such a person shall  
39 be deemed to be engaging in the business of a residential contractor without being licensed  
40 pursuant to the provisions hereof and shall be punished in accordance herewith or by other  
41 applicable laws and statutes.  
42 (f) Any specialty contractors licensed, otherwise known as an occupational license, through Leon  
43 County is not allowed to obtain any type of permit.  
44

45 **Sec. 5-3.14. - Classes of certificates.**

1  
2 The classes of authorized contractor certificates which shall authorize the holder thereof to engage  
3 in the indicated activities pursuant to F.S. § 489.105(3)(a-q) shall be as follows:  
4

- 5 (a) *General contractor certificate.* The holder may render construction services unlimited in scope.  
6 (b) *Building contractor certificate.* The holder's services shall be limited to construction of  
7 commercial buildings and single- or multiple-dwelling residential buildings, not exceeding three  
8 stories in height, and accessory use structures in connection therewith, or those whose services are  
9 limited to remodeling, repair or improvement of any size building if the services do not affect the  
10 structural members of the building.  
11 (c) *Residential building contractor certificate.* The holder's services shall be limited to construction,  
12 remodeling, repair or improvement of single-, two- or three-family unit residences, not exceeding  
13 two stories in height, and accessory use structures in connection therewith.  
14 (d) *Pool contractor certificate.* The holder's services shall be limited to construction or repair of public  
15 or private swimming pools used for therapy, recreation or other related excavation, operation of  
16 construction pumps for dewatering purposes, steel work, pouring of floors, guniting installation of  
17 tile and coping, installation of all perimeter and filter piping, installation of all filter equipment  
18 and chemical feeders of any type, plastering of the interior, pouring of decks, construction of  
19 equipment rooms or housing for pool equipment, and the installation of package pool heaters, all  
20 such work to be done in conjunction with, or accessory to, the construction of swimming pools;  
21 provided, however, the scope of work of such contractors shall not include direct connections to a  
22 sanitary sewer system or to potable water lines and shall not include the installation of any  
23 permanent electrical wiring.  
24 (e) *Roofing contractor, Class A certificate.* A contractor whose services are unlimited in the roofing  
25 trade and who has the experience, knowledge and skill to install, maintain, repair, alter, extend, or  
26 design, if not prohibited by law, and use materials and items used in the installation, maintenance,  
27 extension and alteration of all kinds of roofing, waterproofing, and coating, except when coating  
28 is not represented to protect, repair, waterproof, stop leaks, or extend the life of the roof. The scope  
29 of work of a roofing contractor also includes skylights and any related work, required roof-deck  
30 attachments, and any repair or replacement of wood roof sheathing or fascia as needed during roof  
31 repair or replacement and any related work.  
32 (f) *Specialty contractor.* Any person whose scope of work, experience or knowledge and skill is  
33 limited to a particular craft or trade associated with and included within an occupation or trade  
34 regulated by this division. Specialty contractors may render construction services limited in scope.  
35 The following is a list of, but not necessarily limited to, those specialties covered by this definition:  
36 painting; flooring; plastering, latching and drywall; terrazzo, tile and marble; carpentry, cabinet  
37 and millwork; acoustical installations; gunite and sandblasting; awning and aluminum erection;  
38 glass and glazing; septic tanks; and excavation, grading and site work.  
39

40 **Sec. 5-3.15. - Application; information required; filing deadline; notice of examination.**  
41

42 All those desiring a certificate required by this subdivision who must take an examination for the  
43 same shall file an application by 5:00 p.m. on the 15<sup>th</sup> of the month prior to the next board meeting.  
44 Each applicant should obtain from the contractors' licensing office the date of the next contractor  
45 exam, a list of reference materials, and a brochure on where reference books can be obtained.

1  
2 **Sec. 5-3.16. - Disciplinary action on certificates.**  
3

- 4 (a) No disciplinary action, by placing on probation, or reprimanding the contractor, revoking,  
5 suspending, or denying the issuance or renewal of the contractor's license or registration, requiring  
6 financial restitution to a consumer, imposing an administrative fine not to exceed \$1,500.00 per  
7 violation, requiring continuing education, or assessing costs associated with investigation and  
8 prosecution, shall be taken against a locally-licensed or specialty/registered contractor except  
9 upon a complaint filed, in writing, with the Leon County's contractors licensing board.
- 10 (b) After the filing of such a complaint, the contractors licensing board shall serve the certificate  
11 holder with a written notice of the complaint against them and of its intention to consider taking  
12 action against them. The notice shall also contain written notice of the time and place of the  
13 hearing which shall be held upon the matter. Such notice shall also inform the certificate holder  
14 of their right to appear at the hearing, be represented by counsel and to provide evidence and cross  
15 examine witnesses. Such notice shall be served by certified mail and by personal service to the  
16 last-known address of the certificate holder. If service by certified mail or personal service is not  
17 successful, notice shall be published once in the legal notices section of a newspaper of general  
18 circulation in the county.
- 19 (c) The contractors licensing board shall hold a hearing, no sooner than ten (10) days after the service  
20 of the notice required by this section and at the time and place specified therein, to determine  
21 whether disciplinary action should be taken, by placing on probation, or reprimanding the  
22 contractor, revoking, suspending, or denying the issuance or renewal of the contractor's license  
23 or registration, requiring financial restitution to a consumer, imposing an administrative fine not  
24 to exceed \$1,500.00 per violation, requiring additional hours of continuing education over and  
25 above the state requirements for license renewal, or assessing costs associated with investigation  
26 and prosecution. At such hearing, the contractor shall have the right to appear, be represented by  
27 counsel, produce evidence and cross examine witnesses.
- 28 (d) After such hearing, and after due consideration of the evidence presented at the same, the  
29 contractors licensing board shall enter a written opinion and order placing on probation, or  
30 reprimanding the contractor, revoking, suspending, or denying the issuance or renewal of the  
31 contractor's license or registration, requiring financial restitution to a consumer, imposing an  
32 administrative fine not to exceed \$1,500.00 per violation, requiring additional hours of continuing  
33 education over and above the state requirements for license renewal, or assessing costs associated  
34 with investigation and prosecution if it should find from the weight of the evidence that the  
35 contractor has violated any of the provisions of this division or of any law governing construction  
36 or any other building or zoning law. Such a finding shall be by no less than a majority plus one  
37 vote of the members present. In the alternative, the contractors licensing board shall enter a written  
38 opinion and order finding them free from any wrongdoing. In either case, such an order and  
39 opinion shall make specific findings of fact and state the reasons for the action.
- 40 (e) The board shall thereafter mail to the contractor and the person who made the complaint a copy  
41 of its opinion and shall advise such contractor of their right to appeal to the circuit court.
- 42 (f) Should the contractors licensing board determine in the findings of fact disciplinary action  
43 contractor was warranted, the contractors licensing board shall also send a copy of the opinion to  
44 the Florida State Department of Business and Professional Regulation Construction Industry  
45 Licensing Board for them to review and take action as seen fit pursuant to F.S. § 489.129.

1  
2 **Sec. 5-3.17. - Finality of board's decision.**  
3

4 All decisions of the Leon County's contractors licensing board to approve or disapprove the  
5 issuance of certificates required by this division or the decision to place on probation, or reprimand  
6 the contractor, revoke, suspend, or deny the issuance or renewal of the contractor's license or  
7 registration, require financial restitution to a consumer, impose an administrative fine not to exceed  
8 \$1,500.00 per violation, require additional hours of continuing education over and above the state  
9 requirements for license renewal, or assess costs associated with investigation and prosecution shall  
10 be final.

11  
12 **Sec. 5-3.18. - Certificate decisions to be in writing.**  
13

14 All decisions made by the contractors licensing board concerning the issuance or rejection of  
15 applications for certificates required by this division or placement on probation, or reprimand of the  
16 contractor, revocation, suspension, or denial of the issuance or renewal of the contractor's license or  
17 registration, requirement of financial restitution to a consumer, imposition of an administrative fine  
18 not to exceed \$1,500.00 per violation, requirement of additional hours of continuing education over  
19 and above the state requirements for license renewal, or assessment of costs associated with  
20 investigation and prosecution shall be in writing.

21  
22 **Sec. 5-3.19. - Designation of administrative fines.**  
23

24 All administrative fines ordered and collected pursuant to this article shall be deposited in the  
25 building department's fine and forfeiture fund, to be used for those purposes designated by that fund.

26  
27 Division IV. – Examination.  
28

29 **Sec. 5-3.20. - Required; temporary certificates.**  
30

- 31 (a) Except as otherwise provided, a person desiring a certificate required by this division shall take  
32 an examination by an independent third-party testing agency as established in this subdivision.  
33 (b) All persons not holding a current certificate issued by the board, and who are not certified under  
34 the provisions of F.S. ch. 489, pt. I, § 489.101 et seq., shall, before engaging in the contracting  
35 business, pass an examination administered by an independent third-party testing agency, except  
36 as provided in subsection (c) of this section.  
37 (c) Excavating, grading and site work contractors and Public Works employees, in order to continue  
38 performing such services, must have passed an examination administered by an independent third-  
39 party testing agency in order to obtain a current certificate issued by the board pursuant to  
40 subsection (b) of this section.  
41

42 **Sec. 5-3.21. - Specialty examinations authorized.**  
43

- 44 (a) Specialty examinations may be authorized at any time by the contractor licensing board, provided  
45 application therefor is made and the applicant deposits with the application the regular application

1 fee, together with all costs to be incurred by the county in the giving and grading of such  
2 examination according to F.S. § 489.117.

3 (b) Any person who applies for a specialty contractor authorization may be required to take an exam  
4 as described in subsection (a) of this section and shall meet and be subject to the following  
5 requirements:

6 (1) Any person who engages in or performs, or who desires or intends to engage in or perform,  
7 a particular type of work or activity included within the building construction trades may  
8 make application to the board as a specialty contractor.

9 (2) In order for an applicant to be eligible to receive certification from the board as a specialty  
10 contractor, they must demonstrate that they possesses the skill, knowledge, ability and  
11 experience to perform, plan, lay out and supervise all work associated with, performed or  
12 done in connection with the specialty contractor class or category for which they is seeking  
13 certification, all in compliance with Florida Building Code and all other applicable codes and  
14 regulations.

15 (3) A person certified as a specialty contractor by the board may act as specialty contractor for a  
16 business organization that engages in or performs, or that intends or desires to engage in or  
17 perform, work in the specialty contractor class or category for which he is certified.

18 (4) A person or business organization that is issued a current active specialty contractor's  
19 authorization by the board shall **not** have the right to apply for and obtain building permits  
20 unless that specialty license is authorized by the Department of Business and Professional  
21 Regulation.

22 (5) In all instances where practical experience in a specialty contractor class or category is  
23 required in order for an applicant to be eligible to be a specialty class or category, the  
24 contractors licensing board may, in its sole discretion, consider an applicant's formal or  
25 vocational education as practical experience.

26  
27 **Sec. 5-3.22. - Reciprocity.**  
28

29 The contractors licensing board may, by majority vote, authorize or recognize persons who have  
30 passed an examination given in any other city or county in the state, prepared, administered, proctored  
31 and scored by an independent testing organization. Such applicant shall have made a score equal to or  
32 exceeding that score required and have paid a fee, as established from time to time by the Board of  
33 County Commissioners, in order to engage in the contracting business to obtain a permit allowed by  
34 Leon County.  
35

36 **Sec. 5-3.23. - Administration.**  
37

38 The examination required by this subdivision shall be prepared, administered, proctored and  
39 scored by a certified independent testing organization.  
40

41 **Sec. 5-3.24. - Passing grade.**  
42

43 The minimum passing grade on an examination required by this division shall be 70 percent, or  
44 as otherwise set by the Department of Business and Professional Regulation.  
45

1                    Division V. Electrical Contractors.

2  
3    **Sec. 5-3.25. - Definitions.**

4  
5    Electrical contractors are defined as set forth in F.S. § 489.505, including:

- 6        (a) Alarm system;  
7        (b) Alarm system I;  
8        (c) Alarm system II;  
9        (d) Electrical or Unlimited electrical; and  
10       (e) Registered electrical.

11  
12   **Sec. 5-3.26. - Licensing of electricians required.**

13  
14       Any person desiring to engage in business as an electrical contractor or work as an electrical  
15    contractor shall be licensed as provided herein.

16  
17   **Sec. 5-3.27. - Registration required.**

18  
19       Each journeyman electrician engaging in electrical work in the county shall be registered with the  
20    Building Department and shall, always when engaging in such work, have in his possession a  
21    registration card issued by the county.

- 22    (a) **Registered**” means any contractor who has registered with the department pursuant to fulfilling  
23    the competency requirements in the jurisdiction for which the registration is issued. Registered  
24    contractors may contract only in such jurisdictions.

25  
26   **Sec. 5-3.28. - Bond prerequisite to occupational license when working for a local government.**

27  
28       Each applicant for an electrical contractor's license shall file a bond if required by F.S. § 489.537.  
29    Otherwise, no bonding is required to be filed unless the contractor must be bonded according to F.S.  
30    § 489.521(3)(a).

31  
32   **Sec. 5-3.29. - Requirements for performance of electrical work.**

- 33  
34    (a) All electrical work or wiring in the county shall be performed by or under the direction of an  
35    electrical contractor, except as otherwise provided.  
36    (b) The electrical contractor may be the owner, proprietor or employee of a corporation, but in all  
37    cases shall be the person directly responsible for the proper installation of the electrical work.  
38    (c) Except as otherwise provided, where any electrical work is being done, an electrical contractor or  
39    journeyman shall always be present on the jobsite and in actual control and in charge of the work  
40    being done.  
41    (d) Nothing in this section shall prevent a duly licensed contractor who has met the qualifications of  
42    the Department of Business and Professional Regulation license from performing electrical work  
43    in the county.  
44    (e) Nothing in this section shall prohibit a bona fide homeowner from personally installing electrical  
45    wiring in their own home providing they shall live in such residence, which is a single-dwelling

1 unit, used exclusively by their immediate family, but such privilege shall not exempt the  
2 homeowner from taking out an electrical permit for such work, and having it approved by an  
3 inspector.  
4

5 **Sec. 5-3.30. - Identification of trucks.**  
6

7 Each person engaging in the business of electrical contracting shall have attached or imprinted to  
8 each truck or vehicle used in that business a sign pursuant to F.S. § 489.119(5)(c).

9 **Sec. 5-3.31. - Countersigning of permits.**  
10

11 It shall be unlawful for any electrician to countersign permits for more than one person unless  
12 such person has been authorized by State Statute.  
13

14 **ARTICLE IV. Property Maintenance Code.**  
15

16 **Division I. – Generally.**  
17

18 **Sec. 5-4.01. – Title.**  
19

- 20 (a) The regulations listed and stated shall be known as the Property Maintenance Code of Leon  
21 County, hereinafter referred to as “this code” as propagated by the International Code Council  
22 Property Maintenance Code.  
23 (b) The International Code Council Property Maintenance Code is herein referred by reference as the  
24 Leon County Property Maintenance Code. All terms as utilized herein shall be defined as set forth  
25 in the International Code Council Property Maintenance Code.  
26

27 **Sec. 5-4.02. - Violations.**  
28

29 Any person violating the provisions of this article shall be punished as provided in section 1-9 of  
30 the Leon County Code of Laws. Any person may seek an injunction against any violation of the  
31 provisions of this article and recover such damages as they may suffer.  
32

33 **Sec. 5-4.03. - Scope.**  
34

- 35 (a) The provisions of this code shall apply to all existing residential and non-residential structures and  
36 all existing premises and constitute minimum requirements and standards for premises, structures,  
37 equipment, light, ventilation, heating, sanitation, protection from the elements, a reasonable level  
38 of safety from fire and other hazards, and for a reasonable level of sanitary maintenance; the  
39 responsibility of owners, and owner’s authorized agent, operators and occupants; the occupancy  
40 of existing structures and premises, and for administration, enforcement, and penalties in the  
41 interest of the social and economic welfare of the community.  
42 (b) The Property Maintenance Code shall be construed to secure its expressed intent, which is to  
43 ensure public health, safety, and welfare insofar as they are affected by the continued occupancy  
44 and maintenance of structures and premises. Existing structures and premises that do not comply



1 with these provisions shall be altered or repaired to provide a minimum level of health and safety  
2 as required herein.  
3

4 **Sec. 5-4.04. - Application to existing buildings.**  
5

- 6 (a) The provisions of this article shall apply to any structure irrespective of when such building was  
7 constructed, altered or repaired.  
8 (b) If, within any period of 12 months, alterations or repairs costing in excess of 50 percent of the  
9 assessed value of the building by the Leon County Property Appraiser's Office are made to an  
10 existing building, such building shall be made to conform to the requirements of the county's  
11 building code for new buildings.  
12 (c) If an existing building is damaged by fire or otherwise in excess of 50 percent of its the assessed  
13 value by the Leon County Property Appraiser's Office before such damage is repaired, it shall be  
14 made to conform to the requirements of the county's building code for new buildings.  
15 (d) If the cost of such alterations or repairs within any 12-month period or the amount of such damage  
16 as referred to in subsection (c) of this section is more than 25 but not more than 50 percent of the  
17 assessed value of the building by the Leon County Property Appraiser's Office, the portions to be  
18 altered or repaired shall be made to conform to the requirements of the building code for new  
19 buildings to such extent as the building official may determine.  
20 (e) Repairs and alterations not covered by the preceding subsections of this section, restoring a  
21 building to its condition previous to damage or deterioration, or altering it in conformity with the  
22 provisions of the building code or in such a manner as will not extend or increase an existing  
23 nonconformity or hazard, may be made with the same kind of materials as those of which the  
24 building is constructed.  
25

26 **Sec. 5-4.05. - Article declared remedial.**  
27

28 This article is hereby declared to be remedial, and shall be construed to secure the beneficial  
29 interests and purposes thereof, which are public safety, health and general welfare, through structural  
30 strength, stability, sanitation, adequate light and ventilation, and safety to life and property from fire  
31 and other hazards incident to the construction, alteration, repair, removal, demolition, use and  
32 occupancy of any structure or premise.  
33

34 **Sec. 5-4.06. - Maintenance.**  
35

36 All buildings or structures, both existing and new, and all parts thereof, shall be maintained in a  
37 safe and sanitary condition. All devices are safeguards which are required by this article in a building  
38 when erected, altered or repaired, and shall be maintained in good working order. The owner, or his  
39 designated agent, shall be responsible for the maintenance of buildings, structures and premises to the  
40 extent set out in this code.  
41

42 Division 2. – Administration and Enforcement.  
43

44 **Sec. 5-4.07. - Generally.**  
45

- 1 (a) The Division of Code Compliance is hereby meant to oversee the enforcement of this code and  
2 the director is known as the Property Maintenance Official or “Official” for the enforcement of  
3 this code.
- 4 (b) Notwithstanding the authority of the Official to enforce this code, the Leon County Building  
5 Official shall have sole authority for interpretations, modifications, alternative materials, design,  
6 and methods of construction and equipment along with testing to verify compliance of this code  
7 or materials and reviewing and research reports, structural calculations, and new construction  
8 processes. The Leon County Building Official also has the sole authority to issue declarations of  
9 unsafe buildings, equipment, dangerous structures or premises; disconnection of service utilities;  
10 condemnation, abatement methods for compliance with the Florida Building Code, demolition,  
11 stop work orders, and determine imminent dangerous conditions.
- 12 (c) When there is a conflict with this code or any other code, reference, ordinance, or statute, the most  
13 restrictive regulation or requirement shall apply. The Leon County Building Official shall be the  
14 final authority for the interpretation and decision. The final decision would be appealable to the  
15 board of adjustment and appeals. Appeals of the board of adjustment and appeal’s findings are  
16 appealable to a court of competent jurisdiction.  
17

18 **Sec. 5-4.08. - Conflicts of interest.**  
19

20 No officer or employee connected with the office of the official, except one whose only  
21 connection is as a member of the board of adjustment and appeals, shall be financially interested in  
22 the furnishing of labor, material or appliances for the construction, alteration or maintenance of a  
23 building, or in the making of plans or of specifications therefor, unless he is the owner of such building.  
24 No such officer or employee shall engage in any work which is inconsistent with his duties or with  
25 the interests of the county.  
26

27 **Sec. 5-4.09. - Entry powers.**  
28

29 The official shall enforce the provisions of this code, and their authorized representative upon  
30 presentation of proper identification to the owner, agent or tenant in charge of such property, may  
31 enter any building, structure, dwelling, apartment, apartment house or premises, during all reasonable  
32 hours. If entry is refused, the official shall have recourse to the remedies provided by law to secure  
33 entry pursuant to s.s. 933.20 to 933.30.  
34

35 **Sec. 5-4.10. - Inspections.**  
36

- 37 (a) The official shall request to be made inspections by a Leon County building inspector to  
38 determine the condition of existing residential and nonresidential structures in the interest of  
39 safeguarding the health and safety of the occupants of said structures and of the general public.
- 40 (b) For the purpose of making sure such inspections, the Leon County inspector, upon presentation  
41 of proper identification to the owner, agent or tenant in charge of such property, is hereby  
42 authorized to enter, examine and survey at all reasonable times all residential, nonresidential  
43 structures and premises as related to the Property Maintenance Code.
- 44 (c) The owner or occupant of every residential, nonresidential structures and premises, or the person  
45 in charge thereof, shall give the Leon County inspector free access to such residential,

1 nonresidential structures and premises at all reasonable times for the purpose of such inspection,  
2 examination and survey.

3  
4 **Sec. 5-4.11. – Site debris and cleaning requirements.**

5  
6 (a) Site debris.

- 7 i. The contractor and/or owner of any active or inactive construction project shall be responsible  
8 for the clean-up and removal of all construction debris or any other miscellaneous discarded  
9 articles prior to receiving final inspection approval. Construction job sites must be kept clean,  
10 free of overgrown weeds and grass over 12 inches in height, such that excessive accumulation  
11 of construction debris must not remain on the property for a period exceeding 10 days.
- 12 ii. All owners, contractors, workmen, and subcontractors of all trades and disciplines performing  
13 works of improvement under permit or requiring a permit to be issued by the Leon County  
14 are required to keep on the property or job site a container of adequate size and construction  
15 to hold all wrappers, papers, insulation, roofing material, conduit, metal, straps, wires, bags,  
16 bottles, cans, cups, containers, plastics, Styrofoam, food containers and debris of all kinds.
- 17 iii. All debris shall be kept in such a manner as to prevent it from being spread by any means.  
18 The container shall be designed in such a fashion as to be able to hold and contain such items  
19 in any wind condition.
- 20 a. At all times, such substances shall be deposited within the container during wind  
21 conditions, and not later than the termination of work daily.

22 (b) Cleaning requirements.

- 23 i. In addition to the requirements addressing construction debris, cleanup of debris and  
24 discarded construction material daily;
- 25 ii. All wood scraps and other construction debris visible to the street or any neighboring  
26 residence shall be gathered into a single location at the end of the workday; and,
- 27 iii. Storage of building material not in use is limited to a storage period of 30 days.
- 28 iv. At issuance, extending, or reinstating a nonresidential or multifamily residential permit the  
29 building official may impose additional conditions to limit noise, storage of materials or  
30 debris, cleanliness of the building site, work hours, construction worker parking or take other  
31 actions that will minimize the negative impact of an active construction project for  
32 surrounding properties.
- 33 v. Dust created during construction or demolition must be contained on the site or proximity to  
34 building or structure through wetting down the dust or materials or any alternate means that  
35 prevents dust from leaving the property.
- 36 vi. The contractor, the owner or his agent, upon completion of a building or construction project  
37 prior to final inspection, shall immediately remove all debris and all other obstructions and  
38 leave such public property in as good a condition as it was before work was commenced and  
39 shall replace all broken curbs, sidewalks prior to obtaining a certificate of  
40 occupancy/compliance or within 14 calendar days from notification if no certificate of  
41 occupancy/completion is issued.

- 42 (c) Violation of these conditions shall authorize the building official to place a stop work order on  
43 such jobs in violation of this section and require removal of debris and overgrowth. Other remedies  
44 shall include referring the violation to the Code Enforcement Board or having all debris removed  
45 from job site by the County and charging all costs to the contractor or the property owner and if  
46 unpaid for 30 days shall be assessed as a lien against the property.

1  
2 **Sec. 5-4.12. - Liability of county employees.**  
3

4 Any officer or employee, or member of the board of adjustment and appeals, charged with the  
5 enforcement of this code, in the discharge of his duties, shall not thereby render themselves liable  
6 personally, and they are hereby relieved from all personal liability for any damage that may accrue to  
7 persons or property as a result of any act required or permitted in the discharge of his duties. Any suit  
8 brought against any officer or employee because of this code shall be defended by the county until the  
9 final termination of the proceedings.

10  
11 **Section 3. Amendments to Section 6-31 of Chapter 6, Article II**  
12

13 Section 6-31 of Chapter 6, Article II of the Leon County Code of Laws is hereby amended as follows:  
14

15 **Sec. 6-31. - Function.**

16 The code enforcement board shall have the purpose of conducting hearings relating to the enforcement  
17 of the following provisions as now or hereafter amended:

- 18 (1) Chapter 5, building ~~and construction regulations code~~, article II, technical codes and standards;  
19 (2) Chapter 5, building ~~and construction regulations code~~, article ~~IVH~~, housing code property maintenance  
20 code;  
21 (3) Chapter 10, land development code;  
22 (4) Chapter 11, licenses, taxation and miscellaneous business regulations, article XIX, refueling  
23 assistance for persons with disabilities;  
24 (5) Chapter 14, property safety and maintenance; and  
25 (6) Any provision of the Leon County Code of Laws which the code enforcement board is specifically  
26 granted enforcement jurisdiction.

27  
28 **Section 4. Fiscal Impact Statement.**  
29

30 In terms of design, plan application review, construction and inspection of buildings and  
31 structures, the cost impact as an overall average is negligible in regard to the local technical  
32 amendments because all development has been subject to the requirements of the local floodplain  
33 management ordinance adopted for participation in the National Flood Insurance Program. In terms  
34 of lower potential for flood damage, there will be continued savings and benefits to consumers.  
35

36 **Section 5. Conflicts.**  
37

38 All ordinances or parts of ordinances in conflict with the provisions of this ordinance are  
39 hereby repealed to the extent of such conflict, except to the extent of any conflicts with the  
40 Tallahassee-Leon County 2030 Comprehensive Plan as amended, which provisions shall prevail over  
41 any parts of this ordinance which are inconsistent, either in whole or in part, with the said  
42 Comprehensive Plan.  
43

44 **Section 6. Severability.**

1  
2 If any word, phrase, clause, section, or portion of this Ordinance is declared by any court of  
3 competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions  
4 and portions of this Ordinance shall remain in full force and effect.  
5

6 **Section 7. Effective Date.**  
7

8 This ordinance shall have effect upon becoming law.  
9

10  
11 DONE, ADOPTED AND PASSED by the Board of County Commissioners of Leon County,  
12 Florida, this \_\_\_\_\_ day of \_\_\_\_\_, 2020.  
13

14 LEON COUNTY, FLORIDA  
15

16  
17 By: \_\_\_\_\_  
18 Bryan Desloge, Chairman  
19 Board of County Commissioners  
20

21 ATTESTED BY:  
22 Gwendolyn Marshall, Clerk of Court  
23 & Comptroller, Leon County, Florida  
24

25  
26 By: \_\_\_\_\_  
27

28  
29 APPROVED AS TO FORM:  
30 Chasity H. O’Steen, County Attorney  
31 Leon County Attorney’s Office  
32

33  
34 By: \_\_\_\_\_  
35  
36

**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #7**

# Leon County Board of County Commissioners

## Agenda Item #7

October 13, 2020

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator



**Title:** Florida Department of Health Emergency Medical Services County Grant

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<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Wanda Hunter, Assistant County Administrator Chad Abrams, Chief, Emergency Medical Services
<b>Lead Staff/ Project Team:</b>	Timothy Carlson, Financial Compliance Manager

### **Statement of Issue:**

This item seeks Board acceptance of the Florida Department of Health Emergency Medical Services County Grant in the amount of \$26,821 to be used solely to improve and expand patient care, specifically the purchase of ambulance medical equipment.

### **Fiscal Impact:**

This item has a fiscal impact. Funding is associated with a grant in the amount of \$26,821, which is contemplated in the FY 2021 budget.

### **Staff Recommendations:**

- Option #1: Accept the Florida Department of Health Emergency Medical Services County Grant in the Amount of \$26,821 and authorize the County Administrator to execute all documents related to the grant project.
- Option #2: Approve the associated Resolution certifying the grant funds will improve and expand the county pre-hospital EMS system and will not be used to supplant current levels of county expenditures (Attachment #1).

## **Report and Discussion**

### **Background:**

This item seeks Board acceptance of the Florida Department of Health Emergency Medical Services County Grant and approval of a resolution declaring the funding will be used to improve and expand patient care. Per Section 401.113 (2)(a), Florida Statutes, the Florida Department of Health annually disperses funds contained in the Emergency Medical Services Trust Fund to each County in Florida. The funds must be used solely to improve and expand the County's prehospital emergency medical services systems and cannot be used to supplant current levels of County expenditures.

The grant would advance the following FY2017-FY2020 Strategic Initiative:

- *Continue to evaluate emergency medical response strategies to improve medical outcomes and survival rates. (2016-26)*

This Strategic Initiative aligns with the Board's Quality of Life Strategic Priority:

- *(Q3) Provide essential public safety infrastructure and services.*

### **Analysis:**

On August 13, 2020, the County was notified by the Department of Health that this year's Emergency Medical Services County Grant funding for Leon County is \$26,821 (Attachment #2). This grant funding is contemplated in the FY 2021 budget to be used for the acquisition of EMS equipment. A Board approved Resolution, certifying that the grant funds will be used to improve and expand prehospital emergency medical services and will not be used to supplant existing County EMS budget allocations (Attachment #1), is required as part of the grant acceptance process.

### **Options:**

1. Accept the Florida Department of Health Emergency Medical Services County Grant in the Amount of \$26,821 and authorize the County Administrator to execute all documents related to the grant project.
2. Approve the associated Resolution certifying the grant funds will improve and expand the county pre-hospital EMS system and will not be used to supplant current levels of county expenditures (Attachment #1).
3. Do not accept the Florida Department of Health County Emergency Medical Services Entitlement Grant.
4. Board direction.

### **Recommendations:**

Options #1 and #2

### **Attachments:**

1. Associated Resolution
2. Grant Award Notification and Distribution List



RESOLUTION NO. \_\_\_\_\_

WHEREAS, the Board of County Commissioners of Leon County, Florida proposes to submit a EMS County Grant Application to the Florida Department of Health; and,

WHEREAS, the Board of County Commissioners desires to improve the pre-hospital EMS system in order to better serve the public.

NOW, THEREFORE, BE IT RESOLVED, that the Board of County Commissioners of Leon County, Florida, hereby certifies that the proposed use of EMS grant funds will improve and expand the County pre-hospital EMS system and will not be used to supplant current levels of County expenditures.

Adopted this 13<sup>th</sup> day of October 2020

LEON COUNTY, FLORIDA

By: \_\_\_\_\_  
Bryan Desloge, Chair  
Board of County Commissioners

APPROVED AS TO LEGAL SUFFICIENCY:  
Chasity H. O'Steen, County Attorney  
Leon County Attorney's Office

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

By: \_\_\_\_\_

By: \_\_\_\_\_

## Timothy Carlson

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**From:** Chad Abrams  
**Sent:** Thursday, August 13, 2020 10:58 AM  
**To:** Timothy Carlson  
**Subject:** FW: New County Grant Funds 2020-2021

Speaking of the County grant.

Chad Abrams



## COVID-19 Community Update

STAY INFORMED. BE PREPARED.

[CLICK HERE](#)

---

**From:** Van Lewen, Alan <Alan.VanLewen@flhealth.gov>  
**Sent:** Thursday, August 13, 2020 10:07 AM  
**Subject:** FW: New County Grant Funds 2020-2021

Your 2020-2021 state emergency medical services (EMS) "county" grant can now be applied for. We refer to these as county grants because only county governments can be awarded these entitlement grants which are required by 401.113 (2) (a), Florida Statutes. The grant program is 64.005 in the State Catalog of Financial Assistance, and no federal funds are involved.

It is okay to apply for the new grant even if your previous award of this type is still active. When your previous grant ends you can then request spending authority for any remaining balance including interest, under the new grant.

All of your funds per 401.113 (1), Florida Statutes (attached) "must" be "solely" used to improve and expand your county's prehospital EMS services.

This grant opportunity is on the state EMS website and the Internet address follows, but when you get to that location, scroll down past Matching Grant information to get to the county grant part of the webpage. The forms and a table showing the amount for your county this year can be accessed at that site. Use the amount in the "Total Award" column

<http://www.floridahealth.gov/provider-and-partner-resources/ems-grants/index.html>

We would appreciate the opportunity to provide the 2020-2021 county EMS grant funds to you.

---

### *Alan Van Lewen*

Health Services and Facilities Consultant  
Florida Department of Health  
4052 Bald Cypress Way, Mail Bin A-22  
Tallahassee, FL 32399-1722  
E-Mail: [Alan.VanLewen@flhealth.gov](mailto:Alan.VanLewen@flhealth.gov) Telephone: (850) 558-9550

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DOH Mission: To protect, promote & improve the health of all people in Florida through integrated state, county & community efforts.

PLEASE NOTE: Florida has a very broad public records law. Most written communications to or from state officials regarding state business are public records available to the public and media upon request. Your email communications may therefore be subject to disclosure (section 668.6076, *Florida Statutes*).

State EMS Grants. Please refer to the following website for current information.  
<http://www.floridahealth.gov/provider-and-partner-resources/ems-grants/index.html>



<b>2020-2021 Payments to County Governments Required by 401.113 (2) (a), Florida Statutes</b>			
<b>County</b>	<b>Total Award</b>	<b>New Funds</b>	<b>Previously Not Paid</b>
Alachua	\$31,811.00	\$31,811.00	
Baker	\$3,802.00	\$3,802.00	
Bay	\$17,595.00	\$17,595.00	
Bradford	\$17,459.00	\$17,459.00	
Brevard	\$38,463.00	\$38,463.00	
Broward	\$94,010.00	\$94,010.00	
Calhoun (b)	\$10,048.00	\$8,581.00	\$1,467.00
Charlotte	\$18,146.00	\$18,146.00	
Citrus	\$12,399.00	\$12,399.00	
Clay	\$25,393.00	\$25,393.00	
Collier	\$63,731.00	\$63,731.00	
Columbia	\$9,755.00	\$9,755.00	
Desoto (a)	\$10,352.00	\$5,380.00	\$4,972.00
Dixie (c)	\$5,153.00	\$1,354.00	\$3,799.00
Duval	\$79,491.00	\$79,491.00	
Escambia	\$29,561.00	\$29,561.00	
Flagler	\$8,738.00	\$8,738.00	
Franklin	\$813.00	\$813.00	
Gadsden	\$4,921.00	\$4,921.00	
Gilchrist	\$1,975.00	\$1,975.00	
Glades	\$9,208.00	\$9,208.00	
Gulf	\$3,429.00	\$3,429.00	
Hamilton (a)	\$7,022.00	\$2,986.00	\$4,036.00
Hardee	\$7,856.00	\$7,856.00	
Hendry	\$9,484.00	\$9,484.00	
Hernando	\$16,831.00	\$16,831.00	
Highlands	\$16,968.00	\$16,968.00	
Hillsborough	\$91,833.00	\$91,833.00	
Holmes	\$2,546.00	\$2,546.00	
Indian River	\$18,951.00	\$18,951.00	
Jackson	\$6,855.00	\$6,855.00	
Jefferson	\$5,432.00	\$5,432.00	
Lafayette (d)	\$7,741.00	\$5,290.00	\$2,451.00
Lake	\$38,376.00	\$38,376.00	
Lee	\$84,207.00	\$84,207.00	
Leon	\$26,821.00	\$26,821.00	
Levy	\$5,970.00	\$5,970.00	
Liberty (a)	\$2,850.00	\$1,515.00	\$1,335.00
Madison	\$7,504.00	\$7,504.00	

<b>2020-2021 Payments to County Governments Required by 401.113 (2) (a), Florida Statutes</b>			
<b>County</b>	<b>Total Award</b>	<b>New Funds</b>	<b>Previously Not Paid</b>
Manatee	\$32,843.00	\$32,843.00	
Marion	\$26,655.00	\$26,655.00	
Martin	\$22,479.00	\$22,479.00	
Miami Dade	\$97,877.00	\$97,877.00	
Monroe	\$26,289.00	\$26,289.00	
Nassau	\$8,750.00	\$8,750.00	
Okaloosa	\$21,190.00	\$21,190.00	
Okeechobee (b)	\$12,089.00	\$3,997.00	\$8,092.00
Orange	\$168,948.00	\$168,948.00	
Osceola	\$55,824.00	\$55,824.00	
Palm Beach	\$147,932.00	\$147,932.00	
Pasco	\$34,607.00	\$34,607.00	
Pinellas	\$122,074.00	\$122,074.00	
Polk	\$84,148.00	\$84,148.00	
Putnam	\$4,533.00	\$4,533.00	
St. Johns	\$18,691.00	\$18,691.00	
St. Lucie	\$44,107.00	\$44,107.00	
Santa Rosa	\$20,554.00	\$20,554.00	
Sarasota	\$36,790.00	\$36,790.00	
Seminole	\$66,745.00	\$66,745.00	
Sumter	\$17,834.00	\$17,834.00	
Suwannee (a)	\$10,125.00	\$5,026.00	\$5,099.00
Taylor	\$2,475.00	\$2,475.00	
Union (a)	\$1,252.00	\$536.00	\$716.00
Volusia	\$55,292.00	\$55,292.00	
Wakulla	\$2,781.00	\$2,781.00	
Walton	\$6,064.00	\$6,064.00	
Washington (b)	\$5,473.00	\$1,472.00	\$4,001.00
<b>Totals</b>	<b>\$2,007,921.00</b>	<b>\$1,971,953.00</b>	<b>\$35,968.00</b>

**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #8**

# Leon County Board of County Commissioners

## Agenda Item #8

October 13, 2020

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator

**Title:** FY 2020 Carry Forward Appropriations



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<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Scott Ross, Director, Financial Stewardship
<b>Lead Staff/ Project Team:</b>	Timothy Barden, Budget Manager Jelani Marks, Senior Management and Budget Analyst Eryn Calabro, Senior Management and Budget Analyst

### **Statement of Issue:**

This item seeks the Board's approval to authorize the carry forward of FY 2020 appropriations to the FY 2021 Budget.

### **Fiscal Impact:**

This item has fiscal impact, and carries forward operating, grant, and capital funds originally appropriated in the FY 2020 budget into the FY 2021 adopted budget to provide continued project funding.

### **Staff Recommendation:**

Option #1: Authorize the carry forward of FY 2020 appropriations to the FY 2021 budget by adopting the Resolution and Budget amendment (Attachment #1).

## Report and Discussion

### **Background:**

This item seeks the Board's approval to authorize the carry forward of FY 2020 appropriations to the FY 2021 Budget. Before approving carry forward requests, the Office of Financial Stewardship's Office of Management and Budget works with program managers to identify projects not completed by the end of the fiscal year. The funds for approved requests are then recommended for carry forward to the new year budget and made available for continued project funding.

### **Analysis:**

#### *Carry forwards*

The FY 2020 carry forward lists each operating, capital and grant project to be brought forward into FY 2021. For operating budget carry forwards, the corresponding requested funding amounts and footnote justifications are provided (Attachment #1). These funds will be added to the FY 2021 adopted budget for the sole purpose of completing the projects for which the funds were originally appropriated in FY 2020.

In addition, the carry forward appropriates supplementary funding in the amount of \$1,734,878 for the following:

- On September 25, 2020, the Leon County Supervisor of Elections (SOE) was awarded a COVID-19 Response grant in the amount of \$1,437,386 from the Center for Tech and Civic Life (CTCL) for the public purpose of planning and operationalizing safe and secure election administration in Leon County (Attachment #2). The originating source of the CTCL grant came from a \$250,000,000 contribution from Priscilla Chan and Mark Zuckerberg for the express purpose of providing funds to local election offices to respond to the COVID-19 Public Health Emergency. The SOE intends to use the funding for an insert sorting machine, a server for security cameras, and additional voting booths, and other measures to provide for a secure election. The grant requires no match.
- Additional grant funds in the amount of \$4,492 provided by the Florida Department of Agriculture and Consumer Services (DACCS) to support the County's mosquito control program (Attachment #3).
- An additional \$293,000 has been added to the Parks Greenway Maintenance capital project to repair significant damage to the Miccosukee trails caused by the remnants of Hurricane Sally. Funding is available as the County did not purchase several vehicles budgeted for acquisition during FY2020.

The carryforward also includes active grant awards. 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, as well as 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 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. With receipt of the CARES Act funding, the total County grant leverage ratio is \$7.38 to \$1; excluding the significant septic to sewer related grants which require one-to-one dollar match, the leveraging ratio would be \$32.68 to \$1.

**Options:**

1. Authorize the carry forward of FY 2020 appropriations to the FY 2021 budget by adopting the associated resolution and budget amendment (Attachment #1).
2. Do not authorize the carry forward of FY 2020 appropriations to the FY 2021 budget.
3. Board direction.

**Recommendation:**

Options #1 and #2

**Attachments:**

1. Resolution and Budget Amendments for FY 2021 Carry Forward Accounts
2. SOE Center for Tech and Civic Life (CTCL) Grant Award
3. Florida Department of Agriculture and Consumer Services (DACS) Mosquito Control Grant Notification

**FISCAL YEAR 2020/2021  
BUDGET AMENDMENT REQUEST**

No: BAB21001  
Date: 10/1/2020

Agenda Item No:  
Agenda Item Date: 10/13/2020

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>				

**Fiscal Year 2020 Carry Forwards  
See Attached**

Subtotal: -

**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>				

Subtotal: -

**Purpose of Request:**

\_\_\_\_\_  
Group/Program Director

\_\_\_\_\_  
Budget Manager

\_\_\_\_\_  
Scott Ross, Director, Office of Financial Stewardship

Approved By:                      Resolution                       Motion                       Administrator

FY 2020/2021 Operating Carry Forwards

Account Description	Fund	Org	Account	Program	Revenue	Expenditure	*Unless otherwise noted, all operating carry forwards funded are for projects started and funded in FY20 but not completed by September 30, 2020
<b>1 - General Fund</b>							<b>1 - General Fund</b>
Appropriated Fund Balance	001	000	399900	000	4,077,579		<u>Office of Economic Vitality</u> : \$93,185 for an update to the MWSBE Disparity Study as requested by the Intergovernmental Agency (IA) at the September 17, 2020 meeting.
<b>Office of Economic Vitality</b>							
Other Contractual Services	001	114	53400	512		93,185	<u>County Attorney</u> : \$100,000 for professional services associated with TMDL and the face coverings ordinance challenge.
<b>County Attorney</b>							
Professional Services	001	120	53100	514		100,000	<u>Facilities Management</u> : \$8,734 for courthouse holding cell repair project.
<b>Facilities Management</b>							
Repairs and Maintenance	001	150	54600	519		8,734	<u>Human Service</u> : \$27,151 in refund in Low Income Pool (LIP) funding from the Agency for Health Administration (AHCA) to be reallocated to the Apalachee Center.
<b>Human Services</b>							
Mental Health and Alcohol	001	370	53102	563		27,151	<u>Housing Services</u> : \$92,400 for the completion of a special housing project not eligible for State Housing Initiative Program (S.H.I.P.) funding.
<b>Housing Services</b>							
Aid to Private Organizations	001	371	58200	569		92,400	<u>Veteran's</u> : \$35,000 for the Veteran's Emergency Assistance Program (VEAP) to support veterans who did not meet the requirements of the CARES Act funding and \$10,000 for the North Florida Veteran's stand down.
<b>Veterans</b>							
VEAP Program	001	390	58349	553		35,000	
N. Florida Veterans Stand Down	001	390	58264	553		10,000	
<b>CHSP&amp; Emergency Assistance</b>							
DEAP Program	001	390	58345	569		18,615	<u>CHSP &amp; Emergency Assistance</u> : \$18,615 for the Direct Emergency Assistance Program (DEAP) to support individuals who did not meet the requirements of the CARES Act funding .
<b>Library Services</b>							
Other Contractual Services	001	241	53400	571		67,500	<u>Library Services</u> : \$67,500 for the collection management contractual services agreements and \$82,594 for physical improvements and equipment to accommodate the RFID program at the libraries.
Operating Supplies	001	241	55200	571		82,594	
<b>Public Safety Complex</b>							
Repairs and Maintenance	001	410	54600	519		34,811	<u>Public Safety Complex</u> : \$34,811 for replacement of heat exchanger at the Public Safety Complex.
<b>Planning Department</b>							
Aids to Government Agencies	001	817	58100	515		250,000	<u>Planning</u> : \$100,000 for the County Share of Phase II of the Alternative Mobility Funding Study jointly funded with the City of Tallahassee and \$150,000 for Land Use Element Comprehensive Plan update.
<b>Catastrophe Reserve Account</b>							
Catastrophe Reserves	001	990	58602	599		3,257,589	
Salvation Army	001	990	58603	600		218,784	<u>Catastrophe Reserve Account</u> : Pursuant to Board policy, through the carry forward process, the catastrophe reserve funds are appropriated at a level of 2% of the total appropriations the general/fine and forfeiture funds or \$3,257,589. In addition, \$218,784 from the allocation for security at the Salvation Army.
<b>General Fund Subtotal</b>					<b>4,077,579</b>	<b>4,077,579</b>	
<b>2- Fine and Forfeiture</b>							<b>2-Fine and Forfeiture</b>
Appropriated Fund Balance	110	000	399900	000	40,684		<u>Diversionary Program Funding</u> : \$40,684 in diversionary funding to complete the continuing case management services for existing LIFT clients for the FY 2020 contract. There will be no new client cases established in FY 2021 from this funding.
Diversionary Program	110	508	53400	569		40,684	
<b>Fine and Forfeiture Fund Subtotal</b>					<b>40,684</b>	<b>40,684</b>	
<b>3- Building Fund</b>							<b>3-Building Fund</b>
Appropriated Fund Balance	120	000	399900	000	40,000		<u>Building</u> : \$40,000 for consultant services related to the Building Fee study.
Professional Services	120	220	53100	524		40,000	
<b>Building Fund Subtotal</b>					<b>40,000</b>	<b>40,000</b>	
<b>4-Fire Services</b>							<b>4- Fire Services</b> : \$11,714 in funding for fire hydrants installations not completed in FY 2020.
Appropriated Fund Balance	145	000	39900	000	11,714		
Infrastructure	145	843	55410	522		11,714	
<b>Fire Services Subtotal</b>					<b>11,714</b>	<b>11,714</b>	

FY 2020/2021 Operating Carry Forwards

<b>5- Tourist Development Council</b>						<b>5- Tourist Development Council:</b>	
Appropriated Fund Balance	160	000	399900	000	5,458,298		
<b>Administration</b>							<u>Administration:</u> \$30,000 in support of Tourism Strategic Plan.
Other Contractual Services	160	301	53400	552		30,000	
<b>Marketing</b>							<u>Marketing:</u> \$196,000 for Amphitheatre support space.
Other Current Charges/Other	160	303	54948	552		196,000	
<b>TDC 1 Cent</b>							<u>TDC 1 Cent:</u> \$5,232,298 dedicated from the 1 Cent Tourist Tax is budgeted for the Cultural, Heritage and Performing Arts Fund.
Aid to Government Agencies	160	305	58100	552		5,232,298	
<b>Tourist Dev. Council Subtotal</b>					<b>5,458,298</b>	<b>5,458,298</b>	
<b>6-Government Annex</b>						<b>6- Government Annex:</b> \$10,541 to complete an elevator replacement project.	
<b>Appropriated Fund Balance</b>	165	000	399900	000	10,541		
Repairs and Maintenance	165	154	54600	519		10,541	
<b>Government Annex Subtotal</b>					<b>10,541</b>	<b>10,541</b>	
<b>7-Insurance Fund</b>						<b>7- Insurance Fund:</b> \$56,754 for insurance proceeds related to courthouse fire repairs.	
<b>Appropriated Fund Balance</b>	501	000	399900	000	56,754		
Repairs and Maintenance	501	821	54600	596		56,754	
<b>Government Annex Subtotal</b>					<b>56,754</b>	<b>56,754</b>	

**FY 2020/2021 Capital Improvement Carry Forward**

Account Description	Fund	Org	Account	Program	Revenue	Expenditure
<b>Emergency Medical Services: Fund 135</b>						
Appropriated Fund Balance	135	000	399900	000	1,095,490	
Emergency Medical Services Vehicles & Equipment Replacement	135	026014	56400	526		1,082,062
Emergency Medical Services Technology	135	076058	56400	526		13,428
<b>Fund 135 Subtotal</b>					<b>1,095,490</b>	<b>1,095,490</b>
<b>Fire Rescue Services: Fund 145</b>						
Appropriated Fund Balance	145	000	399900	000	282,107	
Volunteer Fire Department	145	096002	56200	522		282,107
<b>Fund 145 Subtotal</b>					<b>282,107</b>	<b>282,107</b>
<b>Bank of America: Fund 160</b>						
Appropriated Fund Balance	160	000	399900	000	2,413,269	
Tourist Development Building	160	086065	56200	552		2,413,269
<b>Fund 160 Subtotal</b>					<b>2,413,269</b>	<b>2,413,269</b>
<b>Bank of America: Fund 165</b>						
Appropriated Fund Balance	165	000	399900	000	718,374	
Leon County Government Annex	165	086025	56200	519		700,767
Leon County Government Annex	165	086025	56201	519		17,607
<b>Fund 165 Subtotal</b>					<b>718,374</b>	<b>718,374</b>
<b>Huntington Oaks Plaza: Fund 166</b>						
Appropriated Fund Balance	166	000	399900	000	151,553	
Lake Jackson Town Center	166	083002	56300	519		151,553
<b>Fund 166 Subtotal</b>					<b>151,553</b>	<b>151,553</b>
<b>Capital Improvement: Fund 305</b>						
Appropriated Fund Balance	305	000	399900	000	22,429,606	
Stormwater Vehicle & Equipment Replacement	305	026004	56400	538		147,800
Apalachee Regional Park	305	045001	56300	572		2,198,519
Pedrick Pond Stormwater Improvements	305	045007	56300	572		30,902
Parks Capital Maintenance	305	046001	54600	572		751,567
Playground Equipment Replacement	305	046006	56300	572		129,114
New Parks/Greenways Vehicle and Equipment	305	046007	56400	572		122,809
Greenways Capital Maintenance	305	046009	54600	572		555,909
Chaires Park	305	046014	56300	572		1,995,515
Boat Landing Improvements and Renovations	305	047002	56300	572		213,428
Transportation and Stormwater Improvements	305	056010	56300	541		50,795
2/3rds Tower Oaks Private Road Paving	305	057917	56300	541		520,659
Woodville Sewer Project	305	062003	56900	535		1,497,834
Belair-Annawood Septic to Sewer Project	305	062007	56900	535		1,491,565
NE Lake Munson Septic to Sewer	305	062008	56900	535		2,748,400
Fords Arm - Lexington Pond Retrofit	305	063005	56900	538		220,051
Stormwater Pond Repairs	305	066026	56300	538		50,000
Stormwater Infrastructure Preventative Maintenance	305	067006	56900	538		486,276
Financial Hardware and Software	305	076001	56400	519		57,316
Supervisor of Elections Technology	305	076005	56400	519		28,000
County Compute Infrastructure	305	076008	56400	519		346,256
Permit & Enforcement Technology	305	076015	56400	537		445,042

**FY 2020/2021 Capital Improvement Carry Forward**

Courtroom Technology	305	076023	56400	519	95,665
User Computer Upgrades	305	076024	56400	519	140,730
Public Defender Technology	305	076051	56400	519	14,654
GIS Incremental Basemap Update	305	076060	56400	519	59,759
E-Filing System for Court Documents	305	076063	56400	519	229,480
Courtroom Minor Renovations	305	086007	54600	519	18,187
Courthouse Renovations	305	086027	56201	519	563,693
Detention Facility Complex Maintenance	305	086031	54600	523	1,293,249
Detention Facility Complex Maintenance	305	086031	56201	523	1,474,101
Detention Facility Complex Maintenance	305	086031	56400	523	129,749
Building Roofing Repairs and Replacements	305	086076	56300	519	524,297
Building Mechanical Repairs and Improvements	305	086077	54600	519	737,766
Building Mechanical Repairs and Improvements	305	086077	56300	519	737,766
Building Infrastructure and Improvements	305	086078	56300	519	711,676
Building General Maintenance and Renovations	305	086079	54600	519	566,812
Building General Maintenance and Renovations	305	086079	56300	519	566,811
Sheriff Training Facility	305	086080	56300	523	75,424
Solar Arrays on County Buildings	305	086081	56400	519	50,000
Public Safety Complex	305	096016	56200	529	269,581
Public Safety Complex	305	096016	56400	529	82,449
<b>Fund 305 Subtotal</b>					<b>22,429,606</b>
<b>Fund 305 Subtotal</b>					<b>22,429,606</b>
<b>Gas Tax: Fund 306</b>					
Appropriated Fund Balance	306	000	399900	000	7,031,711
Springhill Road Bridge Rehabilitation	306	051008	56400	541	350,500
Baum Road Drainage Improvements	306	054011	56300	541	190,782
Transportation and Stormwater Improvements	306	056010	56900	541	3,927,255
Public Works Design and Engineering Services	306	056011	56300	541	84,740
Sidewalk Program	306	056013	56900	541	1,658,199
Intersection and Safety Improvements	306	057001	56300	541	265,050
Maylor Road Stormwater Improvements	306	065005	56900	541	355,185
Stormwater Preventative Maintenance	306	067006	54600	541	200,000
<b>Fund 306 Subtotal</b>					<b>7,031,711</b>
<b>Fund 306 Subtotal</b>					<b>7,031,711</b>
<b>Local Option Sales Tax: Fund 308</b>					
Appropriated Fund Balance	308	000	399900	000	4,302,082
Intersection and Safety Improvements	308	057001	56300	541	4,295,412
Detention Facility Complex Maintenance	308	86031	56201	523	6,670
<b>Fund 308 Subtotal</b>					<b>4,302,082</b>
<b>Fund 308 Subtotal</b>					<b>4,302,082</b>

**FY 2020/2021 Capital Improvement Carry Forward**

<b>Extended Local Option Sales Tax: Fund 309</b>						
Appropriated Fund Balance	309	000	399900	000	2,368,766	
Fred George Park	309	043007	56300	572		479,583
Apalachee Regional Park	309	045001	56300	572		71,384
Arterial/Collector and Local Road Resurfacing	309	056001	56300	541		117,088
Community Safety & Mobility	309	056005	55410	541		100,000
Community Safety & Mobility	309	056005	56300	541		1,117,534
Killearn Acres Flood Mitigation	309	064001	56300	538		483,177
					<b>2,368,766</b>	<b>2,368,766</b>
Blueprint Joint Participation Agreement Revenue	309	000	343916	000	460,901	
Fords Arm - Lexington Pond Retrofit	309	063005	56100	538		460,901
					<i>460,901</i>	<i>460,901</i>
<b>Fund 309 Subtotal</b>					<b>2,829,667</b>	<b>2,829,667</b>
<b>Sales Tax Extension: Fund 351</b>						
Appropriated Fund Balance	351	000	399900	000	1,807,503	
Open Graded Hold Mix-OGHM Maintenance	351	026006	54600	541		100,000
Arterial Collector Resurfacing	351	056001	56900	534		1,707,503
					<b>1,807,503</b>	<b>1,807,503</b>
<b>Sales Tax Extension 2020: Fund 352</b>						
Appropriated Fund Balance	352	000	399900	000	622,016	
L.I.F.E. Rural Rd Safety Stabilization	352	091003	54600	541		175,000
L.I.F.E. Miccosukee Sense of Place	352	091004	56300	541		255,580
L.I.F.E. Street Lighting	352	091005	56300	519		125,000
L.I.F.E. Boat Landing Enhance & Upgrades	352	091007	54600	572		66,436
					<b>622,016</b>	<b>622,016</b>
Blueprint Joint Participation Agreement Revenue	352	000	343916	000	937,500	
Sidewalk Program	352	062005	56300	538		937,500
					<i>937,500</i>	<i>937,500</i>
<b>Fund 352 Subtotal</b>					<b>1,559,516</b>	<b>1,559,516</b>
<b>Solid Waste: Fund 401</b>						
Appropriated Fund Balance	401	000	399900	000	8,890,887	
Landfill Improvements	401	036002	56300	534		54,601
Household Hazardous Waste Improvements	401	036019	56294	534		71,883
Transfer Station Improvements	401	036023	56300	534		831,871
Landfill Closure	401	036043	54600	534		535,558
Landfill Closure	401	036043	56300	534		7,396,974
					<b>8,890,887</b>	<b>8,890,887</b>

# FY 2020/2021 Grant Carry Forward

Account Description	Fund	Org	Acct	Prog	Revenue	Expenditure
<b>COVID-19 CTCL Grant</b>						
Center for Tech and Civic Life Grant (CTCL)	061	953024	366126	000	1,437,386	
Operating Supplies	061	953024	55200	513		532,600
Machinery and Equipment	061	953024	55408	513		15,000
Machinery and Equipment	061	953024	56400	513		889,786
Subtotal					<b>1,437,386</b>	<b>1,437,386</b>
<b>061 Total</b>					<b>1,437,386</b>	<b>1,437,386</b>
<b>SHIP 2018/2019 Funding</b>						
Revenue	124	932053	345150	000	14,856	
SHIP	124	932053	585000	554		14,856
Subtotal					<b>14,856</b>	<b>14,856</b>
<b>SHIP 2019/2020 Funding</b>						
Revenue	124	932054	345100	000	8,827	
SHIP Recaptured Revenue	124	932054	345150	000	72,992	
	124	932054	361111	000	2,679	
SHIP	124	932054	585000	554		84,498
Subtotal					<b>84,498</b>	<b>84,498</b>
<b>SHIP Hurricane Housing Recovery Program</b>						
Revenue	124	932055	345100	000	205,251	
SHIP	124	932055	585000	554		205,251
Subtotal					<b>205,251</b>	<b>205,251</b>
<b>124 Total</b>					<b>304,605</b>	<b>304,605</b>
<b>Significant Benefit District 2</b>						
Revenue - Capacity Fee	125	009009	363244	000	348,654	
Improvements Other than Buildings	125	009009	56300	541		348,654
Subtotal					<b>348,654</b>	<b>348,654</b>
<b>Significant Benefit District 1</b>						
Revenue - Capacity Fee	125	009010	363244	000	49,056	
Improvements Other than Buildings	125	009010	56300	541		49,056
Subtotal					<b>49,056</b>	<b>49,056</b>
<b>Significant Benefit District 3</b>						
Revenue - Capacity Fee	125	009011	363244	000	2,415	
Improvements Other than Buildings	125	009011	56300	541		2,415
Subtotal					<b>2,415</b>	<b>2,415</b>
<b>Significant Benefit District 4</b>						
Revenue - Capacity Fee	125	009012	363244	000	98,070	
Improvements Other than Buildings	125	009012	56300	541		98,070
Subtotal					<b>98,070</b>	<b>98,070</b>
<b>Innovation Park Trail</b>						
Revenue - LCRDA Grant	125	042006	337730	000	8,180	
Improvements Other than Buildings	125	042006	56300	572		8,180
Subtotal					<b>8,180</b>	<b>8,180</b>
<b>St. Marks Headwaters</b>						
Revenue - State Grant	125	047001	337702	000	5,272,916	
Improvements Other than Buildings	125	047001	56300	572		5,272,916
Subtotal					<b>5,272,916</b>	<b>5,272,916</b>
<b>FDOT Smith Creek Bike Lanes</b>						
Revenue - State Grant	125	052004	334401	000	1,006,987	
Improvements Other than Buildings	125	052004	56300	541		8,987
Improvements Other than Buildings	125	052004	56392	541		100,000
Infrastructure	125	052004	56900	541		898,000
Subtotal					<b>1,006,987</b>	<b>1,006,987</b>
<b>FDOT Smith Creek Bike Lanes Phase II</b>						
Revenue - State Grant	125	052005	334402	000	853,503	
Improvements Other than Buildings	125	052005	56300	541		9,798
Improvements Other than Buildings	125	052005	56392	541		105,500
Infrastructure	125	052005	56900	541		738,205
Subtotal					<b>853,503</b>	<b>853,503</b>



# FY 2020/2021 Grant Carry Forward

<u>Account Description</u>	<u>Fund</u>	<u>Org</u>	<u>Acct</u>	<u>Prog</u>	<u>Revenue</u>	<u>Expenditure</u>
<b>Old Bainbridge Road Safety Improvement</b>						
FDOT - Old Bainbridge Road at Knots Lane	125	053008	331415	000	80,914	
Improvements Other than Buildings	125	053008	56300	541		80,914
Subtotal					<b>80,914</b>	<b>80,914</b>
<b>Old Bainbridge Road Safety Improvement</b>						
FDOT - Old Bainbridge Road Monroe to Gadsden	125	053009	331416	000	277,370	
Improvements Other than Buildings	125	053009	56300	541		277,370
Subtotal					<b>277,370</b>	<b>277,370</b>
<b>Old Bainbridge Road Safety Improvement</b>						
FDOT - Old Bainbridge Road I-10 to CC NW	125	053010	331417	000	74,974	
Improvements Other than Buildings	125	053010	56300	541		74,974
Subtotal					<b>74,974</b>	<b>74,974</b>
<b>Old Bainbridge Road Safety Improvement</b>						
FDOT - Old Bainbridge Road @ CC NW	125	053011	331417	000	160,000	
Improvements Other than Buildings	125	053011	56300	541		160,000
Subtotal					<b>160,000</b>	<b>160,000</b>
<b>Magnolia Drive Multi-use Trail</b>						
COT Reimbursement-Magnolia Drive	125	055010	337405	000	6,274	
BP 2000-Magnolia Drive	125	055010	337406	000	5,165,397	
Improvements Other than Buildings	125	055010	56900	541		5,171,671
Subtotal					<b>5,171,671</b>	<b>5,171,671</b>
<b>Intersection &amp; Safety Improvements</b>						
Revenue - Capacity Fee	125	057001	363244	000	12,721	
Improvements Other than Buildings	125	057001	56300	541		12,721
Subtotal					<b>12,721</b>	<b>12,721</b>
<b>Woodville Septic to Sewer</b>						
Revenue - State Grant	125	062003	334354	000	3,766,075	
Improvements Other Than Buildings	125	062003	56900	535		3,766,075
Subtotal					<b>3,766,075</b>	<b>3,766,075</b>
<b>BP Comprehensive Wastewater Treatment Project</b>						
Revenue - Local Grant	125	062006	343918	000	500,000	
Improvements Other Than Buildings	125	062006	53100	535		500,000
Subtotal					<b>500,000</b>	<b>500,000</b>
<b>Belair-Annawood Septic to Sewer</b>						
Revenue - State Grant	125	062007	334356	000	1,143,202	
Improvements Other than Buildings	125	062007	56900	535		1,143,202
Subtotal					<b>1,143,202</b>	<b>1,143,202</b>
<b>NE Lake Munson Septic to Sewer</b>						
Revenue - State Grant	125	062008	334357	000	3,973,036	
Improvements Other than Buildings	125	062008	56900	535		3,973,036
Subtotal					<b>3,973,036</b>	<b>3,973,036</b>
<b>Mosquito Control Grant</b>						
Revenue	125	214	334610	000	16,011	
Operating Supplies	125	214	55200	562		4,492
Machinery and Equipment	125	214	56400	562		11,519
Subtotal					<b>16,011</b>	<b>16,011</b>
<b>Library E-Rate Program</b>						
Revenue	125	912013	369910	000	17,560	
Other Contractual Services	125	912013	53400	571		8,970
Machinery and Equipment	125	912013	56400	571		8,590
Subtotal					<b>17,560</b>	<b>17,560</b>
<b>The Big Read 2021 - NEA Grant</b>						
Revenue	125	912028	331728	000	11,710	
Travel & Per Diem	125	912028	54000	571		10,000
Promotional Activities	125	912028	54800	571		500
Operating Supplies	125	912028	55200	571		1,210
Subtotal					<b>11,710</b>	<b>11,710</b>
<b>Library Patron Donations</b>						
Revenue - Contributions	125	913023	366000	000	120,499	
Professional Services	125	913023	53100	571		2,260
Other Contractual Services	125	913023	53400	571		1,183
Promotional Activities	125	913023	54800	571		14,000
Office Supplies	125	913023	55100	571		2,784
Machinery and Equipment	125	913023	56400	571		10,744
Books, Publications, Library Materials	125	913023	56600	571		89,528
Subtotal					<b>120,499</b>	<b>120,499</b>

# FY 2020/2021 Grant Carry Forward

<u>Account Description</u>	<u>Fund</u>	<u>Org</u>	<u>Acct</u>	<u>Prog</u>	<u>Revenue</u>	<u>Expenditure</u>
<b>Capelouto Donation</b>						
Revenue - Contributions	125	913024	366000	000	442	
Books, Publications and Library Materials	125	913024	56600	571		442
Subtotal					<b>442</b>	<b>442</b>
<b>Friends Literacy Contract</b>						
Revenue - Grant	125	913045	337714	000	60,395	
Postage	125	913045	54200	571		2,227
Office Supplies	125	913045	55100	571		19,794
Operating Supplies	125	913045	55200	571		12,336
Books, Publications and Library Materials	125	913045	56600	571		26,038
Subtotal					<b>60,395</b>	<b>60,395</b>
<b>Title III Federal Forestry</b>						
Revenue	125	914015	333000	000	13,374	
Other Current Charges & Obligations	125	914015	54900	537		13,374
Subtotal					<b>13,374</b>	<b>13,374</b>
<b>Community Foundation of North Florida</b>						
Revenue	125	915058	366310	000	275	
Other Current Charges & Obligations	125	915058	54908	519		275
Subtotal					<b>275</b>	<b>275</b>
<b>DOT - Big Bend Scenic Byway</b>						
BBSB Grant	125	916017	331494	000	1,209,988	
Other Contractual Services	125	916017	53400	529		159,940
Improvements Other Than Building	125	916017	56300	529		1,050,048
Subtotal					<b>1,209,988</b>	<b>1,209,988</b>
<b>Southwood Pmt - Woodville Highway</b>						
Revenue - Southwood Proportional Share	125	918001	363250	000	50,178	
Aid to Government Agencies	125	918001	58100	541		50,178
Subtotal					<b>50,178</b>	<b>50,178</b>
<b>Boating Improvement</b>						
Revenue - State Grant	125	921043	334792	000	227,026	
Improvements Other Than Buildings	125	921043	56300	572		227,026
Subtotal					<b>227,026</b>	<b>227,026</b>
<b>Waste Tire Grant -DEP</b>						
Revenue - State Grant	125	922045	334324	000	25,000	
Other Contractual Services	125	922045	53400	534		25,000
Subtotal					<b>25,000</b>	<b>25,000</b>
<b>CDC Hurricane Relief Mosquito Control Grant</b>						
Revenue - State Grant	125	924020	331611	000	15,000	
Salaries and Wages	125	924020	51200	562		15,000
Subtotal					<b>15,000</b>	<b>15,000</b>
<b>BP Horizon Oil Spill</b>						
Appropriated Fund Balance	125	925017	399900	000	77,974	
Building Improvements	125	925017	56201	559		77,974
Subtotal					<b>77,974</b>	<b>77,974</b>
<b>USEPA Clean Water Campaign</b>						
Revenue - Federal Grant	125	927018	331351	000	60,000	
Appropriated Fund Balance	125	927018	399900	000	33,287	
Regular Salaries and Wages	125	927018	51200	535		16,000
Other Contractual Services	125	927018	53400	535		8,000
Promotional Activities	125	927018	54800	535		53,287
Operating Supplies	125	927018	55200	535		16,000
Subtotal					<b>93,287</b>	<b>93,287</b>
<b>FDEP Springs Restoration</b>						
Revenue - State Grant	125	927128	334368	000	1,484,497	
Improvements Other Than Buildings	125	927128	56300	535		1,484,497
Subtotal					<b>1,484,497</b>	<b>1,484,497</b>
<b>Small Community Wastewater Treatment Grant</b>						
Revenue	125	927129	334369	000	275,041	
Other Contractual Services	125	927129	53400	535		275,041
Subtotal					<b>275,041</b>	<b>275,041</b>
<b>HFA Emergency Repairs Program</b>						
Revenue	125	932019	337502	000	20,026	
Promotional Activities	125	932019	54800	554		3,000
Housing Rehabilitation	125	932019	585000	554		17,026
Subtotal					<b>20,026</b>	<b>20,026</b>
<b>FHFC CARES Act Funds</b>						
Revenue	125	932020	337502	000	432,255	
Other Contractual Services	125	932020	53400	525		90,000
FHFC CARES Individual Assistance	125	932020	58314	525		171,734
Housing Rehabilitation	125	932020	585000	525		170,521
Subtotal					<b>432,255</b>	<b>432,255</b>

# FY 2020/2021 Grant Carry Forward

<u>Account Description</u>	<u>Fund</u>	<u>Org</u>	<u>Acct</u>	<u>Prog</u>	<u>Revenue</u>	<u>Expenditure</u>
<b>DCF Drug Testing</b>						
Revenue - Federal Grant	125	943085	33420	000	72,750	
Other Contractual Services	125	943085	53400	622		72,750
Subtotal					<b>72,750</b>	<b>72,750</b>
<b>EM-SHSGP Federal Grant</b>						
Revenue - State Grant	125	952010	334272	000	40,640	
Other Contractual Services	125	952010	53400	525	-	40,640
Subtotal					<b>40,640</b>	<b>40,640</b>
<b>COVID-19 EMPG-S GRANT</b>						
Revenue - State Grant	125	952013	331272	000	18,994	
Operating Supplies	125	952013	55200	525	-	18,994
Subtotal					<b>18,994</b>	<b>18,994</b>
<b>EMS COVID-19 Response</b>						
Revenue - State Grant	125	961063	331272	000	210,387	
Operating Supplies	125	961063	55200	525	-	210,387
Subtotal					<b>210,387</b>	<b>210,387</b>
<b>FDLE JAG Grant Pretrial</b>						
Revenue - Federal Grant	125	982063	331280	000	29,772	
Other Contractual Services	125	982063	51200	521		29,772
Subtotal					<b>29,772</b>	<b>29,772</b>
<b>Fund 125 Total</b>					<b>27,322,825</b>	<b>27,322,825</b>
<b>Sidewalk Program District 1</b>						
Sidewalk Fees	127	001000	363243	000	12,922	
Pool Interest Allocation	127	001000	361111	000	1,168	
Road Materials and Supplies	127	001000	55300	541		14,090
Subtotal					<b>14,090</b>	<b>14,090</b>
<b>Sidewalk Program District 2</b>						
Sidewalk Fees	127	002000	363243	000	22,922	
Pool Interest Allocation	127	002000	361111	000	2,005	
Road Materials and Supplies	127	002000	55300	541	-	24,927
Subtotal					<b>24,927</b>	<b>24,927</b>
<b>Sidewalk Program District 3</b>						
Sidewalk Fees	127	003000	363243	000	361,300	
Pool Interest Allocation	127	003000	361111	000	14,307	
Road Materials and Supplies	127	003000	55300	541		375,607
Subtotal					<b>375,607</b>	<b>375,607</b>
<b>Sidewalk Program District 4</b>						
Sidewalk Fees	127	004000	363243	000	50,945	
Pool Interest Allocation	127	004000	361111	000	4,513	
Road Materials and Supplies	127	004000	55300	541		55,458
Subtotal					<b>55,458</b>	<b>55,458</b>
<b>Sidewalk Program District 5</b>						
Sidewalk Fees	127	005000	363243	000	8,128	
Pool Interest Allocation	127	005000	361111	000	627	
Road Materials and Supplies	127	005000	55300	541		8,755
Subtotal					<b>8,755</b>	<b>8,755</b>
<b>Friends Library Endowment</b>						
Revenue - Donation	127	913115	337716	000	179,277	
Pool Interest Allocation	127	913115	361111	000	-	
Other Contractual Services	127	913115	53400	571		79,303
Promotional Activities	127	913115	54800	571		17,447
Operating Supplies	127	913115	55200	571		17,572
Books, Publications and Library Materials	127	913115	56600	571		64,955
Subtotal					<b>179,277</b>	<b>179,277</b>
<b>Van Brunt Library Trust</b>						
Revenue	127	913200	337725	000	75,504	
Pool Interest Allocation	127	913200	361111	000	-	
Other Contractual Services	127	913200	53400	571		75,504
Subtotal					<b>75,504</b>	<b>75,504</b>
<b>Tree Bank</b>						
Tree Bank Donations	127	921053	337410	000	59,351	
Pool Interest Allocation	127	921053	361111	000	585	
Road Materials and Supplies	127	921053	55300	541		59,936
Subtotal					<b>59,936</b>	<b>59,936</b>
<b>Amtrak Community Room</b>						
Parks and Recreation	127	921064	347200	000	1,904	
Pool Interest Allocation	127	921064	361111	000	52	
Improvements Other Than Buildings	127	921064	56300	572		1,956
Subtotal					<b>1,956</b>	<b>1,956</b>
<b>Micosukee Community Center</b>						
Parks and Recreation	127	921116	347200	000	9,849	
COE's Landing	127	921116	347201	000	60	
Pool Interest Allocation	127	921116	361111	000	70	
Improvements Other than Buildings	127	921116	56300	572		9,979
Subtotal					<b>9,979</b>	<b>9,979</b>

# FY 2020/2021 Grant Carry Forward

Account Description	Fund	Org	Acct	Prog	Revenue	Expenditure
<b>Chaires Community Center Fees</b>						
Parks and Recreation	127	921126	347200	000	30,872	
Pool Interest Allocation	127	921126	361111	000	1,071	
Improvements Other than Buildings	127	921126	56300	572		31,943
Subtotal					<b>31,943</b>	<b>31,943</b>
<b>Woodville Community Center Fees</b>						
Parks and Recreation	127	921136	347200	000	44,795	
Pool Interest Allocation	127	921136	361111	000	308	
Improvements Other than Buildings	127	921136	56300	572		45,103
Subtotal					<b>45,103</b>	<b>45,103</b>
<b>Ft. Braden Community Center Fees</b>						
Parks and Recreation	127	921146	347200	000	25,439	
Pool Interest Allocation	127	921146	361111	000	728	
Improvements Other than Buildings	127	921146	56300	572		26,167
Subtotal					<b>26,167</b>	<b>26,167</b>
<b>Bradfordville Community Center Fees</b>						
Parks and Recreation	127	921156	347200	000	11,230	
Pool Interest Allocation	127	921156	361111	000	168	
Improvements Other than Buildings	127	921156	56300	572		11,398
Subtotal					<b>11,398</b>	<b>11,398</b>
<b>Lake Jackson Community Center Fees</b>						
Parks and Recreation	127	921166	347200	000	14,376	
Pool Interest Allocation	127	921166	361111	000	100	
Improvements Other than Buildings	127	921166	56300	572		14,476
Subtotal					<b>14,476</b>	<b>14,476</b>
<b>EMS/DOH EMS Equipment</b>						
DOH-State Grant	127	961045	334201	000	64,556	
Pool Interest Allocation	127	961045	361111	000	3,659	
Machinery and Equipment	127	961045	56400	526		68,215
Subtotal					<b>68,215</b>	<b>68,215</b>
<b>EMS/DOH - EMS Matching Grant M7018</b>						
DOH-State EMS Matching Grant	127	961062	334202	000	35,366	
Pool Interest Allocation	127	961062	361111	000	739	
Appropriated Fund Balance	127	961062	399900	000	11,789	
Promotional Activities	127	961062	54800	526		47,894
Subtotal					<b>47,894</b>	<b>47,894</b>
<b>EMS/DOH - EMS Matching Grant M8028 - CPR Training</b>						
DOH-State EMS Matching Grant	127	961064	334202	000	36,491	
Pool Interest Allocation	127	961064	361111	000	192	
Appropriated Fund Balance	127	961064	399900	000	12,164	
Promotional Activities	127	961064	54800	526		48,847
Subtotal					<b>48,847</b>	<b>48,847</b>
<b>EMS/DOH - EMS Matching Grant M8029 - EMS Traffic Light</b>						
DOH-State EMS Matching Grant	127	961065	334202	000	29,450	
Pool Interest Allocation	127	961065	361111	000	489	
Machinery and Equipment 1,000-19,999	127	961065	55408	526		29,939
Subtotal					<b>29,939</b>	<b>29,939</b>
<b>Total Fund 127</b>					<b>1,129,471</b>	<b>1,129,471</b>
<b>CARES ACT - DEM</b>						
Revenue - Federal Grant	128	951020	331502	000	47,111,586	
Pool Interest Allocation	128	951020	361111	000	56,330	
Florida Department of Health - Leon	128	951020	58109	525		1,700,000
Testing and Contact Tracing	128	951020	58110	525		1,600,000
FQHC Funding	128	951020	58111	525		2,800,000
City of Tallahassee	128	951020	58112	525		5,000,000
Constitutional and Judicial Offices	128	951020	58113	525		1,766,119
Leon County Government	128	951020	58114	525		4,150,537
Individual Assistance	128	951020	58314	525		6,199,024
Food Insecurity	128	951020	58315	525		4,054,850
Local Human Services Assistance	128	951020	58316	525		1,850,000
Homelessness Support	128	951020	58317	525		1,444,000
Childcare Support	128	951020	58318	525		943,000
Mental Health Services	128	951020	58319	525		100,000
Local Economic Assistance for Non-profits	128	951020	58321	525		602,500
Small Business Grants	128	951020	58322	525		9,402,000
Local Chambers of Commerce Support	128	951020	58323	525		266,110
COVID-19 Economic Disaster Relief	128	951020	58324	525		1,158,786
Non-profit Grants	128	951020	58325	525		3,000,000
Reserve	128	951020	59999	525		1,130,990
Subtotal					<b>47,167,916</b>	<b>47,167,916</b>
<b>Total Fund 128</b>					<b>47,167,916</b>	<b>47,167,916</b>
<b>Grand Total</b>					<b>77,362,203</b>	<b>77,362,203</b>



CENTER FOR  
TECH AND  
CIVIC LIFE

September 28, 2020

Leon County, Florida  
Supervisor of Elections  
PO Box 7357  
Tallahassee, FL 32314-7357

Dear Mark S. Earley,

I am pleased to inform you that based on and in reliance upon the information and materials provided by Leon County, and the special circumstances Leon County faces administering elections in 2020, the Center for Tech and Civic Life (“CTCL”), a nonprofit organization tax-exempt under Internal Revenue Code (“IRC”) section 501(c)(3), has decided to award a grant to support the work of the Leon County Supervisor of Elections (“Grantee”).

The following is a description of the grant:

**AMOUNT OF GRANT:** \$ 1,437,386.00 USD

**PURPOSE:** The grant funds must be used exclusively for the public purpose of planning and operationalizing safe and secure election administration in Leon County in 2020 (“Purpose”).

Before CTCL transmits these funds to Grantee, CTCL requires that Grantee review and sign this agreement (“Grant Agreement”) and agree to use the grant funds in compliance with the Grant Agreement and with United States tax laws and the laws and regulations of your state and jurisdiction (“Applicable Laws”). Specifically, by signing this letter Grantee certifies and agrees to the following:

1. Grantee is a local government unit or political subdivision within the meaning of IRC section 170(c)(1).
2. This grant shall be used only for the Purpose described above, and for no other purposes.

3. Due to special circumstances Grantee faces administering elections in 2020, Grantee has produced a plan for safe and secure election administration in 2020, including an assessment of election administration needs and budget estimates for such assessment (“Safe Voting Plan”). The Safe Voting Plan is attached to this agreement. Grantee shall expend the total amount of grant funds listed in the Safe Voting Plan as detailed in the Safe Voting Plan, but may reallocate funds between budget items listed in the Safe Voting Plan or to any other permissible public purpose listed in the online grant application with notice by electronic mail to CTCL. Such reallocation does not require the permission of CTCL.
4. Grantee shall not use any part of this grant to make a grant to another organization, except in the case where the organization is a local government unit or political subdivision within the meaning of IRC section 170(c)(1) or a nonprofit organization tax-exempt under IRC section 501(c)(3), and the subgrant is intended to accomplish the Purpose of this grant. Grantee shall take reasonable steps to ensure that any such subgrant is used in a manner consistent with the terms and conditions of this Grant Agreement, including requiring that subgrantee agrees in writing to comply with the terms and conditions of this Grant Agreement.
5. The grant project period of June 15, 2020 through December 31, 2020 represents the dates between which covered costs may be applied to the grant. The Grantee shall expend the amount of this grant for the Purpose by December 31, 2020.
6. Grantee is authorized to receive this grant from CTCL and certifies that (a) the receipt of these grant funds does not violate any Applicable Laws, and (b) Grantee has taken all required, reasonable and necessary steps to receive, accept and expend the grant in accordance with the Purpose and Applicable Law.
7. The Grantee shall produce a brief report explaining and documenting how grant funds have been expended in support of the activities described in paragraph 3. This report shall be sent to CTCL no later than January 31, 2021 in a format approved by CTCL and shall include with the report a signed certification by Grantee that it has complied with all terms and conditions of this Grant Agreement.
8. This grant may not supplant previously appropriated funds. The Grantee shall not reduce the budget of the Supervisor of Elections (“the Election Department”) or fail to appropriate or provide previously budgeted funds to the Election Department for the term of this grant. Any amount supplanted, reduced or not provided in contravention of this paragraph shall be repaid to CTCL up to the total amount of this grant.
9. CTCL may discontinue, modify, withhold part of, or ask for the return all or part of the grant funds if it determines, in its sole judgment, that (a) any of the above terms and conditions of this grant have not been met, or (b) CTCL is required to do so to comply with applicable laws or regulations.
10. The grant project period of June 15, 2020 through December 31, 2020 represents the dates between which covered costs for the Purpose may be applied to the grant.



CENTER FOR TECH & CIVIC LIFE  
233 N. MICHIGAN AVE., SUITE 1800  
CHICAGO, IL 60601  
[HELLO@TECHANDCIVICLIFE.ORG](mailto:HELLO@TECHANDCIVICLIFE.ORG)

Your acceptance of and agreement to these terms and conditions and this Grant Agreement is indicated by your signature below on behalf of Grantee. Please have an authorized representative of Grantee sign below, and return a scanned copy of this letter to us by email at [grants@techandcivicliflife.org](mailto:grants@techandcivicliflife.org).

On behalf of CTCL, I extend my best wishes in your work.

Sincerely,



Tiana Epps Johnson  
Executive Director  
Center for Tech and Civic Life

GRANTEE

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



**To: Center for Technology and Civic Life**  
**From: Mark S. Earley, Supervisor of Elections, Leon County, Florida**  
**Date: September 18, 2020**  
**Re: Leon County Florida Safe Voting Plan**

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## **Overview**

Leon County faces significant challenges in executing the November 3, 2020 general election.

Specifically, Leon County faced several challenges during the 2020 Primary Election.

- There was a significant increase in the number of Vote-by-Mail ballots requested and returned. Pre-COVID predictions were for 34,000 Vote-by-Mail ballot requests with 20,000 returned by voters. Due to the COVID-19 Public Health Emergency, the Election Office instituted an outreach campaign to encourage voters to request and cast Vote-by-Mail ballots for the Primary and General Elections. This campaign resulted in a doubling of Vote-by-Mail ballot activity in the Primary Election – over 70,000 ballots were requested and 44,000 returned by voters. We are already experiencing a similar, but even larger, surge in vote-by-mail ballot activity for the 2020 General Election that is straining our ability to process Vote-by-Mail ballot request and returns.
- Our Election Center contains our administrative offices, supply warehouse, front office for voter interaction, serves as an Early Voting site, and Election Day emergency voting location. Although the Election Center is equipped with a back-up generator, the currently installed generator is unable to provide enough back-up power to support all these operations concurrently. In the event of a power outage during Early Voting or Election Day for the 2020 General Election, the current generator will not be able to provide enough power, limiting our ability to effectively respond to emergency situations.
- During the 2020 Primary Election, we faced significant challenges enforcing social distancing at our Early Voting sites and Election Day polling places. Although a variety of steps were taken to mitigate the disruption caused by social distancing, there was still an impact, due in part to the style of voting booths used in the voting room.
- As part of our planning for each election, including the 2020 Primary and General Elections, our office maintains a Continuity of Operations Plan to help ensure that emergency situations do not impact the ability of voters to cast a ballot. This plan allows us to respond to emergencies such as hurricanes, power outages, unexpected polling place closures, and the COVID-19 Public Health Emergency. The effective deployment of the plan requires that we supply all of our voting equipment with short-term back-up power in the form of internal battery-backup for our voting machines, and external universal power supplies for other equipment. Much of this equipment has reached its end-of-life and needs to be



replaced to ensure that we can activate our Continuity of Operations Plan in the event of an emergency during the 2020 General Election.

- During the 2020 Primary Election, our office deployed Vote-by-Mail ballot drop boxes throughout Leon County. Over 10,000 ballots were returned via these drop boxes, and we anticipate an even higher rate of usage in the General Election. To help ensure that voters' ballots are secure within the drop box at our Election Center we have a security camera directed at the drop box. However, the security camera system has significant limitations that currently prevent full utilization due to an outdated server on the camera system.

For the General Election, **turnout between 160,000 and 200,000 out of a population of 220,000 registered voters is expected, casting** ballots split between three modes of voting (Vote-by-Mail, Early Voting, Election Day voting at polling sites).

This document offers an assessment of resources needed for Leon County to safely and thoroughly prepare for the General Election.

A preliminary budget overview estimate on top of what is already available to the County is as follows:

Absentee Ballot Assembly and Processing Equipment	\$844,786
Early Voting Sites and Ballot Drop-off Options	\$45,000
In-person Voting at Polling Places on Election Day	\$532,600
Secure Drop boxes and related needs	\$15,000
<b>Total</b>	<b>\$1,437,386</b>

## Needs Assessment & Costs

The following sections outline initial details of the operation and costs associated with each of the aforementioned categories.

### **Absentee Ballot Assembly and Processing Equipment**

For the November elections, we anticipate Vote-by-Mail (also known as absentee) turnout to be somewhere around 84,000. Automation will be critical to efficiently and accurately manage ballot envelopes and ballots in weeks leading up to Election Day and in the canvassing process afterwards. To that end, the following is needed:

- **Personnel:** We currently have enough staff hired to tabulate Vote-by-Mail ballots.
- **Outreach Materials:** To promote voting by mail and Early Voting ahead of the November election we have already undertaken an extensive outreach campaign to voters in Leon County.
- **Processing Equipment:** To process Vote-by-Mail ballots, we request:
  - A Relia-Vote high-speed automated mail inserter, sold by Bluecrest. This system can be used to significantly improve the ability of our office to mail out Vote-by-Mail ballots.
  - A Relia-Vote high-speed automated mail sorter, sold by Bluecrest. This system can be used to significantly improve the ability of our office to process returned Vote-by-Mail ballots.
  - This equipment will be delivered in the 4<sup>th</sup> Quarter, 2020

	<u>Total cost</u>	<u>Units</u>	<u>Unit costs</u>
<b>Personnel</b>	\$0		
<b>Outreach materials</b>	\$0		
<b>Equipment</b>			
Relia-Vote Inserter	\$462,564	1	462,564
Relia-Vote Sorter	\$382,222	1	382,222
<b>Total</b>	<b>\$844,786</b>		

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### **Early Voting Sites and Ballot Drop-off Options**

Leon County plans to have 10 full-time Early Voting locations. These locations were used in the 2020 Primary Election, and the Election Office has the resources to staff these locations.

In addition to its other roles, our Election Center serves as an Early Voting site. Although the Election Center is equipped with a back-up generator, the currently installed generator is unable to provide enough back-up power to support all of these operations concurrently. In the event of a power outage during Early Voting or Election Day for the 2020 General Election, the current generator will not be able to provide enough power, limiting our ability to effectively respond to emergency situations. To ensure that sufficient power is available, we seek to replace the existing 25KW generator with an 80KW generator.

**It will cost \$45,000 to cover the generator replacement.**

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### **Secure Dropboxes**

In the Primary, we had 10 of secure drop boxes installed, one at each Early Voting site in the county. While we do not plan on installing additional drop boxes for the General Election, we would like to enhance the security of our existing drop boxes. To help ensure that voters' ballots are secure within the drop box at our Election Center we have a security camera directed at the drop box. However, the security camera system has significant limitations that currently prevent full utilization due to an outdated server on the camera system.

It will cost \$15,000 to purchase a new security camera server.

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### **In-person Voting at Polling Places on Election Day**

Leon County is committed to working to secure many fully staffed polling places on Election Day. For the primary, we lost 5 Election Day polling locations out of 88 planned locations. In the General, we are committed to securing **84 in-person polling locations on election day.**

To help enable social distancing in Early Voting and Election day polling locations, we would like to upgrade and replace all of voting booths.

To ensure we can activate our Continuity of Operations Plan and effectively respond to an emergency with an impact on elections, we need to replace battery-back up systems in our voting equipment and stand-alone universal power supplies.

	<u>Total cost</u>	<u>Units</u>	<u>Unit costs</u>
<b>Poll Worker Hazard Pay</b>	\$0	0	\$0
<b>Poll Worker PPE</b>	\$0	0	\$0
<b>Personnel Costs</b>	\$0	0	\$0
<b>Voting booths</b>	\$250	1,900	\$475,000
<b>Voting machine batteries</b>	\$250	200	\$50,000
<b>New Universal Power Supplies</b>	\$130	20	\$2,600
<b>Universal power supply replacement batteries</b>	\$50	100	\$5,000
<b>Total</b>	<b>\$532,600</b>		

**Conclusion**

The investments outlined above will allow Leon County to reduce the risk of exposure to coronavirus for voters, election staff and poll workers; identify best practices; innovate to efficiently and effectively educate our residents about how to exercise their right to vote; be intentional and strategic in reaching our historically disenfranchised residents and communities; and, above all, ensure the right to vote in a diversity of communities throughout the county. Thank you for the opportunity to submit this request.

Subject: STATE GRANT AND LOCAL MATCH

Good morning,

Below is the allotted State Grant and the Local Match you will need to meet.

Bradford County Mosquito Control (BCC)	\$36,960.24	\$9,240.06
Buckhead Ridge Mosquito Control District (I)	\$18,480.12	\$4,620.03
Calhoun County Mosquito Control (BCC)	\$36,960.24	\$9,240.06
Clay County Mosquito Control (BCC)	\$36,960.24	\$9,240.06
Columbia County Mosquito Control (BCC)	\$36,960.24	\$9,240.06
DeSoto County Mosquito Control	\$36,960.24	\$9,240.06
Dixie County Mosquito Control (BCC)	\$36,960.24	\$9,240.06
Escambia County Mosquito Control (BCC)	\$36,960.24	\$9,240.06
Franklin County Mosquito Control (BCC)	\$36,960.24	\$9,240.06
Gadsden County Mosquito Control (BCC)	\$36,960.24	\$9,240.06
Gulf County Mosquito Control (BCC)	\$36,960.24	\$9,240.06
Hardee County Mosquito Control (BCC)	\$36,960.24	\$9,240.06
Hendry County Mosquito Control (BCC)	\$36,960.24	\$9,240.06
Hernando County Mosquito (BCC)	\$36,960.24	\$9,240.06
Holmes County Mosquito Control (BCC)	\$36,960.24	\$9,240.06
Jackson Co Mosquito Control (BCC)	\$36,960.24	\$9,240.06
Jefferson County Mosquito Control (BCC)	\$36,960.24	\$9,240.06
Lake County Mosquito Control (BCC)	\$36,960.24	\$9,240.06
<b>Leon County Mosquito Control (BCC)</b>	<b>\$36,960.24</b>	<b>\$9,240.06</b>
Levy County Mosquito Control (BCC)	\$36,960.24	\$9,240.06
Liberty County Mosquito Control (BCC)	\$36,960.24	\$9,240.06
Madison County Mosquito Control (BCC)	\$36,960.24	\$9,240.06
Moore Haven Mosquito Control District (I)	\$18,480.12	\$4,620.03
North Walton Mosquito Control District (D)	\$36,960.24	\$9,240.06
Okaloosa County Mosquito Control (BCC)	\$36,960.24	\$9,240.06
Okeechobee County Mosquito Control	\$36,960.24	\$9,240.06
Putnam County Mosquito Control (BCC)	\$36,960.24	\$9,240.06
Santa Rosa County Mosquito Control (BCC)	\$36,960.24	\$9,240.06
Sumter County Mosquito Control (BCC)	\$36,960.24	\$9,240.06
Taylor County Mosquito Control (BCC)	\$36,960.24	\$9,240.06
Union County Mosquito Control (BCC)	\$36,960.24	\$9,240.06
Wakulla County Mosquito Control (BCC)	\$36,960.24	\$9,240.06
Washington County Mosquito Control (BCC)	\$36,960.24	\$9,240.06

Please let me know if you have any further questions.

Best regards,

***Stephanie Young, FCCM***

**Government Analyst I**

**Mosquito Control Programs**

Division of Agricultural Environmental Services

Florida Department of Agriculture and Consumer Services

(850) 617-7911

(850) 617-7939 Fax

**New Email Alert**

[Stephanie.Young@FDACS.gov](mailto:Stephanie.Young@FDACS.gov)

The Conner Building

3125 Conner Boulevard, Room 133B

Tallahassee, Florida 32399-1650

[www.FreshFromFlorida.com](http://www.FreshFromFlorida.com)

Please note that Florida has a broad public records law (Chapter 119, Florida Statutes). Most written communications to or from state employees are public records obtainable by the public upon request.

Emails sent to me at this email address may be considered public and will only be withheld from disclosure if deemed confidential pursuant to the laws of the State of Florida.

**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #9**

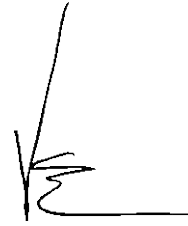
# Leon County Board of County Commissioners

## Agenda Item #9

October 13, 2020

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator



**Title:** Request to Reschedule the Workshop on Affordable Housing Initiatives in Leon County

<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Wanda Hunter, Assistant County Administrator Shington Lamy, Director, Office of Human Services & Community Partnerships
<b>Lead Staff/ Project Team:</b>	Matthew Wyman, Housing Services Manager

### **Statement of Issue:**

This item seeks Board approval to reschedule the Workshop on Affordable Housing Initiatives in Leon County to March 23, 2021.

### **Fiscal Impact:**

This item has no fiscal impact.

### **Staff Recommendation:**

Option #1: Reschedule the Workshop on Affordable Housing Initiatives in Leon County to March 23, 2021.

## **Report and Discussion**

### **Background:**

This item seeks Board approval to reschedule the Workshop on Affordable Housing Initiatives in Leon County to March 23, 2021. On May 12, 2020, the Board requested that staff schedule an affordable housing workshop that includes discussion on inclusionary housing and housing accessibility for low-income residents. On June 16, 2020, the Board scheduled the affordable housing workshop for October 27, 2020.

As directed by the Board during the September 28, 2020 meeting, the workshop will also include an analysis of the County's list of properties designated for affordable housing, as well as, an update on the alignment of County and City affordable housing programs and implementation of the Affordable Housing Workgroups recommendations.

### **Analysis:**

Subsequent to the scheduling of the workshop, the County was allocated \$432,255 from the Florida Housing Finance Corporation (FHFC) in State CARES Act funds to provide housing assistance to County residents impacted by COVID-19. On September 15, 2020, the Board authorized the acceptance of \$261,734 from FHFC and on September 29, 2020, the Board authorized the acceptance of an additional \$170,521 from FHFC, for total funding amount of \$432,255. All CARES Act funds must be expended by December 30, 2020.

Due to the limited time frame to expend the CARES Act funding, the Housing Services Division has been aggressively focused on implementing programs such as emergency housing repair, homeownership counseling and other eligible programs to ensure that the CARES Act funds are utilized to assist Leon County homeowners and tenants. As a result, it is recommended that the Workshop on Affordable Housing Initiatives be rescheduled which allows housing staff to stay focused on ensuring the funding is utilized.

The Board's calendar reflects availability to reschedule the Workshop on Affordable Housing Initiatives in Leon County for March 23, 2021 following the Joint Comprehensive Plan Amendments Workshop.

### **Options:**

1. Reschedule the Workshop on Affordable Housing Initiatives in Leon County to March 23, 2021.
2. Do not reschedule the Workshop on Affordable Housing Initiatives in Leon County.
3. Board direction.

### **Recommendation:**

Option #1





**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #10**

# Leon County Board of County Commissioners

## Agenda Item #10

October 13, 2020

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator



**Title:** Agreement with WageWorks, Inc./Health Equity, Inc. for Cafeteria Plan Administration Services

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<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Candice Wilson, Human Resources Director
<b>Lead Staff/ Project Team:</b>	Danielle Woods, Benefits Specialist Amy Cox, Human Resources Manager

### **Statement of Issue:**

This item seeks Board approval of an agreement with WageWorks, Inc./HealthEquity, Inc. for Cafeteria Plan Administration Services.

### **Fiscal Impact:**

This item has no fiscal impact. All fees associated with this agreement are paid by Brown & Brown through vendor commissions.

### **Staff Recommendation:**

Option #1: Approve an agreement with WageWorks, Inc./HealthEquity, Inc. for Cafeteria Plan Administration Services and authorize the County Administrator to execute the agreement subject to legal review by the County Attorney.

## Report and Discussion

### **Background:**

This item seeks Board direction to approve an agreement with WageWorks, Inc./HealthEquity, Inc. for Cafeteria Plan Administration services through December 31, 2022. At the December 10, 2019 meeting, the Board approved an amendment to the Agreement with WageWorks, Inc. for Cafeteria Plan Administration services through December 31, 2020. The Board also directed staff to issue Requests for Proposals for Cafeteria Plan Administration.

Brown & Brown of Florida, Inc. as Broker of Record, procured bids for Cafeteria Plan Administration services to include the County's flexible spending accounts (Medical Reimbursement and Dependent Care). On March 23, 2020, Brown & Brown of Florida, Inc. sent proposals to four vendors: Ameriflex, Medcom, Total Administrative Services Corporation (TASC), and WageWorks, Inc./HealthEquity, Inc.

Listed below are the RFP vendor pricing for the cost per participant per month (PPPM) for Cafeteria Plan Administration:

- |                              |             |
|------------------------------|-------------|
| 1. Wageworks/Health Equity - | \$3.85 PPPM |
| 2. TASC                      | \$3.95 PPPM |
| 3. Ameriflex                 | \$4.20 PPPM |
| 4. Medcom                    | \$4.55 PPPM |

After careful consideration of the cost per participant per month (PPPM), it was determined that WageWorks/Health Equity, Inc. being the lowest bidder, would be awarded the contract. Additionally, continuing to utilize WageWorks/Health Equity, Inc. for Cafeteria Plan Administration eliminates any interruption in services for employees as they currently serve as the Cafeteria Plan Administrator for the County.

### **Analysis:**

WageWorks, Inc./HealthEquity, Inc. will continue to provide all elements of Cafeteria Plan Administration including flexible spending account (FSA) Administration, technical updates, claims processing, and updates of the Cafeteria Plan. This allows the County to offer employees' FSA contributions for dependent care and all qualified out-of-pocket medical expenses, medical, dental, and vision insurance premium deductions, on a pre-tax basis.

Additionally, Brown & Brown of Florida, Inc. agrees to continue to pay the fees for the FSA/Cafeteria Plan Administration as our Broker for the following lines of coverage: supplemental products, dental care, vision care, voluntary life, and supplemental life.

Staff recommends approval of a two-year agreement. After the initial period, at the discretion of the County, the agreement may be extended for two (2) two-year renewal periods. Such extension will be automatic, unless the County provides a written notice of nonrenewal to WageWorks at least ninety (90) days prior to the expiration date of the current agreement.

Title: Agreement with WageWorks, Inc./HealthEquity, Inc. for Cafeteria Plan Administration Services

October 13, 2020

Page 3

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**Options:**

1. Approve an agreement with WageWorks, Inc./HealthEquity, Inc. for Cafeteria Plan Administration Services and authorize the County Administrator to execute the agreement subject to legal review by the County Attorney.
2. Do not approve an agreement with WageWorks, Inc./HealthEquity, Inc. for Cafeteria Plan Administration Services.
3. Board direction.

**Recommendation:**

Option #1

**Attachment:**

1. RFP for Cafeteria Plan Administration Proposals

A Proposal of Flexible Benefits &  
COBRA Administration For:



**Presented by:**

**Stacey Osiecki**

VP Employee Benefits

**Rory Krivit**

Senior Account Manager

Proposal Date: May 29, 2020

Effective Date: January 1, 2021

**ALL INFORMATION IS STRICTLY CONFIDENTIAL**



## Leon County Board of County Commissioners

### Flexible Spending Accounts

#### Service Offering and Fee Proposals

<b>Flexible Spending Account Services</b>	<b>Health Equity (WageWorks)</b>	<b>Ameriflex</b>	<b>Medcom</b>	<b>TASC</b>
Dedicated account manager	*	*		*
Dedicated implementation team with three-layer quality assurance process	NA	*		*
Debit Card	*	*	*	*
Summary Plan Description (SPD) and plan document preparation	*	*	*	*
Online enrollment capabilities	*	*	*	*
Educational participant email campaigns and enrollment materials	*	*	*	*
Mobile App	*	*	*	*
Employer and participant acct management portals	*	*	*	*
Daily claims processing	*	*	*	*
Direct Deposit for reimbursements		*	*	*
<b>Additional Services Included</b>				
Complimentary ID Theft Protection		*		*
Health Advocate membership			*	
<b>Optional</b>				
EDI File Feeds	*	*	*	*
Optional \$500 rollover administration	*	*	*	*
Optional 2.5-month grace period administration	*	*	*	*
Discrimination testing portal access	*	*		Assessment
FSA educational tools (including videos, participant drip email campaigns and more)	*	*	*	
<b>Flexible Spending Accounts Fees</b>				
Monthly Administration fee	Paid by B&B	Paid by B&B	Paid by B&B	Paid by B&B
<b>Fees for Optional Services</b>				
Wire Transfer Fee			\$15 unless ACH	
Setup of more than one bank account per employer			\$50 setup, \$25/acct/mo	
Setup of more than two locations			\$100 each year	
Change in bank account during plan year			\$ 75.00	
Mobile Technology Application			Included	
24/7 online access			Included	
Printing - Color copies (per page)			\$ 0.25	
Printing - B&W copies per page			\$ 0.15	
Printing - Shipping Costs			Actual Costs	

**Leon County Board of County Commissioners**  
**COBRA Services**  
**Service Offering and Fee Proposals**

<b>COBRA Services</b>	<b>Health Equity (WageWorks)</b>	<b>Ameriflex</b>	<b>Medcom</b>	<b>TASC</b>
Dedicated account manager	*	*		*
Dedicated implementation team with three-layer quality assurance process	NA	*		*
Initial Notification via First Class Mail with a certificate of mailing	*	*	*	*
Qualifying Event Notification via First Class Mail with a Certificate of Mailing	*	*	*	*
Election Processing	*	*	*	*
Distribution of payment coupons to continuants and COBRA payment collection	*	*	*	*
Premium distribution to Employer	Retains 2% admin fee	Retains 2% admin fee	Retains 2% admin fee	Retains 2% admin fee
Customer Service Support	Phone, email, online	Phone, email, online	Phone, email, online	Phone, email, online
Online reports available to clients	*	*	*	*
COBRA compliance support regarding changes in statutes	*	*	*	*
Notification of changes in premiums to continuants	*	*	*	*
EDI feeds	*	*	*	*
<b>Additional Services Included</b>				
Complimentary ID Theft Protection		*		
Health Advocate membership			*	
<b>COBRA Fees</b>				
Required additional services regarding eligibility, notification, and coverage options that are to be delivered within very specific timeframes by COBRA subsidy law.	\$0.60/Insured EE/Mo	\$0.75/insured medical EE/Mo	\$5.00/notification	\$0.75/insured EE/Mo
COBRA Open Enrollment Fee	\$15/packet			
COBRA Open Enrollment Fee Minimum	\$ 150.00			
Annual Renewal Fee				\$ 100.00
Takeover of Qualified Beneficiary accounts	Does not apply			\$30 each
<b>Optional Services &amp; Fees</b>				
Mass distribution of COBRA Continuation Initial Notices			\$3.00/notice	
Customized Open Enrollment Communications		Based on size & complexity	\$9.00 per kit + postage	
Open Enrollment		\$15/notice - \$60 min		
Open Enrollment Notification Prior to Medcom's effective date			\$25.00/notice + postage	
Creation of special reporting			\$75.00/hr	
Supplementary Online Web Training			\$75.00/hr	
Onsite Professional Training			\$500/day	
Additional location setup			\$100/location	



# Health Equity (WageWorks)



# Proposal for Leon County Board of County

WageWorks Administration Services

**CHRIS KINLEY**  
Regional Sales Director

[ckinley@healthequity.com](mailto:ckinley@healthequity.com)

## WageWorks Company Overview

WageWorks is a leading employee benefits administrator and provider of consumer-directed benefits. We service millions of participants and tens of thousands of clients, from the largest enterprises to small businesses nationwide. We support the consumer-directed benefit needs for many of the nation's largest and most innovative companies, including many of the Fortune 100 companies and Fortune 500 companies.

WageWorks offers industry-leading services, including:

- Healthcare accounts
  - Health Savings Account (HSA)
  - Flexible Spending Account (FSA)
  - Health Reimbursement Arrangement (HRA)
  - Retiree Healthcare Spending Account
- Dependent Care FSA
- COBRA administration
- Direct Bill administration
- Eligibility and Enrollment administration
- Commuter benefits
- Wellness reimbursement
- Gym reimbursement
- Tuition reimbursement

As a company with decades of experience, we are able to scale quickly, influence legislation, and provide leadership within the employee benefits industry. We strive to ensure that our clients and their participants receive innovative programs supported by superior service. We understand the cost pressures associated with benefits, and are committed to delivering efficient and cost-effective services that eliminate hassle, while saving your company time and money. Our goal is to be the leading provider of benefits services, delivering easy-to-use and convenient solutions. WageWorks achieves its objective through the following four guiding principles:

- **Service Excellence** – To ensure that we continue to provide exceptional service, our chief executive officer hosts a daily call with more than 50 senior and department managers to review performance metrics, escalate issues, and monitor operational status
- **Technology and Innovation** – We strive to make account access easy and convenient. Our proprietary platforms and integrated systems allow us to quickly respond to marketplace needs and legislative changes. Our advanced technologies make benefits management easy for employers and their participants. Additionally, our platform can be accessed through mobile options, providing participants easy access to account information and claims submission on-the-go.
- **Industry Leadership** – WageWorks leads many industry groups, and takes an active advocacy role in lobbying and educating legislators and regulatory agencies about consumer-directed programs and benefits. Our team includes industry leaders who were integral in lobbying for the FSA carryover implementation, preserving FSAs, and establishing commuter benefits.

- **Consumer Engagement** – We take a customized approach to engagement and communications. WageWorks understands the success of program administration lies with the interest of the participants. We have offered various campaigns designed to increase participation by educating participants about the benefits of consumer-directed benefit programs. Additionally, we offer an array of innovative tools and wellness information to engage participants to save smart and spend healthy. Furthermore, our COBRA transition assistance program allows qualified beneficiaries to work with licensed benefit advisors to find affordable health coverage options.



## Flexible Spending Accounts

A flexible spending account (FSA) is a pre-tax benefit account that participants can use to pay for eligible healthcare and dependent care expenses. Participants decide how much to contribute to their FSA each year, and funds are withdrawn automatically from each paycheck for deposit into their account before taxes are deducted.

WageWorks believes that FSAs are beneficial for all working Americans. We know that education and ease of use lead to greater participation, which is why we focus on continually educating participants about the advantages of FSAs. Simply stated, more employees enroll in an FSA when WageWorks is the administrator.

### ***Single Proprietary Platform***

WageWorks' single proprietary platform delivers a better participant experience, while creating efficiency. Benefit managers and participants only need one username and password to access all account information. Participants receive a brief overview of their accounts through a standard web browser or our mobile app. Healthcare accounts work in tandem with each other, so if a participant has an HSA and a HSA-Qualified FSA, or an HRA and an FSA, then all payment options draw from the accounts systematically, helping the participant easily manage their accounts.

### ***Innovative Participant Tools***

Participants have access to many innovative tools to make it easy for them to access and spend from their accounts. Besides receiving the WageWorks debit card, which provides point-of-service funds access for healthcare purchases, participants can submit claims using our smart phone app, EZ Receipts<sup>®</sup> mobile app, or online via our participant website. Additionally, WageWorks supports automatic health plan claims, working with carriers (medical, dental, pharmacy, and vision) to receive claims information. WageWorks currently receives integrated claims data from more than 130 carriers; and enrollment, eligibility, and contribution data from partners (e.g., enrollment and eligibility providers, payroll vendors, HRIS providers, etc.).

Regardless of submission method, all claims are processed within two days or less, and participants receive an email or text message when the claim is received, processed, and payment is made. Additionally, participants can pay their provider directly from their account, utilizing our *Pay My Provider* direct bill feature.

We realize that these programs can be complex in nature and difficult to understand, so we have developed a unique mix of messaging and media, which makes our programs approachable and understandable. We offer a variety of online materials and tools on our participant website to help educate participants on the benefits of an FSA, and to provide participant account, payment, and claims transaction information. Video tutorials, savings calculators, eligible expense lists, and Frequently Asked Questions are all available at [www.wageworks.com](http://www.wageworks.com). This proven approach is critical to our above-industry participation and retention rates.

HOME > EMPLOYEES > BENEFITS > HEALTHCARE FLEXIBLE SPENDING ACCOUNTS (FSA)

## Healthcare Flexible Spending Accounts (FSA)

Use tax-free funds to pay for eligible out-of-pocket medical, dental, and vision care expenses with a WageWorks® Healthcare FSA.

Healthcare FSA With Carryover  
.....

How Does It Work?  
.....

See How It Works  
.....

How Much  
Can I Save?  
.....

What Is An  
FSA-Eligible  
Expense?  
.....

Support & FAQ  
.....

Go Mobile  
.....

## FSA Features and Capabilities

Feature	Capability	Client Benefit	Participant Benefit
<b>Payment Options</b>	<b>Healthcare Debit Card</b> <ul style="list-style-type: none"> <li>▶ Works seamlessly with our platform</li> <li>▶ Multi-wallet capability</li> </ul>	<ul style="list-style-type: none"> <li>▶ Increased card activation</li> <li>▶ Lower program noise</li> <li>▶ Customizable rules and appearance</li> <li>▶ 100% compliant with IRS regulations</li> </ul>	<ul style="list-style-type: none"> <li>▶ Access to funds at point of sale</li> <li>▶ Swipe-and-go convenience</li> <li>▶ No fees</li> <li>▶ Additional debit cards for eligible family member</li> </ul>
	<b>Pay My Provider</b> <ul style="list-style-type: none"> <li>▶ Schedule one-time or recurring payments via our website</li> </ul>	<ul style="list-style-type: none"> <li>▶ Increased participant satisfaction</li> <li>▶ Lower program noise</li> </ul>	<ul style="list-style-type: none"> <li>▶ Convenience of online bill pay</li> <li>▶ Easy allocation of FSA funds</li> </ul>
	<b>Pay Me Back</b> <ul style="list-style-type: none"> <li>▶ Online and traditional claims submission</li> <li>▶ Claims processing within two business days</li> <li>▶ All claims imaged and stored</li> </ul>	<ul style="list-style-type: none"> <li>▶ Increased participant satisfaction</li> <li>▶ Lower program noise</li> </ul>	<ul style="list-style-type: none"> <li>▶ Quick turnaround time</li> <li>▶ Toll-free fax submission</li> <li>▶ Reimbursement by check or direct deposit</li> </ul>
	<b>Automatic Health Plan Claims</b> <ul style="list-style-type: none"> <li>▶ Electronic claims submission via carrier claim files</li> <li>▶ Reimbursement directly to participant</li> </ul>	<ul style="list-style-type: none"> <li>▶ Increased participant satisfaction</li> <li>▶ Lower program noise</li> </ul>	<ul style="list-style-type: none"> <li>▶ Reimbursement by check or direct deposit</li> </ul>
<b>File Enrollment</b>	<ul style="list-style-type: none"> <li>▶ Customizable file enrollment and account setup</li> <li>▶ Easy anytime, anywhere access</li> </ul>	<ul style="list-style-type: none"> <li>▶ Convenience of paperless enrollment</li> <li>▶ Instant reporting and measurement</li> <li>▶ Promotes increased participation</li> </ul>	<ul style="list-style-type: none"> <li>▶ Ease and convenience of electronic enrollment</li> <li>▶ Easy access to open enrollment tools and resources</li> </ul>
<b>Grace Period/ Carryover/Run-Out Period</b>	<ul style="list-style-type: none"> <li>▶ Multi-wallet capability</li> <li>▶ Standard 90-day run-out</li> <li>▶ Continuation of claims processing</li> </ul>	<ul style="list-style-type: none"> <li>▶ No extra charge</li> <li>▶ Employer-controlled</li> <li>▶ Lower FSA forfeiture</li> <li>▶ One-, two-, or 2.5-month grace period options</li> </ul>	<ul style="list-style-type: none"> <li>▶ More time to use funds/submit claims</li> <li>▶ Reduces forfeiture risk</li> <li>▶ Convenience</li> </ul>
<b>Third-Party Debit Card Substantiation via Carrier File</b>	<ul style="list-style-type: none"> <li>▶ Proprietary claim substantiation logic</li> </ul>	<ul style="list-style-type: none"> <li>▶ Reduced administrative burden</li> <li>▶ Increased administrator and participant satisfaction</li> </ul>	<ul style="list-style-type: none"> <li>▶ Healthcare expense paid via card are auto-substantiated via carrier file</li> <li>▶ No need to send in receipts</li> </ul>
<b>Participant Website</b>	<ul style="list-style-type: none"> <li>▶ Secure, multi-use and multi-plan, self-service account portal and administrative site</li> </ul>	<ul style="list-style-type: none"> <li>▶ Reduced administrative burden</li> <li>▶ Increased participant plan ownership and</li> </ul>	<ul style="list-style-type: none"> <li>▶ Convenience</li> <li>▶ Instant, secure access to account funds and information, as well as</li> </ul>

Feature	Capability	Client Benefit	Participant Benefit
		satisfaction	resources
<b>In-Plan Communications</b>	<ul style="list-style-type: none"> <li>▶ Comprehensive welcome guides</li> <li>▶ On-demand statement of activity</li> <li>▶ Claims and event-driven email and text notifications/alerts</li> </ul>	<ul style="list-style-type: none"> <li>▶ Reduced administrative burden</li> <li>▶ Increased administrator and participant satisfaction</li> </ul>	<ul style="list-style-type: none"> <li>▶ Increased account visibility and control</li> <li>▶ Convenience</li> <li>▶ Account confidence</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>▶ Available 24/7 (excluding holidays)</li> <li>▶ 24-hour IVR</li> </ul>	<ul style="list-style-type: none"> <li>▶ Reduced administrative burden</li> <li>▶ Increased participant satisfaction</li> </ul>	<ul style="list-style-type: none"> <li>▶ Clear explanation of benefits</li> <li>▶ Enrollment assistance</li> <li>▶ Immediate issue resolution</li> </ul>
<b>Employer Website</b>	<ul style="list-style-type: none"> <li>▶ Secure, multi-plan, online administrative portal</li> <li>▶ Program reporting and Reconciliation</li> <li>▶ Secure file transfer</li> </ul>	<ul style="list-style-type: none"> <li>▶ 24/7/365 access to program information, comprehensive reporting, and a downloadable collateral and communications library</li> </ul>	<ul style="list-style-type: none"> <li>▶ Informed plan administrators</li> </ul>
<b>Relationship Management</b>	<ul style="list-style-type: none"> <li>▶ Designated Account Management team</li> <li>▶ Service reviews</li> <li>▶ Client satisfaction surveys</li> <li>▶ Employer communications</li> </ul>	<ul style="list-style-type: none"> <li>▶ Quantitative and qualitative insight into plan performance</li> <li>▶ Comprehensive oversight</li> </ul>	<ul style="list-style-type: none"> <li>▶ Optimized plan service and administration</li> </ul>
<b>Plan Collateral</b>	<ul style="list-style-type: none"> <li>▶ Comprehensive catalog of consumer-oriented print and electronic collateral</li> <li>▶ Clear and concise</li> </ul>	<ul style="list-style-type: none"> <li>▶ Aligns easily with any communications strategy</li> <li>▶ Customizable</li> <li>▶ Multi-touch for maximum penetration</li> </ul>	<ul style="list-style-type: none"> <li>▶ Convenience and easy access to information</li> <li>▶ More confident decision-making</li> <li>▶ Decreased risk of forfeiture</li> </ul>



## FSA Reporting

Our comprehensive suite of standard online reports is designed to meet all of your accounting, payroll, and benefits management needs for managing your company’s healthcare and dependent care programs. Online current and historical reports are available at any time, via our employer website, and are downloadable in Excel format. Additionally, we deliver scheduled and year-end operational reviews, which show contributions and withdrawals for each account.

Report records are easy to sort. Each record contains eight participant reference fields: last name, first name, participant identification number, last four digits of Social Security number, benefit group code, payroll group code, company code, and location code.

The following table outlines some of the key features of our reporting package:

Report Name	Description of Contents	Availability
<b>Enrollment Report</b>	List of participants and pertinent account settings	On-demand – for any date range entered
<b>Invoice Report</b>	Count and list of participants per plan type for each billing month	On-demand – for monthly intervals
<b>Funding Report</b>	Complete accounting of payments issued versus program funding deposits	On-demand – for weekly intervals
<b>Account Activity Report</b>	Two versions; both include plan year-to-date totals for all payments, posted account funding, and participant account balances:	On-demand – for any date range entered
	1. <b>Enrollment Changes</b> – lists participants with a change in enrollment during dates entered	
	2. <b>All</b> – lists all plan participants	
<b>Contribution and Payments Report</b>	Complete accounting of payments issued versus participant funding deposits	On-demand – for any date range entered
<b>Healthcare Card Report</b>	Summary of debit card information, including card status and the amount of unverified card transactions for each participant	On-demand
<b>Good Will Payments Report</b>	Detailed information for payments made to the participant without affecting the participant account balance, but are to be invoiced back to the program sponsor	On-demand – for monthly intervals
<b>Unclaimed Checks Report</b>	List of all uncashed participant check payments returned to the program sponsor for escheatment	On-demand – for quarterly intervals
<b>Late Repayments Report</b>	Summary of all late repayments processed during the specified date range	On-demand
<b>Carryover Report</b>	List of amounts carried over from previous plan year healthcare FSA to current plan year healthcare FSA	On-demand
<b>Custom Contributions Report (if applicable)</b>	List of all contribution records with employer-defined contribution labels	On-demand

## FSA Summary of Services

### **Product Services**

- Healthcare Debit Card – A convenient and easy method of payment for eligible healthcare products and services at the point of sale
- Pay My Provider – Direct payment to healthcare and dependent care providers
- Pay Me Back – Traditional claim submission via online, mobile app, mail, email, and fax
- Automatic Health Plan Claims – Ability to receive carrier files from any health plan to improve debit card substantiation or for auto-reimbursement of healthcare expenses to participants
- EZ Receipts<sup>®</sup> – Robust mobile app available on any Apple iOS, Android, or Blackberry device. Includes ability to view contributions, balance, and claims activity. Allows participants to submit a claim for reimbursement or *Pay My Provider* claim payment.

### **Implementation Services**

- Professional project management focused on effective and efficient plan rollout
- Implementation plan development
- Standard participant communications, as well as design and execution of a communications plan
- WageWorks system configuration, to support employer's plan design
- Development and testing of all eligibility, payroll file, and carrier files prior to program launch
- Collection of health, dental, and prescription benefit plan data (copay amounts, coinsurance percentages, etc.) to assist with the automatic adjudication of participant FSA purchases

### **Relationship Management**

- Designated Account Management team to support all aspects of our relationship
- Proactive meetings to discuss service, participation opportunities, and client advocacy
- Follow-up training and education to employer contacts, and sharing of client product feedback with the WageWorks' Product Development and IT teams
- Working proactively, and serving as a client advocate for best practices

### **Customer Service**

- Toll-free participant phone support, available 24/7 (excluding holidays)
- Open enrollment telephone inquiry

### **Claims Administration**

- Daily claims processing and release of reimbursement payments (\$5 minimum reimbursement amount)
- Reimbursement by check or direct deposit

### **Compliance**

- Plan Document and Summary Plan Description
- Form 5500 completion, if necessary
- Nondiscrimination testing

### **Prefunding Requirement**

- Prefund is based on 4% of election balance for ACH debit, or 6% of election balance for ACH Credit or wire transfer. For clients requesting an extended funding due date, these percentages are increased by 1.2% per day, rounded up to the next full percentage point.
- Funding is due on each Tuesday to replenish weekly card spend and claim payments for the prior week, depending on the client's plan design

### **Employer and Participant Communication**

- Online and printed enrollment tools
  - Open enrollment tool kits
  - Pre- and post-enrollment promotional communications and guides
- Templates and design services for customized communication materials
- Claims email/text notifications of timely information conveyed to participants, including but not limited to:
  - Rejected card swipes and claims
  - When claims were processed

### **Employer Website**

- Program Dashboard – Home page with on-demand program metrics, including enrollment, elections, and employer/participant estimated savings by plan type
- Participant Tab – Lookup capability allowing view and/or edit access
- Reports Tab – Access to current and historical standard reports
  - Each report is downloadable in Excel format
  - Customizable report parameters for date range, sorting, and filtering
- Files Tab – File processing results and error logs
- Benefits Tab – Plan setup information and provisions
- Company Tab – Company specifics with system users and access level

### **Participant Website**

- Individual participant account activity
  - Account Dashboard – Snapshot of balances
  - Account Activity – Transaction details and history with robust search options
- Online claims submission for direct reimbursement or *Pay My Provider* payments
- On-demand, printable statement of activity and printable claim forms
- Savings calculators
- Order additional debit cards
- Mobile receipt submission
- Alerts and messages
- Profile and Edit Participant Profile – Includes email address, mailing address, reimbursement method (direct deposit or check), and text preferences

## COBRA Administration

WageWorks has provided COBRA administration services to employers since 1986. With industry-renowned technology, flexible systems, dedication to compliance, and a commitment to customer service excellence, WageWorks has become a leader in COBRA administration providing solutions to organizations of every size, across all industries.

### Why Outsource COBRA Administration?

COBRA is a complex law that poses unique administrative challenges for employers, putting them at risk for severe penalties if they are unable to comply with COBRA rules and regulations. Trying to understand this complex law and ensuring continued compliance is costly and burdensome for employers.

By outsourcing the administration of your COBRA program, you reduce your workload, risk, and costs. WageWorks can reduce all three with an easy-to-use solution that allows you to fulfill your COBRA requirements and ensure fair, compassionate service for your participants – all while maintaining strict compliance with the law.

- **Outsourcing Saves Time** – Administering COBRA correctly requires a lot of time. You must keep up with changes to the law, prepare and mail notices, track time frames, process elections and payments, and address questions from your COBRA participants. We do the work for your organization, so your team members can focus on other initiatives.
- **Outsourcing Saves Money** – COBRA participants are much more expensive than active participants. Studies conducted by Spencer's Benefits Reports have shown that COBRA participants average approximately 150% higher claims costs than active participants. These higher costs – approximately \$3,000 per COBRA participant each month – mean increased rates when you renew your plan.

We help reduce this increased claims experience and lower your costs by decreasing your number of COBRA participants. We do this by providing easy-to-understand information about alternative coverage, and through stringent and compliant election, payment, and cancellation screening processes, which ensure only eligible individuals remain covered by your plan.

- **Outsourcing Reduces Your Risk** – Costly mistakes can happen, especially when your staff is overloaded due to burdensome COBRA requirements. Penalties are steep – potentially costing an employer significant fines for each day of noncompliance. Since the compliance burden rests with the employer, lawsuits can easily occur. We are strongly committed to ensuring compliance with all applicable laws, regulations, and contractual requirements.

## Service Features

### Client Services

Our implementation team will work hand-in-hand with you to collect employer demographics, business rules, and plan information during the setup process.

Once implementation is complete, our relationship management team is available to provide support and answer any questions that you may have. Relationship management team members have extensive experience in benefits and are trained to assist clients with the day-to-day process of administration and the client's specific needs. Additionally, clients may access up-to-date status information and track inquiries via our case management system.

### Customer Service

Our customer service representatives receive specialized training and gain expertise in supporting the needs of employees and COBRA participants. Each representative is committed to providing the highest level of customer service, while empowering and educating participants. Our real-time case management system is used to log, track, and monitor all customer service activities, and employers can easily view these activities online at any time.

- **Toll-Free Telephone Support** – Customer service representatives provide fast and accurate answers to participants, concerning regulations or account status. Representatives are available Monday through Friday, from 8:00am to 8:00pm Eastern (excluding holidays).
- **Interactive Voice Response (IVR) System** – We provide real-time access to account information via a toll-free IVR system 24 hours per day
- **Online Account Access** – Our participant website offers a self-service center with real-time status of participants' coverage and billing information. Participants can view their coverage information or elect coverage, make payments, access forms, review frequently asked questions, and request support.

### Reporting Capabilities

Our reporting capabilities include real-time and scheduled reporting. Scheduled reports can be set up for automatic delivery on a regular basis (daily, weekly, bi-weekly, or monthly). All scheduled email reports and statements are sent via encrypted email to ensure compliance with HIPAA's security requirements.

Real-time reports are available from the COBRA website for instant access to account activity, employee and participant listings, plan and coverage statistics, carrier and plan information, eligibility reporting history, and exception lists. Additionally, you can obtain participant demographics, activity history, notices mailed, carrier eligibility reporting, and processed qualifying events.

Partial List of Available Real-time Reports
➤ Activity reports
➤ Employee and participant listings
➤ Exception reports
➤ Plan statistics
➤ Carrier and plan information
➤ Plan coverage statistics
➤ Eligibility reporting setup
➤ Eligibility reporting history

### Training

Training and staff development is a continuous process. All employees complete our standard product and system training program. Relationship management team members receive advanced product and compliance training, and customer service representatives receive specialized training that includes

interpersonal communications, proactive listening, and problem-solving. As requirements change, ad hoc training sessions keep employees current with benefits issues, new legislation, regulatory changes, and product enhancements.

Annual HIPAA, security, and privacy training is mandatory for all employees.

## Compliance and Security

Ensuring strict compliance with applicable laws, regulations, and contract requirements is an integral component of our administrative services. The WageWorks compliance team sets the foundation for our steadfast commitment to compliance and manages ongoing privacy and security initiatives.

Dedicated security team members are available 24/7 to maintain our rigorous security standards. This team is responsible for the development and implementation of security policies, procedures, and controls to ensure our systems, as well as the data within our systems, are fully protected.

## COBRA Compliance Documentation

WageWorks images and electronically retains COBRA-related notices for a minimum of seven years after the notice is issued. Many of these documents are accessible on the website.

Our integrated case management system allows clients and participants to report issues to us by opening a case online. The system automatically generates email reminders to customer service representatives and relationship management team members and reports unresolved issues to senior management daily. Case resolution becomes part of the participant or client record. Clients can view both client and participant cases online, and participants can view cases that they create through their online accounts.

## Notifications and Qualifying Event Administration

All COBRA notices are developed and distributed in strict accordance with federal COBRA regulations.

Standard COBRA Notices and Qualifying Event Administration	
Notification Type	Description
<b>COBRA General Notice</b>	The COBRA General Notice provides information about COBRA, and must be provided to covered participants and their spouses when health plan coverage begins. Additionally, this notice addresses the participant's responsibility in notifying the employer of life events that trigger a qualifying event, such as separation, divorce, or loss of dependent child status, etc.
<b>Election Notice</b>	Upon notification from the client, we send COBRA election notices to qualified beneficiaries within the time frame required by COBRA regulations. Employers can notify us of qualifying events via electronic file transfer or by completing easy online forms available in the secure employer section of our website.
<b>Election Processing</b>	Qualified beneficiaries elect COBRA via the Web, or by returning a completed enrollment form by mail or toll-free fax. We adjudicate elections to ensure that the postmark is within 60 days of the date of notice or the date of benefits termination, whichever is later. Elections postmarked after the COBRA-mandated time frame are not accepted. Electronic images of election documents provide proof of timely election. Employers receive weekly reports, detailing qualified beneficiaries who have elected or paid the initial COBRA premium.
<b>Premium Billing and Collection</b>	We generate monthly invoices and adjudicate timely and accurate receipt of payments. We apply timely and full payments (or those within safe harbor provisions) to the participant's account and send collected premiums to the employer by the tenth business day of the month following receipt of payment.
<b>Termination of COBRA Coverage</b>	We send early termination notices when COBRA coverage terminates before the end of the maximum coverage period (e.g., for failure to pay full and timely premiums), as well as termination for reaching the maximum period of coverage allowed under COBRA regulations. Notification of COBRA termination due to reaching the maximum coverage period allowed includes reference to any conversion rights, and contact information at the employer's option.

Optional Notices	
<b>HIPAA Special Enrollment Rights Notice</b>	We can provide participants with a HIPAA Special Enrollment Rights Notice within 30 days from the initial date of hire. This notice informs newly hired employees who are offered the opportunity to enroll of their special enrollment rights and responsibilities.
<b>Women's Health and Cancer Rights Notice</b>	We can provide an annual notice describing the responsibilities of health plans and carriers providing benefits and services related to the Women's Health and Cancer Rights Act of 1998.

## Additional Services

### **Transition Assistance**

WageWorks' COBRA division offers a seamless program that provides qualified beneficiaries information about alternatives to COBRA coverage. We supply materials that you can give to participants when they or their family members lose coverage and become eligible for COBRA. This information can help alleviate any fear and uncertainty, by providing valuable information regarding COBRA and other coverage options.

Working with our partner, HealthCompare, we provide complimentary access to a team of licensed benefits advisors who can answer questions and provide guidance regarding COBRA continuation coverage and individual insurance coverage. Benefits advisors eliminate confusion and present clear answers to questions about insurance coverage, helping individuals and families find the best coverage at a price they can afford.

### **Open Enrollment Services**

COBRA participants generally have the same open enrollment rights as your active employees. We can help you communicate plan changes and options to your COBRA participants during your open enrollment period. We offer several options—ranging from basic notifications to fully customized packages.

Our Open Enrollment services are offered separately from our standard COBRA services and are available for purchase as needed.

Standard Open Enrollment Services	
➤	Updating all applicable rates and/or plan changes for the next plan year
➤	Mailing standard Open Enrollment selection forms to all active COBRA participants, including those in the 60-day waiting period
➤	Processing of returned selection forms
➤	Custom messaging (including a link to the carrier website) can be included in the cover letter at no charge

- **Partial Service** – WageWorks will provide a sample Open Enrollment Election Form template for the client to provide to their participants. WageWorks will manage carrier and billing updates. Fee billed per enrolled participant.
- **Standard Service** – WageWorks will produce and mail Participant Open Enrollment Notice & Election Form packages, up to 7 sheets of paper (double-sided). WageWorks will manage carrier and billing updates. Fee billed per packet. Postage and additional printing fees may apply in some situations and will be disclosed to the client.
- **Custom Service** - WageWorks will produce and mail Participant Open Enrollment Notice & Election Form packages, up to 30 sheets of paper (double-sided). Special handling for division-based communications and/or custom inserts. WageWorks will manage carrier and billing updates. Fee billed per packet. Postage and additional printing fees may apply in some situations and will be disclosed to the client.

### **State Continuation**

As an option, we can assist clients in meeting state-required coverage continuation requirements in the states of California, New York, and Texas. Upon expiration of federal COBRA, we can issue state continuation eligibility notifications. Additionally, we will administer billing, collection, and reporting of healthcare premiums for clients following the rules of each state law.



## COBRA Features and Capabilities

Feature	Capability	Client Benefit	Participant Benefit
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>▶ Available Monday through Friday, from 8:00am to 8:00pm Eastern, excluding holidays</li> <li>▶ 24-hour secure, real-time Web access</li> </ul>	<ul style="list-style-type: none"> <li>▶ Reduced administrative burden</li> <li>▶ Increased participant satisfaction</li> </ul>	<ul style="list-style-type: none"> <li>▶ Enrollment and website assistance</li> <li>▶ COBRA alternatives information and support</li> </ul>
<b>Relationship Management</b>	<ul style="list-style-type: none"> <li>▶ Toll-free access to client support team</li> <li>▶ Ability to submit support requests through transparent case management system</li> </ul>	<ul style="list-style-type: none"> <li>▶ Rapid response</li> <li>▶ Real-time access to plan information for issue resolution</li> <li>▶ Comprehensive oversight</li> </ul>	<ul style="list-style-type: none"> <li>▶ Optimized plan service and administration</li> </ul>
<b>Technology</b>	<ul style="list-style-type: none"> <li>▶ Proprietary system developed and maintained by internal personnel</li> <li>▶ Integrated COBRA and Direct Bill platform</li> <li>▶ Mobile website</li> </ul>	<ul style="list-style-type: none"> <li>▶ Reduced administrative burden</li> <li>▶ Real-time access to account information and management reporting</li> </ul>	<ul style="list-style-type: none"> <li>▶ Increased participant satisfaction</li> <li>▶ Quick enrollment processing</li> <li>▶ Expedited online payment options</li> </ul>
<b>Participant Website</b>	<ul style="list-style-type: none"> <li>▶ 24/7 access to secure, self-service Web portal to view real-time data</li> <li>▶ Ability to view COBRA notices</li> <li>▶ Ability to make online payments or establish recurring electronic payments</li> </ul>	<ul style="list-style-type: none"> <li>▶ Reduced administrative burden</li> <li>▶ Increased participant satisfaction</li> <li>▶ Online opportunities to make timely payments</li> </ul>	<ul style="list-style-type: none"> <li>▶ 24/7 access to secure, self-service Web portal to view personal account data</li> <li>▶ Convenience</li> <li>▶ Mobile website for on-the-go access to COBRA account information</li> </ul>
<b>Employer Website</b>	<ul style="list-style-type: none"> <li>▶ Secure online administrative portal</li> <li>▶ Real-time access to account information</li> <li>▶ On-demand reporting</li> <li>▶ Secure data entry</li> </ul>	<ul style="list-style-type: none"> <li>▶ 24/7 access to administrative data with comprehensive reporting capabilities</li> <li>▶ On-demand reports with a variety of filter options</li> <li>▶ Ease of administration</li> </ul>	<ul style="list-style-type: none"> <li>▶ Informed plan administrator</li> </ul>
<b>Compliance</b>	<ul style="list-style-type: none"> <li>▶ Full-time, dedicated compliance team</li> <li>▶ Timely updates on legislative changes</li> <li>▶ Newsletter</li> </ul>	<ul style="list-style-type: none"> <li>▶ Full compliance with applicable federal regulations</li> <li>▶ Optional services for state continuation services in select states</li> </ul>	<ul style="list-style-type: none"> <li>▶ Services are compliant with applicable federal regulations and requirements</li> </ul>

## Service Fees

Product Name	Fee Type	Fee	Description
<b>COBRA</b>	Admin Fee	\$0.60 PEPM	Per Eligible Per Month
<b>COBRA Open Enrollment</b>	Additional Service Fee	\$15.00	Standard Service Open Enrollment: WageWorks will produce and mail Participant Open Enrollment Notice & Election Form packages, up to 7 sheets of paper (double-sided). WageWorks will manage carrier and billing updates. Fee billed per packet. Postage and additional printing fees may apply in some situations and will be disclosed to the client.
<b>COBRA Open Enrollment</b>	Minimum	\$150.00	A per-plan year service fee minimum will be assessed.
<b>Implementation Fee</b>	Implementation Fee	\$0.00	
<b>FSA</b>	Admin Fee	\$3.85 PPPM	Per Participant Per Month
<b>FSA</b>	Monthly Minimum	\$100.00	
<b>FSA</b>	Implementation Fee	\$0.00	

Healthcare Products Service Details	Fee Schedule
<b>Disbursement/Reimbursement Options:</b> Pay Me Back Pay My Provider Carrier Files	Included Included Included
<b>Direct Deposit or Check Reimbursement</b>	Included
<b>Debit Card</b> Primary Account Holder Additional Cards	No Charge No Charge
<b>Online Participant Account Statements</b> WageWorks' Statement of Activity	Included
<b>Participant Electronic Communication Materials</b>	Included
<b>24/7 Access to the Web Portal</b>	Included
<b>Reporting via Web</b>	Included
<b>Call Center Support</b> Available 24/7, excluding holidays	Included

COBRA Standard Service Descriptions
<b>Initial Implementation Fee</b> One-time fee related to on-boarding activities
<b>Monthly COBRA Administration Fee</b> Services include: <ul style="list-style-type: none"> <li>➤ General Notice distribution to all newly covered employees and spouses</li> <li>➤ Qualifying event administration</li> <li>➤ Election processing</li> <li>➤ Premium billing and collection</li> <li>➤ Eligibility reporting to client or health plan</li> </ul>

**COBRA Standard Service Descriptions**

- COBRA termination processing
- Participant support and transition assistance
- WageWorks EDI File Specifications - Electronic files submitted to WageWorks that adhere to our standard file specifications. This includes EDI 834 files that are programmed to meet our specifications.

*Fee billed per eligible employee per month.*

*WageWorks Retains 2% Surcharge/Administration Fee.*

**Monthly Minimum**

If the total monthly billable fees are less than the minimum monthly fee, an adjustment fee will be applied so that the total billable fees equal the minimum monthly fee.

**Open Enrollment**

Partial Service

- \$8 per COBRA participant with a \$150 minimum

Standard Service

- \$15 per packet up to 7 sheets of paper (double-sided) with a \$150 minimum - Additional postage and printing may apply in some situations and will be disclosed to the client

Custom Service

- \$22 per packet up to 30 sheets of paper (double-sided) with a \$150 minimum – Additional postage and printing may apply in some situations and will be disclosed to the client

\* Prices are valid for **90** days from the date on the proposal. Prices are based on WageWorks standard service model and may be subject to change based on non-standard and/or custom service elections.

# Ameriflex



PREPARED FOR

Leon County Board of Commissioners

# PROPOSAL

**FSA, COBRA**

March 12, 2020

SALES CONTACT:

Michelle Teadt  
Vice President of Sales

MYAMERIFLEX.COM

2508 HIGHLANDER WAY, SUITE 200 • CARROLLTON, TEXAS • 75006

## *Thank you for the opportunity to present this proposal for the administration of your FSA, COBRA*

As your dedicated VP, Sales, I am here to guide you through the proposal process and answer your questions about our industry-leading services.

### Check out a few of our complimentary unique-to-Ameriflex features:

- ✓ Dedicated account manager for all clients, at no cost, for life;
- ✓ Dedicated implementation team, delivering three layers of quality assurance;
- ✓ FSA Guarantee -- if employees spend more than they contribute, we'll refund the difference back to you;
- ✓ Complimentary ID Theft Protection, powered by Mastercard, for all Ameriflex cardholders;
- ✓ Fastest response time in the industry - client emails responded to within four hours; and
- ✓ Client Love: Net Promoter Score (NPS) 200%+ the industry average

Thank you again for your time and consideration. I will be in touch with you to answer any questions you may have.

Michelle Teadt  
Vice President of Sales

# REAL DOLLAR SAVINGS COMBINED WITH WORLD-CLASS SERVICE

## We respond fast to keep your world quiet.

It's early in the morning. Your client has a question about their Ameriflex plan and they need an answer quickly. They call their dedicated Ameriflex account manager. As usual, their question was quickly handled, and you and the client move on with your day.

The experience was frictionless. Your client got the answers they needed without having to call you. Even if they didn't get through right away, they'll always get a call back within 59 minutes or an email response within four hours. It is that level of service that puts Ameriflex's Net Promoter Score (NPS) next to world-renowned brands.

## Instead of starting your day putting out fires, you and your client started with unparalleled tranquility.

Your clients love the Ameriflex FSA Guarantee, which insures they never lose money in their plan. Employees love the peace of mind they get with their complementary identity theft protection. You love knowing your clients have true regulatory protection. Their data has the highest standards of security in the industry.

### By choosing Ameriflex, you're saying yes to...

- ✓ Dedicated account manager at no cost, regardless of group size
- ✓ Dedicated implementation team at no cost, with three layered quality assurance process
- ✓ Access to in-house ERISA attorney
- ✓ Industry Leader in Service: Ameriflex Net Promoter Score (NPS) is 200%+ the industry average
- ✓ Fastest claims payment speed in the industry - Claims are adjudicated within one business day of receipt, 98.5% of the time or greater
- ✓ Unmatched Data Security: Private HIPAA Audit, HITRUST CSF Cloud, SOC 1 Type 2 Review
- ✓ FSA Guarantee: In the event that total annual claims exceed total annual employee contributions, we will refund you the net aggregate plan-year loss - offered to you at no additional cost
- ✓ 100% Regulatory Protection
- ✓ ID Theft Protection: Complimentary, including full wallet restoration, for all Ameriflex cardholders
- ✓ MyPlanConnect: A service that integrates with the employees' insurance carriers to automatically substantiate claims. *(additional cost)*



## FLEXIBLE SPENDING ACCOUNT (FSA)

A flexible spending account (FSA) allows employees to set aside pre-tax money from their paychecks to pay for everyday healthcare expenses, including medical copays, dental, vision, prescription medication and commuting expenses. Participating in an FSA decreases the employee's taxable income, and in turn, decreases the employer's costly FICA tax burden. [Learn more](#)

### What You Get

- ✓ Dedicated account manager at no additional cost
- ✓ Dedicated implementation team with three-layer quality assurance process
- ✓ FSA Guarantee: In the event that total annual claims exceed total annual employee contributions, we'll refund you the net aggregate plan-year loss. [Learn more](#)
- ✓ Complimentary ID Theft Protection, including full wallet restoration, for all Ameriflex Cardholders
- ✓ MyAmeriflex Debit Mastercards for all participants, including unlimited replacements
- ✓ POP language included in FSA Plan documents at no additional fee
- ✓ Summary Plan Description (SPD) and plan document preparation
- ✓ Online enrollment capabilities
- ✓ EDI file feeds
- ✓ Initial enrollment report
- ✓ Educational participant email campaigns and enrollment materials
- ✓ Mobile App
- ✓ Employer and participant account management portals
- ✓ Daily claims processing and coordination with Mastercard®
- ✓ Self-Service employer reports
- ✓ Dedicated Participant Services support via phone and live chat
- ✓ Automated account alerts
- ✓ Direct Deposit for reimbursements



## Additional Employer Benefits

- ✓ EDI File Feeds
- ✓ Plan document amendments
- ✓ Optional \$500 rollover administration
- ✓ Optional 2.5-month grace period administration
- ✓ Discrimination testing portal access
- ✓ FSA educational tools  
(including videos, participant drip email campaigns and more)
- ✓ Forms 5500 Support Assistance (Main Form, Schedule C)


### The FSA Guarantee



#### We are the *only* administrator to offer an FSA Guarantee at no cost.

In the event that total annual claims exceed total annual employee contributions combined with the employer's tax savings, employers will have the option to file a claim in order to recoup the amount of the plan year's net aggregate loss.

### MyPlanConnect

MyPlanConnect is a unique service offered by Ameriflex that connects your employees' flexible spending account (FSA) debit card transactions to their insurance carriers. It reduces friction for your employees because in most cases they don't have to manually send us supporting documentation to verify the eligibility of their expenses. It reduces friction in your day because you aren't fielding as many substantiation questions. [Learn more](#) 



## DEPENDENT CARE ACCOUNT (DCA)

A dependent care account (DCA) allows employees to set aside pre-tax money to help pay costs associated with the care of dependents. The account can be used to pay for services like daycare, elder care, before/after school care, summer day camp and more. [Learn more](#)


### What You Get

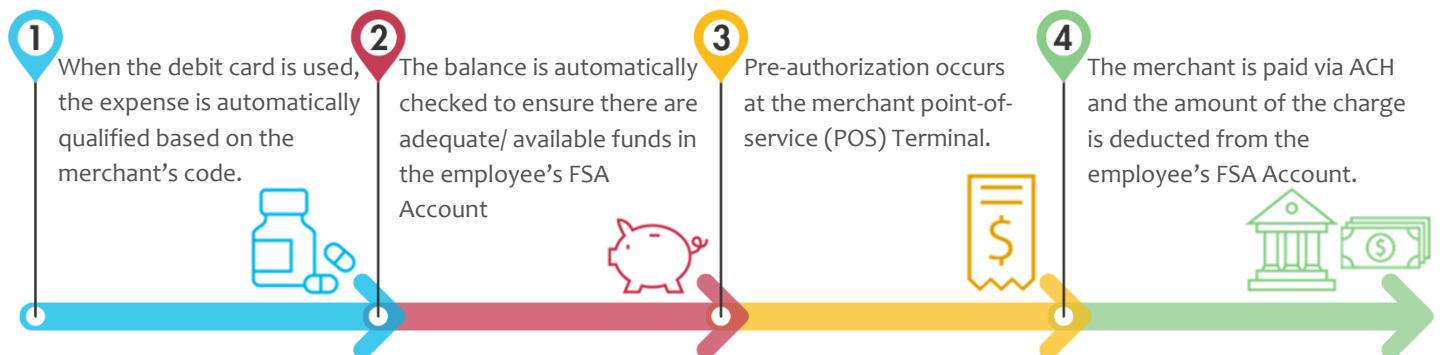
- ✓ Dedicated account manager at no additional cost
- ✓ Dedicated implementation team, with three-layer quality assurance process
- ✓ FSA Guarantee: In the event that total annual claims exceed total annual employee contributions, we'll refund you the net aggregate plan-year loss. [Learn more](#)
- ✓ Complimentary ID Theft Protection, including full wallet restoration, for all Ameriflex cardholders
- ✓ MyAmeriflex Debit Mastercards for all participants, including unlimited replacements
- ✓ Summary Plan Description (SPD) and plan document preparation
- ✓ One-time annual claim option for plan participants
- ✓ Online enrollment capabilities
- ✓ Educational participant email campaigns and enrollment materials
- ✓ Mobile App
- ✓ Employer and participant account management portals
- ✓ Daily claims processing and coordination with Mastercard®
- ✓ Self-service employer reports
- ✓ Dedicated Participant Services support via phone and live chat
- ✓ Automated account alerts
- ✓ Direct Deposit for participant reimbursements

# MYAMERIFLEX DEBIT MASTERCARD


## Ameriflex is proud to offer the MyAmeriflex Debit Mastercard.

This single-platform debit card allows for the automatic electronic transfer of pre-tax dollars from the participant's account when paying for qualified expenses. Most importantly, the MyAmeriflex Debit Mastercard can accommodate and administer all spending accounts on the same card with no additional fee.

The Mastercard® system classifies merchants of the world into over 1,000 categories and assigns each a code signaling whether the merchant is a restaurant, department store, pharmacy, doctor's office, etc. The card will not work at an unauthorized Mastercard® merchant (e.g. gas station, restaurant, etc.), but it will recognize applicable healthcare, dependent care, and transit merchant category codes (MCC), or SIC codes. This allows Ameriflex to **efficiently and effectively adjudicate claims** according to IRS guidelines. [Learn more](#) 



## Complimentary Identity Theft Protection

All Ameriflex cardholders get complimentary access to Mastercard’s industry-leading identity theft protection and resolution service. Cardholders can register as much or as little of their personal information as they want, including their MyAmeriflex Debit Mastercard, personal bank accounts, email addresses, Social Security number, driver’s license, passport, and medical ID. [Learn more](#) 

## IMPLEMENTATION TIMELINE

Our top priority is to ensure each client is set up for success starting day one of their Ameriflex implementation. We can accelerate the implementation process based on how quickly the client provides their onboarding information. All applications and enrollments go through three layers of quality assurance.



[View larger in-browser](#) 

# COBRA ADMINISTRATION

COBRA requirements are burdensome, and one small misstep can expose employers to costly penalties set forth by the Department of Labor. That's just one reason why choosing a trusted COBRA partner is so important. Ameriflex will relieve your clients of the burdens associated with COBRA tracking, notifications, and billing.

Our industry-leading COBRA administration automatically processes all payments and provides grace period deadlines, letter generation, and participant documentation according to Department of Labor and IRS regulations. Along with our COBRA account management portal, Ameriflex can also provide Electronic Data Interchange (EDI) connectivity to your current HRIS system for a frictionless experience.

## What You Get

- ✓ Dedicated account manager at no additional cost
- ✓ Dedicated implementation team, with three-layer quality assurance process
- ✓ Takeover of pending or enrolled qualified beneficiaries
- ✓ General Rights notifications to new plan participants
- ✓ Specific Rights notifications to Qualified Beneficiaries
- ✓ Issuing and mailing of Qualifying Event Notices
- ✓ COBRA elections and terminations
- ✓ ACA-compliant language
- ✓ Premium collection and remittance
- ✓ Disability extension
- ✓ Notice of Unavailability
- ✓ Mailing confirmation
- ✓ Real-time reports exported in multiple formats, including Excel. *Examples include: Paid-through report, mail-sent report, subsidy report, etc.*
- ✓ Electronic Data Interchange (EDI) connectivity available
- ✓ Employer and participant COBRA account management portals - PCI compliant, SAS 70 Type II reviewed, and both IBM and CISCO certified

**Retention of 2% Administrative Fee** Ameriflex shall collect 102% of the monthly premium for each active COBRA participant or other special plan participant/retiree and remit 100% payment to the employer on a monthly basis.

# FUNDING & CLAIMS

Find the right claims funding option for your business

Most Popular		
Daily-Preferred	Weekly-Preferred	Weekly-Prefund
<p>\$0 Prefund We will pre-pay merchants and medical providers and debit your account the next business day.*</p>	<p>\$0 Prefund We will pre-pay merchants and medical providers and debit your account on a weekly basis**</p>	<p>We will debit your account weekly to cover claims activity. Ameriflex requires a small up-front prefund to cover claims activity***</p>
<p><b>Sample Company: Joe's Auto Shop</b> 10 participants, with \$1,000 in annual elections each</p>		
<p>\$0 Prefund</p>	<p>\$0 Prefund</p>	<p>\$833.33 Prefund (due first month of administration)</p>

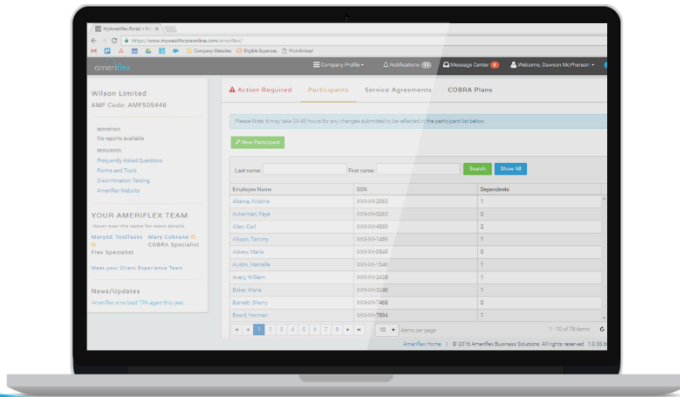
\* No up-front prefund payment is required. Your account will be debited each day for the claims activity amount + a reserve fee of 3.997%

\*\*No up-front prefund payment is required. Your account will be debited weekly for the claims activity amount + a reserve fee of 4.997%

\*\*\*We will collect a prefund for 1/12 annual elections.

# TECHNOLOGY

Ameriflex continues to reinvest in smart, integrated user tools, technology, and best-in-class service designed to make your life easier.

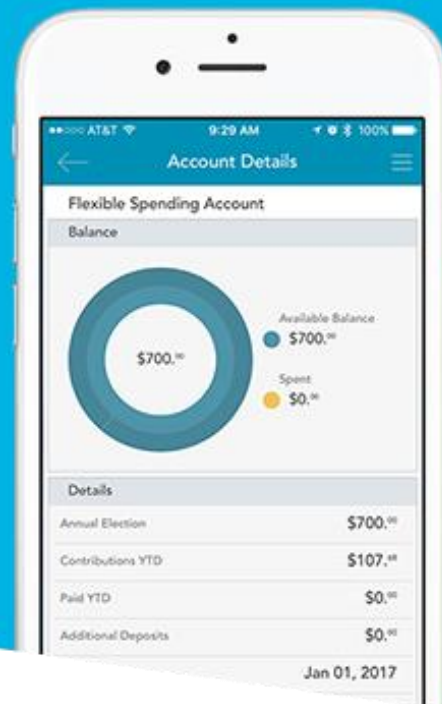


## Employer & Broker Portals

- Submit new client applications
- Complete online renewal
- Submit enrollments
- Manage COBRA enrollees
- Access reports

## Participant Portal & Mobile App

- View account balance and past spending
- Sign up for account alerts
- Mark card lost or stolen
- Upload receipts
- Set up direct deposit
- 24/7, on-the-go account access
- Get reimbursed for out-of-pocket spending



## MyAmeriflex Debit Mastercard

- 97%+ of transactions auto-verified at point of sale
- All pre-tax accounts on one card at no cost

- Cardholders get complimentary ID Theft Protection through Mastercard

## ePOPdocs.com

Create your plan document, add it to your cart, and pay for it – all in a matter of minutes.

## Data Security Philosophy

At Ameriflex, we made a choice years ago to develop our own technology in-house, and to build data security and compliance into our company from the ground up. Unlike others, we have not awkwardly retrofitted security on top of aging systems. We've built security that scales into everything we do.





# FEES

## Fee Guarantee

Ameriflex pricing terms set forth in this Proposal are guaranteed to stay flat for three (3) years, during the initial term of the Services Agreement.

## Setup Fees

Annual Renewal Fee	\$175.00
One-Time Account Set-Up Fee	\$250.00

## Flexible Spending Account

### Pricing

Dedicated Account Manager	Complimentary
Identity Theft Protection for all Ameriflex cardholders	Complimentary
FSA Guarantee	Complimentary
MyPlanConnect - Per Enrolled Participant Per Month	\$1.00 (if selected)
DCA Fee (if selected)	\$0.00
Monthly Fee ( <i>Per Enrolled Employee</i> )	\$4.20
OR	
Minimum Monthly Fee ( <i>if participation drops below 15 enrolled employees</i> )	\$75.00

### Estimated Annual Employer Savings

Number of Eligible Employees	866
Number of FSA Participants	173.2
Average FSA Election Per Participant	\$2,000
Total FSA Elections for all Participants	\$346,400.00
FICA Tax Rate	7.65%

Your Estimated Annual FICA Tax Savings \$26,500

### Estimated Annual Participant Savings

Average Tax Rate (FICA + Income) 29.65%

Estimated Annual Participant Savings \$102,708

### Total Potential Employee Savings

Number of eligible employees 866

Average Tax Rate (FICA + Income) 29.65%

Total Annual Employee Savings \$513,538

## COBRACOBRA Per Insured

### Pricing

Dedicated Account Manager	Complimentary
Per Insured Employee, Per-Month Fee OR	\$0.75
Minimum Monthly Fee*	\$60.00

### Additional Services Offered

Marketing/Special Materials with Mailings	Price based on size and complexity
Open Enrollment	\$15 per notice - \$60 minimum

\* Ameriflex invoices off medical bill only; includes outside dental and vision carriers at no additional cost



## Help Us Go Green

In an effort to help maintain the health of the environment in which we serve our clients, we are waiving printing and processing fees for those that help us reduce our carbon footprint. Please be prepared to make your selection when filling out the New Client Application.

### Invoice Receipt Method for Administrative Fees

Sent electronically OR Sent by USPS Mail

**Invoice Printing Fee  
Waived \$5.00/mo**

### Payment Method for Administrative Fees

Payment Received Electronically by ACH Debit OR Payment Received Via Check

**Payment Processing  
Fee Waived \$25.00/mo**

# ABOUT US

Ameriflex is recognized as one of the nation’s largest independent administrators of consumer-driven health plans. Built organically with an unwavering commitment to sustainable growth that puts the best interests of our clients first, Ameriflex continues to reinvest in smart, integrated user tools, technology, and best-in-class service. We get out of bed every morning to reduce healthcare costs and simplify the healthcare experience for the growing population of partners, employers, and individual consumers we serve.

## Awards

Ameriflex has been recognized within the industry for its commitment to superior service and product innovation.



## Partners

Ameriflex partners with the biggest and most well-respected names in the industry to bring you and your employees more value.



## EDI Integrations

Ameriflex utilizes EDI with many leading vendors to enable fast and accurate exchange of data between our clients' payroll or HRIS systems to the Ameriflex platform. For a full list of our EDI partners, click [here](#).

### 60+ EDI Integrations



### 60+ Carrier Integrations



# MAKE IT EASIER FOR YOURSELF & YOUR EMPLOYEES.

By choosing Ameriflex, you're getting the best service and value available, including:

- ✓ Dedicated implementation team and account manager, at no additional cost, with three layers of implementation quality assurance
- ✓ Calls returned in 59 minutes or less; email replied to in 4 hours or less
- ✓ Client Love: Net Promoter Score (NPS) 200%+ the industry average
- ✓ 100% Regulatory Protection; delivering peace of mind
- ✓ FSA Guarantee: the only life preserver for underwater plans, free
- ✓ ID Theft Protection: Complimentary, including full wallet restoration, for all Ameriflex Cardholders
- ✓ Unmatched Data Security: Private HIPAA Audit, HITRUST CSF Cloud, SOC 1 Type II Audit, SSAE18
- ✓ Fastest claims payment speed in the industry - 95% of payments direct deposited in a matter of days

If you have any questions about this proposal or need any support, please don't hesitate to contact me.

I look forward to speaking with you soon.

Michelle Teadt

# Medcom





# CDHP

Consumer Driven Health Plans



## FLEXIBLE SPENDING ACCOUNT ADMINISTRATION PROPOSAL

Presented to:



In partnership with:



# ABOUT MEDCOM

Medcom Benefit Solutions is a leading employee benefits administrator, well-known for specializing in exceptional service, offering a variety of products that are designed to help employers meet the challenges of a rapidly changing workforce. With a professional staff of specialists, Medcom Benefit Solutions offers COBRA and Premium Billing Administration, Fringe Benefits Administration - Flexible Spending Accounts, Health Savings Accounts, Health Reimbursement Arrangements and Commuter Benefits. Health Care Reform products including Affordable Care Act Reporting, Full-Time Benefit Eligibility Tracking, and Penalty Appeal Support, HIPAA Privacy and Security Training, HIPAA Privacy Policies, and Health & Welfare Compliance and consulting services for ERISA and Health Care Reform compliance.

Founded in 1983, Medcom Benefit Solutions has grown and changed with the economy and the workforce. Medcom Benefit Solutions administers a variety of tax advantaged benefit plans using sophisticated debit card technology to meet the convenience needs of Plan participants and goals of the employer. Medcom Benefit Solutions is a leader and innovator among Third Party Administrators. Our business continues to grow, resulting from superior personal service from our staff of benefit professionals.

As regulatory compliance continues to increase in complexity, Medcom Benefit Solutions continually expands its scope of regulatory compliance services. Medcom Benefit Solutions provides a full "turn-key solution" for employers.

# ABOUT HEALTH ADVOCATE

Medcom has partnered with Health Advocate, the nation's leading health advocacy and assistance company, bringing additional **ENHANCED BENEFITS** to our FSA plan designs. Their Personal Health Advocates are experts at navigating the complicated healthcare system and helping people get the most value from their FSA and other benefits. They can also find in-network providers, clarify medical conditions, research treatments, resolve time-consuming billing issues and much more. It's a unique level of personalized support your clients won't find anywhere else.

Health Advocate has been helping Americans navigate the complexity of the healthcare system for over 19 years. They offer a full range of clinical and administrative services as well as behavioral health and wellness programs supported by medical claims data science and a technology platform that uses machine learning to drive people to engage in their health and well-being.

**The result:** Improved health outcomes, reduced absenteeism and presenteeism, and lower costs.



# CDHP Administration


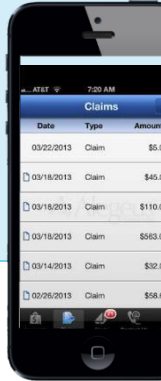
## The Medcom Benefits Solutions Advantage

- User-Friendly and Feature-Packed Mobile Application
- Easy and Fast Documentation Upload
- Regulatory Compliance
- Direct Deposits and Substantiation
- All-Inclusive Debit Card for All Fringe Benefits
- 24/7 Online Portal Access for Employer and Employees
- 24/7 IVR Balance Available

<p><b>Health Reimbursement Arrangement Administration</b></p>	<p><b>Medcom Benefit Solutions offers professional administration for a variety of HRA plan designs:</b></p> <ul style="list-style-type: none"> <li>• Medcom Benefit Solutions is experienced and well equipped to comprehensively handle your administrative needs.</li> <li>• We administer a number of HRA plans that vary in design. Many of these plans can be setup on the debit card for convenience to plan participants.</li> <li>• Most employers will have a dedicated Account Manager to ensure your complete satisfaction.</li> <li>• We simplify the open enrollment process for re-enrollment into the HRA plan.</li> </ul>
<p><b>Flexible Spending Account Administration Services</b> Includes Health FSA, Dependent Care Assistance, and Limited Purpose FSA</p>	<p><b>Medcom Benefit Solutions offers professional administration with a variety of FSA plan designs and dependent care assistance:</b></p> <ul style="list-style-type: none"> <li>• Medcom Benefit Solutions offers a single, fully-integrated and easy-to-use platform for all fringe benefits administration.</li> <li>• Most employers will have a dedicated Account Manager to ensure your complete satisfaction.</li> <li>• Electronic communications are available to keep participants actively informed about their accounts, including monthly account statements, "card mailed" notifications, card transaction denial notifications, and more.</li> <li>• Open enrollment campaign to increase FSA plan participation</li> </ul>
<p><b>Health Savings Account Administration Services</b></p>	<p><b>Medcom Benefit Solutions' HSA solution is a partnership with PNC Bank based in Pittsburgh, PA:</b></p> <ul style="list-style-type: none"> <li>• Medcom Benefit Solutions offers a variety of funding options including an automatic ACH from the employer's bank account or an ACH directly to the HSA account, and more.</li> <li>• Medcom Benefit Solutions also offers multiple enrollment options, including online enrollment options or an electronic file feed.</li> <li>• Based on your plan design, we create easy-to-understand open enrollment materials for distribution to employees.</li> <li>• We offer investment options that are available when the account has accrued a low balance of \$1,000.</li> <li>• Open enrollment campaign to increase HSA plan participation</li> </ul>
<p><b>Commuter Benefit Plans</b> Includes Transit &amp; Parking</p>	<p><b>Medcom Benefit Solutions' unified debit card solution extends to Transit and Parking benefits as well:</b></p> <ul style="list-style-type: none"> <li>• Employees use their debit cards to pay for their Transit and/or Parking benefits up to the amount that has accrued in the account. (Subject to statutory monthly limits)</li> <li>• No substantiation required</li> <li>• In addition to the debit card option, manual claim reimbursements are available for parking plans.</li> </ul>

# The Medcom Advantage

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<p><b>Customized Reporting</b></p>	<ul style="list-style-type: none"> <li>• Month end report</li> <li>• Annual year-end report</li> <li>• Annual participant account statement</li> <li>• Daily or weekly funding report</li> <li>• Reports on-demand</li> </ul>
<p><b>Debit Card Technology</b></p> 	<p>We offer an <b>all-inclusive</b> debit card that can be used with an FSA (including limited FSA), HSA, HRA, transit and parking plans, and DCA</p> <ul style="list-style-type: none"> <li>• No out of pocket expenses for employees for eligible expenses</li> <li>• No claim forms to fill out and mail</li> <li>• No waiting for reimbursement</li> <li>• No waiting to check balances: either log in to <a href="http://www.medcombenefits.com">www.medcombenefits.com</a> or call the Interactive Voice Response system. Both operate "24/7".</li> </ul>
<p><b>24/7 Access to Online Portal</b></p> <p><b>Employers</b></p> <p><b>Employees</b></p>	<p>With our exclusive Administrative Portal and WealthCare Portal, you and your employees have 24/7 access to all account information where the following functions are available:</p> <ul style="list-style-type: none"> <li>• Run reports</li> <li>• Add/terminate participants</li> <li>• Review accounts</li> <li>• Make changes to participant accounts</li> <li>• Review debit card and manual transactions</li> <li>• View balance and transaction history information</li> <li>• Receive training for the employer online portal</li> <li>• View account balances</li> <li>• View demographics</li> <li>• Update information</li> <li>• View transactions</li> <li>• Upload receipts</li> <li>• Request reimbursement</li> <li>• Upload receipts to substantiate card transactions</li> <li>• Order cards</li> </ul>
<p><b>Mobile Application iOS &amp; Android Devices</b></p>	<p>Our WealthCare Portal comes with a companion mobile app that gives participants quick, easy, and on-the-go access to their consumer driven healthcare accounts.</p> 

# The Medcom Advantage

<b>Plan Document Compliance</b>	If we administer your FSA or HRA benefits, we will include a coordinating plan document at no charge. We will also include the 1 <sup>st</sup> year of Nondiscrimination Testing free of charge.
<b>Enrollment Options</b>	<p>There are three different options for participant enrollment:</p> <ol style="list-style-type: none"> <li>1. EDI File Feed</li> <li>2. Excel Spread Sheet (template provided)</li> <li>3. Online Enrollment Web Portal</li> </ol>
<b>Direct Deposit</b>	A reimbursement option for manual claims submitted by participants. This option is made available to all participants at no additional cost.
<b>Claims Processing</b>	<ul style="list-style-type: none"> <li>• Claims are processed and paid daily</li> <li>• Claims processing turnaround time is 2-3 business days</li> </ul>
<b>Other Services Provided at No Additional Cost</b>	<ul style="list-style-type: none"> <li>• Electronic Customized Enrollment Materials</li> <li>• Interactive Voice Response System available 24/7</li> <li>• Toll-Free Customer Service 8:30 a.m. to 5 p.m. ET, Monday through Friday</li> <li>• Automated employer reporting which can be run on a customized schedule</li> <li>• Secure File Transfer for routine eligibility, including files from a third party</li> <li>• Ability to administer the 2 ½ month grace period, or any duration up to 2 ½ months</li> <li>• HRA rollovers of unused funds from one plan year to the next</li> <li>• CMS reporting requirements for HRA plans with annual benefit amounts of \$5,000 or more</li> <li>• Month-End reports for the prior month's claims activity</li> <li>• Year-End financial reconciliations after all claims are paid for each plan year</li> <li>• Open enrollment campaign to increase FSA and HSA participation</li> </ul>
<b>Compliance</b>	<p>Medcom Benefit Solutions' goal is to administer an employer's benefit plan in accordance with Internal Revenue Service regulations to protect the tax deductibility of your FSA program.</p> <p>Please keep in mind the following employees are not eligible to participate in an FSA plan:</p> <ul style="list-style-type: none"> <li>• Subchapter S Corporations – owners, partners, and their family members</li> <li>• Sole Proprietorship – self-employed individuals</li> <li>• LLC – partners</li> </ul>

# New Health Advocate Benefits\*

- Find the right in-network doctors, hospitals and other healthcare providers; expedite appointments
- Explain complex medical conditions; research and locate the latest treatments
- Arrange specialized treatments and tests; answer questions about results, treatment options and prescribed medications
- Coordinate care and schedule follow-up visits; facilitate second opinions; transfer medical records, test and lab results
- Clarify benefits including deductibles, coinsurance and copays; explain FSAs and HSAs
- Provide personalized coaching to help close gaps in care
- Negotiate with providers to reduce medical/dental bills over \$400 not covered by insurance

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## Special Help for Mom & Dad, Retiree's and Pre-Medicare Retiree's

- Help retirees transitioning to private coverage or Medicare
- Explain the difference between Medicare, Medicare Advantage, and Med Supp Plans
- Research private coverage and public exchanges
- Discuss plan choices relating to pre-existing conditions
- Explain how to enroll in Medicare
- Clarify Medicare Part D prescription drug plans
- Locate eldercare services and community resources that fall outside traditional coverage
- Facilitate care management interventions for chronic conditions

\*Fee changes indicated on page 8 of the proposal

# CDHP Administration

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<p><b>Account Setup Procedure</b></p>	<ol style="list-style-type: none"> <li>1. Verify implementation checklist completed; banking arrangements established; if Employer selects the use of Medcom Benefit Solutions' omnibus TPA account for claims funding, Employer funds the account(s) with an appropriate initial amount to accommodate transactions</li> <li>2. Execute Administrative Service Agreement &amp; Business Associate Agreement</li> <li>3. Provide employee enrollment materials electronically</li> <li>4. Provide open enrollment support via our electronic open enrollment campaign</li> <li>5. Process enrollments received into administrative system</li> <li>6. Issue debit cards</li> <li>7. Issue plan documents (if applicable)</li> <li>8. Queue nondiscrimination testing for mid-year completion</li> </ol>
<p><b>Routine Processes</b></p>	<ol style="list-style-type: none"> <li>9. Employer submits advance funding, if applicable</li> <li>10. Employer funds account on regular basis based on claims paid (either daily or weekly, depending on funding method chosen)</li> <li>11. Employee incurs eligible expense</li> <li>12. Employee pays eligible expense at the point of sale using the Debit Card; or,</li> <li>13. Employee submits paper claim for processing</li> <li>14. Medcom Benefit Solutions reimburses participant within 3 business days</li> <li>15. If card is used, auto-adjudication is attempted based on copayments, and recurring expenses</li> <li>16. If auto-adjudication cannot be processed, Medcom Benefit Solutions requests itemized receipt or EOB from participant</li> </ol>
<p><b>Reports</b></p>	<ol style="list-style-type: none"> <li>17. Monthly employer reports</li> <li>18. On-demand reports available 24/7 through portal</li> <li>19. Annual employer reports</li> </ol>
<p><b>Employee Record Maintenance</b></p>	<ol style="list-style-type: none"> <li>20. Establish participant files related to enrollment</li> <li>21. Process family status changes</li> <li>22. Maintain account balances</li> <li>23. Record deposits and accruals</li> <li>24. Process claims and reduce balances consistently with these claims</li> <li>25. Print checks and mail to participant's home or issue direct deposit into employee's checking account, if applicable</li> </ol>

# Increase Your FSA Participation!

Maximizing employee participation and enrollment in flexible spending accounts leads to lower payroll tax liability and increased savings for your company. Your employees can save up to 30% on healthcare costs, helping them to become more financially prepared and satisfied with their benefit offerings.

Are you confident your employees understand their account options? Do they grasp the full value of flexible spending accounts and how they can help them save money and gain control over their healthcare and financial future?

We are excited to announce that Medcom Benefit Solutions now offers an open enrollment campaign specifically designed to support your communication strategy, educate your employees, and arm them with the information they need to make important enrollment decisions.

The campaign consists of a series of emails that we deliver directly to your employees. The emails share multimedia tools and resources that are focused on helping employees better manage their healthcare finances – helping them understand basic terminology, helping them diagnose their unique spending needs, and helping them make smart enrollment and funding decisions that fit their needs. Best of all, the campaign is included as part of our standard offering so there is no cost to you!

Listed below are samples of the emails included in each campaign:

- Delivered 3 weeks prior to open enrollment deadline – What you need to know about planning for out-of-pocket healthcare costs
- Delivered 2 weeks prior to open enrollment deadline – Determining an appropriate election amount
- Delivered 1 week prior to open enrollment deadline – Bringing it all together – reasons to take a more active role in your healthcare finances



# FSA Administration Fee Schedule

Based on **785** Benefit Eligible Employees

**Effective Date: January 1, 2021**

**All fees are guaranteed for 36 months**

*Fees do not include any compensation for consultant or broker.*

PLAN SERVICE PACKAGE	
A. Initial Administration Set-Up Fee Includes:	Waived
1. Plan Design and System Programming	
2. Preparation of Plan Document and Summary Plan Description	
3. Completion of First Plan Year Nondiscrimination Testing	
4. Electronic Open Enrollment Campaign to All Benefit Eligible Employees	
5. Electronic Enrollment Materials that include Forms, Flyers, & FAQs	
6. Issuing of One Debit Card Per Participant	
B. Monthly Administration Fees	
1. FSA and/or DCAP (Per Participant Per Month)	\$4.50
2. Minimum Monthly Administration Fee	\$50.00
C. Dependent, Second, or Replacement Card (per card) Fee is deducted from participant FSA account (fee is waived if requested during open enrollment)	Waived
<b>RENEWAL ADMINISTRATION FEE</b>	Waived
FEES FOR OPTIONAL SERVICES	
A. Wire Transfer Fee (Not Applicable to ACH Transactions)	\$15.00
B. Set-up of More than One Bank Account per Employer	\$50.00 Setup \$25.00/Acct per mnth
C. Setup of More than Two (2) Locations	\$100.00 each per year
D. Change in Bank Account During Plan Year (off Renewal)	\$75.00
E. Mobile Technology Application	Included
F. 24/7 Online Access (employers and employees)	Included
G. Printing Cost (When Requested)	
1. Color Copies (Per Page)	\$0.25
2. Black & White Copies (Per Page)	\$0.15
3. Shipping Charges	Actual Cost
H. On-site Professional Training	\$500.00/Day
I. COBRA for FSA/HRA Administration	Please Contact Medcom Benefit Solutions

\*To opt out of the Health Advocate enhanced benefits package, please contact your sales representative for information and pricing.

# Proposal Assumptions

- I. Changes in the employer's initial set-up and implementation parameters that require changes to either computer system or administrative processes must be requested in writing and reviewed by Medcom Benefit Solutions for feasibility, pricing and scheduling. Some changes may be limited to being made on renewal.
- II. Fees quoted in this proposal are based on the information available prior to quoting and Medcom Benefit Solutions reserves the right to change, amend, or withdraw this proposal if there is a significant change in information.
  - a. Fees quoted are subject to change based on significant differences in number of employees, locations, customized monthly reports; and changes in plan administration requirements (mid-year changes).
- III. Annual renewal fee is based on the current group demographics, locations, plans and services. All fees, including monthly administration fee, may be increased if there are any system set-up changes as a result of changes in plan provisions, locations, employee population, etc. and the new fees could be more than the initial set-up fees and will be based on current pricing structure. Notice of increase in fees will be given thirty (30) days in advance.
- IV. All fees for implementation services provided by Medcom Benefit Solutions must be paid prior to initiation of systems and service set-up. If administration is not implemented due to the Employer's decision not to proceed with Medcom Benefit Solutions administration, all fees for services rendered by Medcom Benefit Solutions will be due and payable by the Employer.
- V. If Medcom Benefit Solutions issues Plan Documents, Summary Plan Descriptions and/or Amendments and forms, it is the employer's responsibility to have a formal review conducted by its legal counsel.
- VI. If applicable, employer must provide Medcom Benefit Solutions with a copy of the existing Plan Document and Summary Plan Descriptions prior to the effective date of administration by Medcom Benefit Solutions.
- VII. If employer chooses to use their own corporate checking account, employer is responsible for set-up of bank account and is responsible for all related fees and advance maintenance funding. Whether it is the Employer's corporate checking account or Medcom Benefit Solutions' omnibus checking account, the employer is responsible for maintaining the account with contributions on a routine, regular basis.
- VIII. Travel and accommodations; printing, reproduction, postage, shipping and special customization costs are at the expense of the employer.
- IX. Medcom Benefit Solutions assumes no responsibility for prior year flexible benefit plan Form 5500 filings, Schedules and claims run-out, unless specifically quoted and agreed upon under separate cover.
- X. Participant's receipt of the debit card by the effective date of the Plan is contingent on fulfillment of implementation deadlines that will be provided to the employer specifying time lines for receipt of information by Medcom Benefit Solutions from employer.



# COBRA ADMINISTRATION PROPOSAL

Presented to:



In partnership with:



# ABOUT MEDCOM

For 35 years, Medcom Benefit Solutions has been a leader in employee benefit administration, ERISA Compliance, and consulting services with exceptional service. We create tailor-made solutions of tax advantaged benefit plans using innovative debit card technology to meet the needs of plan participants and the administrative goals of employers.

Medcom Benefit Solutions' expert consultative services provide a comprehensive approach to ERISA Compliance, in addition to, the administration of COBRA, Retiree Billing, Flexible Spending Accounts, Health Savings Accounts, and Health Reimbursement Arrangements.

As regulatory compliance continues to increase in complexity, Medcom Benefit Solutions has designed a streamlined approach to our regulatory compliance services including Form 5500 Reporting, Wrap Documents, Nondiscrimination Testing, ERISA Compliance Plan Reviews, technical writing, and seminars.

By providing innovative solutions for tax advantaged benefit plans, ERISA Compliance, and COBRA administration needs, Medcom Benefit Solutions continues to enhance our service portfolio, thus improving efficiency, quality, and service in employee benefits administration, ERISA Compliance, and consulting services.

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# Product Administration

## **Premium Billing Services**

### COBRA Administration

COBRA law gives former employees or dependents of employees, hereafter referred to as qualified beneficiaries, the right to continue to receive health insurance under the employer's health plan(s) if their coverage is terminated as a result of certain "qualifying events".

Federal law contains specific requirements that employers must comply with if individuals elect to continue coverage. Medcom Benefit Solutions will provide the following for both COBRA and Retiree Billing:

1. Department of Labor Notices
2. COBRA Notices
3. Collection, Disbursement and Reporting to Employer of Premiums
4. COBRA Administration

# COBRA Outsourcing Issues & Solutions

In the mid-1980's, Congress looked at the inconsistent state laws concerning continuation coverage and decided to create more uniform requirements on a federal level. In 1985, Congress enacted continuation health care coverage requirements in Title X of the Consolidated Omnibus Budget Reconciliation Act of 1985, commonly referred to as "COBRA." COBRA amended the Employee Retirement Income Security Act of 1974 (ERISA), the Internal Revenue Code (IRC) and the Public Health Service Act (PHSA) to include new provisions designed to protect certain qualified beneficiaries when they lose coverage under a group health plan.

Today's employers not only have to be aware of the laws regarding COBRA, but also the regulatory interpretations by federal agencies.

Medcom Benefit Solutions understands and knows the complexity of this federal employer law and offers you, the Employer, the following "solutions":

- Compliance with the Consolidated Omnibus Reconciliation Act (1985) and ongoing administration requirements
- Timely notification to newly covered employees of their COBRA rights if they (or their covered dependents) lose coverage under your health plan
- Education and updates regarding evolving COBRA legislation
- Timely notification to terminated plan continuants regarding their rights to continue coverage in accordance with COBRA regulations and guidelines
- Administration of secondary event and Social Security Disability continuation provisions.
- Minimized exposure due to failure to notify oversights
- Protection from adverse selection through plan provisions regarding "retroactive" payment of the "cost of coverage" by qualified beneficiaries
- Proper administration of COBRA termination provisions – including conversions as applicable

# COBRA Administration Process

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<b>Setup</b>	Medcom Benefit Solutions will complete your company's setup and notify your current COBRA enrollees of our role as well as send them their monthly premium coupons within 5 business days of receiving the employer's complete data.
<b>Event Notification</b>	Medcom Benefit Solutions must be notified within 30 days of an employee's COBRA qualifying event.
<b>COBRA Notice</b>	Medcom Benefit Solutions will send out the Qualifying Event Notification to the Qualified Beneficiary (QB) within 14 days after receiving notification of a COBRA qualifying event.
<b>Enrollment</b>	Medcom Benefit Solutions will send the QB a confirmation of enrollment and monthly cost of coverage coupons within a timely manner of the QB electing COBRA.
<b>Customer Service</b>	Medcom Benefit Solutions' Customer Service is available Monday – Friday 8:30 a.m. – 5:00 p.m. ET to QB and continuants to answer questions.
<b>Collections</b>	Medcom Benefit Solutions will collect monthly COBRA payments made by the continuants for remittance to your health plan.  Continuants may pay premiums online via ACH bank draft (incurs fee of \$2.00), via debit or credit card (incurs fee of 3% of premium amount), and check or money order (no fee).
<b>Disbursements</b>	Medcom Benefit Solutions will reconcile and disburse collected COBRA payments along with full documentation to the employer once a month.

**Medcom Benefit Solutions provides employer's online access to search, add, and term employees as well as access to monthly continuants, qualified beneficiaries, termed reports and quarterly activity reports online.**

# COBRA Schedule of Services

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## Schedule of Services

- Initial Notification via First-Class Mail with a Certificate of Mailing
- Qualifying Event Notification via First-Class Mail with a Certificate of Mailing
- Election Processing
- Distribution of payment coupons to continuants and COBRA payment collection
- Premium distribution to employer (Medcom Benefit Solutions retains 2%, or other statutory, administration fee paid by continuant)
- Customer Service Support via phone, email and 24-hour online access to continuants and clients
- Archiving of all records
- Online Self-Service Web Training (Up to 2 hours within 60 days of effective date)
- Online reports available to clients
- COBRA compliance support regarding changes in statutes
- Notification of changes in premiums to continuants

## Custom Service

- Management Training Meetings On-Site
- Specialty Reports

# COBRA Administration Proposal Assumptions

Fees contained in the Fee Schedule for COBRA Administration assume the following:

- Medcom Benefit Solutions may adjust the above fees if the turnover rate exceeds 25%
- Medcom Benefit Solutions will charge an additional \$100.00 per year for each location/division over two (2)
- Medcom Benefit Solutions will charge an additional fee for any requested postage/mailings, with exception to the standard First-Class Mail with a Certificate of Mailing
- Medcom Benefit Solutions will charge an additional fee for out-of-town travel expenses for Medcom Benefit Solutions staff (if Onsite Professional Training is requested)
- Medcom Benefit Solutions will retain the 2%, or other statutory, administration fee paid by COBRA continuant. The administrative fee will also apply to situations where the employer pays the COBRA premium (ex. severance packages)
- Medcom Benefit Solutions will provide up to (2) hours of Online Web Training within the first 60 days of the employer receiving access
- Medcom Benefit Solutions assumes the employer will continue services for a minimum of 12 consecutive months. An early termination fee of \$500 will be imposed if services are terminated less than 12 months.



# COBRA Administration Fee Schedule

Based on **866** Benefit Eligible Employees

**Effective Date: January 1, 2021**

All fees are guaranteed for 36 months

*Fees do not include any compensation for consultant or broker*

## SETUP FEE

### Plan Implementation

Plan design consultation, plan implementation checklist, data input and client implementation into Medcom Benefit Solutions' administration system.

Waived

## ANNUAL RENEWAL FEE

### Annual Renewal Fee

Rate changes and/or carrier changes made to COBRA eligible benefit plans. Includes mailing rate change notices and new coupons to all current COBRA continuants and/or qualified beneficiaries.

Waived

## TAKEOVER FEES

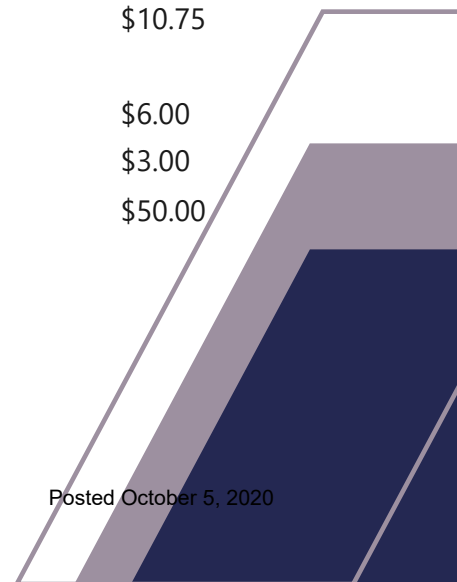
### Takeover Fees

Notification to QB and/or COBRA continuant of new administrator contact information, payment details and updated notice of COBRA rights and obligations.

\$14.95

## MONTHLY ADMINISTRATION FEE PER BENEFIT ELIGIBLE EMPLOYEE

SERVICE	OPTIONS	PRICE
<b>Monthly Administration Fee (Please Select One)</b>	<b><u>Option 1 - PEPM</u></b>	
	Per Covered Employee Per Month	\$0.65
	Distribution of Ongoing Initial Notice	Waived
	Monthly Minimum Fee	\$50.00
	<b><u>Option 2 - Per Occurrence</u></b>	
	<b>Based upon number of activities per month</b>	
	Per COBRA Notification	\$10.75
	Plus	
	Per Active COBRA Participant	\$6.00
	Distribution of Initial Notices	\$3.00
	Monthly Minimum Fee	\$50.00



# COBRA Optional Services

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<b>REGULATORY COMPLIANCE</b>	
Required additional services regarding eligibility, notification, and coverage options that are to be delivered within very specific timeframes by COBRA subsidy law	\$5.00 Per Notification
<b>OPTIONAL SERVICES</b>	
Mass Distribution of COBRA Continuation Initial Notices (a mass mailing is a mailing at one time of 10 or more)	\$3.00 / Notice
Customized Open Enrollment Communications	\$9.00 / kit plus postage
Open Enrollment Notification Prior to Medcom's Effective Date	\$25.00 / Notification plus postage
Creation of Special Reporting	\$75.00 / Hour
Supplementary Online Web Training	\$75.00 / Hour
On-Site Professional Training	\$500.00 / Day
Additional Location Set Up (Over 2 locations)	\$100.00 / Additional Location
<b>OPTIONAL SERVICES - ACTUARIALLY CERTIFIED COBRA PREMIUM RATE FEES</b>	
HRA Plan Rates	\$495.00/Plan
Self-Funded Plan Rates	\$495.00/Plan

# TASC

PROPOSAL PREPARED FOR

# Leon County

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COBRA Administration &  
Compliance,  
Universal Benefit Account

April 29, 2020



Rory Krivit  
RKrivit@BBTally.com  
O (850) 656-3747



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Nathan M. Murray | TASC  
Regional Vice President of Sales  
Direct: 608.268.8891  
nathan.murray@tasconline.com

## WHY TASC

### It started with a desire to help a friend.

Total Administrative Services Corporation (TASC) was founded on a simple belief: regular people should be able to receive the same tax advantages as large corporations.

In the process, we brought simplicity to one of the most complicated systems in the world: the US tax code. The solution worked so well, we continued to invent products that transformed the lives of farmers and other entrepreneurs, their families, and their communities. And we're still in the life-changing business for employers of all sizes, in all markets, today.

After more than 40 years in the benefit administration industry, our conviction is stronger than ever. We've discovered a new way to remove complexity, a new way to help Americans pay less tax and invest more in their health and prosperity.

We are committed to understanding our clients' needs and ambitions and will configure a solution, whether they have one employee or one million. Because when Americans have more money to spend, when they invest in their health, when they have the tools to support their families, when they give back to their communities, when they save and grow, **we all benefit.**



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### TASC at a glance:

- » **72,000 clients** across the United States
- » **\$2.7 billion** in funds handled each year
- » **\$30 billion** saved in taxes by TASC clients and participants
- » **\$1.6 million** donated to charity by TASC and its employees in last year
- » **94% of clients** feel their customer service representative handled their call with courtesy and professionalism

<sup>1</sup> Guardian Workplace Benefits Study – 5<sup>th</sup> Annual; May 2018

## TASC COBRA OVERVIEW

TASC offers complete administration and compliance for your COBRA program. We manage all aspects of administration and work closely with employers to ensure seamless Plan implementation, accurate ongoing administration, and dependable compliance throughout.

### ADMINISTRATION SERVICES

As a Client of TASC COBRA, you receive a comprehensive menu of administration services and tools designed to simplify the administrative process, reduce your workload, and help increase customer satisfaction.

#### ***Employer Services Include:***

- ✓ Plan Enrollment and Implementation with a simple set-up kit (online or paper):
  - TASC COBRA Administration Manual
  - *Form*: Premium Collection Plan Information
  - *Form*: Employer Notice of a Qualifying Event for COBRA Coverage
- ✓ Processing of Qualifying Event (QE) Elections
- ✓ COBRA Premium Payment Billing and Collection
  - Coupons sent to Participating Qualified Beneficiaries (PQB)
  - Monthly disbursement of premiums to employer
  - Month-end report detailing payments received
  - Established election and payment receipt deadlines
- ✓ All COBRA Notices/Communications
  - Notification of Qualifying Events and proof
  - COBRA election notices
  - Notification of Rate and Benefit Changes to PQBs
  - Communication to dependents
  - Direct communication with terminated employees
- ✓ Verification of Continued COBRA Eligibility
- ✓ Recordkeeping on all COBRA correspondence and activity
- ✓ Full Account Reporting (online): Easy-to-understand account activity reports
- ✓ Assumes liability for all COBRA required administrative procedures and regulations
- ✓ Client Communications:
  - *TASC Tracker* Client Blog for TASC news and service updates
  - *For Your Benefit* newsletter (bi-annual)

#### ***Additional Features:***

- ✓ **MyService Center** for easy online access to Plan information, activity, and reports.
- ✓ COBRA Customer Web portals.
- ✓ All-inclusive fees; no additional charges or hidden fees.
- ✓ Money back guarantee.

## COBRA ONLINE SYSTEM

TASC offers paperless administration options for convenient and accessible COBRA processing. Our online system offers a secure environment for your COBRA data that is easy-to-use and loaded with functionality so you can easily view and manage everything related to your plan.

- ✓ Enter Participating Qualified Beneficiary (PQB)
  - Personal demographic information
  - Eligible benefits
  - Dependent information
- ✓ View PQB List
  - Personal information
  - Employment status
  - Coverage history
  - Eligibility dates
  - Payment records
  - Dependent information
  - COBRA notice mailing date
- ✓ Enter New Employees
- ✓ View Existing Employee List
  - Personal information
  - Initial date of coverage
- ✓ Search for COBRA Eligible Employees
- ✓ Submit a COBRA Qualifying Event (QE)
  - Coverage history
  - Dependent information
  - Receive immediate e-mail confirmation
- ✓ Request a Department of Labor (DOL) Initial Notice
- ✓ Create and Access Online Reports
- ✓ Choose COBRA Election Notices *(additional fee applies)*
- ✓ Continuee Website for participating employees:
  - Pay premiums online (one-time or ongoing)
  - Submit service requests
  - Print payment coupons
  - Request to add a dependent
  - Update demographic information
  - View billing and payment information
  - View plan information
  - View copies of correspondence
  - Submit and track MyService Requests

## COMPLIANCE SERVICES

TASC takes the burden off of employers and provides peace of mind that their COBRA administration is in complete compliance with all Federal rules and regulations.

In order to be compliant under COBRA, Employers, or third party administrators on the Employer's behalf, must comply with several time sensitive deadlines. Those deadlines relate specifically to "Qualified Beneficiary" notification, election dates, and premium payment dates if applicable.

### ***COBRA Compliance Services Include:***

- ✓ A Compliance Reference Manual
- ✓ Recording and maintaining of documents on all COBRA activity
- ✓ Proof of qualifying event notification
- ✓ Establishment of election and payment receipt deadlines
- ✓ Maintenance of records on all COBRA correspondence

## TASC COBRA PRICING

<b>Number of Employees:</b>	866
<b>Plan Start Date:</b>	1/1/21

<b>Set-Up Fee (one-time charge)</b>	<b>\$0.00</b>
Based on a single location. <i>Includes:</i>	
<input checked="" type="checkbox"/> Initial establishment of the Plan on TASC's specialized COBRA software. <input checked="" type="checkbox"/> Delivery of Employer Enrollment Package containing all of the necessary forms and instructions. <input checked="" type="checkbox"/> Coordination with the Employer and if necessary, with Insurance Carriers. <input checked="" type="checkbox"/> Toll-free Employer and Qualified Beneficiary support and consultation.	
<b>Administration Fee (per Participant, per month) – OR – Minimum Administration Fee (per month) -- whichever is greater</b>	<b>\$0.75 \$75.00</b>
Based on the number of health-enrolled employees on the Employer's health plan(s) per month. <i>Includes:</i>	
<input checked="" type="checkbox"/> Mail Qualifying Event Notifications to qualified beneficiaries. <input checked="" type="checkbox"/> Process and Adjudicate COBRA Elections. <input checked="" type="checkbox"/> Process Monthly Premium Collections. <input checked="" type="checkbox"/> Initial Rights Notification letters. <input checked="" type="checkbox"/> Issue monthly insurance premium payment to Employers. <input checked="" type="checkbox"/> Provide Employers with online Account Management Reports.	
<b>Annual Renewal Fee (per year)</b>	<b>\$100.00</b>
<b>Qualified Beneficiary Takeover Fee (one-time charge)</b>	<b>\$30/TQB</b>
<i>Includes: For participants currently on COBRA through employer, onetime fee to transition to TASC.</i>	
<input checked="" type="checkbox"/> Audit/Takeover of current COBRA participants. <input checked="" type="checkbox"/> Coordination of collection of premiums from the current qualified beneficiaries.	
<b>Administrator Processing Fee</b>	
TASC COBRA will charge and retain a 2% administration fee to COBRA Qualified Beneficiaries where allowed by law.	
<b>Additional Service Options</b>	
DOL General Initial Rights to all current Employees ..... Upon Bid Request	
Carrier Notifications: when PQB enrolls/terminates COBRA ..... Upon Bid Request	
Send Premiums to Carriers..... Upon Bid Request	
Mail Open Enrollment materials ..... Upon Bid Request	

### TERMS

Set-up fee must be submitted with your completed service application.

### GUARANTEES

The pricing presented in this proposal is guaranteed for 90 days.

*Any and all information in this TASC proposal is confidential and can be used for the sole purpose of placing a client with TASC. Any disclosure of this information to any other third party is a breach of the TASC Provider Agreement(s) and will cause losses to TASC. TASC will immediately terminate any agreement with any person who discloses the information to an unauthorized third person and seek immediate reimbursement for any loss attributable to the disclosure.*



## WHY UNIVERSAL BENEFIT ACCOUNT®

**Take pride in choosing a groundbreaking benefits solution that returns value to your company.**

Designed around how people actually think, rather than overcomplicated rules and regulations, Universal Benefit Account provides **smart** user experiences, an **easy** and intuitive way to integrate into peoples' lives with technology they already use, and a **connected** solution with one website, one card and one mobile app.

This forward-thinking approach will set you apart and give you access to features that matter.

*Attract and retain top talent.* Show employees you care with a benefits experience built around their needs. They have the flexibility to choose what is important to them and you can focus on what's best for your business.

*Simplify administration.* When a regulation changes or your needs evolve, there are no new contracts to sign or employee data to recapture. Simply turn on a new benefit that is seamlessly integrated into our platform.

*Confidence in a trusted partner.* Our solution and commitment is backed by over 40 years of industry experience. We invest in you because we know how important your investment is to your business and employees.

83%

say a seamless experience across all devices is important <sup>1</sup>

72%

of organizations increased benefit offerings to retain employees <sup>2</sup>

<sup>1</sup> Society for Human Resource Management Employee Benefits Survey; March 2018

<sup>2</sup> Salesforce Mobile Behavior Report; 2014

## PARTNERING WITH TASC

A straightforward approach to pricing makes it easy to buy and manage benefits as your needs evolve. All TASC clients follow this simplified process:

### Annual Membership Fee

Gain access to TASC's expert administrative and customer service support as well as the TASC Card, Mobile Application, MyCash, Card Decline Protection, Identity Theft Protection, Picture to Pay, a Workplace Giving Account, and more.

### Account Options

Select the number of accounts you want to include within your desired benefit plan. Your plan becomes more cost-effective with each new account you add, and our unlimited option provides access to everything we offer.

*Note: Special configuration and/or process customizations may incur additional costs.*



## BENEFIT ACCOUNT OPTIONS

Select all accounts to be quoted in this sales proposal:

HEALTHCARE	Flexible Spending Accounts (FSA)	<input checked="" type="checkbox"/>	Healthcare FSA
		<input type="checkbox"/>	Limited Purpose Healthcare FSA (LPHSA)
	Health Savings Accounts (HSA)	<input type="checkbox"/>	Health Savings Account (HSA)
		<input type="checkbox"/>	Client-Directed HSA
	Health Reimbursement Arrangements (HRA)	<input type="checkbox"/>	Health Reimbursement Arrangement (HRA)
		<input type="checkbox"/>	Integrated Funded Health Reimbursement Arrangement (Integrated FHRA)
		<input type="checkbox"/>	Retiree Funded Health Reimbursement Arrangement (Retiree FHRA)
		<input type="checkbox"/>	Dental HRA
		<input type="checkbox"/>	Ortho HRA
		<input type="checkbox"/>	Vision HRA
<input type="checkbox"/>		Healthcare Premium Reimbursement Arrangement ( <i>Employer-Only Funded</i> )	
<input type="checkbox"/>		Individual Coverage HRA (ICHRA)	
<input type="checkbox"/>		Excepted Benefit HRA (EBHRA)	
<input type="checkbox"/>		Wellness Reimbursement Arrangement	
FRINGE	Dependent Care Account	<input checked="" type="checkbox"/>	Dependent Care FSA
	Premium Reimbursement	<input type="checkbox"/>	Healthcare Premium (NESP) Reimbursement Account
	Commuter	<input type="checkbox"/>	Parking Account
		<input type="checkbox"/>	Transit Account
	Awards/Rewards	<input type="checkbox"/>	Wellness Rewards Account
		<input type="checkbox"/>	Wellness Reimbursement Account (Non-Tax Advantaged)
<input type="checkbox"/>		Back-up Care Reimbursement Account	
<input type="checkbox"/>		Bike Account	
Accountable Plans (Business Expense Accounts)	<input type="checkbox"/>	Professional Business Expense Account	
	<input type="checkbox"/>	Home Office Account	
	<input type="checkbox"/>	Travel and Business Meals Account	
	<input type="checkbox"/>	Work Clothes Account	
	<input type="checkbox"/>	Workplace Tools Account	
ED	Education Accounts	<input type="checkbox"/>	Tuition Reimbursement Account
		<input type="checkbox"/>	Student Loan Reimbursement Account

TOTAL # OF ACCOUNTS SELECTED: 2

## Proposed Fees

<b>Number of Employees:</b>	866
<b>Plan Start Date:</b>	01/01/2021

<b>Annual Membership Fee</b>		<b>\$ 500.00</b>
<b>Includes:</b>		
<input checked="" type="checkbox"/> Access to TASC's expert administrative and customer service support	<input checked="" type="checkbox"/> MyCash	
<input checked="" type="checkbox"/> Workplace Giving Account	<input checked="" type="checkbox"/> Card Decline Protection	
<input checked="" type="checkbox"/> TASC Card	<input checked="" type="checkbox"/> Identify Theft Protection	
<input checked="" type="checkbox"/> Mobile App	<input checked="" type="checkbox"/> Picture to Pay	
	<input checked="" type="checkbox"/> ...and more	
<b>Monthly Level Fee</b> <i>Based on total number of employees included with annual census and selected level</i>	<input checked="" type="checkbox"/> PPPM <input type="checkbox"/> PEPM	<b>\$ 3.95</b>
<b>-OR- PPPM Monthly Minimum Fee</b> <i>(apply if greater than PPPM fee)</i>		<b>\$ 75.00</b>
<b>Add-On Packages</b>		<b>\$</b>
<b>FIRST YEAR ESTIMATED FEE</b>		<b>\$</b>

**TERMS:** Membership fee must be submitted with your completed TASC Universal Subscription Agreement.

**GUARANTEES:** The pricing presented in this proposal is guaranteed for 90 days.

*Any and all information in this TASC proposal is confidential and can be used for the sole purpose of placing a client with TASC. Any disclosure of this information to any other third party is a breach of the TASC Provider Agreement(s) and will cause losses to TASC. TASC will immediately terminate any agreement with any person who discloses the information to an unauthorized third person and seek immediate reimbursement for any loss attributable to the disclosure.*

TC-6131b-112619

**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #11**

# Leon County Board of County Commissioners


## Agenda Item #11

October 13, 2020

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator

**Title:** Proposed Revisions to Leon County Personnel Policies and Procedures, Section VII - Attendance and Leave – Teleworking



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<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Candice Wilson, Director, Human Resources
<b>Lead Staff/ Project Team:</b>	Amy Cox, Human Resources Manager

### **Statement of Issue:**

This item seeks Board adoption of proposed revisions to the Leon County Board Policy and Procedures regarding Section VII - Attendance and Leave - Teleworking to establish a teleworking policy for Leon County.

### **Fiscal Impact:**

This item has no fiscal impact.

### **Staff Recommendation:**

Option #1: Adopt the proposed revised Personnel Policies and Procedures, Section VII - Attendance and Leave – Teleworking (Attachment #1).

## **Report and Discussion**

### **Background:**

This item seeks Board approval of an amendment to the Leon County Policy and Procedures Manual Section VII – Attendance and Leave to establish a new policy for teleworking. Teleworking is a work flexibility arrangement under which an employee performs their work duties and responsibilities from an approved worksite other than the location from which the employee would otherwise work. The purpose of the policy is to provide guidance to consider those circumstances where teleworking may be feasible if it is in the best interest of the County.

### **Analysis:**

Leon County Government is primarily an essential service providing organization. Most jobs require employees to be at a worksite. While some jobs functions may be suitable for working off-site, careful consideration must be taken on a case-by-case basis to determine the impact on the organization, employee performance and the feasibility of an employee working off-site without supervision. Depending on the job duties and responsibilities, telework may be applicable for some jobs, but not for others.

As reflected in the proposed policy revision (Attachment #1), based on the organizational needs of Leon County, short-term teleworking arrangements may be considered for eligible employees on a case-by-case basis, with no expectation of ongoing continuance. Teleworking is not an entitlement and it does not change the terms and conditions of employment with Leon County. Approvals for teleworking may be granted to eligible employees for circumstances such as:

1. A declared state of emergency or a local state of emergency (including but not limited to, natural disasters, inclement weather, or pandemic) in order for the County to continue critical functions, operations and services.
  - i. The County reserves the right to require an employee working remotely to return to their work area at any time at its sole discretion. If the employee does not return upon request, this will be deemed a voluntary resignation and will be treated as such.
2. An employee who has a short-term medical condition who can perform the essential functions of their job but is unable to physically return to the workplace due to medical restrictions. Medical documentation is required. This is not intended to replace an employee's election or need to use earned sick leave and/or FMLA leave.
  - i. Eligible employees in this category must also meet the following criteria:
    - a. Successfully completed their probationary period with the County.
    - b. No disciplinary action or documented work performance issues within the six (6) months preceding the request.
3. An employee who requests a disability accommodation for themselves pursuant to the American with Disability Act (ADA). The determination as to whether an employee may

be granted the accommodation requested shall be made through an interactive process between the employee and Human Resources. Medical documentation is required.

4. An eligible employee who qualifies for FMLA and has the physical capability to work. This is not intended to replace an employee's election or need to use FMLA leave.

Requests for telework will require the employee submit and receive approval from the Department Director and County Administrator. The County may cancel an employee's telework privileges at any time.

In addition, minor changes to the Section 7.02 Attendance and Leave Records were made to correct scrivener's errors.

**Options:**

1. Adopt the proposed revised Personnel Policies and Procedures, Section VII - Attendance and Leave – Teleworking.
2. Do not adopt the proposed revised Personnel Policies and Procedures, Section VII - Attendance and Leave – Teleworking.
3. Board direction.

**Recommendation:**

Option #1.

**Attachment:**

1. Proposed revised Personnel Policies and Procedures, Section VII - Attendance and Leave – Teleworking



## SECTION VII ATTENDANCE AND LEAVE

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11.01

### 7.01 Hours of Operation

The hours of operation for each Department/Division shall be determined by the County Administrator and Department/ Division management in accordance with the needs of the County. Work schedules may vary according to the needs of the individual organization, subject to the approval of the Division Director.

#### 7.01.1 Alternative Work Arrangements

Flextime/staggered work hours and compressed workweeks allow employees to work around traffic congestion, school and day care schedules, etc., when it is not in conflict with the County's operations. While it is desirable to accommodate the work schedule of employees where possible, the operational needs of the County must come first. Supervisors shall ensure that a sufficient number of employees are at their workstations during normal hours to perform routine work functions and provide services to the public. Because of individual work assignments, supervisors and other employees may be subject to special restrictions being applied to their work schedules and flextime may not be an option. Additional guidelines for EMS employees are found in the Emergency Medical Services Standard Operating Guidelines Manual. The Office of Human Resources will develop guidelines for Divisions on the use of alternative work arrangements.

#### 7.01.2 Procedure: Flextime/Staggered Work Hours

- A. All full-time career service employees are subject to working forty hours per week.
- B. In all cases, including flextime/staggered work hour schedules and compressed workweeks, adherence to starting times, lunch periods and end of workday is required.
- C. Each Division Director is expected to institute reliable managerial controls to ensure that employees arrive and leave at their appointed time and are involved in performing their assigned duties.
- D. Flextime/staggered work hours and alternative workweeks may be altered or canceled by supervisors as is deemed necessary to fulfill the responsibilities of the work unit.
- E. Employee abuse of flextime/staggered work hours and compressed workweeks may result in withdrawal of flextime privileges or more severe disciplinary actions.
- F. The use of alternative work schedules:
  - must not adversely affect the services that are provided to other divisions or the public.
  - must not contribute to the need for additional staff.
  - must not cause or contribute to the need for staff to work or be paid additional overtime hours.

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### **7.01.3 Types of Alternative Work Arrangements**

Employees may be eligible for an alternative work schedule if approved by the Manager/Director. Managers/Directors may approve some of the following alternative work arrangements:

- A. **Staggered Scheduling:** This option involves developing several fixed, staggered daily attendance schedules for staff in a division. An example of this option would be to establish three schedules for staff: working 7:00am to 4:00pm, 7:30am to 4:30pm or 8:00am to 5:00pm. Each staff member would work one of these shifts and would remain on this shift on a regular basis.
- B. **Compressed Work Week:** This option provides for the employee working fewer than five days per week but working longer hours on the days that are worked. Examples of this would be staff working a (ten) 10-hour day for four days of the week and receiving one day off in the week. An alternative compressed work week example is staff working a nine hour day for four days and receive a half day off one day per week.
- C. **Flexible Lunch Periods:** This option involves providing staff the opportunity, with Manager approval, to establish a shortened or lengthened lunch break with corresponding adjustments to the start and/or the end of the standard workday. The minimum lunch break allowable would be a half-hour and the maximum lunch break allowable would be one hour.
- D. **Other Alternative Work Arrangements:** The Division Director, in consultation with the Human Resources Director, may establish other alternative work arrangements that would benefit the operations of Leon County.

### **7.01.4 Teleworking**

- A. **Definitions for the purposes of this section:**
  - “Short-term” means temporary, for a limited period, or has a foreseeable end date.
  - “Eligible employees” are employees who are able to perform 100% of their essential job functions remotely and whose physical absence from their workspace does not create a hardship and is not unduly burdensome on the County.
- B. **Based on the organizational needs of Leon County, short-term teleworking arrangements may be considered for eligible employees on a case by case basis, with no expectation of ongoing continuance. Teleworking is not an entitlement and it does not change the terms and conditions of employment with Leon County. Approvals for teleworking may be granted to eligible employees for circumstances such as:**

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- A declared state of emergency or a local state of emergency (including but not limited to, natural disasters, inclement weather, or pandemic) in order for the County to continue critical functions, operations and services.
  - i. The County reserves the right to require an employee working remotely to return to their work area at any time at its sole discretion. If the employee does not return upon request, this will be deemed a voluntary resignation and will be treated as such.
- An employee who has a short-term medical condition who can perform the essential functions of their job but is unable to physically return to the workplace due to medical restrictions. Medical documentation is required. This is not intended to replace an employee's election or need to use earned sick leave and/or FMLA leave.
  - i. Eligible employees in this category must also meet the following criteria:
    1. Successfully completed their probationary period with the County.
    2. No disciplinary action or documented work performance issues within the six (6) months preceding the request.
- An employee who requests a disability accommodation for themselves pursuant to the American with Disability Act (ADA). The determination as to whether an employee may be granted the accommodation requested shall be made through an interactive process between the employee and Human Resources. Medical documentation is required.
- An eligible employee who qualifies for FMLA and has the physical capability to work. This is not intended to replace an employee's election or need to use FMLA leave.

### C. Location of Work.

- Employees must provide the County with the physical address and telephone number of the location at which they will be teleworking.
- The workspace must be safe and free from hazards.
- The workspace must be reasonably free from interruptions and distraction that would affect work performance.
- The workspace must allow for the employee to preserve the confidentiality of sensitive or non-public information.

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- For employees who must verbally communicate with others as part of their duties, the workspace must be quiet and allow for professional communications during those times.
- Teleworking employees shall not meet with the public or clients in their home office in any official capacity or connected with the County's business. The County is not responsible for any injuries to family members, visitors and others in the employees' home.
- The County is not responsible for any loss to the employee's property whether caused by physical damage, computer virus attacks or other intrusions via the internet.
- Employees utilizing County-provided equipment while teleworking must protect the equipment from damage.

### D. Hours of Work.

Non-Exempt Employees are authorized to engage in teleworking during their normally scheduled workdays and hours, or on days/times pre-approved by their supervisor. Non-Exempt employees may not work outside of those days and hours without prior supervisor approval. Non-Exempt employees are responsible for accurately reporting their time worked each day.

### E. Communication.

While teleworking, employees must be reachable by the County during their normal working hours, and any other times designated by the County. If the employee becomes aware of or anticipates any disruption in technological communication during their normal working hours, they are to immediately notify their supervisor.

### F. Security and Confidentiality.

While working remotely, employees must take steps to preserve the security and confidentiality of County information. Employees must keep confidential documents and materials in secure locations. Employees must maintain password protection to the same extent as required at the workplace, and keep confidential documents and records securely stored. If working on personal devices, employees must have valid up-to-date anti-virus software and appropriate computer and internet security installed and activated. Any suspected hacks or breaches of security must be reported to the OIT immediately.

### G. Work Performance.

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If an employee's work performance is not acceptable while teleworking, the supervisor may pursue the disciplinary process and/or revoke the employee's authorization to telework.

- If the employee is not teleworking for a documented medical reason the supervisor may require the employee to return to their work area. If the employee does not return on the agreed upon date, this will be deemed a voluntary resignation and will be treated as such.
- If the employee is teleworking due to a documented medical reason and authorization to telework is revoked, the employee must utilize other leave options if they remain unable to return to work.

### H. Policies.

This teleworking arrangement does not change the basic terms and conditions of employment, including rate of pay and benefits. Employees are expected to comply with all County policies, procedures and performance standards.

### **7.02 Attendance and Leave Records**

Finance/Payroll Division shall maintain complete and accurate attendance and leave records. The Department/Division Directors shall be responsible for forwarding all associated documentation of attendance and leave to Finance/Payroll Division. Bi-weekly timesheets are due in to the Finance/Payroll Division by ~~10:30~~ 10:00 a.m. on ~~Monday~~ Friday of following the end of the bi-weekly pay period. ~~Monthly timesheets are due in to the Finance/Payroll Division by 10:30 a.m. on the 22nd of the month or by 10:30 a.m. the preceding Friday, if the 22nd falls on a weekend or a holiday.~~ Notification of exceptions requiring early timesheet turn-in will be made when necessary. Guidelines for EMS employees are found in the Emergency Medical Services Standard Operating Guidelines Manual.

### **7.03 Attendance Standards**

In order to ensure the efficiency and productivity of County operations, regular attendance and arriving at work on time are requirements of continued employment. As a general guideline, over a period of not less than six (6) months, an average of over eight (8) hours a month is excessive time missed from work for whatever reason (except as noted below), regardless of whether the absences are excused, unexcused, paid or unpaid. Absences due to Disability Leave, Parental Leave, Compensatory Leave, Administrative Leave, or Annual Leave, all of which have been scheduled and approved in advance shall not be counted against this standard. Lengthy periods of well-documented illness, as well as other unusual circumstances, will be considered in the context of the overall attendance and employment record in applying this standard. Guidelines for EMS employees are found in the Emergency Medical Services Standard Operating Guidelines Manual.

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**7.04 Notification Requirement**

If an absence is unavoidable, employees are required to notify their immediate supervisor of such absence no later than the beginning of their work shift. Excessive absenteeism, tardiness, and failure to notify supervision of an absence are grounds for disciplinary procedures.

Three (3) successive workdays missed without notifying a supervisor shall be considered abandonment of one's position and shall be grounds for automatic termination.

Guidelines for EMS employees are found in the Emergency Medical Services Standard Guidelines Manual.

**7.05 Holidays**

Holidays shall be designated by the Board of County Commissioners. A Career Service employee normally scheduled to work on the designated holiday shall be paid for the number of hours normally worked that day at his or her rate of pay. When the actual holiday falls on a Career Service employee's scheduled workday, the holiday may be observed on the actual holiday instead of the designated holiday. Should the designated holiday not fall on a normal workday of a full time Career Service employee, the employee shall be paid for an additional eight (8) hours at his or her rate of pay for the holiday.

When work schedules are adjusted by mutual agreement between employee and County Administration, Holiday Pay will be based on a 40-hour workweek. An employee who is not on approved paid leave and fails to report on the scheduled workday before or after a holiday, shall not be paid for the holiday in proportion to their hours regularly worked during the week.

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A Paramedic, Emergency Medical Technician, System Controller, or Supply Technician who works on a designated Holiday will be paid double time for working on the Holiday for all hours worked on the Holiday. If an employee works the actual holiday instead of the observed holiday, then the regular employee will be paid double time for working on the actual holiday and regular time for working the observed holiday. If an employee is not scheduled to work on the actual Holiday, the employee will receive an additional eight (8) hours of EMS Special Leave to use at a later date. Additional guidelines are found in the Emergency Medical Services Standard Operating Guidelines Manual.

### 7.06 Personal Days

Employees are eligible for twenty-four (24) hours each year. The days off may be scheduled at the employee's convenience, subject to the following provisions:

Upon completion of six (6) months of service, employees become eligible for twenty-four (24) hours of Personal Days during the remainder of the calendar year. Employees with six (6) or more months of service become eligible for new Personal Days each January 1. Part-time employees are entitled to prorated Personal Days. Temporary (O.P.S.) employees are not eligible for Personal Days. EMS full time employees will be eligible for twenty-four (24) hours of Personal Days every calendar year.

The Personal Day may be scheduled at any time throughout the calendar year, but may not be carried over into the next calendar year. Approval of the Personal Day is required in advance and is subject to work needs and management approval. A request for the Personal Day shall be submitted in advance to the employee's immediate supervisor on the official Leave/Compensation Form for Senior Management Service employees and on the official timesheet for Career Service, Executive Support and EMS employees. While supervisors will attempt to accommodate employee desires in scheduling this Personal Day, the final approval will be reserved for management. Compensation for Personal Days will not be counted as hours worked for overtime calculation purposes. Employees may not exceed twenty-four (24) hours of Personal Days in a calendar year. This includes employees with alternative work schedules. Any remaining leave hours required to complete a payroll will be taken from the employee's available leave balances (annual, compensatory, leave without pay, etc.) and should be noted on the employee's timesheet. Personal Days will be charged on an hour for hour basis and can be used in partial day one hour increments.

Finance/Payroll Division/Human Resources is responsible for maintaining records of Personal Days eligibility and use.

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**7.07 Leave of Absences – Statutory**

In order to assist employees with personal situations that occur in their lives, the Family and Medical Leave Act and the Florida Domestic Violence Act provides for unpaid leave in the event the employee meets certain eligibility requirements as defined by the regulations.

**7.07.1 Family and Medical Leave Act:**

In accordance with the Family and Medical Leave Act of 1993, eligible County employees are entitled to extended leave without pay under specified conditions. Depending upon the reason, employees may elect to substitute their accrued annual, compensatory, swing, or sick leave for any part of the twelve (12) weeks of leave granted under the Act.

Employees must request coverage through immediate supervisors and the Human Resources Division. Human Resources will interpret provisions of the Act not stated below. In general, the Act provides for the following:

**Entitlement**

Eligible employees are entitled to a total of twelve (12) workweeks of leave during any 12-month period when leave is taken for one or more of the following circumstances:

- The birth of a son or daughter of an employee and to care for the child;
- The placement of a son or daughter with an employee for adoption or foster care;
- To care for the spouse, son, daughter, or parent of an employee, if the family member has a serious health condition;
- An employee is unable to perform the functions of the position because of the employee's own serious health condition.

Additionally, under FMLA, eligible employees are entitled to:

- Military Caregiver Leave, which helps families of covered servicemembers (current servicemembers and certain veterans) with a serious injury or illness by providing up to 26 workweeks of FMLA job-protected leave in a single 12-month period to certain eligible family members to care for the covered servicemember; and
- Qualifying Exigency Leave, which helps families of military members in the Regular Armed Forces, as well as the National Guard and Reserves, manage their affairs when the military member is going to be or has been deployed to a foreign country by providing up to 12 workweeks of FMLA job-protected leave in the applicable 12-month leave period to certain eligible family members.



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Under FMLA, “son or daughter” means a biological, adopted, or foster child, stepchild, legal ward, or child of a person standing in loco parentis, who is either under age 18, or age 18 or older and “incapable of self-care because of a mental or physical disability” at the time that FMLA leave is to commence.

Under FMLA, “parent” means a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the employee when the employee was a child. This term does not include parents-in-law.

Under FMLA, the term “in loco parentis” refers to the situation of an individual who has day-to-day responsibility for the care and financial support of a child or, in the case of an employee, who had such responsibility for the employee when the employee was a child; and that a biological or legal relationship is not necessary.

Under FMLA, the term “spouse” means a husband or wife as defined or recognized under state law for purposes of marriage in the state where the employee resides, including common law marriage and same-sex marriage.

#### Eligible Employees

To be eligible for coverage, an employee must:

- Be a career service, executive support service, senior or executive management service employee, full or part-time;
- Have been working for the County for least twelve (12) months before the leave request; and
- Have worked at least 1,250 hours during that time.

#### Notice Requirement

Eligible employees are under a general duty to give thirty (30) days notice of their intent to take leave for foreseeable events, such as the expected birth of a child or planned medical treatments. Thirty days notice is not required in all cases, but the employee must give as much notice as is possible.

#### Certification

Certification issued by a health care provider must be submitted to the Human Resources Division, which includes a statement of:

- The date the condition began;
- Its probable duration;
- Appropriate medical facts; and
- An assertion that the employee is unable to perform the employee's job function, or that the employee is needed to care for a sick family member for a specified time.

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An employee may be required to provide certification of ability to return to work.

### Restoration

Eligible employees returning from family and medical leave have the right to be returned to the job position that they held when they went on leave, or they may be placed in an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

### Benefits

Eligible employees retain all accrued benefits while on leave.

Health plan coverage is maintained by the County while an employee is on family and medical leave. Provisions for collection of employee contributions to health plan coverage shall be made on an individual basis.

### Periodic Reporting

Employees, in consultation with their supervisor, are required to periodically report on their status and plans to return to work.

### **7.07.2 Florida Domestic Violence Leave Act**

In accordance with Florida Statutes, employees may be granted up to three (3) days of unpaid leave in any twelve (12)-month period if the employee or a family or household member of an employee is the victim of domestic violence. Employees must exhaust the use of annual leave, compensatory leave, or swing days before going into unpaid leave status.

### Eligible Employees

To be eligible for leave, an employee must have three (3) months of service with Leon County.

### Reasons for Leave

Eligible employees may request leave for the following activities:

1. Seeking an injunction for protection against domestic violence or repeat violence, dating violence, or sexual violence;
2. Obtaining medical care or mental health counseling or both for the employee or a family or household member to address injuries resulting from domestic violence;
3. Obtaining services from victims' services organizations such as a domestic violence shelter or rape crisis center;
4. Making the employee's home secure from the perpetrator of domestic violence or finding a new home to escape the perpetrator;
5. Seeking legal assistance to address issues arising from domestic violence, attending, or preparing for court related proceedings arising from the act of domestic violence.

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### Notice Requirement

Except in cases of imminent danger to the health and safety of the employee or family member, the employee shall provide advance notice of the need for leave along with sufficient documentation of the act of domestic violence. This documentation may include copies of restraining orders, law enforcement reports, orders to appear in court, certification from attorney, certification from domestic violence service provider, etc.; that the employee is being subjected to domestic violence. Any request for use of this leave will be kept confidential and is exempt from public disclosure until one (1) year after the leave is taken in accordance with Florida law. Employees in need of leave under this provision shall contact Human Resources for the appropriate leave request form.

### 7.08 Annual Leave Accrual

Annual leave is provided for the purpose of rest, recreation, time with family, travel, and other forms of renewal by getting away from the job. It also enables employees to take care of other time consuming personal matters, which may arise from time to time. Annual leave is not intended as a substitute for regular on-time attendance and will not be approved by supervisors to make up for habitual lateness. All regular employees shall be entitled to earn and accrue annual leave. Employees who work less than full-time shall accrue leave in proportion to their hours worked.

Creditable service for annual leave shall begin to accrue immediately upon employment. For employees joining the County, creditable service for accrual rate purposes shall include state, local government or special district service (only eligible service under Florida Retirement System) as long as any break in service prior to County employment does not exceed thirty (30) working days.

Credits for Career Service annual leave shall be allowed on the following basis:

- A. Eight (8) hours per calendar month effective upon employment.
- B. Ten (10) hours per calendar month after completion of five (5) years service.
- C. Twelve (12) hours per calendar month after completion of ten (10) years service.
- D. Thirteen (13) hours per calendar month after completion of fifteen (15) years service.
- E. Fourteen (14) hours per calendar month after completion of twenty (20) years service.
- F. Sixteen (16) hours per calendar month after completion of twenty-five (25) years service.

Credits for Executive Support and EMS employees, who normally work 2,080 hours annually, annual leave shall be allowed on the following basis:

- A. Eight (8) hours per calendar month effective upon employment.
- B. Ten (10) hours per calendar month after completion of five (5) years service.
- C. Twelve (12) hours per calendar month after completion of ten (10) years service.

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- D. Fourteen (14) hours per calendar month after completion of fifteen (15) years service.
- E. Sixteen (16) hours per calendar month after completion of twenty (20) years service.

Sr. Management Service credits for annual leave shall be allowed on the following basis:

- A. Ten (10) hours per calendar month effective upon employment.
- B. Twelve (12) hours per calendar month after completion of five (5) years service.
- C. Fourteen (14) hours per calendar month after completion of ten (10) years service.
- D. Fifteen (15) hours per calendar month after completion of fifteen (15) years service.
- E. Sixteen (16) hours per calendar month after completion of twenty (20) years service.

Executive Service credits for annual leave shall be allowed on the following basis:

- A. Twelve (12) hours per calendar month, effective upon employment.
- B. Fourteen (14) hours per calendar month after completion of five (5) years service.
- C. Fifteen (15) hours per calendar month after completion of ten (10) years service.
- D. Sixteen (16) hours per calendar month after completion of fifteen (15) years service.
- E. Seventeen (17) hours per calendar month after completion of twenty (20) years service.

EMS employees (Paramedic, EMT, Supply Technician, and System Controller) who are normally scheduled to work in excess of 2080 hours annually will earn annual leave accrual per calendar month on a prorated basis based on the shift/annual hours worked and the following schedule:

Monthly Accrual:

Years of Service	12 Hour Shift Day/Night	9 Hour Shift 5 Days/Week	12 Hour Shift 4 Days/Week	24 Hour Shift
Upon Employment	8.5	9	10	11
<u>After Completion Of:</u>				
5 Years	10.5	11	12	14
10 Years	12.5	13.5	14	17
15 Years	15	16	17	20
20 Years	17	18	19	22

Annual leave may be accumulated but may not exceed two hundred and forty (240) hours as of January 31 annually for all regular, full time, and part time employees. All annual leave hours in excess of 240 hours will be forfeited as of January 31 of each year. This policy will apply to all employees under the Board of County Commissioners. Carry

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forward of annual leave in excess of 240 hours as of January 31 is not allowed.

In the event an employee has not been able to work during the months of October, November, and December due to an approved leave of absence covered under the Family and Medical Leave Act (FMLA), Workers Compensation, Military Leave, or Administrative Leave, the County Administrator may approve a carry forward of annual leave hours. All requests for annual leave carry forward will be reviewed by Human Resources to validate that leave could not be taken due to an extended leave of absence and a recommendation will be made to the County Administrator or to the County Attorney for those employees working in the County Attorney's Office .

Division Managers may determine when annual leave will be granted. Division Managers may also designate certain periods during which, for Leon County business, operational and staffing reasons, annual leave may not be taken. Due to the increased requests during holiday seasons, employees should manage their annual leave balances throughout the year and not wait until the last quarter of the year to request annual leave. Annual leave could be denied at that time due to staffing and operational needs.

### **7.09 Request for Annual Leave**

A request for annual leave shall be submitted to the employee's immediate supervisor on the official Leave/Compensation Form for Senior Management Service employees and the official timesheet for Career Service and Executive Support Service employees. The official Leave/Compensation Form can be used as an internal document to request leave in advance. Annual leave of four (4) days or more should be requested as soon as possible, but not less than two (2) weeks in advance.

Leave may be taken only after approval of supervisor. Approval or disapproval of request for three (3) days or less will be given within the same day. Requests for four (4) or more annual leave days should be given within two (2) working-days.

When approved leave has been granted and a County emergency occurs requiring the employee to work, costs associated with leave travel plans that are not reimbursable, will be paid by the County. Guidelines for EMS employees are found in the Emergency Medical Services Standard Operating Guidelines Manual.

### **7.10 Treatment of Leave for Less Than One Day**

#### **Executive Service:**

It is not required that a member of the Executive Service complete a leave form for time less than one full day of absence.

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**Senior Management Service:**

Supervisors may adjust work schedules for a Senior Management Service member who is absent less than one full day. The intent of this practice is by exception and not to be considered general practice. The supervisor is responsible for monitoring the practice and documenting any abuse of this privilege. In cases of abuse, the Senior Management Service member will be required to complete a leave form for time less than one full day of absence.

**Executive Support Service and Career Service:**

Leave sections of the official time sheet must be completed by members of Executive Support Service, Career Service, and EMS for all times of absence from work.

**7.11 Duration of Leave**

Annual leave shall be limited to twenty-three (23) consecutive calendar days, unless approved in advance by the Division Director.

**7.12 Sick Leave Accrual**

All regular employees shall be entitled to accrue sick leave. Employees who work less than full time shall accrue sick leave in proportion to their hours worked.

Sick leave is credited at the rate of eight (8) hours per calendar month with no limit to accumulation. Part-time credits are prorated.

EMS employees, who are normally scheduled to work in excess of 2,080 hours annually, will earn sick leave per calendar month on a prorated basis based on the shift/annual hours worked and the following schedule:

Monthly Accrual:

12 Hour Shift Day/Night	9 Hour Shift 5 Days/Week	12 Hour Shift 4 Days/Week	24 Hour Shift
8.5	9	10	11

**7.13 Uses of Sick Leave**

Illness, debilitating injury, pregnancy, childbirth, adoption, medical or dental appointments, and care for employee's immediate family are valid uses of sick leave. An employee on annual leave is allowed to convert such leave to sick leave when the employee becomes ill or injured and proper documentation is submitted to Human Resources.

When requesting sick leave for immediate family illness, the person who is ill or injured, as well as the general nature of the illness or injury, must be identified.

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An employee who is to be absent from work and wishes to request sick leave shall submit an official Leave/Compensation Form in advance, when possible. Otherwise, the employee shall notify his or her supervisor at the usual reporting time, and then upon returning to work, the employee shall immediately submit to the supervisor an official Leave/Compensation Form for Senior Management Service employees or fill out the leave section of the official timesheet for Career Service, Executive Support, or EMS employees. Failure to do so may result in a loss of pay for the absence.

A supervisor may require a medical statement from a physician for use of sick leave when a pattern of abuse is indicated. Human Resources attendance records are monitored by supervisors and the Human Resources Division for compliance with established attendance standards (refer to Attendance Standards in this section).

Use of sick leave under false pretenses, or non-compliance with attendance standards, may be grounds for disciplinary actions up to and including termination.

### 7.14 **When Earned Sick Leave is Exhausted**

No sick leave in excess of the leave accumulated to the employee's credit may be granted. In instances where the illness of an employee extends beyond the employee's sick leave credits, resources through the Sick Leave Pool Program are provided. Annual leave may be approved for sick leave use by the Division Director in special cases.

In instances of illness or injury of an employee that is not a member of the Sick Leave Pool and has exhausted all of their leave balances, they may submit a request to the County Administrator through the Human Resources Director for *Contributions of Sick Leave*.

Days lost due to illness that are not credited to sick or annual leave or compensated through the Sick Leave Pool Program, may be charged as leave of absence without pay when approved by the supervisor.

### 7.15 **Method of Leave Accumulation**

- A. Upon employment, annual and sick leave shall be credited at the rate of one quarter (1/4) the appropriate monthly amount for each forty (40) hours of actual work completed during the initial month of employment.
- B. Upon separation, annual leave shall be credited at the rate of one quarter (1/4) the appropriate monthly amount for each forty (40) hours of actual work completed during the final month of employment.

Annual and sick leave shall be credited on the first day of the month following the month the leave was accrued. If an employee has insufficient leave credits to cover a period of absence, he or she shall be placed on leave without pay. In such cases, appropriate payroll adjustments shall be made for the period during which the absence occurred.

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No leave shall be granted for less than one half (1/2) hour, nor in increments of less than one quarter (1/4) hour.

**7.16 Transfer Credits**

Regular employees hired from the state government or a local government (eligible service under Florida Retirement System), may transfer up to thirty (30) days (240 hours) of accumulated sick leave to their sick leave account with the County, if the break in service, prior to County employment, does not exceed thirty (30) working days.

**7.17 Credit for Unused Sick Leave**

Upon separation from County employment, an employee shall be compensated for one-fourth (1/4) of his/her accumulated unused sick leave. Annually, when an employee has accumulated over 240 hours of sick leave a maximum of twenty-four (24) hours may be transferred from sick leave to annual leave or placed in a Leave bank for consideration at retirement time. An employee may choose to bank portions of the unused sick leave, when annual leave does not exceed 240 hours. At retirement, all banked sick time will be paid out in full. Should the employee leave the employment of the County prior to retirement, banked sick leave time is forfeited. Should the employee die while employed with the County the banked sick leave will be paid to the beneficiary.

**7.18 Military Leave**

Long-term leave is extended to an employee who is drafted or who volunteers for active military service. This leave begins the day of induction and ends ninety (90) days after the date of separation from service or from hospitalization continuing after discharge. Active military service includes active duty with any branch of the Armed Services.

When an employee is granted military leave for active military service, another employee may fill the employee's position. Upon separation from the military service, not more than five (5) years from date of induction, the employee shall be eligible to return to the position held. However, the employee may be placed in another class with duties the employee is able to perform.

Application for reinstatement following extended leave must be made within ninety (90) days after completion of military service, and within thirty-one (31) days after completion of initial active duty for training of not less than three (3) months.

An employee who is a member of the United States Armed Forces Reserve, including the National Guard, shall, upon presentation of a copy of the employee's official orders, be granted leave with pay for periods during which the employee is ordered to active duty for training. Whether continuous or intermittent, such leave with pay shall not exceed seventeen (17) working days in any one annual period.



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An employee who is a member of the United States Armed Forces Reserve, including the National Guard, and is ordered to active duty (not active training) shall upon presentation of a copy of the employee's official orders, be granted military leave. The first thirty (30) calendar days of such leave shall be with pay, and the remainder without pay. Leave payment of this type shall be made upon receipt of evidence from the appropriate military authority that thirty (30) days of active military service has been completed.

### 7.18.1 Disaster Leave

- A. An employee who is a Certified Disaster Service Volunteer of the American Red Cross may be granted a leave of absence with pay for not more than fifteen (15) working days in any twelve (12)-month period to participate in specialized disaster relief services for the American Red Cross. Such leave of absence may be granted upon the request of the American Red Cross and upon the approval of the County Administrator. An employee, granted leave under this section, should not be deemed to be an employee of the County for purposes of workers' compensation. Leave under this policy shall be granted only for services related to a disaster occurring within the boundaries of the State of Florida.
- B. An employee who is a Volunteer Firefighter with a Volunteer Fire Department may be granted a leave of absence with pay for not more than fifteen (15) working days in any twelve (12)-month period to participate in specialized disaster relief services. The Volunteer Fire Department must be part of a group that has been activated by the State of Florida. The request to utilize the employee in disaster relief must be requested by the Volunteer Fire Department Chief. Upon approval of the County Administrator, the employee shall be released from duty to participate in the disaster relief. An employee, granted leave under this section, shall not be deemed to be an employee of the County for any purpose, including, but not limited to, workers' compensation laws. Leave under this policy shall be granted only for those services related to a disaster occurring within the boundaries of the State of Florida.

Employees requesting to volunteer to work in disaster relief services must contact Human Resources for the request form and obtain approval from the County Administrator

### 7.19 Administrative Leave

Administrative Leave is either paid leave or unpaid leave and will not be considered for the purposes of overtime calculation. Approval of Administrative Leave with pay is limited to an amount necessary to bring the employee to full pay (40 hours of work in the workweek or pro-rated for part-time employees). In no case can the approval of Administrative Leave cause the employee to exceed the number of hours s/he is normally scheduled in the workweek. The only exception is for those employees required to work during state of emergency situations, please reference Section 5.13.

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Administrative Leave may be authorized for the following reasons:

- A. Court - An employee who is summoned as a member of a jury panel or is subpoenaed as a witness, not involving personal litigation, shall be granted leave with pay. EMS employees who are subpoenaed as a witness for another employer will not receive Administrative Leave and will not be paid by Leon County for the time served in court. Employees shall not be reimbursed by the County for meals, lodging, or travel expenses incurred while serving as a juror or witness. The employee shall be required to submit a copy of the summons or subpoena when requesting this type of administrative leave.
- B. Donating Blood - An employee may be granted up to two (2) hours of leave with pay for the purpose of donating blood.
- C. Death in Immediate Family - An employee shall, upon request, be granted three (3) workdays of leave with pay on the death of a member of the employee's immediate family. Sick leave may also be used for death in the immediate family (refer to Section I for definition of Immediate Family).  
Employees must notify the supervisor of the deceased relative's name and relationship to the employee. Proof of the death may be requested by the supervisor.
- D. Natural Disasters - The County Administrator or designee shall have the authority to close County offices due to natural disasters such as hurricanes, tornadoes, or floods. All employees affected shall be granted Administrative Leave with pay for the hours they would have normally been scheduled to work during such state of emergency. Refer to Section 5.13, Emergency Guidelines for Compensation, Work Hours and Work Assignments, for eligibility to receive Administrative Leave. The length of Administrative Leave granted will be determined by the County Administrator. For extended periods of disasters, employees may be required to use their own personal leave.
- E. Leon County Employee Volunteer Services Program, "PROJECT LEAD" (Leon Employees Are Dedicated) - Each full-time employee may be granted up to one (1) hour of Administrative Leave per week, not to exceed five hours per calendar month, to participate in PROJECT LEAD.

Approved volunteer opportunities are listed on the Leon County Volunteer Services website, [www.volunteerleon.org](http://www.volunteerleon.org), and may include the following school or community volunteer activities; mentoring, tutoring, guest speaking, mediating, and Red Cross Disaster volunteering when participating in an established program serving a school district or community agency and providing any related services that meet human needs under the direction of the program or volunteer coordinator.

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The supervisor may approve the aggregated use of up to four (4) hours in any calendar month, provided the department head or the department head's designee deems such usage appropriate for the delivery of services under the previous paragraph. In such cases, no further Administrative Leave shall be granted pursuant to the previous paragraph until one week has elapsed for every additional hour taken in the aggregate. For example, if an employee volunteers for four (4) hours in one day, he/she must wait four (4) weeks before volunteering again.

In granting Administrative Leave for any purpose under this section, the supervisor shall take into consideration the impact of such leave on the employees' work unit.

- F. Election Volunteer - Up to eight (8) hours of administrative leave, with pay, may be granted by the County Administrator (or designee) to non-OPS employees who, on a regularly scheduled County workday, serve as an election day poll worker for the Leon County Supervisor of Elections. Eight (8) hours is the maximum number of Administrative Leave hours that will be awarded to an employee for serving as a poll worker on an election day, regardless of the number of hours an employee is regularly scheduled to work that day. Administrative Leave hours for part-time employees will be prorated. Each request must be submitted in writing to the employee's supervisor who, upon consideration and approval will forward it to the County Administrator, or designee. Advance approval, by both the employee's supervisor and the County Administrator, or designee, is required for leave authorization. The approved request must be attached to the employee's time sheet (or leave/compensation request form) and submitted to payroll for payment.
- G. Arrests/Investigations - In accordance with Section 2.16, an employee who has been arrested, who is the subject of a criminal investigation, or who is participating in an internal County investigation, may temporarily be assigned other duties if deemed advisable, or may be placed on administrative leave, with or without pay, if the employee's absence from the work location is deemed appropriate. The period of the temporary assignment or the Administrative Leave shall not exceed 30 working days for each investigation. Administrative Leave may be granted by department/division directors upon consultation and approval of the Human Resources Director. Each request shall be immediately reported in writing by the Human Resources Director to the County Administrator for final approval.
- H. Other reasons - Administrative Leave may be granted by the Board or by the County Administrator for education and other job related purposes not paid for or provided by the County policy, when such leave is deemed of benefit to the operations of the County government.

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- I. Years of Service Recognition Program – Administrative Leave may be granted by the County Administrator to recognize permanent full-time employees who have been employed by the County for a specified number of years. A one-time award of Administrative Leave may be granted in the amounts outlined as follows:

<b>Years of Service</b>	<b>Administrative Leave</b>
<b>5 years</b>	4 hours (.5 day) of leave
<b>10 years</b>	8 hours (1 day) of leave
<b>15 years</b>	12 hours (1.5 days) of leave
<b>20 years</b>	16 hours (2 days) of leave
<b>25 years</b>	16 hours (2 days) of leave
<b>30 years</b>	20 hours (2.5 days) of leave
<b>35 years</b>	20 hours (2.5 days) of leave

Leave shall be authorized in writing and documented on the official Leave/Compensation Request Form or on the official time sheet.

Leave credit shall be accrued during such periods of paid leave.

If an employee does not use administrative leave as authorized in this section, the employee shall not accrue or be paid for such unused leave.

**7.20 Parental Leave**

**Purpose:**

Paid Parental Leave provides leave with pay for the purpose of caring for and bonding with a newborn or newly-adopted child for 6 weeks following the birth or adoption.

**Eligibility:**

Regular full time and regular part time employees, regardless of gender, who meet the hours and service eligibility requirements under the FMLA, are eligible for Parental Leave. This provision includes registered domestic partnerships. An employee must have worked for the County for at least 12 months and worked at least 1,250 hours during the 12 month period preceding the leave.

**Benefit:**

Paid Parental Leave may be up to 6 weeks long and must be utilized continuously within the first twelve weeks following the birth or adoption. Any unused paid Parental Leave

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shall be forfeited at the end of the allowed period.

If a multiple birth or adoption occurs, the total amount of paid parental leave granted for that event will not be increased.

During the leave period, the employee will be paid for their normal work schedule based on the following:

- For Week 1 and 2: 100% of base hourly rate of pay
- For Week 3 and 4: 75% of base hourly rate of pay
- For Week 5 and 6: 50% of base hourly rate of pay

Parental Leave will not be counted as time worked for purposes of calculating overtime and will not be eligible for any shift differential or premium pay.

Employees must use any accrued Annual, Sick, Personal and Compensatory Leave in order to receive compensation up to 100 percent of base pay during the weeks paid at the rates of 75% and 50%.

If a Holiday occurs during paid parental leave, the employee will receive Holiday Pay instead of paid Parental Leave, but a holiday does not extend the duration of the leave.

### **Coordination with FMLA:**

Paid Parental Leave runs concurrently with leave under the FMLA. The leave will be counted toward the 12 weeks available FMLA leave per a 12 month period. All other requirements and provisions under the FMLA will apply.

After the paid parental leave benefit is exhausted, the balance of FMLA leave will be compensated through employee's accrued sick, vacation, personal and compensatory time if available. Upon exhaustion of accrued sick, vacation, personal and compensatory time, any remaining leave will be unpaid leave.

Employees eligible for paid parental leave will not be able to participate in the Disability Salary Continuation.

### **Duration/Limitation of Leave**

Employees are only eligible for one (1) six week leave period in a rolling 12 month period, regardless of whether more than one birth or adoption occurs within that 12 month time frame.

If both employees work for the County, under FMLA, there is a combined 12 week limit. Additionally, each employee is entitled to a 6 week paid parental leave period. The two 6 week parental leave periods cannot be shared between each spouse; however, spouses are permitted to stagger the start of their continuous six week periods as long as the combined leave does not extend past twelve weeks.

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### **Employee Benefits**

Annual leave and sick leave will continue to accrue during the period of paid Parental Leave.

The employee's payroll deductions for all employee benefits will continue during the duration of the leave.

### **Conditions of Repayment of Paid Parental Leave**

If the Director of Human Resources determines that an employee has abused or falsified information or was otherwise not eligible for leave, the employee will be required to repay any leave previously approved and will be subject to disciplinary action including termination.

Any employee who fails to return to work due to a voluntary termination following a paid parental leave (or following the conclusion of FMLA leave) shall reimburse the County in an amount equivalent to the value of the paid parental leave taken directly by check, or through deduction from his or her final pay check if the balance is sufficient to cover the amount owed, or through a combination thereof.

### **7.20.1 Procedure: Parental Leave**

Employees will notify their supervisors with as much advance notice as possible under the circumstances.

Employees must notify Human Resources for the Request of the FMLA packet at least 30 days prior to the anticipated date of the leave if possible.

The FMLA Certification by Health Care Provider for Employee's Serious Health Condition or Family Member's Serious Health Condition Form must be completed and submitted to Human Resources for review and approval.

An employee will be required to furnish applicable documentation for a newly adopted child such as letter from respective adoption agency, attorney handling adoption, Petition of Adoption, Adoption Decree.

### **7.21 Approved Leave of Absence Without Pay**

Division Directors may grant an employee approved leave of absence without pay on a full or part-time basis for a period not to exceed ninety (90) days, or up to one (1) year with approval by the County Administrator, subject to the following conditions:

Leave without pay should be granted only when it is in the interest of the County to do so. Such leave must be justified and not be detrimental to the operations of the department. Funds expended for substitute staff and related operating expenses may

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not exceed the amount that would be expended if the employee had remained on the job.

- A. Leave without pay may be granted for an employee to attend a college, university, or other accredited educational institution, for the purpose of receiving training and education, subject to the following guidelines:

The education to be received must be directly related to the employee's current job or related to a job function the employee may reasonably be expected to perform and is of apparent benefit to the department.

The employee must have over two (2) years of service with the County and must have met overall performance expectations for the most recent two (2) years of employment (no less than an overall "Expected" performance rating).

Upon completion of such leave, the employee will be expected to return to full-time employment with the County for a minimum length of time equal to the time spent on leave.

- B. Family Leave - Leave without pay may be granted for personal disability of the employee or disability of an employee's spouse, son, daughter, or parent(s) requiring care by the employee. Caring for elderly parents is covered under this policy.
- C. Other compelling reasons.

At the expiration of a leave of up to ninety (90) days without pay, the employee shall be returned to the position temporarily vacated.

Credit toward annual or sick leave shall not be earned during full-time leave without pay. Employees on a partial leave of absence without pay shall be paid for holidays and accrue leave benefits in proportion to their hours regularly worked during the week.

Prior to taking leave without pay in excess of twenty (20) hours a week, the employee shall notify the Department/ Division Director in writing whether or not insurance coverage is desired during the leave period. The employee shall be covered by insurance benefits for thirty (30) days from the commencement of the leave, provided the employee continues to pay any employee portion of insurance costs. After thirty (30) days, the employee pays the full cost of the insurance premiums.

Approved leave without pay shall not constitute a break in service except that creditable service for purposes of determining the employee's annual leave accrual rate shall not be earned during periods of full-time leave without pay in excess of thirty (30) days.

Request for such approved leave shall be made on the official Leave/Compensation

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Request Form in advance, and to be recorded on the official time sheet for career service and executive support service employees.

Failure on the part of the employee to report promptly at the expiration of approved leave without pay may be cause for termination.

**7.22 Unauthorized Absence**

An absence of an employee from duty, including any absence for a single day or part of a day, that is not authorized by a specific grant of leave of absence under the provisions of these regulations shall be deemed an unauthorized absence. Any such absence shall be without pay and may subject the employee to disciplinary action.

**7.23 Workers' Compensation Leave**

Workers' Compensation Leave is "paid leave" and will not be considered for the purposes of overtime calculation.

An employee who sustains a job-related disability that is compensable under the Workers' Compensation Law shall be carried in full pay status for a period not to exceed seven (7) calendar days without being required to use accrued leave credits. Such pay will be contingent upon written confirmation of inability to work from the attending physician treating the employee. If the employee receives Workers' Compensation benefits for this period of leave with pay, the employee shall reimburse the County the amount of the benefits. Such reimbursement shall not include payments for medical, surgical, hospital, nursing, or related expenses, or lump sum or scheduled payments of disability losses.

If the employee is unable to resume work at the end of the seven (7)-day calendar period:

The employee may elect to use accrued sick, compensatory, or annual leave in an amount necessary to receive salary payment that will supplement the Workers' Compensation payments to the total salary being received prior to the occurrence of the disability. If the employee elects to use accrued leave to supplement worker's compensation benefits, the employee's compensation shall revert to standard Workers' Compensation benefits when accrued leave is exhausted. In no case shall the employee's combined salary and Workers' Compensation benefits exceed the amount of the employee's regular salary payments; or

if the employee elects not to use accrued leave, the employee shall receive normal Workers' Compensation benefits; or if, in the opinion of the Accident Review Board (ARB), the employee's actions were heroic, a recommendation for 100% compensation of wages shall be forwarded to the County Administrator. Upon approval by the County Administrator, the request shall be forwarded to the Board for final approval. "Heroic Action" is defined as follows:



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Heroic Action: A Heroic Action is when an employee, without regard for his/her own safety, goes beyond normal job responsibilities in an attempt to prevent an accident or correct a potential hazard of life threatening proportions for himself/herself or others, and is subsequently injured. The hazard which brought about the heroic action must be real, imminent, and life threatening. Others injured in the accident may be considered heroic if their actions, or lack thereof, did not contribute to or cause the accident.  
*(Refer to the Leon County Safety Manual for Accident Report forms and procedures.)*

**7.23.1 Reporting an Accident**

At the time that an accident occurs, there is an assessment of the severity of injury sustained by the employee by the supervisor.

1. If the injury is life threatening or is of a very serious nature, the supervisor is responsible for getting the employee immediately to a hospital. Should such an accident occur away from the office, the supervisor is responsible for communicating with the office and for filing the Notice of Injury form (See Appendix L) with Human Resources within twenty-four (24) hours after the accident.
2. If the injury requires medical treatment but is not life threatening or of a very serious nature, the supervisor is responsible for getting the employee immediately to a Physician's Care Center Patients First Medical Clinic. Should such an accident occur away from the office, the supervisor is responsible for communicating with the office and for filing the Notice of Injury form with Human Resources within twenty-four (24) hours after the accident.
3. If the injury requires no medical treatment the Notice of Injury form is completed by the employee immediately and the supervisor is responsible for filing the form in Human Resources within twenty-four (24) hours after the accident.

Accidents are investigated by the Risk Management Office with results forwarded back to the Department/Division. Identified unsafe acts by employees may be subject to disciplinary actions.

Refer to the Leon County Safety Manual for Accident Report forms and procedures.

**7.23.2 Procedure: Extending Salary During Workers' Compensation Leave**

In those cases where the employee has elected to use accrued leave credits, has exhausted all accrued sick leave credits, and is still unable to return to work, the Board may approve a request for an extension of disability leave with pay. In such cases, the Division Director

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must submit to the County Administrator, along with the request for authority to carry the employee in pay status, a medical report that gives a current diagnosis of the employee's physical condition and a prognosis regarding his or her recovery and ability to return to work.

The request from the Division Director shall specify the period for which the extension of disability leave with pay is requested and shall state the reasons why the extension is recommended by the department and any other pertinent information so as to why such an action is in the best interests of the County.

**7.24 Sick Leave Pool**

Twice a year the County will offer open enrollment to the Sick Leave Pool. Notification of open enrollment will be posted. The requirements for eligibility are as follows:

- |                      |     |   |
|----------------------|-----|---|
| Full-time employees: | [1] | One year of employment with the County.   |
|                      | [2] | At least 64 hours of unused sick leave credit at the time of enrollment.                  |
|                      | [3] | Donation of 8 hours of sick leave to the pool.  |
| Part-time employees: | [1] | One year of employment with the County.   |
|                      | [2] | At least 32 hours of unused sick leave credit at the time of enrollment.                  |
|                      | [3] | Donation of hours to the sick leave pool is prorated according to number of hours worked. |

A participating employee may be granted sick leave from the Pool only after depletion of all personal accrued sick, annual, and compensatory leave credits.

**7.24.1 Procedure: Establishing Sick Leave Pool Committee**

1. The Sick Leave Pool Committee shall be elected through nomination and vote. Only members of the Sick Leave Pool may participate in the election of Sick Leave Pool committee members. The election process shall be performed through correspondence to each member of the Sick Leave Pool. Results shall be published in the next employee newsletter.

All nominations must meet established criteria to be eligible to serve as a member of the Sick Leave Pool Committee. Criteria include the following:

- (a) Must be a member of the Sick Leave Pool.
- (b) Must have a minimum of 100 hours of sick leave accrued at the time of nomination.

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2. The Sick Leave Pool Committee shall consist of five (5) standing members and two (2) alternates. Each standing member shall serve for a term of two (2) years. Vacancies shall be filled with alternates. The alternates shall be identified as first and second alternate. Alternates shall not vote unless serving in a position vacated by a standing member.

Initial Sick Leave Pool Committee members shall serve staggered terms with three members serving for a period of two (2) years and two members serving for a period of one (1) year. Alternates shall serve for a term of two (2) years. Thereafter, all terms shall be for a period of two (2) years.

If a vacancy occurs on the committee prior to the end of the term, the committee member identified as the first alternate shall move into the vacated post. The second alternate shall then assume the role of first alternate and a second alternate shall be elected through the established process.

The Sick Leave Pool Committee shall appoint a Chairperson who will serve as spokesperson in all administrative matters.

**7.24.2 Procedure: Administration of the Sick Leave Pool**

1. The County Administrator or designee shall appoint a Sick Leave Pool Administrator. The Administrator of the Pool shall not be a voting member of the Sick Leave Pool Committee.
2. The Sick Leave Pool Administrator shall meet with the committee to review the petitioning employee's individual sick leave accounts. The Administrator shall also maintain accurate and reliable records relative to all functions of the Pool.
3. A standardized application for use of the Sick Leave Pool shall be utilized by all petitioners.
4. Upon receipt of a completed application, the Sick Leave Pool Committee shall approve or deny a request for use of the Pool within three (3) to five (5) working days. Leave may be granted retroactive and may be granted incrementally.
5. If all criteria for use of the pool have been met, and the Committee approves the request for use of the Pool, the Committee may approve the amount of leave recommended by the physician, provided the amount does not exceed 480 hours.
  - (a) Committee procedure will include approving increments up to 240 hours. Approval for more than 240 hours, not to exceed 480 hours, will require updated physician documentation.
6. In the event the employee returns to work prior to using all leave granted, any unused leave shall be returned to the Sick Leave Pool.

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**7.24.3 Procedure: Membership Requirements**

1. Participation in the Sick Leave Pool shall, at all times, be voluntary. Full-time employees may participate in the Sick Leave Pool after completion of one year of employment with the County, provided the employee has at least 64 hours of unused sick leave credited to his or her leave account at the time of enrollment. Part-time Career Service employees may participate in the Sick Leave Pool after completion of one year six months of employment with the County, provided the employee has at least 32 hours of unused sick-leave credited to his or her account at the time of enrollment. .
2. Eligible employees may request membership in the Sick Leave Pool during open enrollment periods, which occur once every six months. Membership requests shall be made in writing to the Administrator of the Pool.
3. Full-time Career Service employees will contribute 8 hours of sick leave, and Part-time Career Service employees will contribute sick leave in proportion to their hours worked upon enrollment in the Sick Leave Pool. Thereafter, full-time employees will contribute eight (8) additional hours, and part-time employees will contribute in proportion to their hours worked. Each time the Pool is depleted to 200 hours or less. All sick leave contributed to the Pool shall be placed into the Sick Leave Pool account. Employees shall be notified, and must approve in writing, each contribution.
4. A participating employee shall not be allowed to "donate" to the Sick Leave Pool any unused or unpaid sick leave from their individual sick leave balance at the time of retirement or termination.
5. A participating employee shall be allowed to make a voluntary lump sum contribution, not to exceed 80 hours, during "Emergency Requests for Contributions," as outlined in 7.24.4-10.

**7.24.4 Procedure: Maintenance of the Sick Leave Pool**

1. When 200 hours have been deposited in the Sick Leave Pool, the Pool will be activated for use by the eligible participating employees.
2. A participating employee may be granted sick leave from the Pool only after depletion of all personal accrued sick, annual, and compensatory leave credits. Sick leave withdrawn from the Pool may be used only for the employee's personal illness, accident, or injury. The following occurrences or situations shall not be considered personal illness, accident, or injury for the purposes of this rule and shall not entitle participating employees to draw from the Sick Leave Pool:
  - (a) Cosmetic surgery, unless such cosmetic surgery results in serious complications or was necessitated by an illness, accident, or injury not excluded under this subsection.

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- (b) Illness, accident, or injury to a member of the employee's family.
- (c) Normal pregnancy and delivery without serious complication.

In addition, the following occurrences or situations shall be reviewed on a case-by-case basis and may entitle participating employees to draw from the Sick Leave Pool:

- (d) Participating in or voluntary commitment to a psychiatric facility, detoxification center, or similar rehabilitation program.
  - (e) Intentionally self-inflicted injuries such as injuries resulting from a suicide attempt.
3. Prior to authorizing the use of sick leave from the Pool, the Committee may/shall require medical certification of the accident, illness, or injury for which the use of sick leave is requested.
  4. At least three-fifths  $\frac{3}{5}$  of the Committee shall vote in the affirmative on the number of hours to be granted to the requesting employee. Hours may be granted in increments up to 240 hours. After the initial 240 hours has been granted, an updated physician's documentation will be required to grant hours up to a maximum of 480 hours. However, not more than 480 hours shall be withdrawn from the Pool per full-time employee, and not more than a proportional amount shall be withdrawn from the Pool per part-time employee within a twelve-month time frame from first award.
  5. A participating employee who withdraws sick leave hours from the Pool shall not be required to replace those hours, except as a regular contributing member of the Pool.
  6. If participating full-time employee's individual sick leave balances are less than 8 hours at the time the Pool is depleted (a balance of 200 hours constitutes depletion), or if participating part-time employees' individual sick leave balances are less than the proportional amount at the time the Pool is depleted, the member will be dropped from membership and must re-qualify to re-join the Pool.
  7. During a personal illness, accident, or injury covered by Workers' Compensation, an eligible employee may elect to use sick leave from the Pool in an amount necessary to receive salary payments that will increase the Workers' Compensation payments to the total salary being received prior to the occurrence of the illness, accident, or injury. Under no circumstances shall the employee's salary and Workers' Compensation benefits exceed the amount of the employee's regular salary payments.
  8. Any sick leave contributed to the Sick Leave Pool by a participating employee shall be forfeited upon the employee's cancellation of membership in the Pool, retirement, or termination from County employment.
  9. Alleged abuse of the Sick Leave Pool shall be investigated by the Administrator of the Pool, and if warranted, the participating employee shall repay all sick leave credits drawn from the Pool and may have his or her membership in the Pool canceled by

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majority vote of the Committee. In addition, the employee may be subject to disciplinary action.

10. Emergency Requests for Contributions. In the event that requests for Sick Leave Pool assistance exceeds available hours, an emergency request for contributions will be sent in writing to all members. Emergency contributions may not exceed 80 hours per contributing employee and may not deplete the employee's sick leave balance below 64 hours. Non-members may join the pool during emergency contribution requests providing they meet membership requirements.

#### 7.25 Annual Leave Sell Back Program

Leon County shall provide an Annual Leave Sell Back program unless the County Administrator otherwise recommends, and the Board approves, that an Annual Leave Sell Back program will not be offered for a particular year. Leon County's Annual Leave Sell Back program will be administered in accordance with procedures developed by the County Administrator and maintained by the Division of Human Resources, and in accordance with the following policy provisions. For the purposes of this section, the term "Contract Employees" shall mean persons employed by the Board of County Commissioners on a contractual basis; the term "Regular Employees" shall mean persons who are employed by the Board of County Commissioners on an other than contractual basis; and the term "Employees" shall mean both Regular Employees and Contract Employees.

- A. Regular Employees may voluntarily request and receive compensation for **no less than eight hours and no more than 40 hours** of their accrued annual leave balance and Contract Employees may voluntarily request and receive compensation for **no less than eight hours and no more than 100 hours** of their accrued annual leave balance each year that an Annual Leave Sell Back program is offered, in accordance with the following:
  1. Leon County shall provide an annual election window each year that the Annual Leave Sell Back program is offered. Each year that the Annual Leave Sell Back program is offered, the election window (1) shall not close earlier than September 1, and (2) shall not close later than the time required to process and distribute payment for Sell Back elections, that were timely and properly submitted, by no later than the last payroll in December.
  2. Employees requesting to sell back annual leave shall timely and properly submit their Sell Back election during the annual election window. Once the annual election window closes, the employee's Sell Back election is irrevocable and employees cannot increase, reduce or choose to use the annual leave hours the employee elected to sell back in any other way;
  3. Employees shall have an accrued annual leave balance of no less than 120 hours (1) at the time employee's Sell Back election is submitted, and (2) at the time employee's annual leave sell back is processed for payment. If

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sufficient accrued annual leave is not available, employee's sell back hours will be reduced accordingly, so that each employee's accrued annual leave balance will not be less than the requisite 120 hours (1) at the time the employee's Sell Back election is submitted, and (2) at the time the employee's annual leave sell back is processed for payment;

4. Employees shall have accrued no less than 40 hours of annual leave (1) during the calendar year in which the Sell Back election is submitted, and (2) prior to employee's submission of employee's Sell Back election;
  5. Employees shall have used no less than 40 hours of annual leave (1) during the calendar year in which the Sell Back election is submitted, and (2) prior to employee's submission of employee's Sell Back election; and
  6. Employee's Sell Back elections shall be for whole hour increments of accrued annual leave time. Sell back payments shall not be made for partial hours of accrued annual leave time.
  7. Employees are precluded from transferring unused sick leave to annual leave, in accordance with Section 7.17 Credit for Unused Sick Leave, and also participating in the Annual Leave Sell Back Program during the same calendar year.
- B. Employees shall be paid for the annual leave they sell back to Leon County at the employee's rate of pay at the time the sell back payment is processed, on an hour-for-hour basis.
- C. Employee's accrued annual leave balance shall be reduced by the number of hours the employee sells back to Leon County, on an hour-for-hour basis.
- D. Employees shall receive compensation for employee's annual leave sell back hours prior to the last payroll in December each calendar year that the Annual Leave Sell Back program is offered, to the extent such Sell Back elections are timely and properly submitted and received.
- E. Employee's Sell Back elections that are not timely and properly submitted and received may be denied and not processed for payment.
- F. The County Administrator has authority to grant eligibility to an employee, on a case by case basis, who, due to unforeseen workload issues, would not meet the program's eligibility requirements. A request for consideration must be in writing and submitted to Human Resources prior to December 1<sup>st</sup> of the enrollment year.

**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #12**



# Leon County Board of County Commissioners

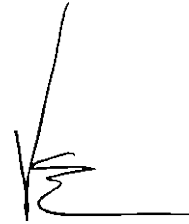
## Agenda Item #12

October 13, 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 North Monroe Street from the Gadsden County Line to Interstate 10



<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Brent Pell, P.E., Director, Public Works
<b>Lead Staff/ Project Team:</b>	Andrew Riley, Director of Operations Dean Richards, Right of Way Superintendent

### **Statement of Issue:**

This 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 North Monroe Street from the Gadsden County line to Interstate 10. The County agreed to assume this maintenance as part of the North Monroe Street Corridor revitalization and Huntington Sense of Place initiative.

### **Fiscal Impact:**

This item has a fiscal impact. \$67,500 is included in Public Works Operations Division budget to pay for the maintenance of the medians along North Monroe from the Gadsden County line to Interstate 10.

### **Staff Recommendation:**

Option #1: Approve the Maintenance Agreement with the Florida Department of Transportation for landscape maintenance of the medians along North Monroe Street from the Gadsden County line to Interstate 10 (Attachment #1) and authorize the County Administrator to execute.

## **Report and Discussion**

### **Background:**

This 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 North Monroe Street from the Gadsden County line to Interstate 10.

At the December 7, 2015 Board Retreat, the Board discussed the need to focus on revitalization efforts along North Monroe Street, north of Interstate 10, through the establishment of a task force. On February 9, 2016 the Board authorized the establishment of the North Monroe Street Stakeholder Task Force. Members of the Task Force consisted of representatives from businesses, adjacent neighborhoods, and FDOT with the support of County staff.

At the June 14, 2016 Budget Workshop, the Board accepted the North Monroe Street Corridor Action and Management Plan. The recommendations of the Task Force built upon the County's ongoing efforts and investments in the area, including the Huntington Sense of Place initiative. Building on the recommendations of the Huntington Sense of Place Report to improve the North Monroe corridor in that area, the County requested FDOT funding for design and construction of landscaping improvements on North Monroe Street and agreed to assume maintenance responsibility after completion. This request led to the inclusion of the landscaping project on North Monroe Street from the Gadsden County line to Interstate 10 in the FDOT Five-Year Work Program.

In FY 2018, FDOT funded \$945,000 (with no County match required) for the design and construction of landscaping improvements along this section of North Monroe. The project was completed in December 2018. FDOT's landscape contractor was required to provide the maintenance for a two-year period. The contractor's maintenance and warranty expire on December 8, 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 North Monroe Street.

The cost of maintaining the medians along this segment of North Monroe Street is approximately \$90,000 per year. Due to the County assuming the maintenance for less than a full fiscal year beginning in December, the FY 2021 costs will be approximately \$67,000 and are included in the Operations Division's operating budget. Ongoing maintenance costs 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 North Monroe Street from the Gadsden County line to Interstate 10 (Attachment #1) and authorize the County Administrator to execute.
2. Do not approve the Maintenance Agreement with the Florida Department of Transportation for landscape maintenance of the medians along North Monroe Street from the Gadsden County line to Interstate 10.
3. Board direction.

**Recommendation:**

Option #1

**Attachment:**

1. Proposed Maintenance Agreement

**FPID ID(s): 440140-1-52-01**

**COUNTY: Leon County**

- **DESCRIPTION: SR 63 (US 27) FROM GADSDEN COUNTY LINE TO SR 8 (I-10) ALLEN ROAD (Section 55010000 from Milepost 0.000 to Milepost 6.645)**

LEON COUNTY, FLORIDA

**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 LEON COUNTY, FLORIDA, a political subdivision of the State of Florida, existing under the Laws of Florida (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) 440140-1-52-01 ("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 vegetation installed in the PROJECT in the medians of the SR 63 Corridor 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 \_\_\_\_\_, 2020; 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 PROJECT PLANS and within the areas identified in Exhibit "A", which is incorporated by reference herein, with the exception of the mowing and litter pick-up activities as set forth below, will conduct such maintenance as specified in accordance with the Continuing Maintenance Notes contained in the PROJECT PLANS at Sheet No. LD-111 and with 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.

(A) Mowing and Litter Pick-Up. With regard to the COUNTY'S responsibilities for mowing and litter pick-up maintenance activities, Sheet No. LD-111 shall be amended to reflect the parties' agreement that mowing shall be performed at intervals which amount to no less than 12 times per year, with litter pick-up intervals to coincide with the mowing intervals.

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 this Agreement, 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, difficulties 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 Administrator, 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: \_\_\_\_\_

**LEON COUNTY, FLORIDA**

BY: \_\_\_\_\_

Name: Vincent S. Long

Title: County Administrator

ATTESTED BY:

Gwendolyn Marshall, Clerk of Court &  
Comptroller, Leon County, Florida

By: \_\_\_\_\_

LEGAL REVIEW:  
STATE OF FLORIDA  
DEPARTMENT OF TRANSPORTATION

APPROVED AS TO LEGAL SUFFICIENCY:  
Chasity H. O'Steen, County Attorney  
Leon County Attorney's Office

BY: \_\_\_\_\_

Office of General Counsel

BY: \_\_\_\_\_

**EXHIBIT A**

<b>SECTION No.:</b>	<b>55010000</b>
<b>FM No. (s):</b>	<b>440140-1-52-01</b>
<b>COUNTY:</b>	<b>Leon</b>
<b>S.R. No.:</b>	SR 63 (US 27) FROM GADSDEN CO. LINE TO SR 8 (I-10) (Section 55010000 Milepost 0.000-6.645)

**“MAINTENANCE CARE PLANS” FOR SR 63 (US 27) FROM GADSDEN COUNTY LINE  
TO SR 8 (I-10) (Section 55050000 Milepost 0.000 to Milepost 6.645)**

As described in the Continuing Maintenance Notes at Sheet No. LD-111 of the PROJECT PLANS

**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #13**

# Leon County Board of County Commissioners

## Agenda Item #13

October 13, 2020

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator



**Title:** Agreement with the University of Florida Regarding the Leon County Cooperative Extension Program

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<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Maggie Theriot, Director of Office of Resource Stewardship
<b>Lead Staff/ Project Team:</b>	Tessa Schreiner, Recycling and Sustainability Manager

### **Statement of Issue:**

This item seeks Board's approval of a one-year extension of the existing Agreement with the University of Florida regarding the Leon County Cooperative Extension.

### **Fiscal Impact:**

This item has a fiscal impact. Funding is included in the adopted FY 2021 budget.

### **Staff Recommendation:**

Option #1: Authorize the County Administrator to execute a one-year agreement with the University of Florida for Cooperative Extension Services subject to legal review by the County Attorney (Attachment #1).

## **Report and Discussion**

### **Background:**

This item seeks Board approval of a one year agreement with the University of Florida (University) regarding the Leon County Cooperative Extension program (Attachment #1). This is a one year contract under the same terms and conditions of the existing Agreement. The most recent Agreement, which began in 2015, expired on September 30, 2020. Extending the existing Agreement for one year allows the University of Florida and the County the time to evaluate possible changes prior to executing a longer-term contract. The Agreement will have an effective date of October 1, 2020.

The Florida Cooperative Extension service was established as a part of Food and Agricultural Sciences of the University of Florida by Federal and State legislation for the purpose of “extending” educational services of the University to the people of the State on subjects including agriculture, nutrition and health, 4H and youth, and community and natural resource development. Currently, the University of Florida Cooperative Extension Service / Institute of Food and Agricultural Sciences (UF/IFAS) operates through a partnership with Leon County to conduct educational Extension programs in the County. Leon County executed the initial Agreement with UF/IFAS in October 1983, and the Agreement was revised and renewed again in 1995, 2008, and 2015.

In 2015, the Agreement was revised to streamline the nature of the partnership where all staff members became University employees with all salary, benefits, and personnel management being provided singularly by the University. The County shifted to providing funding via routine reimbursement to the University, upon being invoiced, per a mutually agreed upon annual budget.

### **Analysis:**

The most recent Agreement (2015) was a five-year contract and expired on September 30, 2020. This one-year contract maintains the same terms and scope of the 2015 Agreement. The University of Florida has several distinct models of Agreements with counties around Florida for Extension services. At the request of the University of Florida, the University and the County are evaluating alternative models for a longer-term contract. This one-year contract provides ample time to complete this review and make a future recommendation to the Board.

Leon County budgets approximately \$440,000 annually for salary and direct operational expenditures such as travel, professional memberships, and program supplies for the Cooperative Extension Program. Additionally, the County provides support by way of building maintenance and upgrades, including the recent major building upgrades that were made to the Sustainable Demonstration Center which houses Cooperative Extension and Human Services and Community Partnerships staff.

It is anticipated that the partnership with Cooperative Extension will be further enhanced by the colocation of the Cooperative Extension and Human Services and Community Partnerships (HSCP) programs at the Sustainable Demonstration Center. Additionally, many of the services

Title: Agreement with the University of Florida Regarding the Leon County Cooperative Extension Program

October 13, 2020

Page 3

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provided by HSCP complement the programming provided by the Cooperative Extension and target a similar client base. Cooperative Extension's programs, like HSCP's programs and services, are designed to serve families with limited resources. Leon County will continue to seek innovative ways to collaborate with the University of Florida for the provision of Cooperative Extension services to best serve Leon County citizens.

**Options:**

1. Authorize the County Administrator to execute a one-year agreement with the University of Florida for Cooperative Extension Services subject to legal review by the County Attorney (Attachment #1).
2. Do not approve the one-year Agreement with the University of Florida for Cooperative Extension Services.
3. Board direction.

**Recommendation:**

Option #1

**Attachment:**

1. Agreement with the University of Florida for Cooperative Extension Services

## Agreement for Extension Services

THIS AGREEMENT FOR EXTENSION SERVICES entered into on October 1, 2020 between LEON COUNTY, a political subdivision of the State of Florida, hereinafter referred to as “COUNTY,” and the University of Florida, Board of Trustees, hereinafter referred to as “UNIVERSITY.”

### WITNESSETH

WHEREAS, under the laws of the State of Florida and the Smith-Lever Act of May 8, 1914 (38 Statute 372), the UNIVERSITY is charged with the dissemination of information on agriculture, family life, horticulture, natural resources, Sea Grant, and youth development through its Cooperative Extension Service to the public in the state of Florida; and

WHEREAS, this function is performed through the Extension Service-United States Department of Agriculture and State staff of Extension Specialist and resident Extension workers in the state; and

WHEREAS, the UNIVERSITY is responsible for planning and implementing educational programs for growers, families, homeowners, and young people within the COUNTY; and

WHEREAS, said programs will be developed and implemented in the COUNTY by Extension Agents employed by the UNIVERSITY and as approved by the COUNTY to work directly with local advisory committees and Extension personnel; and

WHEREAS, the Extension Agents will utilize appropriate Extension personnel from the UNIVERSITY and educational methods including the program development process, area subject matter information and other materials or methods as deemed necessary by Extension Agents in various program areas to conduct the aforesaid education programs; and

WHEREAS, this Agreement supersedes and replaces agreement dated, November 24, 2015, and any subsequent amendments to said agreement.

NOW, THEREFORE, in consideration of the mutual covenants and provisions contained herein, the parties hereto agree as follows:

### **1. PURPOSE**

- a. The Florida Extension Service was established as an integral part of the Institute of Food and Agricultural Sciences (IFAS), University of Florida, for the public purpose of “extending” research-based educational information from the University to the people of the State of Florida on subjects relating to agriculture, aquaculture, family and consumer sciences, **4-H** youth development, environmental horticulture, natural resources, Sea Grant, energy and other programs deemed necessary. The Florida Extension Service makes the findings of research in these areas available to the people

of Florida through the University of Florida, IFAS, Extension Service, in partnership with the Florida Boards of County Commissioners.

- b. To assure that educational programs meet the needs of local clientele, and comply with Section 1004.37 of the Florida Statutes, it is essential that the University of Florida and the County identify respective responsibilities.
- c. This Agreement for Extension Services (hereinafter referred to as “AGREEMENT”) establishes the respective responsibilities of the University of Florida, through IFAS Extension Service (UNIVERSITY) and the COUNTY. The purpose of this AGREEMENT is to specify the terms under which each the UNIVERSITY and the COUNTY will contribute to personnel, educational, technical and research information to Extension Service in the COUNTY.

## **2. GOALS AND OBJECTIVES**

The UNIVERSITY and the COUNTY hereby acknowledge the following goals and objectives:

- a. Implement a public education plan to target specific groups such as homeowners, residents, businesses, youth, commercial industry associations, and community groups.
- b. Distribute educational materials to the community.
- c. Conduct equivalent outreach activities.
- d. Regional marketing, branding and other public information and promotional efforts.
- e. Support of the agricultural community through education, research, and consulting.

## **3. TERMINATION OF POSITION AND SERVICES**

This AGREEMENT may be terminated at will by either party hereto giving sixty (60) days prior written notice thereof to the other.

## **4. RESPONSIBILITIES**

- a. Responsibilities of UNIVERSITY.
  - 1) With respect to county extension faculty, who shall be considered University employees and which includes the County Extension Director, Extension Agents or Program Extension Agent appointments, hereinafter referred to as either “Extension Faculty” or “Extension Agents,” and other support personnel (the non-faculty



employees in the extension office) hereinafter referred to as “Staff,” the University shall:

- a) Establish minimum employment requirements and qualifications for Extension Faculty and Staff; however, no such Extension Faculty or Staff position may be significantly modified, left vacant or eliminated, without the prior approval of the COUNTY.
  - b) Recruit, interview, screen, and hire candidates for employment as Extension Faculty and Staff.
  - c) Establish the total amount of the starting base salaries of Extension Faculty. COUNTY and UNIVERSITY will jointly determine how much funding each party will contribute for Extension Agent and Staff salaries and benefits. The percentages paid by the COUNTY will be outlined and paid in accordance with Section 5 and Exhibit A.
  - d) Pay Extension’s proportionate share of the funding for salaries and fringe benefits of Extension Faculty and Staff as more specifically set out in Section 5 and Exhibit A.
  - e) Determine the total dollar amount of any cost-of-living, merit, bonuses, and rank promotion salary increases for each Extension Faculty and Staff and submit the proposed COUNTY’s portion of the funding for this figure to the COUNTY, annually through Exhibit A for the COUNTY’s review and adoption.
- 2) With respect to management and administration, the University shall:
- a) Through the County Extension Director (CED), prepare and submit a proposed annual budget request to the COUNTY, which shall include the COUNTY’s share of funds for salaries, fringe benefits, operating expenses, equipment, and other program support for Extension work in the COUNTY. As part of this process, the CED will engage in a joint planning session with the COUNTY. Extension Faculty shall submit to the COUNTY by January 15<sup>th</sup> of each year a preliminary plan for services to be provided by the Extension to the citizens of the COUNTY, including major educational programs, for the following fiscal year. A final plan of services shall be submitted not later than February 15<sup>th</sup>.

- b) Provide in-service training for Extension Faculty and provide funds for official travel to such training and other Extension out-of-county program development meetings.
- c) Provide a staff of state extension specialists to train Extension Faculty in current technology and to assist Extension Faculty in the conduct of educational programs in these areas.
- d) Provide Extension Faculty with official extension stationery, envelopes, educational materials, postage to the extent the Extension budget will allow.
- e) Provide access to the IFAS computer network and software and including the installation and maintenance of computer network resources (servers, cabling, switches, routers, UPS), authorized domain access accounts, access to network file shares, web services, Internet connection and data backup/retention services for disaster recovery; University will maintain the Network hardware and network software. The current computer hardware becomes the property of the University and will not be on the County network. The computer hardware will be serviced and maintained by the University. The computers will be replaced by the County through the annual budget request.
- f) Through the District Extension Director (DED) and CED, develop and administer a personnel management plan for Extension Faculty (including CED) and Staff that will provide for an annual review of each Extension Agent and Staff member's performance. However, the University shall not significantly modify the duties of, leave vacant or eliminate any COUNTY funded position as set out in Exhibit A, without the prior approval of the COUNTY.
- g) Provide general administrative and supervisory leadership for Extension programs and personnel, in compliance with UNIVERSITY personnel policies and procedures, state and federal Affirmative Action and Equal Employment Opportunity requirements.
- h) Through the CED, develop and maintain a "grass-roots" county advisory committee system to ensure that Extension programs are based on the needs and priorities of the people in COUNTY.

- i) On a quarterly basis, the CED will provide a report to the County Administrator or designee regarding the progress of Extension programs and services.
  - j) The County Administrator or designee will be included as a participant in any planning or advisory committee.
- b. Responsibilities of COUNTY.
- 1) With respect to broad program authorization, all Extension programs within the COUNTY are subject to the COUNTY authorization and approval. Substantive program changes (additions, deletions, etc.) are subject to COUNTY approval prior to implementation.
  - 2) With respect to Extension Faculty and Staff, the COUNTY shall pay, on a cost reimbursement basis, the COUNTY's proportionate share of the funding for salaries and fringe benefits of the Extension Faculty and Staff, as more specifically set out in Section 5 and Exhibit A.
  - 3) With respect to management and administration, the COUNTY shall review and consider the annual departmental budget requests from UNIVERSITY and take action thereon as the COUNTY may deem appropriate. Consistent therewith, and subject to budget authorization, the COUNTY shall:
    - a) Provide and maintain the office space, building equipment, supplies, utilities (including telephone) and vehicles.
    - b) Cooperate with authorized UNIVERSITY computer/network support personnel for expansion/repair of required UNIVERSITY services and software.
    - c) For UNIVERSITY owned equipment, the COUNTY may provide courtesy repair services if requested and resources are available.
    - d) Provide funding and/or vehicles for official county travel (both in-county and out-of-county), and other operational needs of the County Extension office on a cost reimbursement basis as more specifically set out in Section 5 and as the COUNTY may deem appropriate. All use of COUNTY owned vehicles will be in strict compliance with all COUNTY vehicle policies and requirements.
    - e) Review the job description and qualifications for any new or vacant Extension Faculty or Staff position prior to the

position being filled by Extension or University. For each vacant Extension Faculty or Staff position funded entirely by the COUNTY, the COUNTY shall maintain the sole discretion to fund, modify or eliminate any such vacant position.

- 4) Provide a representative as designated by the County Administrator to participate in the advisory committee system referenced in section 4 a. 2) g) above.
- c. General provisions regarding management and administration:
- 1) Extension Faculty shall follow UNIVERSITY policies relative to office hours and holidays.
  - 2) COUNTY shall allow Extension employee access to appropriate COUNTY owned facilities and COUNTY owned vehicles in accordance with COUNTY policies and procedures.
  - 3) The parties' respective involvement in funding multi-county agent appointments will be negotiated on a case-by-case basis.
  - 4) Extension Faculty are professional employees exempt from the provisions of the Fair Labor Standards Act. Based upon determined position type Extension TEAMS (staff) may or may not be exempt from the provisions of the Fair Labor Standards Act.
  - 5) Extension Faculty will be permitted to charge appropriate fees to extension program participants. These fees will be retained by UF/IFAS Extension for use in program development, enhancement and support, agent training, professional presentations, professional membership, reference materials and minor equipment purchases.

## **5. FUNDING AND PAYMENTS**

- a. The COUNTY agrees to pay the UNIVERSITY not more than the total sum as indicated in Exhibit A towards salary, vehicle and other operational expenses. This total sum represents the COUNTY's share of funding the salary and fringe benefits and vehicle and other operational expenses as outlined by Exhibit A. The COUNTY's payment of salary, vehicle and other operational expenses shall be made on a cost- reimbursement basis.
- b. Salary, vehicle and other operational expenses outlined in Exhibit A will be modified and submitted to the COUNTY annually by the UNIVERSITY. Exhibit A contains an estimate of projected salary expenses for the year and shall not require a separate written addendum to this agreement in order to implement annual changes in salaries and related fringe benefits. Actual expenses may vary during the year due to vacancies, midyear promotions,

new hires or unexpected increases in fringe benefit costs. Proposed salary dollar figures in Exhibit A will be submitted annually to the COUNTY for review and approval by the following time table:

Proposed Annual Budget by March 31st or in accordance with the COUNTY's budget calendar – UNIVERSITY will include proposed figures for the COUNTY to begin its budget process.

- c. UNIVERSITY will not charge Facilities and Administrative costs to the COUNTY.
- d. Quarterly, on January 10, April 10, July 10, and October 10, UNIVERSITY will invoice COUNTY for payment of the cost reimbursable and actual payroll expenses incurred during the applicable 3-month period. COUNTY will make payment on these invoices within 30 days of their receipt. UNIVERSITY invoices will be issued in accordance to the "Anticipated Payment Schedule" in Exhibit A.

**6. TERM – RENEWAL – MODIFICATION**

- a. This AGREEMENT shall be effective as of October 1, 2020 and shall continue through September 30, 2021, unless modified or terminated earlier.
- b. This AGREEMENT may be extended by mutual written agreement of the parties for one (1) year. All extensions must be formally approved by the parties prior to the end of the then effective term.
- c. Either party may terminate this AGREEMENT at any time, without penalty or cause, by giving sixty (60) days written notice to the other party.
- d. This AGREEMENT is the entire agreement between the parties and may be modified at any time by mutual consent of both parties evidenced by execution with the same formality.

**7. MAINTENANCE OF RECORDS**

The UNIVERSITY will keep adequate records and supporting documentation applicable to this contractual matter. Said records and documentation will be retained by the UNIVERSITY for a minimum of five (5) years from the date of termination of this AGREEMENT. The COUNTY and its authorized agents shall have the right to audit, inspect and copy all such records and documentation as often as the COUNTY deems necessary during the period of this AGREEMENT and during the period of five (5) years thereafter; providing, however, such activity shall be conducted only during normal business hours. The COUNTY during the period of time expressed by the preceding sentence shall also have the right to obtain a copy of and otherwise inspect any audit made at the direction of the UNIVERSITY as concerns the aforesaid records and documentation.

**8. LIABILITY**

- a. The UNIVERSITY assumes any and all risks of personal injury and property damage attributable to the negligent acts or omissions of the UNIVERSITY and the officers, employees, servants, and agents thereof while acting in the scope of their employment by UNIVERSITY. UNIVERSITY, as a state agency, warrants and represents that it is self-funded for liability insurance, both public and property, with such protection being applicable to the UNIVERSITY's officers, employees, servants and agents while acting within the scope of their employment by the UNIVERSITY. UNIVERSITY and COUNTY further agree that nothing contained herein shall be construed or interpreted as (1) denying to either party any remedy or defense available to such party under the laws of the State of Florida; (2) the consent of the UNIVERSITY, the State of Florida, or their agents and agencies to be sued; or (3) a waiver of the sovereign immunity of the UNIVERSITY, the State of Florida, and their agents and agencies beyond the waiver provided in Section 768.28, Florida Statutes.
- b. The COUNTY assumes any and all risks of personal injury and property damage attributable to the negligent acts or omissions of the COUNTY and the officers, employees, servants, and agents thereof while acting in the scope of their employment by COUNTY. COUNTY, as a political subdivision of the state of Florida, warrants and represents that it is self-funded for liability insurance, both public and property, with such protection being applicable to the COUNTY's officers, employees, servants and agents while acting within the scope of their employment by the COUNTY. COUNTY AND UNIVERSITY further agree that nothing contained herein shall be construed or interpreted as 1) denying to either party any remedy or defense available to such party under the laws of the State of Florida; 2) the consent of the COUNTY or its agents and agencies to be sued; or 3) a waiver of the sovereign immunity of the COUNTY and its agents and agencies beyond the waiver provided in Section 768.28, Florida Statutes.
- c. This provision relating to liability, is separate and apart from, and is in no way limited by, any insurance provided by parties hereto pursuant to this AGREEMENT or otherwise.

**9. CONTRACTUAL REQUIREMENTS**

- a. UNIVERSITY shall maintain all books, records and documents directly pertinent to performance under this AGREEMENT in accordance with generally accepted accounting principles consistently applied. Each party to this AGREEMENT or their authorized representatives shall have reasonable and timely access to such records of each other party to this AGREEMENT for public records purposes during the term of the

AGREEMENT and for five (5) years following the termination of this AGREEMENT. If an auditor employed by the COUNTY or Clerk determines that monies paid to the UNIVERSITY pursuant to this AGREEMENT were spent for purposes not authorized by this AGREEMENT, the University shall repay the monies together with interest calculated pursuant to Sec. 55.03, FS, running from the date the monies were paid to the UNIVERSITY.

- b. *Governing Law.* This AGREEMENT shall be governed by and construed in accordance with the laws of the State of Florida applicable to contracts made and to be performed entirely in the State.
- c. *Binding Effect.* The terms, covenants, conditions and provisions of this AGREEMENT shall bind and inure to the benefit of the COUNTY and UNIVERSITY and their respective legal representatives, successors, and assigns.
- d. *Nondiscrimination.* The COUNTY and UNIVERSITY agree that there will be no discrimination against any person, and it is expressly understood that upon a determination by a court of competent jurisdiction that discrimination has occurred, this AGREEMENT automatically terminates without any further action on the part of any party, effective the date of the court order. The COUNTY and UNIVERSITY agree to comply with all Federal and Florida statutes, and all local ordinances, as applicable, relating to nondiscrimination.
- e. *Covenant of No Interest.* The COUNTY and UNIVERSITY covenant that neither presently has any interest, and shall not acquire any interest, which would conflict in any manner or degree with its performance under this AGREEMENT, and that only interest of each is to perform and receive benefits as recited in this AGREEMENT.
- f. *Code of Ethics.* The COUNTY agrees that officers and employees of the COUNTY recognize and will be required to comply with the standards of conduct for public officers and employees as delineated in Section 112.313, Florida Statutes, regarding, but not limited to, solicitation or acceptance of gifts; doing business with one's agency; unauthorized compensation; misuse of public position, conflicting employment or contractual relationship; and disclosure or use of certain information.
- g. *No Solicitation/Payment.* The COUNTY and UNIVERSITY warrant that, in respect to itself, it has neither employed nor retained any company or person, other than a bona fide employee working solely for it, to solicit or secure this AGREEMENT and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for it, any fee, commission, percentage, gift or other consideration contingent upon or resulting from the award or making

of this AGREEMENT. For the breach or violation of the provision, the University agrees that the COUNTY shall have the right to terminate this AGREEMENT without liability and at its discretion, to offset from monies owed, or otherwise recover, the full amount of such fee, commission, percentage, gift, or consideration.

- h. *Public Records.* The COUNTY and UNIVERSITY shall allow and permit reasonable access to, and inspection of, all documents, papers, letters or other materials in its possession or under its control subject to the provisions of Chapter 119, Florida Statutes, and made or received by the COUNTY and UNIVERSITY in conjunction with this AGREEMENT; and the COUNTY shall have the right to unilaterally cancel this AGREEMENT upon violation for this provision by UNIVERSITY.
- i. *Non-Waiver of Immunity.* Notwithstanding the provisions of Sec. 768.28, Florida Statutes, the participation of the COUNTY and UNIVERSITY in this AGREEMENT and the acquisition of any commercial liability insurance coverage, self-insurance coverage or local government liability insurance pool coverage shall not be deemed a waiver of immunity to the extent of liability coverage, nor shall any contract entered into by the COUNTY be required to contain any provision for waiver.
- j. *Privileges and Immunities.* All of the privileges and immunities for liability, exemptions from laws, ordinances, and rules and pensions and relief, disability, workers' compensation and other benefits which apply to the activity of officers, agents, or employees of any public agents or employees of the COUNTY, when performing their respective functions under this AGREEMENT within the territorial limits of the COUNTY shall apply to the same degree and extent to the performance of such functions and duties of such officers, agents, volunteers, or employees outside the territorial limits of the COUNTY.
- k. *Legal Obligations and Responsibilities.* Non-Delegation of Constitutional or Statutory Duties. This AGREEMENT is not intended to, nor shall it be construed as, relieving any participating entity from any obligation or responsibility imposed upon the entity by law except to the extent of actual and timely performance thereof by any participating entity, in which case the performance may be offered in satisfaction of the obligation or responsibility. Further, this AGREEMENT is not intended to, nor shall it be construed as, authorizing the delegation of the constitutional or statutory duties of the COUNTY, except to the extent permitted by the Florida constitution, state statute and case law.
- l. *Non-Reliance by Non-Parties.* No person or entity shall be entitled to rely upon the terms, or any of them, of this AGREEMENT to enforce or attempt to enforce any third-party claim or entitlement to or benefit of any service or program contemplated hereunder, and the COUNTY and UNIVERSITY



agree that neither the COUNTY nor the UNIVERSITY or any agent, officer or employee of either shall have the authority to inform, counsel, or otherwise indicate that any particular individual or group of individuals, entity or entities, have entitlements or benefits under this AGREEMENT separate and apart, inferior to or superior to the community in general or for the purposes contemplated in this AGREEMENT.

- m. *No Personal Liability.* No covenant or agreement contained herein shall be deemed to be a covenant or agreement of any member, officer, agent or employee of the COUNTY in his or her individual capacity, and no member, officer, agent or employee of the COUNTY shall be liable personally on this AGREEMENT or be subject to any personal liability or accountability by reason of the execution of this AGREEMENT.
- n. *Execution in Counterparts.* This AGREEMENT may be executed in any number of counterparts, each of which shall be regarded as an original, all of which taken together shall constitute one and the same instrument and any of the parties hereto may execute this AGREEMENT by signing any such counterpart.
- o. *Section Headings.* Section headings have been inserted in this AGREEMENT as a matter of convenience of reference only, and it is agreed that such section heading are not a part of this AGREEMENT and will not be used in the interpretation of any provision of this AGREEMENT.

## 10. NOTICES

Any notice, request, demand, consent approval or other communication required or permitted by this AGREEMENT shall be given or made in writing and shall be served (as elected by the party giving such notice) by one of the following methods: a) hand delivery to the other party; b) delivery by commercial overnight courier service; or c) mailed by registered or certified mail (postage prepaid), return receipt requested. For the purposes of notice the addresses are:

To County:

Leon County  
County Administration  
301 S. Monroe Street  
Tallahassee, FL 32301

To University:

UNIVERSITY OF FLORIDA  
Division of Sponsored Research  
219 Grinter Hall, PO Box 115500  
Gainesville, FL 32611-5500

And copies to

UNIVERSITY OF FLORIDA  
IFAS Extension Administration  
1062 McCarty Hall D, PO Box 110220  
Gainesville, FL 32611-0220

This AGREEMENT is executed by the parties

LEON COUNTY, FLORIDA:

By: \_\_\_\_\_  
Vincent S. Long  
Leon County Administrator

\_\_\_\_\_  
DATE

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

By: \_\_\_\_\_

APPROVED AS TO LEGAL SUFFICIENCY:  
Leon County Attorney's Office  
Chasity H. O'Steen, County Attorney

By: \_\_\_\_\_

\_\_\_\_\_  
DATE

FOR THE UNIVERSITY:

By: \_\_\_\_\_

Witness: \_\_\_\_\_

As its: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Exhibits:  
A: Salary, Benefits and Operational Expense Allocation

**Exhibit "A" - 2021 Proposed Projected Annual Expense Budget**

**Leon County**  
**FY 2021 Summary**  
**Annual Expense Projection**  
**Projected: 09/22/2020**

<b>Payroll Due from County FY 2021 - SECTION A:</b>	<b>Qtr 1</b>	<b>Qtr 2</b>	<b>Qtr 3</b>	<b>Qtr 4</b>	<b>TOTAL</b>
Boston, Marcus - CED & EXT AGENT IV	10,248.58	10,248.58	10,248.58	10,248.58	40,994.34
Copeland, Heidi - EXT AGENT II	7,926.62	7,926.62	7,926.62	7,926.62	31,706.49
Jameson, Molly - EXT AGENT I	4,926.27	4,926.27	4,926.27	4,926.27	19,705.07
Leo, Allison - EXT AGENT I	5,211.47	5,211.47	5,211.47	5,211.47	20,845.88
Tancig, Mark - EXT AGENT I	5,646.33	5,646.33	5,646.33	5,646.33	22,585.32
Mullins, Amy - PRG EXT AGENT II	6,704.51	6,704.51	6,704.51	6,704.51	26,818.04
Spangler, Isadora - EXTENSION PROGRAM AST	13,693.56	13,693.56	13,693.56	13,693.56	54,774.22
Mathes, Rachel - EXTENSION PROGRAM AST	12,862.16	12,862.16	12,862.16	12,862.16	51,448.64
Mooris, Melanie - ADMINISTRATIVE SPEC I	14,940.65	14,940.65	14,940.65	14,940.65	59,762.59
Frazier, Casey - ADMINISTRATIVE SUPPORT AST I	14,109.25	14,109.25	14,109.25	14,109.25	56,437.01
UF SUPPORT POSITION	904.41	904.41	904.41	904.41	3,617.64
<b>Total payroll:</b>	<b>\$ 97,173.81</b>	<b>\$ 97,173.81</b>	<b>\$ 97,173.81</b>	<b>\$ 97,173.81</b>	<b>\$ 388,695.24</b>

**Operational Expenses due from County FY 2021 - SECTION B:**

Travel	14,624.00
Publications	5,855.00
Training	7,015.00
Materials and Supplies	17,226.00
Other Expenses	4,654.76
<b>Total Expenses:</b>	<b>\$ 49,374.76</b>

**TOTAL DUE FROM COUNTY FY 2021 - SECTION A + B:**

Total Payroll	\$ 388,695.24
Total Expenses	\$ 49,374.76
<b>TOTAL DUE (Section A+B):</b>	<b>\$ 438,070.00</b>

**Budget - Projected Payment Schedule:**

January 10, 2021	109,517.50
April 10, 2021	109,517.50
July 10, 2021	109,517.50
October 10, 2021	109,517.50
<b>Total:</b>	<b>438,070.00</b>

\*The above is a payment guideline, this is a cost reimbursable contract.

**Please remit invoices to:**

Leon County  
County Administration  
301 S. Monroe Street  
Tallahassee, FL 32301  
Email: marcusub@ufl.edu

**Leon County  
Salary Details  
Annual Expense Projection**

10/01/20 - 12/31/20

		State	County	total	3% Margin
<b>30178300</b>					
<b>Boston, Marcus - CED &amp; EXT AGENT IV</b>	Percentage	72.672%	<b>27.328%</b>	100.00%	
10/01/20 - 12/31/20	Salary	20,400.74	<b>7,671.61</b>	<b>\$28,072.35</b>	
Fringe Pool Rate:	Pooled Fringe	6,059.02	<b>2,278.47</b>	8,337.49	
	<b>29.70%</b>				
	Grand Totals	26,459.76	<b>9,950.08</b>	36,409.84	
Exempt					
<b>Boston, Marcus - CED &amp; EXT AGENT IV</b>			<b>Total Due from Cty</b>	9,950.08	<b>10,248.58</b>
	<b>Annual: \$28,072.35</b>				
Position 0001-4167					
<b>02234770</b>					
<b>Copeland, Heidi - EXT AGENT II</b>	Percentage	70.000%	<b>30.000%</b>	100.00%	
10/01/20 - 12/31/20	Salary	13,844.83	<b>5,933.50</b>	<b>\$19,778.34</b>	
Fringe Pool Rate:	Pooled Fringe	4,111.92	<b>1,762.25</b>	5,874.17	
	<b>29.70%</b>				
	Grand Totals	17,956.75	7,695.75	25,652.50	
Exempt					
<b>Copeland, Heidi - EXT AGENT II</b>			<b>Total Due from Cty</b>	7,695.75	<b>7,926.62</b>
	<b>Annual: \$19,778.34</b>				
Position-0001-4115					
<b>47319001</b>					
<b>Jameson, Molly - EXT AGENT I</b>	Percentage	70.000%	<b>30.000%</b>	100.00%	
10/01/20 - 12/31/20	Salary	8,604.34	<b>3,687.58</b>	<b>\$12,291.92</b>	
Fringe Pool Rate:	Pooled Fringe	2,555.49	<b>1,095.21</b>	3,650.70	
	<b>29.70%</b>				
	Grand Totals	11,159.83	<b>4,782.79</b>	15,942.62	
Exempt					
<b>Jameson, Molly - EXT AGENT I</b>			<b>Total Due from Cty</b>	4,782.79	<b>4,926.27</b>
	<b>Annual: \$12,291.92</b>				
Position 0002-9010					

		State	County	total	3% Margin
<b>Leo, Allison - EXT AGENT I</b>	31339836				
10/01/20 - 12/31/20	Percentage	70.000%	30.000%	100.00%	
Fringe Pool Rate:	Salary	9,102.48	3,901.06	\$13,003.55	
	Pooled Fringe	2,703.44	1,158.62	3,862.05	
	<b>29.70%</b>				
	Grand Totals	11,805.92	5,059.68	16,865.60	
Exempt					
<b>Leo, Allison - EXT AGENT I</b>					
	<b>Annual: \$13,003.55</b>		<b>Total Due from Cty</b>	5,059.68	<b>5,211.47</b>
Position 0001-4188					
<b>Tancig, Mark - EXT AGENT I</b>	96717130				
10/01/20 - 12/31/20	Percentage	70.000%	30.000%	100.00%	
Fringe Pool Rate:	Salary	9,862.02	4,226.58	\$14,088.60	
	Pooled Fringe	2,929.02	1,255.29	4,184.31	
	<b>29.70%</b>				
	Grand Totals	12,791.04	5,481.87	18,272.91	
Exempt					
<b>Tancig, Mark - EXT AGENT I</b>					
	<b>Annual: \$14,088.60</b>		<b>Total Due from Cty</b>	5,481.87	<b>5,646.33</b>
Position 0001-4036					
<b>Mullins, Amy - PRG EXT AGENT II</b>	02499390				
10/01/20 - 12/31/20	Percentage	70.000%	30.000%	100.00%	
Fringe Pool Rate:	Salary	11,710.26	5,018.68	\$16,728.95	
	Pooled Fringe	3,477.95	1,490.55	4,968.50	
	<b>29.70%</b>				
	Grand Totals	15,188.21	6,509.23	21,697.44	
Exempt					
<b>Mullins, Amy - PRG EXT AGENT II</b>					
	<b>Annual: \$16,728.95</b>		<b>Total Due from Cty</b>	6,509.23	<b>6,704.51</b>
Position 0001-7476					
<b>Spangler, Isadora - EXTENSION PROGRAM AST</b>	05109339				
10/01/20 - 12/31/20	Percentage	-	100.000%	100.00%	
Fringe Pool Rate:	Salary	-	8,769.60	\$8,769.60	
	Pooled Fringe	-	4,525.11	4,525.11	
	<b>51.60%</b>				
	Grand Totals	-	13,294.71	13,294.71	
Non-Exempt Teams					
<b>Spangler, Isadora - EXTENSION PROGRAM AST</b>					
	<b>Annual: \$8,769.60</b>		<b>Total Due from Cty</b>	13,294.71	<b>13,693.56</b>
Position 0003-0470					

		State	County	total	3% Margin
<b>Mathes, Rachel - EXTENSION PROGRAM AST</b>					
90735949	Percentage		100.000%	100.00%	
10/01/20 - 12/31/20	Salary	-	8,237.16	\$8,237.16	
Fringe Pool Rate:	Pooled Fringe	-	4,250.37	4,250.37	
	51.60%				
	Grand Totals	-	12,487.53	12,487.53	
Non-Exempt Teams					
<b>Mathes, Rachel - EXTENSION PROGRAM AST</b>					
	Annual: \$8,237.16		Total Due from Cty	12,487.53	12,862.16
Position 0003-0471					
<b>Mooris, Melanie - ADMINISTRATIVE SPEC I</b>					
54118175	Percentage		100.000%	100.00%	
10/01/20 - 12/31/20	Salary	-	9,568.26	\$9,568.26	
Fringe Pool Rate:	Pooled Fringe	-	4,937.22	4,937.22	
	51.60%				
	Grand Totals	-	14,505.48	14,505.48	
Non-Exempt Teams					
<b>Mooris, Melanie - ADMINISTRATIVE SPEC I</b>					
	Annual: \$9,568.26		Total Due from Cty	14,505.48	14,940.65
Position 0003-0384					
<b>Frazier, Casey - ADMINISTRATIVE SUPPORT AST I</b>					
33692449	Percentage		100.000%	100.00%	
10/01/20 - 12/31/20	Salary	-	9,035.82	\$9,035.82	
Fringe Pool Rate:	Pooled Fringe	-	4,662.48	4,662.48	
	51.60%				
	Grand Totals	-	13,698.30	13,698.30	
Non-Exempt Teams					
<b>Frazier, Casey - ADMINISTRATIVE SUPPORT AST I</b>					
	Annual: \$9,035.82		Total Due from Cty	13,698.30	14,109.25
Position 0003-0391					
<b>UF SUPPORT POSITION</b>		Other Funding	County	total	3% Margin
	Percentage	95.000%	5.000%	100.00%	
10/01/20 - 12/31/20	Salary	11,993.75	631.25	\$12,625.00	
Fringe Pool Rate:	Pooled Fringe	4,689.56	246.82	4,936.38	
	39.10%				
	Grand Totals	16,683.31	878.07	17,561.38	
Exempt Teams					
<b>UF SUPPORT POSITION</b>					
	Annual: \$12,625.00		Total Due from Cty	878.07	904.41
Position					

**TOTAL SALARIES & FRINGE WITH 3% MARGIN: \$ 97,173.81**

**Leon County  
Salary Details  
Annual Expense Projection**

1/1/21-3/31/21		State	County	total	3% Margin
<b>Boston, Marcus - CED &amp; EXT AGENT IV</b>	30178300				
1/1/21-3/31/21	Percentage	72.672%	27.328%	100.00%	
Fringe Pool Rate:	Salary	20,400.74	7,671.61	\$28,072.35	
	Pooled Fringe	6,059.02	2,278.47	8,337.49	
	<b>29.70%</b>				
	Grand Totals	26,459.76	9,950.08	36,409.84	
Exempt					
<b>Boston, Marcus - CED &amp; EXT AGENT IV</b>			<b>Total Due from Cty</b>	9,950.08	<b>10,248.58</b>
	<b>Annual: \$28,072.35</b>				
Position 0001-4167					
<b>Copeland, Heidi - EXT AGENT II</b>	02234770				
1/1/21-3/31/21	Percentage	70.000%	30.000%	100.00%	
Fringe Pool Rate:	Salary	13,844.83	5,933.50	\$19,778.34	
	Pooled Fringe	4,111.92	1,762.25	5,874.17	
	<b>29.70%</b>				
	Grand Totals	17,956.75	7,695.75	25,652.50	
Exempt					
<b>Copeland, Heidi - EXT AGENT II</b>			<b>Total Due from Cty</b>	7,695.75	<b>7,926.62</b>
	<b>Annual: \$19,778.34</b>				
Position-0001-4115					
<b>Jameson, Molly - EXT AGENT I</b>	47319001				
1/1/21-3/31/21	Percentage	70.000%	30.000%	100.00%	
Fringe Pool Rate:	Salary	8,604.34	3,687.58	\$12,291.92	
	Pooled Fringe	2,555.49	1,095.21	3,650.70	
	<b>29.70%</b>				
	Grand Totals	11,159.83	4,782.79	15,942.62	
Exempt					
<b>Jameson, Molly - EXT AGENT I</b>			<b>Total Due from Cty</b>	4,782.79	<b>4,926.27</b>
	<b>Annual: \$12,291.92</b>				
Position 0002-9010					

	31339836	State	County	total	3% Margin
<b>Leo, Allison - EXT AGENT I</b>		70.000%	<b>30.000%</b>	100.00%	
1/1/21-3/31/21		Salary 9,102.48	<b>3,901.06</b>	<b>\$13,003.55</b>	
Fringe Pool Rate:		Pooled Fringe 2,703.44	<b>1,158.62</b>	3,862.05	
	<b>29.70%</b>				
		Grand Totals 11,805.92	<b>5,059.68</b>	16,865.60	
Exempt					
<b>Leo, Allison - EXT AGENT I</b>			<b>Total Due from Cty</b>	5,059.68	<b>5,211.47</b>
	<b>Annual: \$13,003.55</b>				
Position 0001-4188					
	96717130	State	County	total	3% Margin
<b>Tancig, Mark - EXT AGENT I</b>		70.000%	<b>30.000%</b>	100.00%	
1/1/21-3/31/21		Salary 9,862.02	<b>4,226.58</b>	<b>\$14,088.60</b>	
Fringe Pool Rate:		Pooled Fringe 2,929.02	<b>1,255.29</b>	4,184.31	
	<b>29.70%</b>				
		Grand Totals 12,791.04	<b>5,481.87</b>	18,272.91	
Exempt					
<b>Tancig, Mark - EXT AGENT I</b>			<b>Total Due from Cty</b>	5,481.87	<b>5,646.33</b>
	<b>Annual: \$14,088.60</b>				
Position 0001-4036					
	02499390	State	County	total	3% Margin
<b>Mullins, Amy - PRG EXT AGENT II</b>		70.000%	<b>30.000%</b>	100.00%	
1/1/21-3/31/21		Salary 11,710.26	<b>5,018.68</b>	<b>\$16,728.95</b>	
Fringe Pool Rate:		Pooled Fringe 3,477.95	<b>1,490.55</b>	4,968.50	
	<b>29.70%</b>				
		Grand Totals 15,188.21	<b>6,509.23</b>	21,697.44	
Exempt					
<b>Mullins, Amy - PRG EXT AGENT II</b>			<b>Total Due from Cty</b>	6,509.23	<b>6,704.51</b>
	<b>Annual: \$16,728.95</b>				
Position 0001-4188					
	05109339	State	County	total	3% Margin
<b>Spangler, Isadora - EXTENSION PROGRAM AST</b>			<b>100.000%</b>	100.00%	
1/1/21-3/31/21		Salary -	<b>8,769.60</b>	<b>\$8,769.60</b>	
Fringe Pool Rate:		Pooled Fringe -	<b>4,525.11</b>	4,525.11	
	<b>51.60%</b>				
		Grand Totals -	<b>13,294.71</b>	13,294.71	
Non-Exempt Teams					
<b>Spangler, Isadora - EXTENSION PROGRAM AST</b>			<b>Total Due from Cty</b>	13,294.71	<b>13,693.56</b>
	<b>Annual: \$8,769.60</b>				



		State	County	total	3% Margin
<b>Mathes, Rachel - EXTENSION PROGRAM AST</b>					
90735949	Percentage		100.000%	100.00%	
1/1/21-3/31/21	Salary	-	8,237.16	\$8,237.16	
Fringe Pool Rate:	Pooled Fringe	-	4,250.37	4,250.37	
	<b>51.60%</b>				
	Grand Totals	-	12,487.53	12,487.53	
Non-Exempt Teams					
<b>Mathes, Rachel - EXTENSION PROGRAM AST</b>					
	<b>Annual: \$8,237.16</b>		Total Due from Cty	12,487.53	12,862.16
Position 0003-0471					
<b>Mooris, Melanie - ADMINISTRATIVE SPEC I</b>					
54118175	Percentage		100.000%	100.00%	
1/1/21-3/31/21	Salary	-	9,568.26	\$9,568.26	
Fringe Pool Rate:	Pooled Fringe	-	4,937.22	4,937.22	
	<b>51.60%</b>				
	Grand Totals	-	14,505.48	14,505.48	
Non-Exempt Teams					
<b>Mooris, Melanie - ADMINISTRATIVE SPEC I</b>					
	<b>Annual: \$9,568.26</b>		Total Due from Cty	14,505.48	14,940.65
Position 0003-0384					
<b>Frazier, Casey - ADMINISTRATIVE SUPPORT AST I</b>					
33692449	Percentage		100.000%	100.00%	
1/1/21-3/31/21	Salary	-	9,035.82	\$9,035.82	
Fringe Pool Rate:	Pooled Fringe	-	4,662.48	4,662.48	
	<b>51.60%</b>				
	Grand Totals	-	13,698.30	13,698.30	
Non-Exempt Teams					
<b>Frazier, Casey - ADMINISTRATIVE SUPPORT AST I</b>					
	<b>Annual: \$9,035.82</b>		Total Due from Cty	13,698.30	14,109.25
Position 0003-0391					
<b>UF SUPPORT POSITION</b>					
	Percentage	95.000%	5.000%	100.00%	
1/1/21-3/31/21	Salary	11,993.75	631.25	\$12,625.00	
Fringe Pool Rate:	Pooled Fringe	4,689.56	246.82	4,936.38	
	<b>39.10%</b>				
	Grand Totals	16,683.31	878.07	17,561.38	
Exempt Teams					
<b>UF SUPPORT POSITION</b>					
	<b>Annual: \$12,625.00</b>		Total Due from Cty	878.07	904.41
Position					

**TOTAL SALARIES & FRINGE WITH 3% MARGIN: \$ 97,173.81**

**Leon County  
Salary Details  
Annual Expense Projection**

4/1/21-6/30/21		State	County	total	3% Margin
<b>Boston, Marcus - CED &amp; EXT AGENT IV</b>	30178300				
4/1/21-6/30/21	Percentage	72.672%	27.328%	100.00%	
Fringe Pool Rate:	Salary	20,400.74	7,671.61	\$28,072.35	
	Pooled Fringe	6,059.02	2,278.47	8,337.49	
	<b>29.70%</b>				
	Grand Totals	26,459.76	9,950.08	36,409.84	
Exempt					
<b>Boston, Marcus - CED &amp; EXT AGENT IV</b>			<b>Total Due from Cty</b>	9,950.08	<b>10,248.58</b>
	<b>Annual: \$28,072.35</b>				
Position 0001-4167					
<b>Copeland, Heidi - EXT AGENT II</b>	02234770				
4/1/21-6/30/21	Percentage	70.000%	30.000%	100.00%	
Fringe Pool Rate:	Salary	13,844.83	5,933.50	\$19,778.34	
	Pooled Fringe	4,111.92	1,762.25	5,874.17	
	<b>29.70%</b>				
	Grand Totals	17,956.75	7,695.75	25,652.50	
Exempt					
<b>Copeland, Heidi - EXT AGENT II</b>			<b>Total Due from Cty</b>	7,695.75	<b>7,926.62</b>
	<b>Annual: \$19,778.34</b>				
Position-0001-4115					
<b>Jameson, Molly - EXT AGENT I</b>	47319001				
4/1/21-6/30/21	Percentage	70.000%	30.000%	100.00%	
Fringe Pool Rate:	Salary	8,604.34	3,687.58	\$12,291.92	
	Pooled Fringe	2,555.49	1,095.21	3,650.70	
	<b>29.70%</b>				
	Grand Totals	11,159.83	4,782.79	15,942.62	
Exempt					
<b>Jameson, Molly - EXT AGENT I</b>			<b>Total Due from Cty</b>	4,782.79	<b>4,926.27</b>
	<b>Annual: \$12,291.92</b>				
Position 0002-9010					

		State	County	total	3% Margin
31339836					
<b>Leo, Allison - EXT AGENT I</b>	Percentage	70.000%	<b>30.000%</b>	100.00%	
4/1/21-6/30/21	Salary	9,102.48	<b>3,901.06</b>	<b>\$13,003.55</b>	
Fringe Pool Rate:	Pooled Fringe	2,703.44	<b>1,158.62</b>	3,862.05	
	<b>29.70%</b>				
	Grand Totals	11,805.92	<b>5,059.68</b>	16,865.60	
Exempt					
<b>Leo, Allison - EXT AGENT I</b>			<b>Total Due from Cty</b>	5,059.68	<b>5,211.47</b>
	<b>Annual: \$13,003.55</b>				
Position 0001-4188					
96717130					
<b>Tancig, Mark - EXT AGENT I</b>	Percentage	70.000%	<b>30.000%</b>	100.00%	
4/1/21-6/30/21	Salary	9,862.02	<b>4,226.58</b>	<b>\$14,088.60</b>	
Fringe Pool Rate:	Pooled Fringe	2,929.02	<b>1,255.29</b>	4,184.31	
	<b>29.70%</b>				
	Grand Totals	12,791.04	<b>5,481.87</b>	18,272.91	
Exempt					
<b>Tancig, Mark - EXT AGENT I</b>			<b>Total Due from Cty</b>	5,481.87	<b>5,646.33</b>
	<b>Annual: \$14,088.60</b>				
Position 0001-4036					
02499390					
<b>Mullins, Amy - PRG EXT AGENT II</b>	Percentage	70.000%	<b>30.000%</b>	100.00%	
4/1/21-6/30/21	Salary	11,710.26	<b>5,018.68</b>	<b>\$16,728.95</b>	
Fringe Pool Rate:	Pooled Fringe	3,477.95	<b>1,490.55</b>	4,968.50	
	<b>29.70%</b>				
	Grand Totals	15,188.21	<b>6,509.23</b>	21,697.44	
Exempt					
<b>Mullins, Amy - PRG EXT AGENT II</b>			<b>Total Due from Cty</b>	6,509.23	<b>6,704.51</b>
	<b>Annual: \$16,728.95</b>				
Position 0001-7476					
05109339					
<b>Spangler, Isadora - EXTENSION PROGRAM AST</b>	Percentage		<b>100.000%</b>	100.00%	
4/1/21-6/30/21	Salary	-	<b>8,769.60</b>	<b>\$8,769.60</b>	
Fringe Pool Rate:	Pooled Fringe	-	<b>4,525.11</b>	4,525.11	
	<b>51.60%</b>				
	Grand Totals	-	<b>13,294.71</b>	13,294.71	
Non-Exempt Teams					
<b>Spangler, Isadora - EXTENSION PROGRAM AST</b>			<b>Total Due from Cty</b>	13,294.71	<b>13,693.56</b>
	<b>Annual: \$8,769.60</b>				
Position 0003-0470					

		State	County	total	3% Margin
<b>Mathes, Rachel - EXTENSION PROGRAM AST</b>					
90735949	Percentage		100.000%	100.00%	
4/1/21-6/30/21	Salary	-	8,237.16	\$8,237.16	
Fringe Pool Rate:	Pooled Fringe	-	4,250.37	4,250.37	
	<b>51.60%</b>				
	Grand Totals	-	12,487.53	12,487.53	
Non-Exempt Teams					
<b>Mathes, Rachel - EXTENSION PROGRAM AST</b>					
	<b>Annual: \$8,237.16</b>		Total Due from Cty	12,487.53	12,862.16
Position 0003-0471					
<b>Mooris, Melanie - ADMINISTRATIVE SPEC I</b>					
54118175	Percentage		100.000%	100.00%	
4/1/21-6/30/21	Salary	-	9,568.26	\$9,568.26	
Fringe Pool Rate:	Pooled Fringe	-	4,937.22	4,937.22	
	<b>51.60%</b>				
	Grand Totals	-	14,505.48	14,505.48	
Non-Exempt Teams					
<b>Mooris, Melanie - ADMINISTRATIVE SPEC I</b>					
	<b>Annual: \$9,568.26</b>		Total Due from Cty	14,505.48	14,940.65
Position 0003-0384					
<b>Frazier, Casey - ADMINISTRATIVE SUPPORT AST I</b>					
33692449	Percentage		100.000%	100.00%	
4/1/21-6/30/21	Salary	-	9,035.82	\$9,035.82	
Fringe Pool Rate:	Pooled Fringe	-	4,662.48	4,662.48	
	<b>51.60%</b>				
	Grand Totals	-	13,698.30	13,698.30	
Non-Exempt Teams					
<b>Frazier, Casey - ADMINISTRATIVE SUPPORT AST I</b>					
	<b>Annual: \$9,035.82</b>		Total Due from Cty	13,698.30	14,109.25
Position 0003-0391					
<b>UF SUPPORT POSITION</b>					
	Percentage	95.000%	5.000%	100.00%	
4/1/21-6/30/21	Salary	11,993.75	631.25	\$12,625.00	
Fringe Pool Rate:	Pooled Fringe	4,689.56	246.82	4,936.38	
	<b>39.10%</b>				
	Grand Totals	16,683.31	878.07	17,561.38	
Exempt Teams					
<b>UF SUPPORT POSITION</b>					
	<b>Annual: \$12,625.00</b>		Total Due from Cty	878.07	904.41
Position					

**TOTAL SALARIES & FRINGE WITH 3% MARGIN: \$ 97,173.81**

**Leon County  
Salary Details  
Annual Expense Projection**

7/01/21 - 09/30/21

		State	County	total	3% Margin
<b>Boston, Marcus - CED &amp; EXT AGENT IV</b>	30178300				
7/01/21 - 09/30/21	Percentage	72.672%	27.328%	100.00%	
Fringe Pool Rate:	Salary	20,400.74	7,671.61	\$28,072.35	
	Pooled Fringe	6,059.02	2,278.47	8,337.49	
	<b>29.70%</b>				
	Grand Totals	26,459.76	9,950.08	36,409.84	
Exempt					
<b>Boston, Marcus - CED &amp; EXT AGENT IV</b>			<b>Total Due from Cty</b>	9,950.08	<b>10,248.58</b>
	<b>Annual: \$28,072.35</b>				
Position 0001-4167					
<b>Copeland, Heidi - EXT AGENT II</b>	02234770				
7/01/21 - 09/30/21	Percentage	70.000%	30.000%	100.00%	
Fringe Pool Rate:	Salary	13,844.83	5,933.50	\$19,778.34	
	Pooled Fringe	4,111.92	1,762.25	5,874.17	
	<b>29.70%</b>				
	Grand Totals	17,956.75	7,695.75	25,652.50	
Exempt					
<b>Copeland, Heidi - EXT AGENT II</b>			<b>Total Due from Cty</b>	7,695.75	<b>7,926.62</b>
	<b>Annual: \$19,778.34</b>				
Position-0001-4115					
<b>Jameson, Molly - EXT AGENT I</b>	47319001				
7/01/21 - 09/30/21	Percentage	70.000%	30.000%	100.00%	
Fringe Pool Rate:	Salary	8,604.34	3,687.58	\$12,291.92	
	Pooled Fringe	2,555.49	1,095.21	3,650.70	
	<b>29.70%</b>				
	Grand Totals	11,159.83	4,782.79	15,942.62	
Exempt					
<b>Jameson, Molly - EXT AGENT I</b>			<b>Total Due from Cty</b>	4,782.79	<b>4,926.27</b>
	<b>Annual: \$12,291.92</b>				
Position 0002-9010					

		State	County	total	3% Margin
<b>Leo, Allison - EXT AGENT I</b>	31339836				
7/01/21 - 09/30/21	Percentage	70.000%	30.000%	100.00%	
Fringe Pool Rate:	Salary	9,102.48	3,901.06	\$13,003.55	
	Pooled Fringe	2,703.44	1,158.62	3,862.05	
	<b>29.70%</b>				
	Grand Totals	11,805.92	5,059.68	16,865.60	
Exempt					
<b>Leo, Allison - EXT AGENT I</b>					
	<b>Annual: \$13,003.55</b>		<b>Total Due from Cty</b>	5,059.68	<b>5,211.47</b>
Position 0001-4188					
<b>Tancig, Mark - EXT AGENT I</b>	96717130				
7/01/21 - 09/30/21	Percentage	70.000%	30.000%	100.00%	
Fringe Pool Rate:	Salary	9,862.02	4,226.58	\$14,088.60	
	Pooled Fringe	2,929.02	1,255.29	4,184.31	
	<b>29.70%</b>				
	Grand Totals	12,791.04	5,481.87	18,272.91	
Exempt					
<b>Tancig, Mark - EXT AGENT I</b>					
	<b>Annual: \$14,088.60</b>		<b>Total Due from Cty</b>	5,481.87	<b>5,646.33</b>
Position 0001-4036					
<b>Mullins, Amy - PRG EXT AGENT II</b>	02499390				
7/01/21 - 09/30/21	Percentage	70.000%	30.000%	100.00%	
Fringe Pool Rate:	Salary	11,710.26	5,018.68	\$16,728.95	
	Pooled Fringe	3,477.95	1,490.55	4,968.50	
	<b>29.70%</b>				
	Grand Totals	15,188.21	6,509.23	21,697.44	
Exempt					
<b>Mullins, Amy - PRG EXT AGENT II</b>					
	<b>Annual: \$16,728.95</b>		<b>Total Due from Cty</b>	6,509.23	<b>6,704.51</b>
Position 0001-7476					
<b>Spangler, Isadora - EXTENSION PROGRAM AST</b>	05109339				
7/01/21 - 09/30/21	Percentage		100.000%	100.00%	
Fringe Pool Rate:	Salary	-	8,769.60	\$8,769.60	
	Pooled Fringe	-	4,525.11	4,525.11	
	<b>51.60%</b>				
	Grand Totals	-	13,294.71	13,294.71	
Non-Exempt Teams					
<b>Spangler, Isadora - EXTENSION PROGRAM AST</b>					
	<b>Annual: \$8,769.60</b>		<b>Total Due from Cty</b>	13,294.71	<b>13,693.56</b>
Position 0003-0470					

		State	County	total	3% Margin
<b>Mathes, Rachel - EXTENSION PROGRAM AST</b>					
90735949	Percentage		100.000%	100.00%	
7/01/21 - 09/30/21	Salary	-	8,237.16	\$8,237.16	
Fringe Pool Rate:	Pooled Fringe	-	4,250.37	4,250.37	
	<b>51.60%</b>				
	Grand Totals	-	12,487.53	12,487.53	
Non-Exempt Teams					
<b>Mathes, Rachel - EXTENSION PROGRAM AST</b>					
	<b>Annual: \$8,237.16</b>		Total Due from Cty	12,487.53	12,862.16
Position 0003-0471					
<b>Mooris, Melanie - ADMINISTRATIVE SPEC I</b>					
54118175	Percentage		100.000%	100.00%	
7/01/21 - 09/30/21	Salary	-	9,568.26	\$9,568.26	
Fringe Pool Rate:	Pooled Fringe	-	4,937.22	4,937.22	
	<b>51.60%</b>				
	Grand Totals	-	14,505.48	14,505.48	
Non-Exempt Teams					
<b>Mooris, Melanie - ADMINISTRATIVE SPEC I</b>					
	<b>Annual: \$9,568.26</b>		Total Due from Cty	14,505.48	14,940.65
Position 0003-0384					
<b>Frazier, Casey - ADMINISTRATIVE SUPPORT AST I</b>					
33692449	Percentage		100.000%	100.00%	
7/01/21 - 09/30/21	Salary	-	9,035.82	\$9,035.82	
Fringe Pool Rate:	Pooled Fringe	-	4,662.48	4,662.48	
	<b>51.60%</b>				
	Grand Totals	-	13,698.30	13,698.30	
Non-Exempt Teams					
<b>Frazier, Casey - ADMINISTRATIVE SUPPORT AST I</b>					
	<b>Annual: \$9,035.82</b>		Total Due from Cty	13,698.30	14,109.25
Position 0003-0391					
<b>UF SUPPORT POSITION</b>					
	Percentage	95.000%	5.000%	100.00%	
7/01/21 - 09/30/21	Salary	11,993.75	631.25	\$12,625.00	
Fringe Pool Rate:	Pooled Fringe	4,689.56	246.82	4,936.38	
	<b>39.10%</b>				
	Grand Totals	16,683.31	878.07	17,561.38	
Exempt Teams					
<b>UF SUPPORT POSITION</b>					
	<b>Annual: \$12,625.00</b>		Total Due from Cty	878.07	904.41
Position					

**TOTAL SALARIES & FRINGE WITH 4% MARGIN: \$ 97,173.81**

**Leon County  
Operational Expenses FY21  
Annual Expense Projection**

**SECTION B:  
Operational Expenses**

<b>A. Travel</b>		<b>\$ 14,624.00</b>
<i>In-State Travel &amp; Per Diem</i>	14,624.00	
<b>B. Publications</b>		<b>\$ 5,855.00</b>
<i>Communications</i>	2,055.00	
<i>Promotional Activities</i>	2,800.00	
<i>Publications &amp; Subscriptions</i>	1,000.00	
<b>C. Training</b>		<b>\$ 7,015.00</b>
<i>Training</i>	7,015.00	
<b>D. Materials and Supplies</b>		<b>\$ 17,226.00</b>
<i>Office Supplies</i>	6,223.00	
<i>Operating Supplies</i>	11,003.00	
<b>E. Other Expenses</b>		<b>\$ 4,654.76</b>
<i>Rental and Leases</i>	1,448.76	
<i>Repairs and Maintenance</i>	622.00	
<i>Postage</i>	31.00	
<i>Printing and Binding</i>	886.00	
<i>Other Current Charges</i>	1,667.00	
<hr/>		
<b><u>TOTAL OF ALL OPERATIONAL EXPENSES</u></b>		<b><u>\$ 49,374.76</u></b>



**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #14**

# Leon County Board of County Commissioners

## Agenda Item #14

October 13, 2020

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator

**Title:** Commissioner Appointment to the Science Advisory Committee



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<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator
<b>Lead Staff/ Project Team:</b>	Mary Smach, Agenda Coordinator

### **Statement of Issue:**

This item seeks the Board's approval to ratify the Commissioner appointment of a citizen to the Science Advisory Committee.

### **Fiscal Impact:**

This item has no fiscal impact.

### **Staff Recommendation:**

Option #1: Ratify Commissioner Dozier's citizen appointment of Scott Hannahs to the Science Advisory Committee for a four-year term ending September 30, 2024.

## Report and Discussion

### **Background:**

Pursuant to Policy No. 03-15, “Board-Appointed Citizen Committees”, a Consent item is presented to fill vacancies for individual Commissioner appointment of citizens to Authorities, Boards, Committees, and Councils.

### **Analysis:**

#### **Science Advisory Committee (SAC)**

**Purpose:** The SAC evaluates and reports findings on the scientific evidence and make recommendations concerning policies and programs that pertain to environmental issues in developed and developing areas, and evaluates the need for further data collection and analysis on issues approved by the Board of County Commissioners.

**Composition:** The SAC is comprised of nine (9) citizen members; with each County Commissioner making one appointment, and two appointments being made by the City Commission. Members serve four-year terms, expiring on September 30, with a term limit of three consecutive full terms.

#### **Diversity of Current Membership:**

Total Seats	Vacant Seats	Gender	Race
9	0	Male - 7 Female - 2	White - 7 Asian - 2

**Vacancies:** The term of Board appointed SAC member, Lee Marchman, expired on September 30, 2020. Mr. Marchman is not seeking reappointment. The Commissioner Dozier has reviewed the eligible applications and has selected the appointee as listed in Table #1.

*Table #1: Science Advisory Committee*

Vacancy / Seat Category	Term Expiration	Eligible Applicant (Application Attachment #)	Gender - Race	Recommended Action
Lee Marchman <i>Not seeking reappointment</i>	9/30/2020	1. Scott Hannahs	Male – White	Ratify Commissioner Dozier’s appointment for a four-year term ending September 30, 2024.

Title: Commissioner Appointment to the Science Advisory Committee

October 13, 2020

Page 3

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**Options:**

1. Ratify Commissioner Dozier's citizen appointment of Scott Hannahs to the Science Advisory Committee for a four-year term ending September 30, 2024.
2. Board direction.

**Recommendation:**

Option #1

**Attachment:**

1. Hannahs application and resume



**LEON COUNTY BOARD OF COUNTY COMMISSIONERS  
CITIZEN COMMITTEE APPLICATION  
SCIENCE 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.**

<b>Name:</b> Dr. Scott Hannahs		<b>Date:</b> 10/5/2020 4:11:37 PM	
<b>Home Address:</b>	5051 Quail Valley Rd. Tallahassee, FL 32309	<b>Do you live in Leon County?</b>	Yes
<b>Home Phone:</b>	(415) 435-1129	<b>Do you live within the City limits?</b>	No
<b>Email:</b>	sth@curg.org	<b>Do you own property in Leon County?</b>	Yes
		<b>Do you own property in the Tallahassee City Limits?</b>	No
		<b>How many years have you lived in Leon County?</b>	27

**(EMPLOYMENT INFORMATION)**

<b>Employer:</b>	National High Magnetic Field Lab	<b>Work Address:</b>	5051 Quail Valley Rd. 1800 E. Paul Dirac Dr. Tallahassee, FL 32309
<b>Occupation:</b>	Physicist		
<b>Work/Other Phone:</b>	(850) 668-0118 Ext.850668		

**(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.

<b>Race:</b>	White	<b>Gender:</b>	M	<b>Age:</b>	67
<b>District:</b>	District IV	<b>Disabled?</b>			

**(RESUME AND REFERENCES)**

References (you must provide at least one personal reference who is not a family member):

<b>Name:</b>	Greg Boebinger	<b>Name:</b>	Eric Palm
<b>Address:</b>	1800 E. Paul Dirac Dr.	<b>Address:</b>	1800 E. Paul Dirac Dr.
<b>Phone:</b>	(850) 644-0851	<b>Phone:</b>	(850) 644-1325

**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?\* **Yes**

If Yes, on what Committee(s) have you served? **Science Advisory Committee Blueprint SW Corridor Capital Circle Design**

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**

The members of the Science Advisory Committee are scientists or individuals who can comprehend qualitative or quantitative information on matters being discussed by the Committee, with a preference towards credentialed scientists.

Are you a credential Scientist? **Yes**

Please explain: **Fellow of the American Physical Society PhD. Physics - UCLA**

Are you able to comprehend the qualitative or quantitative information on matters discussed by the Science Advisory Committee? **Yes**

If Yes, please explain:

All statements and information provided in this application are true to the best of my knowledge.

Signature: *Dr. Scott Hannahs*

The application was electronically sent: 10/5/2020 4:11:37 PM

## Scott Thiers Hannahs

Director of DC Fields, Scientific Instrumentation and Operations  
National High Magnetic Field Laboratory, 1800 E. Paul Dirac Dr., Tallahassee, FL 32310

### Professional Preparation:

- 1987 University of California, Los Angeles, California  
Ph.D. – Physics (Thesis: “*Study of Two-Dimensional Ion Resonances Under the Surface of Liquid Helium*”, Advisor: Prof. Gary A. Williams).
- 1976 University of California, Los Angeles, California, M.S. – Physics
- 1975 Massachusetts Institute of Technology, Cambridge, Massachusetts  
B.S. – Physics (Thesis: “*Investigation of Small Oscillations for the Bag Model of Hadrons*”, Advisor: Prof. Robert Jaffe)  
B.S. – Mathematics (specialization in applied mathematics)

### Appointments:

- 2012→Now Associate Lab Director for Scientific Instrumentation and Operations, National High Magnetic Field Lab – Tallahassee, FL
- 2007→2012 Director of DC Fields, Instrumentation and Facilities, National High Magnetic Field Lab
- 4/94→Now Adjunct Associate Professor, Dept. of Physics, Florida State University, Tallahassee FL
- 1993→2007 Head of User Instrumentation, National High Magnetic Field Lab, Tallahassee, FL
- 1989→1993 Instrumentation Physicist, Francis Bitter National Magnet Laboratory – MIT, Cambridge MA
- 1988→1989 Assistant Professor, Boston University, Boston MA / Visiting Scholar Francis Bitter National Magnet Laboratory – MIT, Cambridge MA
- 1987→1988 Postdoctoral Researcher, Boston University, Boston MA / Francis Bitter National Magnet Laboratory – MIT, Cambridge MA

### Professional Societies & Awards:

Distinguished University Scholar, Florida State Univ. 2012  
Fellow, American Physical Society, 2009  
R&D 100 Award 2005, with Keithley Instruments  
American Physical Society, Member 1982→ Present  
Executive Committee, APS Topical Group on Instrument & Measurement Science 1998-2003  
Member APS Topical Group on Magnetism and its Applications  
Leon County Science Advisory Committee, 2009→ 2016  
LabVIEW Champion: <<http://www.ni.com/devzone/lvzone/champions.htm>>

### Review Panels:

National Superconducting Cyclotron Lab, 5 year renewal site review, 2015  
APS-MRS-ACS Helium Economics Workshop, 2015  
International Assessment of Wuhan Pulsed Field Lab, 2013  
German Council of Science and Humanities - Large Infrastructure Roadmap, 2012

### Grants

- Co-PI NHMFL-UCGP “Capacitive Force Magnetometers for Precise Low-Temperature Magnetization Measurements in High Magnetic Fields”, 2010
- PI ARRA Infrastructure Award, 2009
- Co-PI “Series Connected Hybrid Magnet Project”, 2008

## Scott Hannahs - Significant Publications

“Calorimetric Measurements of Magnetic-Field-Induced Inhomogeneous Superconductivity Above The Paramagnetic Limit“ Agosta, C.C., Nathanael A. Fortune, N.A., Gu, Shuyao, Lucy Liang, Lucy, Krejci, S., **Hannahs S. T.**, and Park, J-H, In preparation , (2016)

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Fortune N. A., **Hannahs S. T.**, Yoshida Y., Sherline T. E., Ono T., Tanaka H., Takano Y., “Cascade of magnetic-field-induced quantum phase transitions in a spin-1/2 triangular-lattice antiferromagnet.” *Phys. Rev. Lett.* 102, 257201 (2009)

Schmiedeshoff G. M., Lounsbury A. W., Tozer S. W., Palm E. C., **Hannahs S. T.**, Murphy T. P., Park J.-H., Opeil C. P., Bedell K. S., “Thermal expansion and magnetostriction of a nearly saturated He-3-He-4 mixture”, *Philosophical Magazine* 89, 2071-2078 (2009)

Torikachvili M. S. , Jia S., Mun E. D., **Hannahs S. T.**, Black R. C., Neils W. K., Dinesh Martien, Budko S. L., and Canfield P. C., “Six closely related  $\text{YbT}_2\text{Zn}_{20}$  (T = Fe, Co, Ru, Rh, Os, Ir) heavy fermion compounds with large local moment degeneracy”, *Proc. National Academy of Sciences for the United States* 104, 9960-9963 (2007)

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R.H.T. Wilke, S.L. Bud’ko, P.C. Canfield, D.K. Finnemore, Raymond L. Suplinskas, **Hannahs S. T.**, “Systematic Effects of Carbon Doping on the Superconducting Properties of  $\text{Mg}(\text{B}_{1-x}\text{C}_x)_2$ ” *Phys. Rev. Lett.* 92, 217003-1-217003-4 (2004)

Radovan HA, Fortune NA, Murphy TP, **Hannahs S. T.**, Palm EC, Tozer SW, Hall D, “Magnetic enhancement of superconductivity from electron spin domains”, *Nature* 425 (6953), 51-55 (2003)

**Hannahs S. T.**, N. A. Fortune, “Heat Capacity Cell for Angular Measurements in High Magnetic Fields”, *Physica B* 329, 1586-1587 Part 2 (2003), *Proceedings of the 23<sup>rd</sup> International Conference on Low-Temperature Physics (LT23)*, Hiroshima, Japan, 20-27 Aug 2002

W. Kang, J. B. Young, **Hannahs S. T.**, E. Palm, K. L. Campman, A. C. Gossard, “Evidence for a Spin Transition in the  $\nu = 2/5$  Fractional Quantum Hall Effect”, *Phys. Rev. B* 56, 12776-9 (1997).

S. K. McKernan, **Hannahs S. T.**, U. M. Scheven, G. M. Danner, and P. M. Chaikin, “Competing Instabilities and the High Field Phases of  $(\text{TMTSF})_2\text{ClO}_4$ ”, *Phys. Rev. Lett.* 75, 1630 (1995).

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W. W. Kang, P. M. Chaikin, **Hannahs S. T.**, “Toward a Unified phase Diagram in  $(\text{TMTSF})_2\text{X}$ ”, *Phys. Rev. Lett.* 70, 3091 (1993).

**Hannahs S. T.**, J. S. Brooks, W. Kang, L. Y. Chiang, and P. M. Chaikin, “Quantum Hall Effect in a Bulk Crystal”, *Phys. Rev. Lett.* 63, 1988 (1989).

## Invited Presentations

**Hannahs S. T.**, Jeff Chanton, Kim Ross, “Answering Deniers on Climate Change.”, Southeast Student Renewable Energy Conference, Florida A&M University, October 7, 2012

**Hannahs S. T.**, “Fossil Fuel Alternatives”, Thomasville Science Cafe, Thomasville GA, October 25, 2011



“From Bio Fuels to Better Batteries: Exploring America’s Energy Future.”, Science Cafe, Tallahassee, FL, October 3, 2010

**Hannahs S. T.**, “Magnet Mystery Hour”, National High Magnetic Field Laboratory, Tallahassee, FL Feb 2009

**Hannahs S. T.**, E. C. Palm, “The National High Magnetic Field Laboratory”, Research in High Magnetic Fields 2009, Dresden, Germany, 22-25 July 2009

**Hannahs S. T.**, N. A. Fortune, “Heat Capacity Cell for Angular Measurements in High Magnetic Fields”, *The 23<sup>rd</sup> International Conference on Low-Temperature Physics (LT23)*, Hiroshima, Japan, 20-27 August 2002

**Hannahs S. T.**, “Health Effects of Low Frequency EMFs, Fact & Fancy”, Chautauqua Course, National High Magnetic Field Lab, Tallahassee FL, June 13, 1996

**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #15**

# Leon County Board of County Commissioners

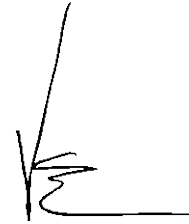
## Agenda Item #15

October 13, 2020

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator

**Title:** Status Report on the Implementation of the COVID-19 Protocols for Cross Country Races at Apalachee Regional Park



<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator
<b>Lead Staff/ Project Team:</b>	Ken Morris, Assistant County Administrator Kerri L. Post, Director, Division of Tourism Amanda Heidecker, Senior Sales and Sports Manager

### **Statement of Issue:**

This item seeks the Board's acceptance of a status report on the implementation of the COVID-19 protocols for the FSU Invitational/ Pre-State Cross Country Meet held on October 2nd and 3rd at Apalachee Regional Park.

### **Fiscal Impact:**

This item has no fiscal impact.

### **Staff Recommendation:**

Option #1: Accept the status report on the implementation of the COVID-19 protocols for cross country races at Apalachee Regional Park.

## **Report and Discussion**

### **Background:**

On September 15, 2020 the Board received a comprehensive update on the use of County Parks for organized outdoor sports and athletic events during COVID-19 (Attachment #1). The Board approved allowing organized cross country activities to take place at County facilities during Phase 2 of the County's COVID-19 Response and Re-opening Plan with very strict protocols to mitigate the spread of the virus. The Board also directed staff to bring back a status report on October 13th related to the implementation of the COVID-19 established protocols at the FSU Invitational/Pre-State Cross Country Meet scheduled for October 2nd and 3rd. At that time, the Board did not approve re-opening County facilities for organized youth sports (Pop Warner, Babe Ruth, Little League, Cheerleading), playgrounds or community centers.

In order to safely resume organized cross country events at County facilities, the Board approved the following protocols to mitigate the spread of COVID-19:

- a. Prohibit spectators and nonessential personnel at cross country races
- b. Require everyone at a cross country race to wear a face cover unless they are actively competing or have a chronic pre-existing or demonstratable medical condition.
- c. Require everyone to be health screened for COVID-19 symptoms, including temperature checks, prior to admission to the designated cross-country race area.
- d. Require all competitors, coaches, and their essential personnel to test negative for COVID19 within 72 hours of a cross country race with competitors from outside the four-county region (Leon, Gadsden, Wakulla, and Jefferson Counties).

On September 25, 2020, Governor DeSantis issued an executive order moving the State of Florida into Phase 3 of the Safe. Step-by-Step Recovery and Re-Opening Plan. As a result, an agenda item was presented to the Board for consideration at the September 29, 2020 meeting to revisit Leon County's COVID-19 Response and Re-Opening Plan with regard to County operations, programs, and services. At that time, the Board directed the County Administrator to maintain Phase 2 of the County's Re-opening Plan with several modifications including the reopening of playgrounds and allowance of Fall youth sports at County facilities. The Board also removed the negative testing requirement for certain large cross country races and revised the prohibition of spectators to allow one parent/spectator per cross country athlete.

The remainder of this item provides a status report on the implementation of the COVID-19 protocols in advance of, and during, the opening weekend of races held at Apalachee Regional Park.

### **Analysis:**

On October 2 and 3, 2020, Apalachee Regional Park (ARP) hosted its first weekend of cross country races during the COVID-19 pandemic. The Florida State University Cross Country Invitational/Pre-State Meet was held at ARP for the ninth consecutive year. College athletes from around the country raced on Friday followed by Florida high school athletes and one open race (different ages, both women and men) competed on Saturday. Nearly every aspect of the event

was modified to follow CDC and FDOH guidelines in order to mitigate the spread of COVID-19. Based on the latest direction by the Board, cross country events at County facilities operate under the following protocols:

- Teams can bring one spectator per registered athlete. Everyone must have a wristband to enter the facility which are included in the team registration packets.
- Everyone is required to wear a face covering at the facility at all times, unless they are actively competing or have a chronic pre-existing or demonstrable medical condition.
- Everyone entering the site must go through a health screening to check for COVID-19 symptoms including temperature checks.

As anticipated, this year's two-day event attracted fewer runners and spectators than previous years. While the number of college teams and runners on Friday was consistent with prior years, spectators were prohibited on Friday under the Atlantic Coast Conference protocols. The college races drew approximately 750 spectators in 2019. There was a significant decline in high school runners and spectators for the second day of races in 2020. There were approximately 500 runners and 450 spectators at ARP on Saturday, October 3<sup>rd</sup>, down from 3,000 runners with over 5,000 spectators in 2019.

Unlike in past years, there was no "event atmosphere" as all potential "congregation" locations were eliminated and/or replaced with alternative service delivery methods. This year the event was completely reformatted for the health and safety of everyone involved from athletes, coaches, trainers, parents/spectators, volunteers, event operations staff, and vendors. The 2020 event was designed for the athletes to arrive, safely run their race, and then depart while still having a quality experience.

The cross country course at ARP covers more than 120 acres and can easily accommodate a large number of competitors and spectators based on its size, location and available parking. The event health protocols were built around the five principals of enhanced hygiene, screening, education, density reduction and touchpoint minimization. While there is always a risk for contracting COVID-19 when engaging with others, staff implemented a thorough and multi-faceted plan that assessed the areas of risk and developed new/modified approaches that prioritized safety in order to minimize the risk of spreading COVID-19.

#### Cross Country Event Safety and Mitigation Actions

Leon County Tourism and Parks staff carefully identified and analyzed potentially risky areas and circumstances that could occur at the meet and specifically created or modified event procedures and processes to maximize social distance and eliminate person-to-person contact whenever possible. The following items highlight some of the new procedures put in place in order to conduct a safe event of this size.

#### *Registration & Packet Pickup*

All event registration took place online in advance of the meet. There was no day-of-event registration. Packet pick-up was conducted via drive-thru instead of in-person as in past years. Face coverings were required for drivers when they picked up their packets.

### *Spreading out the Athletes*

There are four areas where participants at the meet may come in close proximity to one another including the team tent area, starting line, first 800 meters of the race, and the finish line. To ensure safe social distancing in these four areas, the following protocols were implemented:

- In the team tent area, the square footage was doubled so that each school and class of athletes had designated areas widely separated from the other tents. Schools were required to remain in their area before and after the pre-race warm-up and post-race cool down process had been completed.
- To ensure proper distancing, the size of the starting area was increased and lengthened while the number of runners in each race was reduced by 50%. The number of teams at the starting line was reduced by more than 50% and the space between teams on the start line was doubled. Only runners, coaches and a limited number of officials were allowed in the starting area.
- For the first 800 meters of the race, the runners were encouraged to wear a mask but allowed to shed the mask once the competition had begun.
- Athletes were intentionally spread apart as they crossed the finish line area. Officials and trainers handed them water and masks to put on immediately, with repeated loudspeaker announcements to keep moving, put their mask on, and spread out.

### *COVID-19 Health Screening and Temperatures Checks*

Health screenings and temperature checks were conducted at the gate by athletic trainers and County staff including Emergency Management Services (EMS) personnel. The health screenings and temperature checks did not result in anyone being denied entry.

### *One-to-One Spectator Protocol*

Spectators were prohibited on Friday under the Atlantic Coast Conference protocols. Teams were able to bring one spectator per registered athlete on Saturday. Everyone, including the parent spectator, was required to have a wristband to enter the facility. Each team packet included athlete bands, essential personnel bands, and one spectator band per each registered athlete on the team. The coaches were responsible for distributing wristbands which had to be visibly worn by all. The parking lot remained open to all visitors, but no one was allowed in the competition grounds without a wristband. Those without wristbands were instructed to return to their vehicles. Everyone entering the facility with a wristband was screened upon entrance to the facility.

Staff encouraged spectators to seek out areas along the course that were less populated to cheer on student-athletes during the race. Staff placed social distancing signage in staggered viewing areas to help increase distance between spectators and encourage social distancing.

### *Mandatory Face Mask Protocol*

All student-athletes were required to wear masks to the starting line, upon race completion and while not competing. Coaches and spectators were mandated to wear masks throughout the event, even when social distancing was able to be practiced. Staff and support personnel were mandated to wear masks and gloves, face shields and protective gowns were provided as necessary. A mask was provided to anyone that needed one prior to entering the facility. Athletes and coaches were

given a mask in their team packet for the start of the race and athletes were handed one as they finished. There was near 100% compliance with the face covering mandate during the two-day event. The few individuals found not wearing a mask by event personnel were asked to put one on and complied immediately without incident.

#### *Extensive Signage and Loudspeaker Announcements*

In addition to limiting the number of spectators congregating around the course, signage was placed in many key locations throughout the park including the start and finish lines, port-a-pots, entrance to the facility, and team areas. Regularly scheduled loudspeaker announcements played frequently throughout the event reminding parents/spectators, staff, support personnel and runners that face covering or masks are required at all times during the event, to please adhere to social distancing of at least six feet, frequently wash hands with soap and water or use hand sanitizer available at the numerous locations throughout the park, and to please disinfect frequently used items and surfaces as much as possible.

#### *Disinfecting Procedures - Hand Washing and Sanitizing*

Rigorous cleaning and sanitation measures were implemented throughout the facility to promote a clean and healthy environment. Numerous hand washing stations and hand sanitizer stands were located throughout the park for all attendees. And the port-o-potty vendor provided additional staff to clean and disinfect the restrooms via a rapid anti-bacterial fogger after every use throughout the duration of the event.

#### *Award Distribution*

There was no on-site awards presentation to prevent teams and parents/spectators from gathering. All awards were mailed to their perspective school.

#### *Post-Race Team Activity*

Following a warm down immediately after the race, teams and support personnel were asked to leave the facility and go to their team vehicles. Teams were encouraged to practice social distancing after the race.

#### Conclusion:

Based on positive feedback from athletes, coaches, trainers, parents/spectators, volunteers, and vendors, the newly formatted event implementing extensive health and safety measures to protect everyone was a resounding success, albeit with a very different approach and atmosphere than past events. Picture-perfect weather also helped put an exclamation point on the experience for both residents and visitors. Staff is confident the remaining organized cross country events scheduled this Fall can be successful with the aforementioned safety measures and participant compliance. Based on the Board's prior direction, the use of County facilities for cross country events will still be limited to organized athletic competitions as opposed to local community events, fundraisers, etc.

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**Options:**

1. Accept the status report on the implementation of the COVID-19 protocols for cross country races at Apalachee Regional Park.
2. Do not accept the status report on the implementation of the COVID-19 protocols for cross country races at Apalachee Regional Park.
3. Board direction.

**Recommendation:**

Option #1

**Attachment:**

1. September 15, 2020 status report on the use of County Parks for organized outdoor sports and athletic events during COVID-19



# Leon County Board of County Commissioners

## Agenda Item #21

September 15, 2020

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator



**Title:** Status Report on Use of County Parks for Organized Outdoor Sports and Athletic Events During COVID-19

<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator
<b>Lead Staff/ Project Team:</b>	Ken Morris, Assistant County Administrator Maggie Theriot, Director, Office of Resource Stewardship Leigh Davis, Director, Parks & Recreation Kerri Post, Director, Division of Tourism Amanda Heidecker, Senior Sales and Sports Manager

### **Statement of Issue:**

With high schools and colleges making their announcements related to Fall sports, some youth leagues conducting sign-ups for Fall sports, and several upcoming cross country events tentatively scheduled at Apalachee Regional Park, this item provides a status report for the Board's consideration regarding the use of County parks for organized outdoor sports and athletic events during COVID-19.

### **Fiscal Impact:**

Should the Board allow the use of County parks for organized outdoor sports, entirely or in part, there would be a fiscal impact related to the collection of facility user fees, sponsorship of cross country races, and revenues generated by the direct spending of visitors to the community.

### **Staff Recommendation:**

See next page.

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**Staff Recommendation:**

- Option #1: Accept the report on Re-opening County Parks for Organized Outdoor Sports and Athletic Events.
- Option #2: Direct staff to modify Phase 2 of the *Leon County COVID-19 Response and Re-opening Plan* to authorize organized cross country practices and events at County facilities with the following protocols:
- a. Prohibit spectators and nonessential personnel at cross country races
  - b. Require everyone at a cross country race to wear a face cover unless they are actively competing or have a chronic pre-existing or demonstrable medical condition.
  - c. Require everyone to be screened for COVID-19 symptoms, including temperature checks, prior to admission to the designated cross country race area.
  - d. Require all competitors, coaches, and their essential personnel to test negative for COVID-19 within 72 hours of a cross country race with competitors from outside the four-county region (Leon, Gadsden, Wakulla, and Jefferson Counties).

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## Report and Discussion

### **Background:**

With high schools and colleges making their announcements related to Fall sports, some youth leagues conducting sign-ups for Fall sports, and several upcoming cross country events tentatively scheduled at Apalachee Regional Park, this item provides a status report for the Board's consideration regarding the use of County parks for organized outdoor sports and athletic events during COVID-19.

Leon County is currently in Phase 2 of the *Leon County COVID-19 Response and Re-opening Plan* (Re-opening Plan) which allows for passive recreation (use of Greenways and trails, dog parks, and campgrounds) and prohibits the use of community centers, playgrounds, and recreation fields for organized team sports activities (football, baseball, etc.). The County's Re-opening Plan anticipates that these activities *may re-open* under Phase 3, however, the Board has the discretion to adjust current re-opening policies and practices based on local conditions.

Consistent with public health guidance and explained in detail in this item, the analysis does not support the re-opening of County facilities for organized youth sports, playgrounds, or community centers which promote larger gatherings of people in close proximity to one another. By every measure of risk assessment, team-based contact sports such as youth football and baseball are among the elevated or highest risk sports to compete in during COVID-19. Cheerleading, which is organized by Pop Warner, is among the lowest risk sports but is associated with supporting (cheering on) youth football. Without youth sports to cheer on, staff does not recommend authorizing cheerleading during Phase 2. This item does recommend allowing organized cross country activities to take place at County facilities during Phase 2 with very strict protocols to mitigate the spread of the virus (Option #2). As a noncontact sport with no shared equipment, cross country is considered a moderate risk sport due to the large crowd of spectators and participants whom travel from many parts of the state or country. These risks can be mitigated to allow races to take place this Fall season.

On June 9, 2020, a special meeting of the Board was held to discuss the County's transition to Phase 2 of the Re-opening Plan following an Executive Order by Governor DeSantis. At that time, the Board discussed the ongoing restricted use of certain County facilities which typically attract gatherings of people such as libraries and parks. The Board considered public comments seeking to allow organized team sports to resume competitive sports and league activities at County parks with new mitigation protocols. Following a discussion of the United States Centers for Disease Control and Prevention (CDC) guidance for organized youth sports and the County's inability to enforce social distancing and other mitigation protocols proposed by these leagues, the Board accepted the report on Phase 2 of the County's Re-opening plan without modifications.

Organized sports (practice and games) at County facilities remain prohibited in the interest of safety to participants, spectators and the larger community in accordance with the County's Re-opening Plan. The decision to limit activities at County parks and facilities were reached after careful consideration of the guidance offered by public health officials and in the interest of doing everything possible to mitigate, rather than perpetuate, the spread of the virus. Athletic fields

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remain open for individuals, family units, and groups of no more than 10 people to use for recreation. Participants are encouraged to follow CDC recommendations for social distancing and hygiene.

Since the June 9<sup>th</sup> Board meeting, the County continued to receive emails from local youth sports organizations seeking authorization to utilize County parks and parents mostly in favor of resuming these activities. The organized Fall sports hosted at County facilities include Little League baseball and Pop Warner football and cheerleading. Both Little League and Pop Warner have mitigation plans for resuming programming through their national organizations. The two organizations have indicated that they are committed to ensuring these guidelines are followed and, given the County's operating model as a facility provider only, they acknowledge it would be incumbent upon their own coaches and volunteers to monitor and enforce the protocols.

The return of in-classroom instruction at local universities and K-12 schools has also contributed to the growing demand to resume the Fall sports calendar. In addition to youth sports leagues, recent decisions at the collegiate and K-12 school levels to resume Fall sports have resulted in requests to allow cross country events and activities specifically at Apalachee Regional Park (ARP). The County has received a verbal request from Leon County Schools and written requests from Florida State University, Tallahassee Community College, and the Florida High School Athletic Association seeking the use of ARP this Fall for practice, meets, and championship cross country events which draw visitors and support economic development through tourism (Attachment #1).

Unrelated to the COVID-19 pandemic, the availability of the cross country course at ARP has been limited while improvements are underway in anticipation of hosting the NCAA National Cross Country Championship race in 2021. Prior to the pandemic, ARP was scheduled to be closed to the public this Fall for team practices until construction is complete in late 2020 with exception to eight cross country meets scheduled at the park. Most of these scheduled cross country meets are associated with the local universities and school system, or their state/national sanctioning bodies, and draw a significant number of visitors to the community. The first racing weekend of the season at ARP is tentatively scheduled for October 2<sup>nd</sup> and 3<sup>rd</sup> and was expected to draw over 3,000 runners prior to the pandemic. The race organizers are seeking to affirm whether the park will be available for this event.

Based on local conditions, the Board has the discretion to adjust the current policies and practices enumerated in the County's Re-opening Plan so long as there is not a conflict with recent Executive Orders by the Governor. The Board may choose to accept the status report and continue on the path outlined in Phase 2 (Option #1) or provide specific guidance to modify Phase 2 of the Re-opening Plan to allow certain activities which are not scheduled to resume until Phase 3.

While this item addresses Fall sports, a similar agenda item and analysis addressing spring sports will be prepared for Board consideration at a future meeting taking into account the local health conditions and health guidance at that time.

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**Analysis:**

In providing a status report for the Board's consideration regarding the use of County parks for organized outdoor sports and athletic events during COVID-19, this analysis retraces the economic and social shutdown that occurred due to the COVID-19 pandemic and the crafting of the County's Re-opening Plan guided by health data to mitigate spikes in new cases, protect lives, and recover economically. The analysis also explores whether the County can facilitate groups of people gathering on athletic fields for organized team sports in accordance with public health guidance to protect the public. This includes the latest guidance published by leading public health organizations and epidemiological experts related to the safe re-opening of organized sports and athletic events which informs the analysis with regard to the proposed activity, risk assessment, sufficiency of mitigation protocols, and available health data.

The *Leon County COVID-19 Response and Re-opening Plan* provides a framework and guidance for the community to both navigate and plan for the phases of re-opening in a manner that minimizes the risk of resurgence and protects the most vulnerable from COVID-19. While the Governor's Re-opening Plan details the operational restrictions for private businesses, each phase of the County's Re-opening Plan provides specific guidelines for individuals, employers, and Leon County Government within the parameters outlined by the state. The County's Re-opening Plan also outlines its strategy for the planned restoration of County services, operations and facilities for public use in three sequential phases based upon the public health-related gating criteria developed by the CDC to advance from one phase to the next. Designed to ensure the vital health, welfare, and safety of County employees and general public, the County's phased Re-opening Plan is a public document that facilitates clear expectations and communications during the pandemic.

The implementation of the County's phased Re-opening Plan has undoubtedly altered our daily routines, public interactions, and the appearance of workplaces and employees. As a county government we are in a much different position than youth sports leagues, universities, or local schools in that the County has the foremost responsibility to protect the whole community, including the most vulnerable, by mitigating the spread of this virus for which there is no vaccine. The County's response to COVID-19 represents the longest and most extensive emergency activation in the history of our community. Since the beginning of the pandemic, Leon County has focused its COVID-19 efforts to protect the public by distributing more than 1.25 million pieces of personal protective equipment (PPE), coordinating with public health officials to ensure hospital capacity, providing PPE and financial support to affected local businesses, and continuously communicate public health guidance to mitigate the transmission of the virus.

Currently in Phase 2 of the Re-opening Plan, the County allows for passive recreation (use of Greenways and trails, dog parks, tennis courts, and campgrounds) and prohibits the use of community centers, playgrounds, and recreation fields for organized team sports activities (football, baseball, etc.). These prohibited activities *may re-open* under Phase 3 of the County's Re-opening Plan based on federal, state, and Board guidance. The following sections retrace the early stages of the pandemic, declarations of a state of emergency, and economic shutdown which necessitated the crafting national, state, and local re-opening plans. Thereafter, an analysis is provided on the published guidance by leading public health organizations and epidemiological experts related to the safe re-opening of organized sports and athletic events, the status of parks

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and recreational facilities in other jurisdictions, and the requests by local youth sports organizations, universities, and K-12 schools to allow organized sports at County parks.

#### State of Emergency and Shutdown

The COVID-19 pandemic and the sustained global economic disruption surrounding the public health emergency has impacted governments, businesses, and individuals across the world. As the economic impacts of COVID-19 continue to rapidly evolve across the United States, federal, state, and local governments have taken actions to provide aid to individuals and businesses affected by the virus.

On March 1<sup>st</sup>, Governor Ron DeSantis issued an executive order that outlined the State's response to COVID-19, designated the Florida Department of Health as the lead state agency to coordinate emergency response activities, and directed the State's Surgeon General to issue a public health emergency which provides authority for the State Health Officer to take actions necessary to protect the public health. The Governor declared a state of emergency for COVID-19 on March 9, 2020. On March 10, the County activated its Emergency Operations Center (EOC), which remains active at this time to assist in convening response agencies, providing coordination, and aligning public information efforts in support of the Florida Department of Health, the lead agency designated by the Governor to coordinate the state's response efforts to COVID-19.

On March 13, the Governor and the Commissioner of Education ordered all school districts in the State of Florida to close for two weeks, which was later extended through the remainder of the 2019-2020 academic year. Throughout March and early April, the State and its agencies took various steps to contain and mitigate the spread of the virus while seeking to limit its impact on the State's economy. The Governor issued executive orders aimed at reducing the spread of the virus within the State and preparing local governments and medical professionals to ready appropriate responses to the virus across Florida's 67 counties. This included establishing FDOH as the lead agency to inform the public through the duration of the declared state of emergency and authorizing state facilities to close in cities/counties directly impacted by the COVID-19 outbreak.

Consistent with the national, state, and local efforts to stem the transmission of COVID-19, Leon County announced that the following County facilities would close beginning Saturday, March 14:

- Leon County Main Library and all County branch library locations
- All County community centers
- All County campgrounds
- All County pavilions and special event authorizations
- All County active park recreation facilities to organized team sports

On March 16, the Chairman issued a declared local state of emergency due to COVID-19. The declaration ensured that the County was able to quickly obtain critical supplies, expedite County emergency response efforts, seek federal reimbursement for emergency-related expenses, and coordinate with other response agencies statewide. The County's declaration aligned with similar declarations from the State of Florida and the federal government.

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On March 25, 2020, the local state of emergency was revised to include a “Stay-at-Home” order which instituted measures consistent with local, state, and national health expert guidance strongly encouraging social distancing and limiting public gathering. These measures included encouraging residents to remain home unless conducting essential activities, authorizing law enforcement to disperse any crowd of more than 10 people, implementing a curfew from 11 p.m. to 5 a.m., and encouraging businesses to practice social distancing in their shopping areas and in storefronts.

On April 1, 2020, Governor DeSantis issued a statewide “Safer at Home” order, effective from April 3 through April 30, which was subsequently extended through May 4, 2020. The order required all Floridians to limit movements and interactions outside their home to only those necessary to obtain or provide essential services or conduct essential activities. Additionally, the order required senior citizens and those with a significant underlying medical condition to stay at home and take all measures to limit the risk of exposure to COVID-19.

On April 2, 2020, to ensure consistency with the Governor’s statewide “Safer at Home” order, Leon County Government took the following actions:

- Issued a revised “Stay-at-Home” order declaring that all Leon County citizens should abide by the directives issued by the Governor’s Executive Orders. This action removed the curfew that was previously in place.
- Extended the closure of all libraries, community centers, and active recreation facilities through April 30.
- Extended the closure of all County offices to the public through April 30.
- Directed County employees that were age 65+ or have a significant underlying medical condition to prepare to telecommute for the duration of the emergency or take administrative leave.

In addition to the County’s emergency response and engagement efforts with the local health care and nonprofit communities to establish test sites and protect vulnerable populations, the closure of County offices to the public required many modifications to operations and service delivery in an effort to further limit the transmission of COVID-19. These modifications include:

- Providing essential services through online- and phone-based platforms
- Postponing large events including the Leon Works Expo and concerts scheduled at the Capital City Amphitheater.
- Suspension of nonessential services for a period of time including the checking-out of physical books at the library and the provision of mosquito hand-fogging services to preserve supplies of personal protective equipment (PPE)

As the situation has evolved, the County has regularly updated its local emergency declaration to remain consistent with all state and federal guidance. In response to the rapid spread of COVID-19, many countries around the world have employed containment and mitigation strategies to decrease the epidemic peak of the outbreak, known as “flattening the curve.” These strategies include personal preventive measures such as hand hygiene and self-quarantine, community measures aimed at physical distancing such as closing schools and cancelling mass gathering

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events, facility closures, travel restrictions, community engagement to encourage acceptance and participation in such interventions, as well as environmental measures such as surface cleaning. For example, on June 23, 2020 the Board adopted an emergency face covering ordinance in response to rising cases of COVID-19 which is explained in greater detail later in this item.

*Federal and State Guidance on Re-opening*

On April 16, as many states including Florida were adhering to Safer-at-Home orders, the White House issued “Guidelines for Opening Up America Again” to enable individual states to re-open in a series of three phases using a deliberate, data-driven approach (Attachment #2). The national plan includes three components:

- Criteria: The data-driven conditions each region or state should satisfy before proceeding to a phased opening.
- Preparedness: What states should do to meet the challenges ahead.
- Phase Guidelines: Responsibilities of individuals and employers during all phases, and in each specific phase of the opening.

The White House guidelines establish benchmarks, or “gating criteria,” on new cases, testing, and hospital resources for states to meet before proceeding toward a phased re-opening. Specifically, criteria to be met include a downward trajectory in the number of new COVID-19 cases, the number of cases with COVID-like or flu-like symptoms, and hospital capacity. In each phase of re-opening, the plan includes specific guidelines for individuals and employers that are designed to become less restrictive as the pandemic gradually subsides. Importantly, the federal guidelines state explicitly that a phased-in approach to re-opening should be followed, using the health-related gating criteria developed by the CDC, to be implemented on a statewide or county-by-county basis at the discretion of each state’s governor.

Consistent with the White House guidelines, on April 20<sup>th</sup> Governor DeSantis convened a Re-Open Florida Task Force, engaging industry and sector leaders to develop a data-driven and targeted approach to re-opening the state’s economy. The task force issued its final report to the Governor on April 29, outlining a “Safe. Smart. Step-by-Step.” Plan for Florida’s Recovery (Attachment #3).

Following the framework outlined in the White House guidelines, Florida’s plan provides three specific public health benchmarks that should all be reached prior to beginning a phased re-opening and prior to advancing from one phase to the next. As provided in the plan, if the state demonstrates consistent success in reaching these benchmarks, the guidelines contemplate advancing to the next phase of re-opening. Once the state were to reach these benchmarks, the plan provides for re-opening in a series of three phases and provides specific guidelines for each phase for individuals and employers, and other considerations for specific types of businesses, recreational amenities, and large venues. In each successive phase, guidelines for re-opening become progressively less restrictive. For example, individuals would be allowed to safely socialize in larger groups, businesses could operate with less restrictive occupancy requirements, and certain types of businesses such as bars and nightclubs, gyms and fitness centers, and vacation rentals would be allowed to gradually re-open as conditions warrant.



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The Governor's initial Executive Orders on re-opening, which constitute the State's official policy decisions and actions related to re-opening, aligned with the framework and recommendations provided in the task force's report with some exceptions. While the State's "Safe. Smart. Step-by-Step." plan refers to "Phase 1," "Phase 2," and "Phase 3" of the re-opening strategy, the Governor issued Executive Orders related to the re-opening of certain businesses and activities on an incremental basis. For example, on April 29<sup>th</sup> Governor DeSantis issued Executive Order #20-112 directing that the "initial Phase 1" of Florida's re-opening begin on May 4, 2020 followed by Executive Order #20-123 on May 18<sup>th</sup> implementing the "full Phase 1." While the task force's recommendations for Phase 1 included re-opening certain types of businesses at 50 percent capacity (i.e. restaurants, gyms, retail stores), the allowable capacity limits provided in the Governor's Executive Orders were initially more restrictive and incrementally increased to align with the task force's recommendations. Another example of this incremental approach includes an order specifically related to organized sports and youth leagues. Issued during Phase 1 on May 22<sup>nd</sup>, Executive Order 20-131 permitted all organized youth sports to resume activities which contradicted CDC public health guidance at that time.

On June 3<sup>rd</sup>, Governor DeSantis issued Executive Order 20-139 initiating Phase 2 of the state's re-opening plan with the exception of Miami-Dade, Broward, and Palm Beach Counties. During a press conference announcing the Phase 2 implementation, the Governor presented the state's continued downward-trending gating health criteria (new cases, hospitalizations, positivity rates, ventilator use, etc.) as well as the significant expansion of testing throughout the state. The following section provides a synopsis of the County's phased Re-opening Plan based on, and consistent with, federal and state public health guidance.

#### Leon County's COVID-19 Response and Re-opening Plan

In response to the Governor's Task Force report and "initial Phase 1" plan for re-opening Florida issued on April 29, 2020, the County Administrator on April 30, 2020 provided the Board with the *Leon County Plan for Re-opening Phase 1*. This was done to ensure Leon County's consistency with the Governor's Executive Order, as well as the consistency of vital health, welfare, and safety emergency communications to citizens from both the state and local levels. On May 21, 2020, the full three-phase plan was presented to the Board for its consideration and input.

In adherence with federal and state guidelines which explicitly call for a phased approach using health-related gating criteria developed by the CDC, the County's Re-opening Plan provides a framework and guidance for the community to navigate the phases of re-opening. Following the Governor's Executive Order on June 3<sup>rd</sup> initiating Phase 2 of the state's re-opening plan, the Board held a special meeting on June 9<sup>th</sup> to review and consider the conditions set forth in Phase 2 of the County's Re-opening Plan. Phase 2 of the County's Re-opening Plan discourages gatherings of more than 50 people and encourages maximizing physical distancing.

During the June 9<sup>th</sup> special meeting, the Board discussed the Phase 2 restrictions for the use of County facilities which typically attract gatherings of people such as libraries and parks. The Board considered public comments seeking to allow organized team sports to resume activities at County parks with new mitigation protocols. The County Administrator noted that the County does not manage sports leagues and would not be able to enforce social distancing or other

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mitigation protocols proposed by these leagues. Further, the Board noted that the Governor's Executive Order 20-131 permitting organized youth sports contradicted CDC public health guidance specifically in reference to team sports such as basketball, baseball, soccer, and football.

On June 23, 2020, in response to rising cases of COVID-19 in Leon County, the Board held a special meeting to consider additional mitigative measures that could be implemented to protect public health. Whereas the federal and state public health agencies and task forces *encourage* the use of face coverings when physical distancing cannot be maintained, the Board declared that an emergency existed for the enactment of an emergency ordinance requiring face coverings for public transportation and in business establishments in Leon County. The Board unanimously approved the emergency face covering ordinance which quickly took effect June 25<sup>th</sup> at 12:01 a.m. to mitigate the transmission of COVID-19 and support the re-opening of workplaces.

At the time of this writing, Leon County remains in Phase 2 which is based on the recommendations of the Re-Open Florida Task Force and CDC guidance. In this phase, the County dog parks are open because they are open-air facilities which allow for adequate physical distancing between groups. The County's three campground locations are open at this time as a passive recreation amenity with certain conditions such as requiring a reservation, limiting campsites to individuals and family units (no groups or special events), and prohibiting the use of picnic pavilions. Consistent with public health guidance, facilities such as community centers, playgrounds, and active recreation facilities which promote larger gatherings of people in close proximity to one another remain closed.

Based on future Executive Orders of the Governor and subject to modifications by the Board, Phase 3 of the County's Re-opening Plan will continue the progressive relaxation of restrictions for social gatherings in support of the safe re-opening of businesses and resuming of activities. County facilities such as offices, libraries, parks, and community centers may gradually re-open with fewer restrictions. Moving from one phase to another may take weeks or months depending on how quickly the State reaches the public health gating criteria.

The following section provides the most recent guidance collected through leading health experts to facilitate the consideration of whether the County can safely accommodate people gathering on athletic fields for organized team sports during COVID-19.

#### Literature Review

This section provides a literature review and analysis of the public reports and guidance by leading public health organizations and epidemiological experts related to the safe re-opening of organized sports and athletic events. The publications and organizations cited in this section include the World Health Organization, the U.S. Centers for Disease Control and Prevention, the Johns Hopkins University Center for Health Security, and the US Olympic and Paralympic Committee.

Leon County Parks host organized sports activities for participants of all ages including mass events which draw thousands of people to Apalachee Regional Park for cross country events. The literature review affirms that following universally accepted principles should be taken into consideration in determining risk levels for resuming organized sports and athletic events:

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- Indoor versus outdoor activities
- Individual versus team sports
- Contact versus noncontact sports
- The size of the sporting event including the number of spectators.
- The level of community spread where the participants and spectators originate from.

Leading epidemiologists advise that COVID-19 transmission is more likely in enclosed spaces than outdoor spaces as people tend to be closer together indoors and there are more high-touch surfaces that can facilitate disease transmission. High risk sports which require physical, close, and repetitive contacts among players increases the risk of transmission of COVID-19. High risk sports include both individual and team contact sports but lower risk sports, where physical distancing is possible, tend to be individual sports.

Any community or mass gathering event that hosts a few hundred or a few thousand people will significantly increase the risk of transmission particularly if attendees live in areas with a high degree of community spread (cases with unknown origin of transmissions). That is why so much of the sports-related COVID-19 guidance focuses on eliminating or restricting the number spectators as already underway at the professional and collegiate levels. Further, athletic participants are a known group that is easier to test/screen for symptoms, advise, support, and follow up if needed.

The re-opening of businesses and sectors that primarily serve adults presents different challenges than activities for children as evidenced by the recent discourse over returning K-12 children to in-classroom instruction. At this time, public health experts indicate that most healthy children are less vulnerable to severe illness from COVID-19 than adults and competitors in sporting events tend to be healthier than spectators or the general public. However, underlying medical conditions pose a threat to anyone who contracts COVID-19 including spectators, family members, volunteers, and support staff. Children tend to be drivers of transmission for other viral illnesses such as influenza, but the role children play in the transmission of this virus is not yet fully understood. In addition to evaluating the risk associated with various sports and activities, the literature review also underscores the risk factors associated with the age group of organized sports participants seeking to resume competition.

#### *World Health Organization*

The World Health Organization (WHO) is a specialized agency of the United Nations responsible for international health. On March 11, 2020, WHO declared COVID-19 a global pandemic following the initial outbreak and rapid growth in the number of confirmed cases worldwide. During health emergencies like the COVID-19 pandemic, the role of WHO is to gather data and research from around the world, evaluate it, and advise countries on how to respond. Since January 2020, WHO has published more than 100 documents related COVID-19 including risk assessment tools and a matrix to guide decision making on whether to host large or mass gathering events.

The WHO Matrix offers a risk assessment score based on the input of information provided about a mass gathering sports event. The risk assessment score categorizes the ability to mitigate COVID-19 impacts as ‘Very Low, Low, Moderate, or High.’ Health authorities, countries,

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national and international sports organizations from the International Olympic Committee to the National Collegiate Athletic Association rely upon the public health and risk assessment guidance published by WHO in evaluating whether to hold mass gathering sporting events and, if so, the best strategies for safely hosting said events to prevent the transmission of COVID-19. The WHO does not assess overall risk by sport but rather by the characteristics associated with a specific sporting event based on the critical factors provided in Table #1.

*Table #1: WHO Sports Mass Gatherings Risk Assessment Factors*

<b>Key Considerations</b>	<b>Risk and Mitigation Factors</b>
Low versus High Risk Sports	Level of physical distancing versus contacts sports; Shared use of equipment; High-touch surfaces and cleaning regimen
Size of Event	Number of competitors, support staff, and spectators; Physical distancing of spectators and support staff; Ability to screen for symptoms and contact trace
Indoor versus Outdoor Locations	Better ventilation outdoors; Encourage nondesignated spectator seating (golf)
Venue Facilities	Medical post and designated personnel on site; Isolation room/space for anyone identified as symptomatic
Demographics	Age and health of competitors, support staff, and spectators; International versus domestic competition; Pre-travel and pre-event symptom screenings
Risk Communications	Advance dissemination of public health advice and signage at the event

Most of the WHO risk assessment factors and mitigation strategies for sports mass gatherings provided in Table #1 can be applied for the consideration of re-opening the County parks for organized outdoor sports and athletic events. However, the WHO Decision Matrix is specifically designed to score events much larger than the weekly youth sports that generally take place at County parks. Even the larger championship races tentative scheduled this Fall at Apalachee Regional Park do not appear to be applicable to the scoring Matrix because they are not robust mass sporting events on a national or international stage.

*U.S. Centers for Disease Control and Prevention*

The CDC has published multiple documents that offer guidance to communities for consideration in determining when to safely resume athletic activities. These reports include tailored guidance for youth sports leagues, coaches, athletes, and administrators of public parks and recreation programs including the proper maintenance protocols for public facilities to mitigate transmission of the virus. While the CDC does not evaluate risk by specific sport, it does provide a risk assessment tool that could be applied to the types of organized team sports that take place at County facilities. Similar to the guidance offered by WHO, the CDC’s risk level considerations include:

- Physical closeness of players and the length of time that players are close to each other
- Amount of necessary touching of shared equipment and gear
- Ability to engage in social distancing while not actively engaged in play
- Age of the players

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- Players at higher risk of developing serious disease
- Size of the team
- Number of visitors, spectators, or volunteers
- Travel outside of the local community

Table #2 provides the CDC’s activity risk assessment tool to assist policy makers in their deliberations for reopening parks and recreational facilities while the COVID-19 virus is still active in the community.

*Table #2: CDC Activity Risk Assessment*

Level of Risk	Types of Activities
Lowest Risk	Performing skill-building drills or conditioning at home, alone or with family members.
Increasing Risk	Team-based practice (drills)
More Risk	Within team competition (scrimmage)
Even More Risk	Full competition between teams from the same local geographic area
Highest Risk	Full competition between teams from different geographic areas

The CDC advises that in addition to the risk level associated with an activity, communities should consider the level of community transmission. This means the higher the level of community transmission, the higher the risk of spreading the virus during park operations. To mitigate spread of the virus in park settings, the CDC recommends social distancing of at least six feet, avoiding overcrowding, wearing masks, and frequent cleaning and disinfecting to lower the risk of transmission among patrons and staff.

Another important factor for consideration of resuming youth sports is the age group of the competitors. Older youth are more adept to follow directions for social distancing and take other protective actions. Depending on the sport, younger children may need help putting on equipment or carrying their own gear. Younger players require greater monitoring and are often accompanied by parents and siblings who serve as spectators and/or team volunteers. This differentiates the ratio of participants to spectators in a given sport and results in a greater number of ‘nonessential spectators.’ An extreme example of this is professional or high school baseball which can occur with no family members in the stands versus children, ages 7-10 years old, at a County park whom require transportation and supervision.

**Based on the CDC’s guidance in Table #2, organized youth baseball, football, and LCS cross country meets may be considered ‘Even More Risk’ as they are full competitions between teams of the same area. Collegiate cross country races and other championship races hosted at ARP may be considered ‘Highest Risk’ according to the CDC risk assessment because they include competitors from other markets. However, as previously stated, this risk assessment tool does not examine the nuances which distinguish the level of contact for**

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**various activities and sports. Youth cheerleading would fall somewhere within the yellow-shaded risk levels ('Increasing Risk' and 'More Risk').**

*Johns Hopkins University Center for Health Security*

The Johns Hopkins University Center for Health Security is a world-renowned think tank in public health disasters and epidemiology. In response to the COVID-19 pandemic, it created the Johns Hopkins Coronavirus Resource Center (CRC) to serve as a continuously updated source of COVID-19 data and expert guidance. The CRC aggregates and analyzes the best data available on COVID-19 including cases, testing, contact tracing and vaccine efforts to help the public, policymakers and healthcare professionals worldwide respond to the pandemic.

In April 2020, the Johns Hopkins University Center for Health Security published a report offering public health guidance for a phased re-opening during early months of the COVID-19 pandemic. The report details factors that should be considered as part of the decision-making process to re-open, offers guidance on communication and engagement with the public, and emphasizes the importance of risk assessment across various sectors and activities including sports. Table #3 categorizes the risk levels for various sporting and recreational activities by the intensity of close physical contact, number of physical contacts, and the potential to modify or mitigate the risk inherent with the activity.

*Table #3: Johns Hopkins Center for Health Security; Activity Risk Assessment*

Category	Contact Intensity	Number of Contacts	Modification Potential <sup>1</sup>
1. Contact school sports	High	Medium/High	Low
2. Noncontact school sports	Low	Medium	High
3. Sports related mass gatherings: championships, tournaments, games	High	High	Medium
4. Sports related mass gatherings: training	High (sport dependent)	Medium	Medium
5. Athletic fields and other outdoor congregate settings	Medium	Medium	Low
6. Parks, walking paths/trails, dog parks	Low	Low	Low
7. Playgrounds, skateparks, and other outdoor recreation spaces	Medium	Medium	Medium

<sup>1</sup>The red and yellow color labels were inversed for the final column to appropriately ascribe the use of terms (Low = Bad, High = Good).

**Based on the Johns Hopkins activity risk assessment in Table #3, youth baseball and football are contact sports that would align with row #1 given the intensity and number of contacts along with the low modification potential to safely participate in those sports. Cheerleading is a noncontact sport which aligns with row #2. As an intra-County noncontact sport, LCS cross country races at ARP align with row 2. Collegiate cross country races and other**

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**championship races hosted at ARP present as a mixture rows #2 and #3 given the lack of contact intensity and contact volume associated with the sport, offset only by the large number of people at these events whom travel from other communities.**

*US Olympic and Paralympic Committee*

The U.S. Olympic and Paralympic Committee (USOPC) published a report in the Spring 2020 which largely follows public health guidance established by WHO and includes tailored information intended for sports event planning organizations and national governing bodies to assist with planning a sports event in the context of COVID-19 (Attachment #4). The USOPC report emphasizes the importance of planning and mitigation efforts specific to the sport, location of the event, and rules or regulations set forth by local public health authorities. The USOPC advises that some the recommendations in the report may not be practical for junior or lower level amateur events such as testing frequency and self-quarantine periods prior to competitions.

Contrary to the CDC, the USOPC does offer some insight into risk level for specific sports through the use of a stratification scale as shown in Table #4. The USOPC categorizes the risk of COVID-19 transmission in sports from highest risk (Level 1) to lowest risk (Level 3) and provides examples of Olympic sports for each category.

*Table #4: USOPC Risk Assessment Scale for Olympic Sports*

Level 1 (Highest Risk)	<p>Defined as: Sports that involve close, sustained contact between participants, lack of significant protective barriers, and high probability that respiratory particles will be transmitted between participants</p> <p>Examples: Rugby, boxing, judo, karate, taekwondo, and wrestling</p>
Level 2 (Moderate Risk)	<p>Defined as: Sports that involve close, sustained contact, but with protective equipment in place that may reduce the likelihood of respiratory particle transmission between participants OR intermittent close contact OR group sports OR sports that use equipment that can't be cleaned between participants</p> <p>Examples: Baseball, basketball, volleyball, soccer, tennis, running in a group</p>
Level 3 (Lowest Risk)	<p>Defined as: Sports that can be done with social distancing or individually with no sharing of equipment or the ability to clean the equipment between use by competitors</p> <p>Examples: Individual running events, individual cycling events, individual swimming, golf</p>

**Based on the scale in Table #4, the USOPC considers baseball and cross country to be Level 2 ('Moderate Risk') Olympic sports. The report does not specifically address football or cheerleading as they are not Olympic sports, however, the level of contact in football is**

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**comparable to rugby (Level 1-Highest Risk) and cheerleading would likely be the lowest risk (Level 3-Lowest Risk) given the ability to physically distance and no sharing of equipment.**

**The USOPC states that Levels 1 and 2 should be avoided until risk mitigation measures can be performed or modifications/protocols can be established that lower the risk of transmission. As previously mentioned, the USOPC acknowledges that some of the needed mitigation measures may not be practical for junior and youth sports as they would not have the same level of resources, medical and support staff, testing availability, or self-quarantine protocols prior to competitions.**

The Florida Department of Health – Leon County (FDOH Leon) concurs with the analysis of the public health guidance published by leading epidemiological experts. Should the Board provide direction to re-open County parks for the organized sports described herein, FDOH Leon will assist the County in safely re-opening by providing activity-specific technical assistance and public health guidance.

#### Parks and Recreation Facility Trends

Staff has continued to monitor trend data and CDC guidelines for the use of public parks and recreational facilities including organized youth sports during COVID-19. Statewide trends of re-openings are monitored through the Florida Recreation and Parks Association (FRPA) while nationwide trends are monitored through the National Recreational and Parks Associations (NRPA). The following snapshot, as reported by NRPA for August 19-21, 2020, indicates the nationwide percentages of “fully open” facilities as:

- Golf courses (99 percent)
- Dog parks (98 percent)
- Tennis courts (99 percent)
- Community gardens (93 percent)
- Skate parks (90 percent)
- Campgrounds (86 percent)
- Outdoor sports fields (82 percent)
- Temporary restroom facilities (82 percent)
- Playgrounds (76 percent)
- Permanent restrooms at outdoor amenities (75 percent)
- Basketball courts (72 percent)
- Recreation centers (50 percent)

Guidance from practitioners and health experts as outlined above is imperative when considering re-opening decisions. The Florida Association of Counties provided survey information on the re-opening of recreational facilities for organized sports which includes data from four peer counties (Alachua, Lake, Osceola, and St. Johns Counties). All four of the peer counties surveyed have opened their playgrounds, pavilions, community centers, and recreational fields for organized youth sports. Generally, counties that have re-opened facilities for organized sports have rewritten their agreements with sports leagues to include a COVID-19 statement warning of the risks associated with the virus and reviewed safety and mitigation plans submitted by the sanctioning



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body of each league. Counties have also provided a variety of guidance related to the allowance and location of spectators, mask requirements for spectators, and use of concession stands.

Of the peer counties, only Alachua County has not required youth sport leagues and/or their participants to sign liability waivers to utilize the athletic fields. Organized sports continue to be suspended in Citrus and Broward Counties. Locally, Wakulla County re-opened resumed organized sports in early June.

Staff has been in close contact with the City of Tallahassee's Parks and Recreation Department throughout the duration of the pandemic. For some facilities and activities, the timing of County and City closures closely mirrored each other (i.e. dog parks, organized programming, playgrounds, and pavilions), while in other cases they have not. For example, the City originally removed basketball hoops and tennis court nets and closed those facilities. The County, however, opted to keep tennis courts open and limited the size of groups that could use basketball courts.

On August 15, 2020 the County reopened all three of its campground sites consistent with the re-opening of state campgrounds. As a passive recreation amenity, campgrounds were re-opened to support use by 'family units' with responsible protocols including a reservation requirement, prohibition against group camping and special events, and the continued closure of the picnic pavilions.

On August 21, 2020 the City announced the re-opening of playgrounds and currently plans to begin organized adult and youth sports on September 28<sup>th</sup>. The City's organized youth sports include tackle and flag football, volleyball, cheerleading, and baseball. However, CDC guidance issued for park administrators (Attachment #5) and for youth sports activities (Attachment #6) maintain that, **"Sports with a large number of players on a team may increase the likelihood of spread, compared to sports with fewer team members."**

As the current federal, state, and public health guidance continues to strongly recommend social distancing, the County's Re-opening Plan correspondingly provides for active recreation facilities such as playgrounds and community centers to remain closed during Phase 2. Further, use of County athletic fields are limited to groups of no more than 10 people and prohibited for organized youth sports in Phase 2 of the County's Re-opening Plan. However, the CDC guidance also states that when assessing the risk of transmission of COVID-19, team-based practice carries a significantly lower risk than full competition between teams. As such, the Board may wish to consider whether or not to re-open athletic facilities in Phase 2 but limit their use to a certain number of participants or only to practice-based activities.

Should the Board allow organized youth sports to resume at County facilities during COVID-19, Little League Baseball and Pop Warner Football and Cheerleading have mitigation safety plans for resuming programming through their national organizations. The two organizations have indicated that they are committed to ensuring these guidelines are followed and understand that it will be incumbent upon their leadership and volunteers to enforce safety protocols. The Little League District 20 local protocols are included as Attachment #7. In addition to the USA Football

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Return to Play Guidelines embraced by Pop Warner, local leadership has established practice guidelines for the protection of athletes, coaches, volunteers, and spectators (Attachment #8).

Pop Warner has already delayed its season dates with the hope of starting by October 1<sup>st</sup>. Registration for this modified schedule is currently open with the understanding that organized sports are not permitted to resume during Phase 2. Little League has yet to open Fall registration but remains prepared to operate in a modified fashion once they are allowed to return to County facilities. Little League leadership is prepared to shorten the season by conducting a truncated registration and practice period with games occurring in October and early November.

**Based on the guidance of leading experts and their assessment of the health risks associated with team-based contact sports such as youth football and baseball, the analysis does not support the re-opening of County facilities for organized youth sports. As evidenced by the NRPA survey just a few weeks ago, this position is not shared by the majority of responsive jurisdictions. However, by every measure of risk assessment, football and baseball are among the elevated or highest risk sports to compete in during COVID-19. Additional considerations include the age of competitors and their ability to adhere to protective measures such as physical distancing, touch minimization of surfaces and shared equipment, and ability to independently carry and put on sporting equipment. Further, younger athletes require spectators as they are often accompanied by parents and siblings which creates a larger gathering of people and greater potential risk of transmission.**

**Cheerleading, which is organized by Pop Warner, is among the lowest risk sports but is associated with supporting (cheering on) youth football. Without youth sports to cheer on, staff does not recommend authorizing cheerleading at this time.**

**Consistent with public health guidance, staff recommends that organized sports and County active recreation facilities such as community centers and playgrounds which promote larger gatherings of people in close proximity to one another remain closed during Phase 2.**

#### Collegiate & K-12 Athletics

This section presents the current status of collegiate & K-12 athletics in our community based on the recent decisions made by national athletic conferences, state governing bodies, and the local universities and school board. Following the announcements by several college athletic conferences to cancel or postpone their Fall sports, the National Collegiate Athletic Association (NCAA) canceled all Fall championship events (regional and national) due to the number of active programs. Locally, this resulted in the cancelation of the NCAA South Regionals Cross Country Race at ARP on November 13<sup>th</sup>. The cross country course at ARP is the common thread between Leon County and the local schools since ARP hosts both regular races and championships events for middle school, high school, and collegiate runners. For each local entity proceeding with cross country that would normally utilize ARP, additional information is provided related to the planned mitigation protocols for the upcoming season should the County authorize organized races and events at its facilities.

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*Florida A&M University*

Florida A&M University (FAMU) suspended all Fall sports competition after the Mid-Eastern Athletic Conference (MEAC) announced the postponement of all fall sports on July 16<sup>th</sup> citing student-athlete health and safety concerns related to COVID-19. Since the announcement to suspend Fall sports in July, the MEAC announced on August 19<sup>th</sup> a scheduling model for how Fall sports could be played in the Spring 2021 semester. Competition will be dependent on the status of the COVID-19 pandemic and ongoing discussions with the NCAA.

*Florida State University*

With the support of the Atlantic Coast Conference (ACC), Florida State University (FSU) is proceeding with all seven ACC-sponsored Fall sports which are scheduled to begin competition the week of September 7<sup>th</sup>. The plan to move forward by the ACC and FSU is a result of several months of discussion and scenario planning among the league membership and ACC Medical Advisory Group. Despite the cancellation of NCAA championship events, FSU Cross Country still plans to move forward with a Fall season and host their home meet - the FSU Invitational at ARP on October 2nd and compete in the ACC Conference Championships at WakeMed Park in Cary N.C on October 30th.

FSU Athletes are following strict daily health screenings and testing in order to mitigate any potential transmission of COVID-19. The ACC's Medical Advisory Group has issued uniform testing across the conference for what are considered the 'high risk' sports which include football, men's and women's soccer, field hockey and volleyball. The athlete and team personnel will be tested three times per week beginning one week before the start of competition. **Cross country is considered a 'moderate risk' sport by the ACC Medical Advisory Group so runners and team personnel (coaches, administrators and support staff that come into close contact with athletes) will be tested every two weeks and must submit a negative test 72 hours prior to competing in any race. Every visiting team must submit negative tests for their runners to the host school in order to compete in any collegiate cross country race with ACC and SEC teams. On the day of the race at ARP, all runners and team personnel will be checked for COVID-19 symptoms including a temperature check.**

In addition to new requirement for athletes, mitigation protocols have been put in place unique to each sport's host venue. For example, the 2020 FSU football season will limit spectators to approximately 20-25 percent of stadium capacity for each home game, or 16,000-20,000 people (normal capacity is 79,500). This clearly exceeds any definition of 'mass gathering' but FSU believes it can be safely implemented and effectuated. Starting with the second home football game, FSU will permit a limited tailgating experience for Seminole Booster donors whom will be asked to follow strict health protocols when tailgating outside the stadium. FSU has yet to release the health protocols for spectators when entering, moving about, or vacating the stadium. In contrast, some of FSU's road opponents have prohibited spectators in their stadiums for at least the first month of the season.

For cross country races at ARP, FSU has proposed mitigation protocols above and beyond the requirements established by the ACC. In addition to the testing requirements prior to a race, the proposed mitigation protocols for races include prohibiting spectators and nonessential personnel

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and requiring everyone in the designated race area to wear a face cover, unless they are actively competing or have a chronic pre-existing or demonstrable medical condition.

*Tallahassee Community College*

As a member institution of both the National Junior College Athletic Association (NJCAA) and the Florida Community Schools Athletic Association Conference (FCSAA), Tallahassee Community College (TCC) Athletics is following guidance from both associations as they move forward with competing in one sport during the Fall semester. Cross Country is also the only Fall sport that the NJCAA has approved its member organizations to compete in this Fall. All other close-contact NJCAA Fall sports have been moved to the Spring semester. These sports include football, men's and women's soccer, and court volleyball. The TCC Cross Country program plans to compete in the FSU Invitational which serves as one of their home meets and has been selected to host the NJCAA Region 8 Cross Country Championships at ARP on October 30th.

TCC Athletics follow strict daily health screenings and educate athletes on health protocols to mitigate any potential transmission of COVID-19. TCC athletics is following the guidance from the NJCAA when it comes to practice and competition. The NJCAA states that member colleges should adhere to all state and local regulations and guidelines regarding Covid-19 and re-opening. As encouraged by the NJCAA, **TCC plans to implement temperature checks for all student-athletes, coaches, and game personnel before each competition.**

*Leon County Schools Athletics*

Leon County Schools (LCS) is a member of the Florida High School Athletics Association (FHSAA). On August 14<sup>th</sup>, the FHSAA Board voted to move forward with all Fall sports under the guidance from the FHSAA Sports Medicine Advisory Committee (SMAC). When deciding on whether to conduct Fall high school sports, the FHSAA SMAC considered guidance from the following organizations: CDC, National Federation of High School Sports (NFHS), Korey Stringer Institute, Florida Department of Health (FDOH) and The National Athletic Trainers Association. The full detailed plan from the FHSAA SMAC is provided as Attachment #9.

In response to the FHSAA Board of Directors vote to allow Fall practices to commence as early as August 24th, LCS exercised its option to delay practices until September 11th. Exercising this option provides LCS time to assess the latest transmission rates of COVID-19 since the start of the academic year on August 31<sup>st</sup> through the commencement of Fall sports. In addition, LCS plans to limit Fall sports to intra-county competition. However, greater latitude may be considered for specific low risk sports or championship events.

LCS plans to host, or may participate in, several cross country meets at ARP including the FSU Invitational/Pre-State Meet, LCS Middle School Cross Country Championship, FHSAA Cross Country 3A, 2A, and District 1 Championships, and the FHSAA State Cross Country Championships. **LCS Athletics plans to follow the health protocols set forth by the FHSAA which include daily screenings and temperature checks for all student-athletes, coaches, athletic trainers and other school personnel prior to each practice and competition. All athletes will be required to wear a mask on the sidelines, pre-competition, post-competition, and during practices when they are not in full activity.**

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Additional guidance is provided in the following section should the Board wish to allow cross country activities to take place at County facilities during Phase 2.

Cross Country Course Apalachee Regional Park

In addition to serving as the home cross country course for FSU, TCC and LCS throughout the year, ARP is scheduled to host championship races this Fall for FHSAA and the Amateur Athletic Union (AAU). The County’s capital investments in ARP combined with the ongoing recruitment of championship caliber events have made cross country events an economic staple of the local tourism industry in recent years. Cross Country organizations and sanctioning bodies are seeking direction from the County regarding the slate of scheduled races this Fall which are currently prohibited under Phase 2 of the County’s Re-opening Plan. Table #5 lists the cross country races and events booked at ARP this Fall. The table includes the anticipated number of runners and available information on planned COVID-19 health protocols according to the host organization or sanctioning body.

Table #5: Scheduled Fall 2020 Cross Country Events at Apalachee Regional Park

Fall 2020 Dates	Event Title	Anticipated Number of Runners	Notes
Oct 2 Friday	FSU Invitational (College)	120 max per race. 600 event max.	COVID-19 test 72 hours prior; symptom check at event.
Oct 3 Saturday	Pre-State Meet (High School)	150 max per race. 1,000 max for event.	COVID-19 symptom check required.
Oct 15 Thursday	LCS Middle School Cross Country Event	100 max per race. 200 event max	Intra-county race. COVID-19 symptom check required.
Oct 28 or 29	FHSAA Cross Country 3A and 2A, District 1, Championship	50 max per race. 100 event max.	COVID-19 symptom check required.
Oct 30 Friday	NJCAA Region 8 Championship	64 max per race. 130 event max.	COVID-19 symptom check required.
Oct 31 Saturday	“Trash Dash” – Sustainable Tallahassee	200 max.	Local community race. Protocols TBD.
Nov 13 Friday	NCAA XC South Regionals (Division I)	<del>200 runners per race. 400 max for event.</del>	Cancelled by NCAA due to COVID-19.
Nov 13 -14 Friday and Saturday	FHSAA State Cross Country Championships	128 max per race. 1,000 event max	COVID-19 symptom check required.
Dec 4 – 5 Thursday and Friday	AAU Cross Country National Championship	150 max per race. 2,000 event max.	COVID-19 symptom check required.
Dec 19 Saturday	Gulf Winds Tannenbaum Race 5K	200 max.	Local community race. Protocols TBD.

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FSU, TCC, and LCS are seeking access to their home cross country course at ARP for the upcoming season but are also looking at fallback options including large tracts of state lands and area golf courses. The remaining cross country event organizers are seeking backup options in other markets. Similar to the survey on the status of recreational facilities in other jurisdictions provided earlier in this item, staff compiled information on competing cross country facilities to determine their operating status and required health protocols, if any, as shown in Table #6.

Table #6: Comparison of Cross Country Facilities' COVID-19 Health Protocols

Name/Location	Ownership	Masks for Race Participants <sup>1</sup>	Screening Checks for Participants	Masks for Spectators	Mandatory COVID Testing
Holloway Park -Polk County	Private	Encouraged	Encouraged	Encouraged	No
Cecil Field -Duval Co.	City	Mandatory	Encouraged	Mandatory	No
Babe Zaharias Golf Course -Hillsborough Co.	City	Mandatory	Mandatory	Mandatory	No
Florida Horse Park -Marion Co.	State	No	No	Encouraged	No
Tom Sawyer Park -Louisville, KY	State	Mandatory	Yes	Mandatory	No

<sup>1</sup>Participants include coaches, team support staff, essential race personnel, and athlete when they are not actively competing.

All five of the competing courses surveyed are open for Fall races and some have adopted venue-specific minimum health protocols to host races. For example, municipal-owned cross country facilities in Duval and Hillsborough Counties require all attendees to wear masks unless they have a medical condition or are actively competing in a race. No venue surveyed requires a negative COVID-19 test as would be required for FSU races at ARP and only one venue mandates screening for COVID-19. While all of the venues permit spectators, only three require spectators to wear face coverings.

Additional Information Related to Sports Tourism

In partnership with LCS, Leon County was selected to host the FHSAA 1A-3A State Football Championships from 2019 - 2023. The Division of Tourism successfully hosted the first year of the five-year commitment in December 2019 at Gene Cox Stadium which is managed by LCS. The 2020 event is scheduled to be occur December 10<sup>th</sup> – 12<sup>th</sup> at Gene Cox Stadium. Based on the number of school districts with active high school football programs this season, the FHSAA

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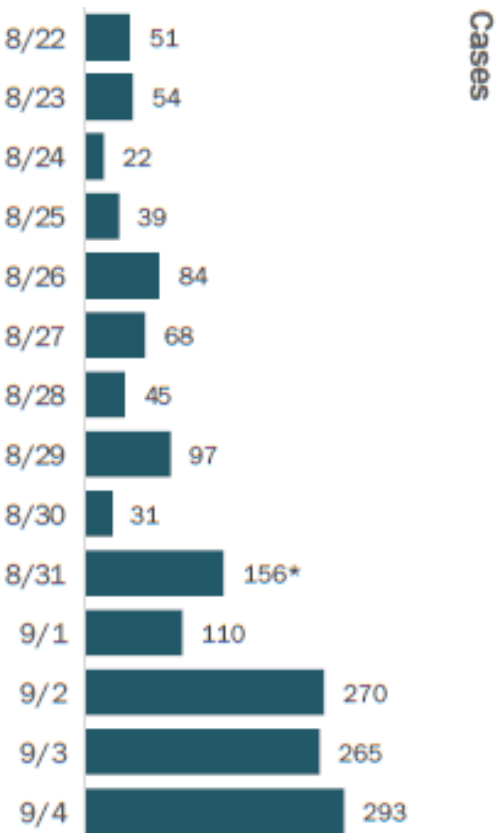
Board of Directors will make a determination in the coming months whether to proceed with the state football championships.

As part of a multi-year commitment, the Division of Tourism has budgeted approximately \$50,000 for the 2020 FHSAA 1A-3A State Football Championships. Should the FHSAA Board decide to proceed with having the 2020 championships at Gene Cox Stadium as planned and the County is still in Phase 2 of its Re-opening Plan, the Division of Tourism will be in the position of hosting and financially supporting an activity which is currently not permitted at County facilities due to COVID-19. Staff is not seeking Board direction at this time given the number of variables that could occur prior to the scheduled event.

On a related matter, the application cycle for FY 2021 event grants managed by the Division of Tourism was intentionally delayed this summer as a result of COVID-19 and the need for additional revenue forecasts. The FY 2021 event grant cycle, which includes funding opportunities for large organized sports events, opened on July 27, 2020 during Phase 2 of the County's Re-opening Plan. This year's event grant guidelines inform applicants that the County does not intend to award funding to support sports events until Phase 3 as the application cycle was designed to position the community to host sports events by the start of Phase 3 rather than wait to initiate the grant cycle. The decision to delay the awarding of grant funds helps the County avoid the potential conflict of prohibiting an activity at a County facility while financially supporting it at another local venue.

Local COVID-19 Trend Data

As of September 4, 2020, FDOH reports that Leon County had a total of 6,961 cases and 38 deaths since the beginning of the pandemic. Over the past two weeks, there were an average of 1,203 tests administered per day. The average number of new cases was 163 per day this week, up from 58 per day the week earlier, with the number of new cases reaching 293 on September 4<sup>th</sup> as shown in the following graph.



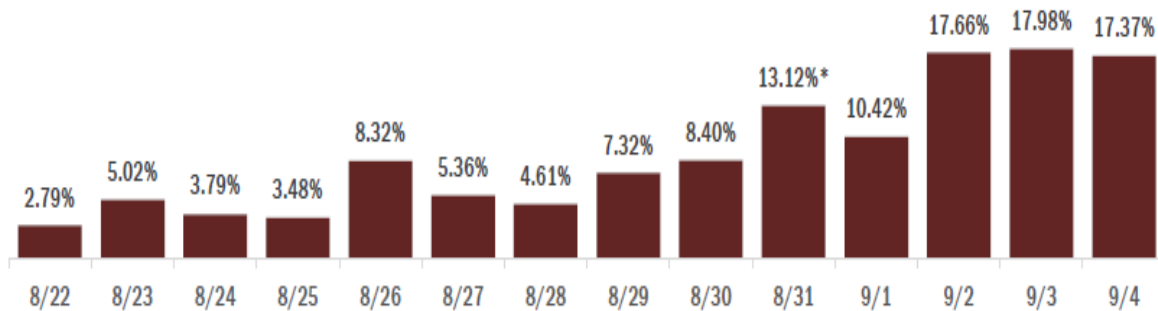
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On average, the positivity rate increased from 5.82% to 16.95% over the past two week and exceeded 17% the last three days. Over that three-day period, approximately 84% of new cases were in the 15-24 years of age demographic with a median age of 20 years. The graph below shows the positivity rate for new cases among Florida residents in Leon County each day over the last two weeks.

**Percent positivity for new cases in Florida residents**

These counts include the number of Florida residents for whom the department received PCR or antigen laboratory results by day. This percent is the number of people who test positive for the first time divided by all the people tested that day, excluding people who have previously tested positive.



The sudden rise in the positivity rate and new cases in the 15-24 age demographic is believed to be college students whom recently returned to community for the Fall semester. On Friday, September 4<sup>th</sup>, FSU announced that it plans to begin random COVID-19 testing of students, faculty, and staff beginning Monday, September 14<sup>th</sup>. FSU has set a goal to test at least 5-10% of the students and faculty that are on campus daily and will penalize nonresponsive students that do not submit for testing or cooperate with contact tracing.

While local cases and positivity rates have recently increased, on a national level, the CDC Director has previously warned that a second wave of the virus in the Fall and Winter may be far more dire. The risk of transmission increases when people spend more time together indoors, which is more common in the Fall and Winter months. According to Johns Hopkins, a second wave could be worse because the coronavirus will be circulating along with other respiratory viruses like influenza. Johns Hopkins also states, that if the coronavirus surges in the fall and the flu season is severe, the combination could put hospitals and patients at further risk.

Conclusion

The COVID-19 pandemic and the sustained global economic disruption surrounding the public health emergency has impacted governments, businesses, and individuals across the world. As the economic and social impacts of COVID-19 continue to rapidly evolve across the United States, federal, state, and local governments have taken actions to provide aid to individuals and businesses affected by the virus. The County’s response to COVID-19 represents the longest and most extensive emergency activation in the history of our community. Since the beginning of the pandemic, Leon County has focused its COVID-19 efforts to protect the public by distributing more than 1.25 million pieces of PPE, coordinating with public health officials to ensure hospital capacity, providing PPE and financial support to affected local businesses, and continuously communicate public health guidance to mitigate the transmission of the virus.



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The *Leon County COVID-19 Response and Re-opening Plan* provides a framework and data-driven public health guidance for the community to both navigate and plan for the phases of re-opening in a manner that minimizes the risk of resurgence and protects the most vulnerable from COVID-19. The implementation of the County's phased Re-opening Plan has undoubtedly altered our daily routines, public interactions, and the appearance of workplaces and employees. It outlines its strategy for the planned restoration of County services, operations and facilities for public use in three sequential phases based upon the public health-related gating criteria developed by the CDC to advance from one phase to the next.

Organized sports (practice and games) at County facilities remain prohibited in the interest of safety to participants, spectators and the larger community in accordance with the County's Re-opening Plan. The decision to limit activities at County parks and facilities were reached after careful consideration of the guidance offered by public health officials and in the interest of doing everything possible to mitigate, rather than perpetuate, the spread of the virus. Athletic fields remain open for individuals, family units, and groups of no more than 10 people to use for recreation. Participants are encouraged to follow CDC recommendations for social distancing and hygiene. Since the June 9<sup>th</sup> Board meeting, the County continued to receive emails from local youth sports organizations seeking authorization to utilize County parks and parents mostly in favor of resuming these activities. The organized Fall sports hosted at County facilities include Little League baseball and Pop Warner football and cheerleading.

Given the uncertainty of potential new cases and trends associated with a 'Fall wave' or the upcoming flu season, it is important for the County's Re-opening Plan to remain flexible and responsive during COVID-19. The County has already demonstrated its ability to adjust based on changing conditions including the re-opening of campgrounds and trails, and the adoption of an emergency face covering Ordinance. As a county government we are in a much different position than youth sports leagues, universities, or local schools in that the County has the foremost responsibility to protect the whole community, including the most vulnerable, by mitigating the spread of this virus for which there is no vaccine. Further, there are risk factors associated with re-opening County parks for organized sports and athletic events as made clear by the Florida Surgeon General's guidance to refrain from gatherings of more than ten people.

Consistent with public health guidance, the analysis does not support the re-opening of County facilities for organized youth sports, playgrounds, or community centers which promote larger gatherings of people in close proximity to one another. By every measure of risk assessment, team-based contact sports such as youth football and baseball are among the elevated or highest risk sports to compete in during COVID-19. Cheerleading, which is organized by Pop Warner, is among the lowest risk sports but is associated with supporting (cheering on) youth football. Without youth sports to cheer on, staff does not recommend authorizing cheerleading during Phase 2.

This item recommends allowing organized cross country activities to take place at County facilities during Phase 2 with very strict protocols to mitigate the spread of the virus (Option #2). As a noncontact sport with no shared equipment, cross country is considered a moderate risk sport due

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to the large crowd of spectators and participants whom travel from many parts of the state or country. These risks can be mitigated to allow races to take place this Fall season.

Option #2 would prohibit spectators and nonessential personnel, require everyone to wear a face covering unless they are actively competing or have a medical condition, and require all participants to be screened for COVID-19 symptoms including temperature checks. Prohibiting spectators would eliminate some of the biggest risk factors associated with sports events during COVID-19, the unknown age and health of spectators combined with the overwhelming ratio of spectators to participants. This action is also a more feasible approach for cross country than most organized youth sports given the limited vantagepoint for viewing a race from a stationary location and the age of competitors (middle school through college) which do not require parental supervision.

For the mass gathering competitions and championships drawing runners from beyond the four-county region (Leon, Gadsden, Wakulla, and Jefferson Counties), a negative COVID-19 test will be required of all runners, coaches, and essential personnel including local participants. Consistent with the protocols established by the ACC and FSU, a negative test would be required within 72 hours prior to a race. Based on the survey of competing cross country venues, Leon County and ARP would lead the way in its efforts to stop the spread of the virus.

All five of the competing courses surveyed are open for Fall races and some have adopted venue-specific minimum health protocols to host races. For example, municipal-owned cross country facilities in Duval and Hillsborough Counties require all attendees to wear masks unless they have a medical condition or are actively competing in a race. No venue surveyed requires a negative COVID-19 test as would be required for FSU races at ARP and only one venue mandates screening for COVID-19. While all of the venues permit spectators, only three require spectators to wear face coverings.

Option #2 would also permit organized practices at other County facilities which had been sought by the area schools because of the ongoing improvements at ARP limiting course availability. Organized cross country races would not include local club or fundraising events such as the 'Trash Dash' hosted by Sustainable Tallahassee or the Gulf Winds Tannenbaum 5K. However, there would be an opportunity to readdress this should the County transition to Phase 3 or upon direction by the Board.

Should the Board choose to allow organized cross country activities at County facilities, the number of anticipated runners and visitors to the community will be less than pre-COVID forecasts but a net gain compared to keeping the course at ARP closed. Testing requirements may result in the large championship races relocating to other venues. The elimination of spectators may have an impact on the number of visitors to the community to watch their children, however, parents that choose to drive their children to Leon County for championship races can still stay overnight and drop a runner off at ARP for their assigned race time.

Based on ongoing conversations with race organizers throughout the summer, staff anticipates additional protocols could be implemented to enhance event operations including hygiene stations,

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touchpoint minimization, and distancing tactics for the start of races. As the County continues to monitor COVID-19 data and engage public health officials, the use of County parks can be revisited based on changing conditions or as directed by the Board. While this item addresses Fall sports, a similar agenda item and analysis addressing spring sports will be prepared for Board consideration at a future meeting taking into account the local health conditions and health guidance at that time.

**Options:**

1. Accept the report on Re-opening County Parks for Organized Outdoor Sports and Athletic Events.
2. Direct staff to modify Phase 2 of the *Leon County COVID-19 Response and Re-opening Plan* to authorize organized cross country practices and events at County facilities with the following protocols:
  - a. Prohibit spectators and nonessential personnel at cross country races
  - b. Require everyone at a cross country race to wear a face cover unless they are actively competing or have a chronic pre-existing or demonstrable medical condition.
  - c. Require everyone to be screened for COVID-19 symptoms, including temperature checks, prior to admission to the designated cross country race area.
  - d. Require all competitors, coaches, and their essential personnel to test negative for COVID-19 within 72 hours of a cross country race with competitors from outside the four-county region (Leon, Gadsden, Wakulla, and Jefferson Counties).
3. Board direction.

**Recommendation:**

Options #1 and #2

**Attachments:**

1. Requests to re-open Apalachee Regional Park from Florida State University, Tallahassee Community College, and the Florida High School Athletic Association
2. White House “Guidelines for Opening Up America Again”
3. Florida Re-Open Task Force Report to Governor DeSantis; “Safe. Smart. Step-by-Step.” Plan for Florida’s Recovery
4. US Olympic and Paralympic Committee’s COVID-19 Sports Event Planning Considerations
5. CDC COVID-19 Guidance for Parks and Recreation Administrators
6. CDC COVID-19 Guidance to Consider for Youth Sports
7. Little League District 20 COVID-19 Protocols
8. USA Football/Pop Warner COVID-19 Protocols
9. Florida High School Athletic Association Sports Medicine Advisory Committee COVID-19 Plan

**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #16**

# Leon County Board of County Commissioners

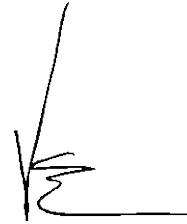
## Agenda Item #16

October 13, 2020

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator

**Title:** Tallahassee-Leon County Commission on the Status of Women and Girls Annual Report and Joint County/City Agreement with The Oasis Center for Women & Girls



<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator
<b>Lead Staff/ Project Team:</b>	Heather Peeples, Special Projects Coordinator

### **Statement of Issue:**

This item seeks the Board's receipt of the Tallahassee-Leon County Commission on the Status of Women and Girls 2020 Annual Report and approval of the annual joint County/City agreement with The Oasis Center for Women & Girls for providing administrative support to the committee.

### **Fiscal Impact:**

This item has a fiscal impact. The County's \$20,000 share of the proposed Joint Agreement has been budgeted and adequate funding is available in the FY 2021 budget.

### **Staff Recommendation:**

- Option #1: Receive the 2020 Tallahassee-Leon County Commission on the Status of Women and Girls Annual Report (Attachment #1).
- Option #2: Approve the Agreement for staffing of the Tallahassee-Leon County Commission on the Status of Woman and Girls with the City of Tallahassee and the Oasis Center for Women & Girls for administrative support and authorize the County Administrator to execute (Attachment #2).

## **Report and Discussion**

### **Background:**

This item seeks the Board's receipt of the Tallahassee-Leon County Commission on the Status of Women and Girls 2020 Annual Report and approval of the joint County/City Agreement with The Oasis Center for Women & Girls for providing administrative support to the Tallahassee-Leon County Commission on the Status of Women and Girls (Committee).

In June 2010, the Oasis Center for Women & Girls (Oasis) approached the County requesting the creation of a Commission on Women and Girls. The initial proposal was to create a joint County/City committee; however, the City did not take action on the proposal. As a result, on September 14, 2010, the Board moved forward with the creation of the Leon County Commission on the Status of Women and Girls, comprised of 21 members (14 appointed by the Board, with each Commissioner having two appointments, and seven appointed by the Committee). On April 12, 2011, the Board adopted an Enabling Resolution that established the scope and responsibility of the Leon County Commission on the Status of Women and Girls and contracted with Oasis in the amount of \$10,000 to provide administrative support and assist in the preparation of an annual report to the Board.

On December 12, 2012, the Leon County Commission on the Status of Women and Girls presented its annual report to the Board. At that time, the Board provided an additional \$10,000 (for a total of \$20,000) to Oasis to provide research and development support to the Committee. Additionally, the Board encouraged members of the Leon County Commission on the Status of Women and Girls to approach the City of Tallahassee on providing financial support for a joint Commission, as initially proposed in 2010. On February 13, 2013, the City Commission agreed to provide funding to Oasis for administrative support to the Committee at the current level provided by the County (\$20,000) and move forward with the creation of a joint committee.

On March 12, 2013, the Board adopted a joint Enabling Resolution establishing the Tallahassee-Leon County Commission on the Status of Women and Girls. The City Commission subsequently adopted the Resolution. The Resolution states that Oasis shall provide administrative support to the joint Committee, per the adoption of an agreement with the County and City. On September 24, 2019, the Board adopted the 2019/20 fiscal year budget that included \$20,000 to Oasis for the administrative support to the Committee.

### **Analysis:**

#### **2020 Commission on the Status of Women and Girls Annual Report (Attachment #1)**

The report includes a summary of the Committee's activities throughout as well as updates and recommendations from the Committee's three subcommittees: (1) Education & Economic Security; (2) Health & Development; and (3) Violence & Safety. The Committee Chair, Darby Kerrigan-Scott, Esq. will be available to present the Commission on the Status of Women & Girls Annual Report and answer questions.

2020-21 Joint County-City Agreement (Attachment #2)

Pursuant to the County-City Enabling Resolution, Oasis provides administrative support to the Committee. The proposed joint County-City Agreement with Oasis provides funding in the amount of \$20,000 from the County and \$20,000 from the City (for a total of \$40,000) for administrative support to the Committee for FY 2020/2021. As directed by the Board, the Joint Agreement states that one-half (\$10,000) of the County funding shall be dedicated to provide research and development support to the Committee. The County's portion of funding to Oasis in the amount of \$20,000 has been budgeted.

Consistent with all other outside agency contracts for services, the Agreement states that the Committee would provide both the County and the City with a midyear report by April 1st. The report will include the Committee's budget, expenditures, and a summary of the Committee's activities.

**Options:**

1. Receive the 2020 Tallahassee-Leon County Commission on the Status of Women and Girls Annual Report (Attachment #1).
2. Approve the Agreement for staffing of the Tallahassee-Leon County Commission on the Status of Woman and Girls with the City of Tallahassee and the Oasis Center for Women & Girls for administrative support and authorize the County Administrator to execute (Attachment #2).
3. Board direction.

**Recommendation:**

Options #1 and #2

**Attachments:**

1. 2019-20 Tallahassee-Leon County Commission on the Status of Women and Girls Annual Report
2. Agreement for staffing of the Tallahassee-Leon County Commission on the Status of Woman and Girls



# CSWG

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



# 2019-2020 ANNUAL REPORT



# A LETTER FROM OUR CHAIR

What a year it has been. We began by selecting our focus – **the effects of trauma on the mental health of women and girls: becoming a more trauma-informed community**. Little did we know just how relevant this topic would soon become with a global pandemic looming around the corner.

We held an event two years in the making: the 2019 Women’s Economic Security Summit. Former Commissioner and Event Chair Amber Tynan, together with the Steering Committee, led community members and leaders through an in-depth discussion of how to build a more sustainable and equitable community. Later we hosted a screening of the film Resilience and a webinar discussing the book *The Deepest Well* by Dr. Nadine Burke Harris, the Surgeon General of the State of California. These events educated the community about the long-term physical and mental health consequences of trauma. The Commission also advocated for the issuance of proclamations by the City of Tallahassee and Leon County Commissions to celebrate Women’s History Month and Women’s Equality Day. In addition, we joined the Florida Hate Crime Coalition, which urges lawmakers to add gender and gender identity as grounds for hate crimes in Florida. The Commission year ended with the celebration of the centennial anniversary of women’s suffrage, while recognizing the marginalization of—and long fight ahead for—Black women suffragists.

Across our nation, we witnessed gruesome police brutality inflicted on Black people, and a groundswell of support for confronting our history of racial injustice and dismantling our culture of white supremacy. These atrocities and this call to action led us to make two commitments: (1) to advocate for justice and equity for women and girls at the intersections in our community; and (2) to increase diversity and inclusion within the CSWG, especially in positions of leadership.

We are excited to work with you in the coming year to advance these efforts and to implement the recommendations included in this report.

**DARBY KERRIGAN SCOTT, ESQ.**

2019- 2020 CHAIR



Chair,  
Darby Kerrigan-Scott, Esq.



Vice-Chair,  
Elizabeth Jakubowski, Ed.D.

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## MISSION AND VISION

As an advisory board of the City Commissioners and Board of County Commissioners, our purpose is to educate, promote, and recommend public policy regarding issues that affect women and girls in our area. Our task is to help community members and elected leadership understand how the intersection of different identities (race, ethnicity, gender, sexual orientation, socioeconomic status) impact access to rights and opportunities. We aim to serve as the premier advocate and leading voice for improving the lives of women and girls in the communities encompassed by Tallahassee-Leon County.



# CSWG 2019-2020 AT A GLANCE

## MEMORANDA

Florida Hate  
Crime Coalition

## APPOINTMENTS

TPD Citizens  
Advisory Committee

## PROCLAMATIONS

Women's History Month  
Women's Equality Day



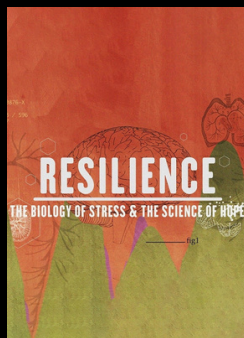
## LOCAL ZIP CODES REPRESENTED

32301	<b>TALLAHASSEE PROUD</b>	32309
32303		32311
32304		32312
32308		32317

## COMMUNITY EVENTS



"The Deepest Well" Webinar



"Resilience" Film Screening



2019 Women's Economic Security Summit

## CSWG Demographics

**57%** Black Women      **43%** White Women

## 21 Commissioners

7 City Commission Appointments  
7 County Commission Appointments  
7 CSWG Appointments

**1,168**

Hours of volunteer service to the CSWG by Commissioners

# CSWG 2019-2020 COMMISSIONERS



Darby  
Kerrigan  
Scott, Esq.



Rebekah  
Dorn, Ph.D.



Tonnette  
Graham



Jeanne  
O'Kon, Ph.D.



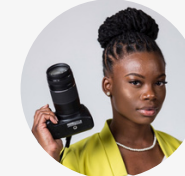
Elizabeth  
Jakubowski,  
Ed.D.



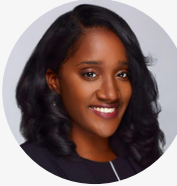
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Dietz



Andrea  
Jones



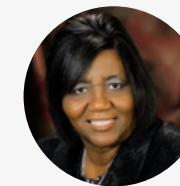
Marie  
Rattigan



Jasmine  
Ali



Linda  
Edwards,  
Esq.



Judy  
Mandrell,  
D.C.L.



Antoneia  
Roe, Esq.



Carrie  
Boyd, Esq.



Gina  
Giacomo



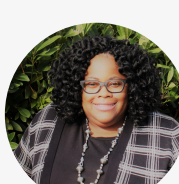
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McGrew,  
Esq.



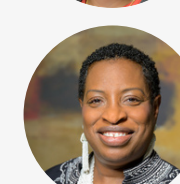
Gwendolyn  
Singleton,  
Ph.D.



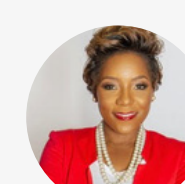
Cicely  
Brantley,  
Ph.D.



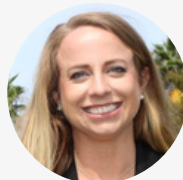
Lashawn  
Gordon



Bernice  
McMillan



Samantha  
Vance



Katie Britt  
Williams

## 2020 WOMEN'S SUFFRAGE CENTENNIAL

2020 marked the 100th anniversary of the passage of the 19th amendment to the Constitution of the United States giving women the right to vote. The celebration of this momentous occasion should commemorate that struggle and its success. The Tallahassee-Leon County Commission on the Status of Women and Girls celebrates this historic achievement and thanks the City of Tallahassee and Leon County for proclaiming August 26, 2020 as Women's Equality Day.



# POLICY RECOMMENDATIONS

## EDUCATION AND ECONOMIC SECURITY COMMITTEE

Implement a Risk Mitigation Fund as a Landlord Incentive Program for mixed-income housing developments in order to increase the accessibility of affordable housing to applicants struggling with housing insecurity.

## HEALTH AND DEVELOPMENT COMMITTEE

Make provisions for the enhancement of formalized mental health and emotional wellness education programs for City and County employees and for community awareness events.

## VIOLENCE AND SAFETY COMMITTEE

Implement Trauma-Informed Care training for the Tallahassee Police Department and recommend the training for Leon County Sheriff's Office employees



## BACKGROUND

The economic status of a woman and her access to quality educational resources are two of the most influential factors in the determination of upward economic mobility. Single mothers and women who are Black, Indigenous, and People of Color (BIPOC) face higher levels of poverty, exacerbated by the affordable housing crisis and decreased access to higher rated schools. According to the Florida Housing Data Clearinghouse (FHDC) of the University of Florida, 52% of Leon County renters were cost burdened prior to the pandemic. A household is considered cost burdened when housing expenses exceed 30% of monthly gross income of the residents. In 2018, one-third of Leon County households qualified as Asset Limited, Income Constrained, Employed (ALICE). These families earn more than the federal poverty level but less than the basic cost of living for the County. Researchers agree that these conditions have only worsened during the pandemic. Avoiding eviction or securing safe housing grows increasingly taxing for women whose wages are not enough to cover the Household Survival Budget. A family of two adults and two young children needs \$6,487 per month to survive in Leon County.

## COMMUNITY IMPACT

High risk permanent residents are at a disadvantage when submitting rental applications in a saturated housing market, resulting in those who most need affordable housing being unable to access available units. Application barriers must also be addressed if women with lower incomes are to have a chance of securing these residences. The implementation of incentives would strategically encourage landlords to rent to women they may otherwise turn away, such as single-mothers, families with multiple children, and people with criminal backgrounds. The Florida Housing Coalition (FHC) defines a Risk Mitigation Fund as a resource that can be drawn upon by a landlord to minimize the potential financial impact of renting to a tenant deemed “higher risk”. This fund would allow local landlords to act as community partners in addressing the housing crisis by utilizing these funds in addition to existing security deposit assistance for those who live in the ALICE population and struggle with credit worthiness. The FHC highly recommends the application of these funds as an “excellent strategy” to convince landlords to take perceived risks in renting to those at risk of homelessness.

**Policy Recommendation: Implement a Risk Mitigation Fund as a Landlord Incentive Program for mixed-income housing developments in order to increase the accessibility of affordable housing to applicants struggling with housing insecurity.**

### Definitions of Success

- Establish a fund to encourage landlords to become partners in preventing homelessness while having their financial risk minimized.
- Utilize any available housing resources from local, State or Federal funding, such as the Community Development Block Grant (CDBG) through the City of Tallahassee Community Redevelopment Agency (CRA) Board, Leon County resources, or other agencies to fund this Program.
- Provide access to resources for women and girls experiencing housing insecurity to avoid eviction and access stable housing.



## BACKGROUND

The Health and Development Committee has focused this year on the underreported and pervasive nature of Adverse Childhood Experiences (ACEs), which have a profound impact on the mental health of women and girls. ACEs are repeated toxic stressors, including but not limited to alcoholism, divorce, and abuse that lead to lifelong chronic mental and physical illnesses and cannot be distinguished among developing brains. Physical consequences of ACEs include heart disease and diabetes, and mental effects include a severe increase in suicide rates and depression. Chronic toxic stress is often misdiagnosed as behavioral issues, and these inappropriate behavioral patterns in the home are replicated by children during adulthood. Adverse Childhood Experiences can be tested via a tool that quantifies the amount and types of traumatic events that occurred before the age of 18. The higher an ACE score, the more likely an individual will experience challenges in later life.

## COMMUNITY IMPACT

The City Commission has recently passed several measures related to mental health crisis intervention initiatives. Research shows that chronic traumatic experiences can lead to mental illnesses, with the most vulnerable being those living in high-poverty, high-stress environments with continuous concerns about employment, food, and quality health care. The scope of these efforts is commendable and necessary to alleviate the strain of mental health needs in the Tallahassee community. In addition to these improvements, it is recommended that the City and County partner to offer Mental Health First Aid (MHFA) training. MHFA is a public education program designed to enhance community understanding of mental illnesses in order to seek timely intervention and save lives. Leon County planned to host sessions of MHFA in the late spring and early summer as a follow-up to its Pathways to Community Healing event in February. Given all that has transpired locally and nationwide in the past six months, it is vital that this emphasis on mental health literacy be expanded in all sectors of our community. Offering these training events to all City and County employees will enhance the effectiveness of the Mental Health Initiatives being acted upon by the City of Tallahassee and expand them throughout Leon County.

**Policy Recommendation: Make provisions for the enhancement of formalized mental health and emotional wellness education programs for City and County employees and for community awareness events.**

### Definitions of Success

- Incorporate Mental Health First Aid training to increase mental health literacy among City and County employees and facilitate the identification of appropriate cost-effective services for citizens experiencing mental health crises.
- Offer Mental Health First Aid training events on a regular schedule, mandated for City and County employees, with the first priority being employees who are in direct service positions.
- Authorize Mental Health First Aid certificate training events on a consistent annual schedule throughout the community, recommended for community agencies and as an expansion of Leon County's plans to host two of these sessions in the Spring of 2020.
- Allocate fiscal resources to maintain and update current certifications of City and County employees who have received this training.



## BACKGROUND

The vast impacts of violence and stress are just beginning to be widely acknowledged, as evidence of the long-term physiological and mental health effects of trauma. Women and girls are particularly vulnerable to victimization and toxic stressors that lead to prolonged trauma. Women and girls of color are at an even higher risk of trauma due to many factors, including increased rates of childhood criminalization and adultification. The COVID-19 pandemic has only exacerbated stressors and isolation that can fuel the cycle of trauma. Both national and local data paint a clear picture: collective trauma is more pervasive now than ever.

As the understanding of trauma has grown in our society, the implementation of Trauma-Informed Care (TIC) has taken root in many forward-thinking sectors. TIC is a modality of service that facilitates systemic awareness of widespread trauma, and the many ways in which it may manifest. It shifts the perspective from “What’s wrong with you?” to “What’s happened to you?” The first step of implementation TIC is to recognize signs of trauma in an interaction with a community member. In the event that trauma symptoms are present, the corresponding response from a service provider is then integrated with the understanding of toxic stress.

## COMMUNITY IMPACT

The utilization of Trauma-Informed Care in law enforcement agencies is vital in the ongoing work of decreasing violence and crime in our community. Victims of violence, particularly those who have experienced traumatizing events in childhood, have a heightened risk of engaging in predatory or criminal behavior. Enhanced training on the topic of mental health adversity through this modality better equips law enforcement personnel to handle the complexities of their interactions with community members. It also provides tools for supporting their own wellness and addressing their mental health needs in response to the trauma to which they are exposed in the line of duty. Implementing TIC in law enforcement responses to the community would further the goal of an enhanced holistic crisis response and improved relationships between citizens and local law enforcement. It is the recommendation of this committee to further these goals with the enactment of an increased requirement for training in Trauma-Informed Care.

**Policy Recommendation: Implement Trauma-Informed Care training for the Tallahassee Police Department and recommend the training for Leon County Sheriff’s Office employees**

### Definitions of Success

- All local law enforcement agents receive regular mandatory Trauma-Informed Care training as a part of the required in-service training each year.
- Implementation of Trauma-Informed Care throughout community interactions with law enforcement strengthens City of Tallahassee and Leon County goals for a more holistic crisis response that seeks to promote the mental health of our community.
- Utilization of Trauma-Informed Care leads to decrease in the necessity of use of force in law enforcement interactions.
- Application of Trauma-Informed Policing results in improved community relationships with law enforcement due to increased connection, respect, and understanding between police and local residents.



# Thank You to Our Speakers and Community Partners

## COMMUNITY PARTNERS

- Big Bend Continuum of Care
- Big Bend Habitat for Humanity
- Big Bend Homeless Coalition
- City of Tallahassee Community Redevelopment Agency
- City of Tallahassee Department of Community Housing and Human Services
- Community Human Services Partnership
- Community Redevelopment Agency Frenchtown and Capital City Chamber
- Florida A&M University
- Florida Commission on the Status of Women
- Florida Housing Coalition
- Florida State University
- FSU Department of Urban and Regional Planning
- Greater Bond Neighborhood Association
- Hate Crime Coalition
- Housing Leadership Council
- Institute for Nonprofit Innovation and Excellence
- Leon County Office of Economic Vitality
- Leon County Office of Services and Community Partnerships
- Leon County School System
- PACE-Leon Center for Girls
- Second Harvest Food Bank
- Survive and Thrive Advocacy Center
- Tallahassee Community College
- Tallahassee Housing Authority
- Tallahassee Lenders Consortium
- Tallahassee Engaged in Meaningful Productivity for Opportunity (TEMPO)
- Tallahassee Police Department
- The Domestic Violence Coordinating Council
- United Partners for Human Service



GUEST SPEAKER	AFFILIATION	AREA OF EXPERTISE
Jessica Yeary	Defense Attorney	Juvenile Justice System
Courtney Atkins	Whole Child Leon	Childhood Behavioral Health
Alexis Rojas	Whole Child Leon	Childhood Behavioral Health
Officer Sean Wyman	Tallahassee Police Department	Trauma-Informed Care
Paula DeBoles-Johnson	Capital City Youth Development Corp	Community Healing
Meg Baldwin	Refuge House	Domestic Violence
Karen Oehme	FSU Institute for Family Violence Studies	Sexual Assault
Robin Hassler Thompson	Survive and Thrive Advocacy Center	Human Trafficking
Dr. Huberta Jackson-Lowman	FAMU Department of Psychology	Intergenerational Racial Trauma
Jean Amison	Department of Community Housing and Human Services	Affordable Housing
Sherri Curtis	Community Redevelopment Agency	Affordable Housing
Rick McGraw	Community Redevelopment Agency	Affordable Housing
Amy Toman	Deputy City Attorney	Ethics and Compliance
Evelin Ramirez	U.S. Census Bureau Community Liaison	U.S. Census
<b>ECONOMIC SECURITY SUMMIT SPEAKERS</b>		
Talethia Edwards	Abena Ojetayo	Phil DeVol

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With special thanks to Catherine Register, Staff Liaison; and Gaby Scott, Policy Intern; the Oasis Center for Women and Girls; the City of Tallahassee Commission and staff; the Leon County Board of County Commissioners and staff; and the residents of Tallahassee-Leon County



## **AGREEMENT FOR STAFFING OF THE TALLAHASSEE-LEON COUNTY COMMISSION ON STATUS OF WOMEN AND GIRLS**

THIS AGREEMENT is entered into this \_\_\_ day of October 2020, by and between **LEON COUNTY, FLORIDA**, a charter county and a political subdivision of the State of Florida (hereinafter referred to as the County), the **CITY OF TALLAHASSEE**, a Florida municipal corporation (hereinafter referred to as the “City”), and **THE OASIS CENTER FOR WOMEN & GIRLS, INC.**, a Florida nonprofit corporation (hereinafter referred to as the “Agency”).

**WHEREAS**, the County established the Leon County Commission on the Status of Women & Girls on April 12, 2011 with the adoption of Enabling Resolution R11-14 setting forth the purpose and goals of the Commission, and

**WHEREAS**, on December 13, 2012, the County and the Agency entered into an Agreement for Staffing of the Leon County Commission on Status of Women and Girls for the County fiscal year 2012/2013 (the “Original 12/13 Agreement”); and

**WHEREAS**, the County and City established the Tallahassee-Leon County Commission on the Status of Women and Girls (the “Commission”) with the adoption of a Joint Enabling Resolution, identified by the County as R13-11 and by the City as 13-R-20 (readopted and amended in 15-R-28) (the “Joint Enabling Resolution”), setting forth the purpose and goals of the Commission and effectively dissolving the Leon County Commission on the Status of Women and Girls; and

**WHEREAS**, the County and the City jointly engaged the Agency through a new Agreement for Staffing to continue to provide administrative support to the Commission through the end of the fiscal year 2012/2013; and

**WHEREAS**, the County and City wish to jointly ratify and acknowledge their desire to continue the engagement of the Agency to provide administrative support to the Commission and have each appropriated \$20,000 for staff of the Commission for fiscal year 2020/2021 for a total of \$40,000.

**NOW, THEREFORE**, in consideration of the following mutual covenants and other valuable considerations, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

### **Article 1. GENERAL CONDITIONS**

1.1. **Scope of Services; Compensation:** In exchange for the County’s payment to the Agency in the amount of TWENTY THOUSAND and 00/100 DOLLARS (\$20,000.00) and the City’s payment to the Agency in the amount of TWENTY THOUSAND and 00/100 DOLLARS (\$20,000.00) in accordance with Section 1.4.2 below, the Agency shall do, perform and carry out, in a satisfactory and proper manner, as determined by the County and City, administrative support to the Commission which shall include but not be limited to:

- 1.1.1. Staffing and Scheduling.
- 1.1.2. Coordination.
- 1.1.3. Liaison/Communication with the County and City.
- 1.1.4. Prepare all necessary documents when needed.

1.1.5. Perform all necessary functions and requirements of the Chapter 286 (Sunshine Law), Chapter 112, Part III (Code of Ethics), Chapter 257 (Public Records Retention) and Chapter 119 (Public Records Law) of the Florida Statutes pertaining to the operation of the Commission.

1.1.6. Commission activities, community outreach and promotion of issues affecting women and girls which may include printing, website development and maintenance, holding community forums, and other related expenses.

1.1.7. Conduct research and development at the direction of the Commission, with the expectation that approximately one-half, or TEN THOUSAND and 00/100 DOLLARS (\$10,000.00) of the funding provided by the County for the Agency's administrative support to the Commission will be allocated to such research and development.

1.2. **Reporting:** The Agency shall provide both a mid-year and annual report to the County and the City including the Commission's budget, expenditures, and a summary of the Commission's activities. The mid-year report shall be provided by the 1st day of April 2021.

1.3. **Collaboration:** During the Term of this Agreement, the Agency shall carry out the goals, objectives, and tasks of the Commission as outlined in the Joint Enabling Resolution establishing the Tallahassee-Leon County Commission on the Status of Women and Girls, a copy of which is attached hereto as Exhibit "A" and by reference is made a part hereof.

1.4. **Time of Performance and Payment:** The time within which this Agreement shall be performed and the method of payment for compensation shall be as follows:

1.4.1. Time of Performance. The County, the City, and the Agency hereby ratify and acknowledge the Agency's receipt of a written notice to proceed with the commencement of the Scope of Services effective October 1, 2020. All work and services required by this Agreement shall be performed between **October 1, 2020, and September 30, 2021**, unless the Commission is earlier dissolved by the County and the City or unless otherwise mutually agreed to in writing by the County, the City, and the Agency.

1.4.2. Payment. The County and City shall, no later than 30 days after executing this Agreement, pay as compensation to the Agency the amount of TWENTY THOUSAND and 00/100 DOLLARS (\$20,000.00), respectively for services to be provided for fiscal year 2020/2021.

1.4.2.1. In the event the Commission is dissolved, or the Agency's work and services are otherwise fully performed, prior to the end of a fiscal year for which the Agency has received an advance payment for compensation, the Agency shall reimburse the County and City in an amount pro-rated for the portion of the fiscal year during which the Agency's services will no longer be provided.

1.5. **Personnel and Subcontracting:**

1.5.1. The Agency represents that it has, or will secure at its own expense, all personnel required in performing the Scope of Services as described in Section 1.1 above. Such personnel shall not be employees of or have any contractual relationship with the County and City.

1.5.2. All work and services required hereunder will be performed by the Agency, or under its supervision, and all personnel engaged in the performance of work or services shall be fully qualified and properly authorized or licensed under applicable federal, state, and local law, statutes, and ordinances to perform such work or services.

1.5.3. None of the work or services to be performed under this Agreement shall be subcontracted without prior written approval of the County and City.

1.6. **Amendments:** The parties may, from time to time, amend this Agreement. Such amendments must be mutually agreed upon in writing by the County, the City and the Agency and set forth in a written document executed by duly authorized representatives of the parties to this Agreement.

1.7. **Termination of Contract for Cause:** If the Agency fails to fulfill, in a timely and proper manner, any of its obligations under this Agreement, or if the Agency violates any of the covenants, agreements, provisions, or stipulations of this Agreement, the County and/or City shall have the right to terminate this Agreement by giving written notice of such termination to the Agency, specifying the reasons for the termination and the effective date thereof, at least five (5) days prior to the effective date of such termination. Notwithstanding such termination, the Agency shall be and remain liable to the County and/or City for all damages sustained by, and costs or expenses incurred by the County and/or City by virtue of any breach of the Agreement by the Agency.

1.8. **Termination of Contract for Convenience of County:** The County may terminate this Agreement in whole or in part at any time by giving written notice to the Agency of such termination, specifying the effective date thereof, at least fifteen (15) days before the effective date of such termination.

1.9. **Termination of Contract for Convenience of City:** The City may terminate this Agreement in whole or in part at any time by giving written notice to the Agency of such termination, specifying the effective date thereof, at least fifteen (15) days before the effective date of such termination.

1.10. **Assignment and Binding Effect:** The Agency shall not assign, transfer, or otherwise convey any interest in this Agreement without the prior written consent of the County and City.

1.11. **Indemnification of the County:** The Agency shall indemnify, save and hold the County, its officials, officers and employees harmless from any and all actions, obligations, claims, damages, expenses, costs of any kind, debts, negligence, and liabilities arising from, or in any way related to, acts or omissions of the Agency, its employees, volunteers, subcontractors, employees of subcontractors, or clientele, in the performance of, or failure to perform under, this Agreement. Should the County, as a result of the performance or lack thereof by or on behalf of the Agency, be required to reimburse any sums to any organization, or reimburse funds to any Federal, state or local governmental entity, contribute funds to the performance of this project, or expend County funds to complete or correct such performance, the Agency, upon demand by the County, shall refund and reimburse the County for all sums so reimbursed or expended by the County.

1.12. **Indemnification of the City:** The Agency shall indemnify, save and hold the City, its officials, officers and employees harmless from any and all actions, obligations, claims, damages, expenses, costs of any kind, debts, negligence, and liabilities arising from, or in any way related to, acts or omissions of the Agency, its employees, volunteers, subcontractors, employees of subcontractors, or clientele, in the performance of, or failure to perform under, this Agreement. Should the City, as a result of the performance or lack thereof by or on behalf of the Agency, be required to reimburse any sums to any organization, or reimburse funds to any Federal, state or local governmental entity, contribute funds to the performance of this project, or expend City funds to complete or correct such performance, the Agency, upon demand by the City, shall refund and reimburse the City for all sums so reimbursed or expended by the City.

1.13. **Attorney Fees:** Nothing in this Agreement shall be construed to deny either party the right to seek any remedies that may be available to that party, at law or in equity, including but not limited to awards of court costs and attorney fees, in order to enforce the terms of this Agreement or to recover damages as a result of a breach of this Agreement; provided, however, that nothing in this paragraph shall be construed to be a waiver of the County and/or City's sovereign immunity.

## **Article 2. ASSURANCES**

2.1. **Equal Employment Opportunity:** The Agency shall comply with the prohibition against employment discrimination in Chapter 9, Leon County Code of Laws (the "Human Rights Code") by not engaging in the unlawful employment practices set forth in Article II therein on the basis of age, race, color, religion, national origin,

ancestry, disability, marital status, familial status, sex, gender, gender identity or expression, or sexual orientation. Such unlawful employment practices include, but are not limited to, (i) failing or refusing to hire, discharge, promote, or otherwise discriminate against an individual with respect to compensation or the terms, conditions, or privileges of employment, or (ii) limiting, segregating, or classifying an employee in a way which would deprive or tend to deprive an individual of employment opportunities or otherwise adversely affect the status of an employee. In addition, the Agency shall abide by any other employment discrimination prohibitions as provided by any other applicable laws. The Agency shall post in conspicuous places, available to employees and applicants for employment, any employment discrimination notices as provided by the County and/or the City setting forth the provisions of a nondiscrimination clause. The Agency shall incorporate this provision in all subcontracts for services provided under this Agreement.

2.2. **Nondiscrimination Under Title VI of Civil Rights Act of 1964:** The Agency covenants and promises that it will fully comply with Title VI of the Civil Rights Acts of 1964 (P.D. 88-352) and in accordance with Section 109 of the Housing and Community Development Act of 1974, as amended, and with all requirements imposed by or pursuant to that Act. In accordance with this, no person in the United States shall, on the basis of race, color, disability, age, religion, national origin, or sex, be excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity for which the recipient received financial assistance from the County and City.

2.3. **Interest of Members of the County and Others:** No officer, member or employee of the County and no members of its governing body, and no other public official of the governing body of the locality in which the project is situated and being carried out who exercise any functions or responsibility in the review and approval of the undertaking or carrying out of this project, shall participate in any decision relating to this Agreement which affects his personal interest or have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.

2.4. **Interest of Members of the City and Others:** No officer, member or employee of the City and no members of its governing body, and no other public official of the governing body of the locality in which the project is situated and being carried out who exercise any functions or responsibility in the review and approval of the undertaking or carrying out of this project, shall participate in any decision relating to this Agreement which affects his personal interest or have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.

2.5. **Interest of the Agency:** The Agency on behalf of itself and its officers and officials, covenants that none of them presently have any interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of work and services required to be performed under this Agreement. The Agency, on behalf of itself and its officers and officials, further covenants that in the performance of this Agreement, no person having such interest shall be employed.



2.6. **Records:** The Agency shall maintain books, records, documents, and accounting procedures and practices sufficient to reflect properly the amount received and disposition by the Agency of all compensation received for its work and services. The Agency's records shall be subject at all reasonable times to inspection, copy and audit by the County, City, or its authorized representatives. The Agency shall preserve and make its records available to the County, City and its authorized representatives until the expiration of three (3) years from the date of final settlement, and for such longer period, if any, as is required by applicable law, statute, ordinance, rule, or regulation.

2.7. **Public Records Related to Contractual Services:** The Agency shall:

2.7.1. Keep and maintain those records that ordinarily and necessarily would be required by the County and/or the City in order to perform the Services under this Agreement, hereinafter "Public Records".

2.7.2. Provide the public with access to public records on the same terms and conditions that the County or City would provide the records and at a cost to the public as set forth in Chapter 119, Florida Statutes, or as otherwise provided by law.

2.7.3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.

2.7.4. Meet all requirements for retaining public records and transfer, at no cost, to the County and the City all public records in possession of the Grantee upon termination of this Agreement and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the County and the City in a format that is compatible with the information technology systems of the County and the City.

**2.7.5. IF THE AGENCY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE AGENCY'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (850) 606-5300, [PEEPLESH@LEONCOUNTYFL.GOV](mailto:PEEPLESH@LEONCOUNTYFL.GOV), 301 SOUTH MONROE STREET OR (850) 891-2000, [COURTNEY.THOMAS@TALGOV.COM](mailto:COURTNEY.THOMAS@TALGOV.COM), 300 SOUTH ADAMS STREET.**

2.8. **Constitutional Prohibition:** The Agency shall not use Grant Funds for the acquisition, construction, reconstruction, rehabilitation, or operation of structures used for religious purposes.

IN WITNESS THEREOF, the County, the City and the Agency have executed this Agreement as of the date first above written.

**THE OASIS CENTER FOR WOMEN & GIRLS, INC.:**

\_\_\_\_\_  
Witness as to Agency

By: \_\_\_\_\_

\_\_\_\_\_  
(Type or print name and title of signatory)

\_\_\_\_\_  
Witness as to Agency

**LEON COUNTY, FLORIDA**

By: \_\_\_\_\_  
Vincent S. Long, County Administrator

Date: \_\_\_\_\_

APPROVED AS TO LEGAL  
SUFFICIENCY:  
Chasity H. O’Steen, County Attorney  
Leon County Attorney’s Office

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

By: \_\_\_\_\_

By: \_\_\_\_\_

**CITY OF TALLAHASSEE**

By: \_\_\_\_\_  
Reese Goad, City Manager

Date: \_\_\_\_\_

APPROVED AS TO LEGAL SUFFICIENCY:  
Cassandra K. Jackson,  
City Attorney

ATTEST:  
James O. Cooke, IV  
City Treasurer-Clerk

By: \_\_\_\_\_

By: \_\_\_\_\_

CITY RESOLUTION NO. 13-R-20  
**RESOLUTION NO. 13- 11**

**A JOINT RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, AND THE CITY OF TALLAHASSEE COMMISSION TO ESTABLISH AN ADVISORY COMMITTEE WHICH SHALL BE NAMED THE TALLAHASSEE-LEON COUNTY COMMISSION ON THE STATUS OF WOMEN AND GIRLS AND WHICH SHALL OPERATE AND FUNCTION AS A DECISION MAKING COMMITTEE.**

**WHEREAS**, the Board of County Commissioners of Leon County, Florida (the “Board”), and the City of Tallahassee Commission (the “Commission”) recognizes and acknowledges the importance of public involvement and input in County and City governments; and

**WHEREAS**, women and girls make up more than half of the population in Tallahassee/Leon County; and

**WHEREAS**, while there has been significant progress made, there is still work to be done before women and girls achieve economic, education, and employment parity; and

**WHEREAS**, we must understand the current challenges that face our female citizens in order to best equip women and girls with the knowledge, skills, and equal access to reach for the promise of tomorrow; and

**WHEREAS**, in order for the Board and the Commission to consider the input of the public in the matter of the status of women and girls in the community, including, but not limited to discrimination, disparate experiences of diverse women and girls, employment, education, services, health, economic, security, access to justice, freedom from violence and more, the Board and Commission wish to establish and appoint an advisory committee to function and operate in accordance with Board Policy No. 03-15, “Board-Appointed Advisory Committees: Establishment, Appointment, Function, Operation, and Dissolution” (“Board-Appointed Advisory Committees”) and in accordance with City Commission Policy No. 110, Citizen Advisory Boards Guidelines.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY AND CITY COMMISSION OF TALLAHASSEE,**  
that:

1. The Board and the Commission hereby establish an advisory committee, to be named the Tallahassee-Leon County Commission on the Status of Women and Girls (the “Committee”), for the purpose of promoting matters pertaining to the status of women and girls in Tallahassee, Leon County.

2. The Committee shall function and operate as a Decision Making Committee in accordance with Board Policy No. 03-15, “Board-Appointed Advisory Committees” and City Commission Policy No. 110, Citizen Advisory Guidelines.

3. The Committee shall have as its goal the promotion of awareness on issues that affect women and girls in the community, including, but not limited to discrimination, disparate experiences of diverse women and girls, employment, education, services, health, economic security, access to justice, freedom from violence, and more.

4. The Committee shall be charged with the responsibility of providing input and recommendations to the Board and the Commission, as needed, on approaches with which to address issues affecting women and girls in Tallahassee, Leon County.

5. The Committee shall provide an annual written report to the Board and the Commission.

6. The Committee shall have twenty-one (21) members to be appointed as follows:

- a. Seven (7) shall be appointed by the Board. Each County Commissioner shall appoint one (1) member.
- b. Seven (7) shall be appointed by the Commission. The Mayor and each commissioner shall appoint one (1) member; the remaining two (2) appointments shall be made by the full Commission.

- c. Seven (7) members shall be appointed by the Committee and ratified by the Board and the Commission.
  - d. Each member shall serve a two-year term; however, the following committee appointments shall be made for an initial term of one (1) year: County Commission Districts 1, 3 and 5; City Commission Seats 2, and 4, and a full Commission appointment; and four appointments by the Committee. After the initial appointments, all terms shall be for two (2) years.
7. The members of the Committee shall not be subject to full and public disclosure of financial interests.
  8. Members of the Committee appointed by the Board may not serve more than three consecutive terms. Members of the Committee appointed by the Commission may not serve more than two consecutive terms.
  9. The Committee shall be assisted by the staff of the Oasis Center for Women & Girls, Inc. pursuant to a separate agreement with Leon County and the City of Tallahassee.
  10. The Committee shall be dissolved only upon direction of the Board and the Commission.
  11. This Resolution shall become effective immediately upon its adoption.

**DONE, ADOPTED, AND PASSED** by the Board of County Commissioners of Leon County, Florida, this 12<sup>th</sup> day of March, 2013 and by the City Commission of the City of Tallahassee this 13<sup>th</sup> day of March, 2013.



ATTESTED BY:

BY: John Stott, Deputy Clerk  
Bob Inzer  
Clerk of the Circuit Court

LEON COUNTY, FLORIDA

BY: Nicholas Maddox  
Nicholas Maddox, Chairman  
Board of County Commissioners

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

BY: Herbert W. A. Thiele  
Herbert W. A. Thiele  
County Attorney

CITY OF TALLAHASSEE, FLORIDA

ATTESTED BY:

BY: James O. Cooke, IV  
James O. Cooke, IV  
City Treasurer-Clerk

BY: John R. Marks, III  
John R. Marks, III  
Mayor

APPROVED AS TO FORM:

BY: Lewis E. Shelley  
Lewis E. Shelley  
City Attorney

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2013 APR 11 PM 2:31

**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #17**



# Leon County Board of County Commissioners


## Agenda Item #17

October 13, 2020

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator

**Title:** FY 2020-21 Annual Retreat Overview



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<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Wanda Hunter, Assistant County Administrator
<b>Lead Staff/ Project Team:</b>	Heather Peeples, Special Projects Coordinator

### **Statement of Issue:**

This item provides an overview of the proposed FY 2020-21 Annual Retreat scheduled for January 25, 2021.

### **Fiscal Impact:**

This item has a fiscal impact. Adequate funding has been budgeted and is available to support the FY 2020-21 Annual Retreat.

### **Staff Recommendation:**

Option #1: Accept the FY 2020-21 Annual Retreat Overview.

## Report and Discussion

### **Background:**

This item provides an overview of the proposed FY 2020-21 Annual Retreat scheduled for January 25, 2021. In accordance with Governor DeSantis's decision to require local governments return to in-person meetings by November 1, 2020, the Retreat will be held in-person at a venue that can accommodate social distancing and other mitigation strategies. This item recommends that the Retreat agenda be limited to performing the necessary annual update to the County's Strategic Plan, in order to comply with the Centers for Disease Control and Prevention (CDC) guidelines recommending that indoor gatherings be limited in duration and attendance. However, the Board may also wish to address specific issues and may direct staff to prepare status reports or other analysis for consideration during the Retreat.

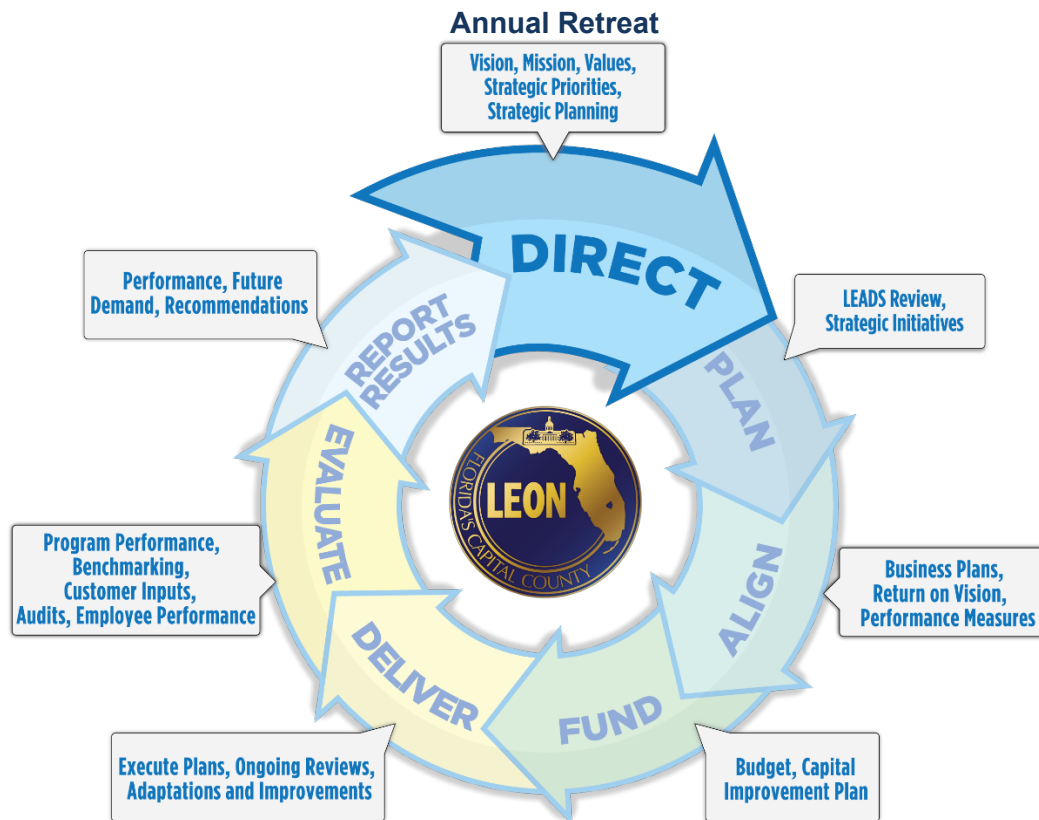
On March 20, 2020, following the publication of the CDC social distancing guidelines for preventing the spread of COVID-19, Governor DeSantis issued Executive Order No. 20-69 which suspended the Florida Statute requiring a physical quorum for local government body meetings, and permits the use of communications media technology (CMT), such as telephonic and video conferencing. Board meetings continued in a virtual format as permitted by six separate extensions of Executive Order No. 20-69. However, Governor DeSantis's last extension via Executive Order No. 20-246 is set to expire on 12:01 a.m. November 1, 2020. Additionally, the Governor's Director of Communication has issued a memo stating, "Local government bodies should prepare to meet in person as required by Florida law beginning November 1, 2020." As a result, all Leon County Commission meetings, including the Annual Retreat, will return to an in-person quorum at this time.

For many years the Board has conducted an Annual Retreat, facilitated by the County Administrator, for the purpose of aligning the resources of the organization to achieve the Board's Vision, reaffirming the County's Strategic Priorities, evaluating our progress, and establishing new Strategic Initiatives to respond to emerging challenges and new opportunities.

2011 marked the adoption of a new strategic planning process focused on developing a shared vision for the future of the Leon County community. This shared vision drives the remainder of the County's strategic planning process, which ensures that Commissioners have the opportunity to consider changes in both the internal and external environment such as revenue changes, regulatory changes, and changes in needs and service expectations of citizens and other stakeholders in setting the County's strategic direction. The planning process led to the development and implementation of the FY 2012-2016 Strategic Plan, which provided an important foundation for the current FY 2017-2021 Strategic Plan.

Also in 2011, the County Administrator introduced the Leon LEADS organizational structure - a comprehensive strategic process to align the Board's top priorities with the optimized resources of the organization while instilling the County's "People Focused. Performance Driven." culture. Leon LEADS stands for: **L**istens for changing needs, **E**ngages citizens and employees, **A**ligns key strategic processes, **D**elivers results & relevance, and **S**trives for continuous improvement.

The following graphic illustrates the complete cycle of how Leon County aligns and integrates its core strategic processes, consistent with the Leon LEADS structure, in order to be a model 21st Century county government that our citizens believe in and others benchmark against.



From FY 2011 through FY 2015, the Board’s Annual Retreat focused on updating and reaffirming the Strategic Plan. In 2016, the Board Retreat served to both close out the FY 2012-2016 Strategic Plan and establish the baseline for the FY 2017-2021 Strategic Plan. The current five-year plan includes updated Mission and Vision statements, new Strategic Priorities and Initiatives, as well as a series of five-year Targets and one “Bold Goal,” which are stretch goals designed to be big and difficult to achieve but are worthy of Leon County’s best efforts. In FY 2017 and FY 2018, the Annual Retreat again focused on updating the current Strategic Plan, updating the Board on the County’s progress toward reaching its five-year Targets and Bold Goals, and adding new Strategic Initiatives. Attachment #1 presents a brief summary of actions taken at the Board’s Annual Retreats since FY 2011.

The remainder of this item provides an overview of the proposed FY 2021 Annual Retreat agenda.

**Analysis:**

As in past years, the Retreat will be held at an offsite venue to serve as a time for the Commission to work as a collegial body on updating the County’s Strategic Plan, away from the normal day-to-day agendas, budgets and workshops. FSU’s Dodd Hall has been reserved for the Retreat and

can accommodate the County’s meeting needs with social distancing measures in place. However, the CDC currently recommends limiting both the length and attendance of indoor gatherings. Consistent with these guidelines, it is recommended that the Retreat agenda be abbreviated to only performing the necessary annual update to the County’s Strategic Plan (Attachment #2), which will reduce the meeting length and the number of staff needed onsite. However, the Board may wish to address specific issues and may direct staff to prepare status reports or other analysis for consideration during the Retreat.

The annual update to the County’s Strategic Plan includes the following:

- Reviewing the current Vision Statement and Strategic Priorities, and amending if necessary;
- Reviewing the progress that has been made on the Bold Goals and 5-year Targets;
- Reviewing the progress that has been made on the 88 Strategic Initiatives adopted by the Board; and
- Amending any of the Strategic Initiatives that the Board previously approved, and identifying and adding new Strategic Initiatives.

As illustrated in the County’s five-year planning cycle (Table #1), FY 2021 marks the fourth and final “update” year of Leon County’s FY 2017-2021 Strategic Plan. The next Annual Retreat scheduled for January 2022 will serve to both close out the current five-year plan and adopt the new FY 2022-2026 Strategic Plan. In advance of the next year’s Retreat, an extensive, community-wide survey will be conducted to gather data from all key sectors, including residents, businesses, neighborhood leaders, and others. Survey data would also provide information and analysis on the community's values and priorities, which may assist the Board in the development of the next five-year Strategic Plan.

**Table #1: Five-Year Planning Cycle for the FY 2017-2021 Strategic Plan:**

<b>Plan Year</b>	<b>Action</b>	<b>Board Retreat</b>	<b>Plan Adoption by the Board</b>
n/a	Renewal Year	December 2016	Adopted January 24, 2017
1	Update Year	December 2017	Revised January 23, 2018
2	Update Year	December 2018	Revised January 22, 2019
3	Update Year	January 2020	Revised February 2020
4	Update Year	January 2021	Revised February 2021
5	Renewal Year	January 2022	Adoption anticipated in February 2022

In summary, the FY 2021 Annual Retreat scheduled for January 25, 2021 is recommended to be held in person in accordance with Governor DeSantis’s decision to require local governments return to in-person meetings by November 1, 2020. While the Retreat venue located in FSU’s Dodd Hall can accommodate the meeting with social distancing measures, additional mitigation

strategies are recommended to limit possible exposure to the virus. Specifically, this item recommends that the Retreat agenda be limited to performing the necessary annual update to the County's Strategic Plan in order to comply with CDC guidelines recommending that indoor gatherings be limited in duration and attendance. However, the Board may choose to direct staff to prepare additional status reports or other analysis for consideration during the Retreat.

**Options:**

1. Accept the FY 2020-21 Annual Retreat Overview.
2. Do not accept the FY 2020-21 Annual Retreat Overview.
3. Board direction.

**Recommendation:**

Option #1

**Attachments:**

1. Summary of Past Annual Board Retreats
2. Leon County FY 2017-2021 Strategic Plan

## Summary of Annual Board Retreats

### FY 2011-12 Retreat

During the December FY 2011-12 retreat, the Board began to align its strategic processes by defining its Vision Statement. The Board then participated in a SWOT process (strengths, weaknesses, opportunities, and threats). Utilizing the SWOT analysis, the Board established four strategic priority areas for the next two years. The four Strategic Priorities, Economy, Environment, Quality of Life, and Governance, are high-level categories of focus, which consider the desired future condition and the major areas of County government's responsibilities, critical to the success of the community. Strategic Priorities determine the entire direction of Leon County government.

Subsequent to receiving the Board's direction during the retreat, extensive efforts were undertaken by staff from December 2011 through February 2012 to identify 84 Strategic Initiatives that would bring the Board's four Strategic Priorities into action. Countywide departments and divisions also revised their missions to align with the County's Vision Statement. Those Strategic Initiatives and the County's core practices were approved by the Board on February 28, 2012.

### FY 2012-13 Retreat

As approved by the Board, the December 2012 retreat provided an opportunity to update the plan it established in 2011, as it was the second year of the two-year plan. During the retreat, the Board refined its Vision Statement and some of its Strategic Priorities and existing Strategic Initiatives, and identified 25 new Strategic Initiatives. Additionally, the Board engaged in a discussion facilitated by John Streitmatter, Principal with Leadership Research Institute. This discussion included:

- Opportunities to enhance the leadership capacity of the Commission,
- How Commissioners work together,
- How the Board works with community partners,
- How the Board engages with citizens, and
- How the Board works and engages with staff.

Through this effort, the Board became better positioned to deal with issues that cannot be planned for.

### FY 2013-14 Retreat

During the December 2013 retreat, the Board held a conversation with FSU President Eric Barron regarding the redevelopment of the Civic Center district, as well as a conversation with Liz Joyner and Bob Jones (Florida Conflict Resolution Consortium) regarding moving citizen engagement to "the next level," which led to the creation of the "Club of Honest Citizens" series. During the Retreat, the Board added 13 new strategic initiatives. Also during the retreat, the Board approved transitioning to a five-year planning cycle with continued annual reviews and updates, and semi-annual status reports. Leon County's current Strategic Planning cycle shifted to FY 2012 through FY 2016.

### FY 2014-15 Retreat

The December 2014 retreat included a discussion with FSU President John Thrasher, who shared his vision for the university and continued the discussion of the Madison Mile Convention District redevelopment project. The Commission discussed "Finding the Community's Common Ground" with speaker Steve Seibert. Additionally, four key topics were considered: mental health delivery in

the community, the solid waste management facility, partnering to promote skilled workforce opportunities, and the comprehensive plan. Reflective of the day's discussions the Commission added 12 new Strategic Initiatives to the FY 2012 through FY 2016 Strategic Plan.

#### FY 2015-16 Retreat

The FY 2015-16 Board Retreat served as the last in a 5-year cycle in guiding the FY 2012 – 2016 Strategic Plan. The December 7, 2015 Retreat included six issues on the day's agenda which began with staff presentation including possible Strategic Initiatives for Board consideration, followed by Board discussion. As a result of the six key issues and subsequent Board discussion, a total of 19 new initiatives were added to ensure staff's actions align with the Board's strategic priorities.

#### FY 2016-17 Retreat

The FY 2016-17 Board Retreat served to both close out the FY2012-FY2016 Strategic Plan and establish the baseline for the FY2017 – FY2021 Strategic Plan. During the retreat, the Board received a final summary of the last five-year plan, reviewed an environmental scan of the County, and conducted a Strengths, Weakness, Opportunities, and Threats (SWOT) analysis in preparation for developing a plan for the next five years.

As part of the planning process, the Board reestablished the Vision Statement and Strategic Priorities in addition to establishing new Strategic Initiatives. Staff also proposed adopting an organizational Mission Statement, a "Bold Goal" for each priority area, as well as, a series of 5-year "Targets."

#### FY 2017-18 Retreat

Following one of the most active hurricane seasons in recorded history, the FY 2017-18 Board Retreat focused on the County's community resilience efforts to date, targeting new and emerging trends for leaders, and exploring how Leon County can drive resiliency forward. Leslie Chapman-Henderson, president and chief executive of the Federal Alliance for Safe Housing (FLASH), facilitated a conversation with the Board to expand the Board's understanding of community resilience, strengthen our existing organizational capacity and evaluate long term policy making.

During the Retreat, the County Administrator reviewed the County's progress toward each priority area's bold goals and five-year targets, including the ongoing efforts to achieve these stretch goals. The Board voted to accept the update on Leon County's progress towards the FY 2017 – FY 2021 bold goals and targets, revised the Economy five-year target regarding job creation, and adopted a total of 16 new initiatives.

#### FY 2018-19 Retreat

Building upon the County's extensive efforts to create senses of place in our community through programs, planning, and infrastructure, the FY 2018-19 Board Retreat focused on the status and outlook of the County's "social infrastructure" – the places, events, and resources that strengthen communities by fostering social interactions and building relationships.

The County Administrator provided an update on the current status and outlook of Leon County's extensive efforts to build social infrastructure in the community. The presentation included a review of recent social infrastructure initiatives and upcoming initiatives to expand and enhance social infrastructure. Following the presentation, the Board was joined by Dr. Eric Klinenberg, a Professor of Sociology at New York University, Director of the Institute for Public Knowledge. Dr. Klinenberg provided a presentation on social infrastructure, which is the focus of his new book *Palaces for the*

*People: How Social Infrastructure Can Help Fight Inequality, Polarization, and the Decline of Civic Life.* Following his presentation, Dr. Klinenberg led the Board in a discussion focused on how to continue to build a vibrant social infrastructure system in Leon County.

During the final segment of the Retreat, the County Administrator reviewed the County's progress toward each priority area's bold goals and five-year targets, including the ongoing efforts to achieve these stretch goals. The Board voted to accept the update on Leon County's progress towards the FY 2017 – FY 2021 bold goals and targets, and adopted a total of 17 new initiatives.

#### FY 2019-20 Retreat

As approved by the Board during the October 15, 2019 meeting, the FY 2019/20 Strategic Planning Retreat included a discussion on re-envisioning the possibilities of the Leon County Public Library System. The structure of the Retreat mirrored the Aspen Institute's recommended three-step process for realigning libraries' programs, services, staff, and physical spaces with the community's greatest needs and goals: (1) Learning, (2) Leading, and (3) Implementing.

**Step 1: Learning** - The first step, Learning, involved completing an internal assessment of a public library. In support of this step, the Board was presented with an update on the Leon County Public Library System including an overview of 5-year trends in local library use and the Florida's Public Library Statistics and Ranking Tables Report, which compares like-sized libraries in the state. These reports demonstrated the rapid changes occurring in the ways residents choose to utilize the Library and its resources. Over just the last five years, there have been significant declines in circulation of print and fixed-format materials, while downloads of digital content have doubled or tripled. Fewer people are visiting the Library and choosing it as their preferred place to work or study. However, there is a growing demand for new programs and services that educate, build community, and connect people to needed information and resources.

The comparisons to other like-sized library systems likewise helped to identify those areas where the Library has not kept pace. These opportunities for enhancement were further highlighted by the findings from the multi-city/state tours of other public library systems, which also presented during the Retreat. Following this presentation, the Board was joined by Charles Pace, Executive Director of the Gwinnett County (GA) Public Library. Charles' presentation explored how libraries like his are undergoing a process of identifying the changing roles of libraries, refocusing their priorities on the needs of the community, and engaging citizens for their input to help develop new strategies to maintain their relevance.

**Step 2: Leading** - The second step, Leading, involved using the results of the Library's internal review as well as the best practices observed in other libraries to develop a strategy for strengthening relationships with the community. The first foundational change recommended by the Aspen Institute and observed repeatedly during the tours is realignment of libraries with the community and its priorities, aspirations and goals. To reinforce this new, outward focus, staff presented an updated mission statement for the Library, as well as suggested priority focus areas to guide the development of new programs and services. The Board also adopted the following Strategic Initiative into Leon County's Strategic Plan: Implement the *Essential Libraries Initiative* to re-envision the Leon County Public Library.

Several additional strategies to support the *Essential Libraries Initiative* were also explored. These included possible facility improvements, updates to the Library's staffing structure, technology enhancements, increased community engagement and outreach efforts, as well as a review of the



Library's Patron Code of Code of Conduct. To help create and sustain a culture of innovation, the Board also approved the creation of an Innovation Officer position with the Library through the realignment of an existing position. Once filled, this position will be responsible for promoting the steady growth of innovation skills and principles across the Library, recommending and implementing new services that meet community needs, and developing methodologies to evaluate work processes, programs, and services.

**Step 3: Implementing** - The final step, Implementing, involved convening a community dialogue to re-envision the library's role and develop a plan for deploying the library's key assets in new ways to meet the challenges of today and tomorrow. During the Retreat, the Board was presented with a proposal to engage stakeholders, active patrons, and non-library users alike in conversations about how libraries can be an essential resource for all residents. The proposal included Listening Sessions and a community survey as well as a review of demographic trends in Leon County that the Library will need to be responsive to. Utilizing the citizen input and other findings from this step, a final, detailed draft of the *Essential Libraries Initiative* will be presented to the Board as part of the FY 2022 Budget Workshops. As discussed during the Retreat the final proposal would include:

- Any revisions to the priority focus areas as well as a timeline for implementation of planned new programs and services.
- A proposed 3 to 5 year capital improvement project schedule for any enhancements to the branches or Main Library to support the new programs or services being offered.
- Existing position reclassifications to support specific programs and services.

During the final segment of the Retreat, the County Administrator reviewed the County's progress toward each priority area's bold goals and five-year targets, including the ongoing efforts to achieve these stretch goals. The Board voted to accept the update on Leon County's progress towards the FY 2017 – FY 2021 bold goals and targets and adopted a total of 16 new initiatives.



**LEON COUNTY FY2017-2021**

# STRATEGIC PLAN

UPDATED JANUARY 2020

ECONOMY ENVIRONMENT QUALITY OF LIFE GOVERNANCE



(Left to Right) At-Large Commissioner Mary Ann Lindley, District 2 Commissioner Jimbo Jackson, District 1 Commissioner Bill Proctor, District 4 Commissioner Bryan Desloge (Chairman), District 3 Commissioner Rick Minor (Vice Chairman), District 5 Commissioner Kristin Dozier and At-Large Commissioner Nick Maddox.



# VISION

A community that is safe,  
healthy and vibrant.

# MISSION

To efficiently provide public  
services which serve and  
strengthen our community.

**CONTENTS:** Economy 6 | Environment 8 | Quality of Life 10 | Governance 12 | Strategic Initiatives 14-17  
Key Community Metrics 20 | Bold Goals and Targets 23

# LEON COUNTY

**On behalf of the Board of County Commissioners and the dedicated men and women of Leon County Government,** I'm proud to present the updated Fiscal Year (FY) 2017-2021 Leon County Strategic Plan. In the pages ahead, you will read about the County's vision, priorities, and initiatives that guide our daily efforts, as well as bold goals and five-year targets, which keep County employees striving to make Leon County a special place to live, work, and play.



County Administrator Vincent S. Long

Each year we update our Strategic Plan as we continue to evolve, engage, and execute our strategy. Our culture of performance has made Leon County known nationwide and here at home as a county government of innovative problem solvers working on behalf of and alongside our citizens in

addressing the needs of the day and shaping our future.

In the pages ahead, you will see how we at Leon County plan and measure our success in the priority areas of Economy, Environment, Quality of Life, and Governance. Our Strategic Plan guides our efforts at every level of the organization and provides a foundation for setting the standard in public service. Recently updated for the current year, this plan features five-year targets that keep us focused on tangible results, and our bold goals that ensure we stretch ourselves to expand possibilities and exceed expectations.

And we cannot do all this alone. In the years ahead, we will continue to engage citizens as co-creators of this special community we share.

## CORE PRACTICES

- » Delivering the “Wow” factor in Customer Service.
- » Connecting with Citizens.
- » Demonstrating Highest Standards of Public Service.
- » Accepting Accountability.
- » Exhibiting Respect.
- » Employing Team Approach.
- » Exercising Responsible Stewardship of the Community’s Resources.
- » Living our “People Focused, Performance Driven” Culture.



# FY2017-2021 Strategic Plan

## VISION

A community that is safe, healthy and vibrant.

## MISSION

To efficiently provide public services which serve and strengthen our community.

## CORE VALUES

Service, Integrity, Accountability, Respect, Collaboration, Stewardship, Transparency, Performance

## STRATEGIC PRIORITIES

### Economy

To be an effective leader and a reliable partner in our continuous efforts to make Leon County a place which attracts and retains talent, to grow and diversify our local economy, and to realize our full economic vitality.

### Environment

To be a responsible steward of our precious natural resources in our continuous efforts to make Leon County a place which values our environment and natural beauty as a vital component of our community's health, economic strength and social offerings.

### Quality of Life

To be a provider of essential services which promote the well-being of our citizens and the livability of our community in our continuous efforts to make Leon County a place where people are healthy, safe, and connected to their community.

### Governance

To be a model for local governance with innovative, competent, and responsible public servants, committed to promoting integrity, creating meaningful opportunities for citizen engagement and co-creation, and ensuring fiscal stewardship.

**STRATEGIC INITIATIVES**

**BOLD GOALS AND TARGETS**

## Vision

### **A community that is safe, healthy and vibrant.**

Leon County's vision statement is an aspirational description of what the organization would like to achieve and accomplish in the future. The vision statement also describes how Leon County, in an ideal state, should look in the future.

## Mission

### **To efficiently provide public services which serve and strengthen our community.**

Leon County's mission statement supports the vision and serves to communicate purpose and direction to employees, citizens, vendors and other stakeholders. The mission statement reflects the organization's vision, but is more concrete and action-oriented.

## Core Values

### **Service, Integrity, Accountability, Respect, Collaboration, Stewardship, Transparency, Performance**

Leon County's core values are the foundational, guiding principles on how the County team serves the public, exceeds expectations, and accomplishes big, game-changing projects and initiatives. These core values serve as the foundation for our core practices, which are the ways we live our values every day through public service.

## Strategic Priorities

Leon County's Strategic Priorities are high-level categories of focus in the County's major areas of responsibilities: Economy, Environment, Quality of Life, and Governance. The priorities consider the County's future in each area and are critical to the success of the community. As part of the strategic plan, these priorities inform every decision and every initiative made by Leon County.

## Strategic Initiatives

Leon County's strategic initiatives are program- or area-specific projects that align with the County's strategic priorities to serve and strengthen the community. In the FY2017-2021 Strategic Plan, the 75 strategic initiatives ensure that the optimized resources of the County are aligned to address the community's most pressing issues and to achieve the County's top priorities.

## Bold Goals and Targets

Bold goals are truly stretch goals that will be big and difficult to achieve, but are worthy of Leon County's best efforts. Bold goals require the County to explore new partnerships, identify new opportunities, and inspire new ideas.

Leon County's five-year targets are aligned with each strategic priority and will communicate to the public and staff throughout the County the specific results the County expects to achieve through the collective execution of the strategic initiatives. Achieving these five-year targets will demonstrate results, accountability, and the strength of long-term planning.

# ECONOMY

## PRIORITY

To be an effective leader and a reliable partner in our continuous efforts to make Leon County a place which attracts and retains talent, to grow and diversify our local economy, and to realize our full economic vitality.<sup>(EC)</sup>



(EC1)

Do well-designed public infrastructure which supports business, attracts private investment and has long term economic benefits.



(EC3)

Leverage university and community partnerships to increase entrepreneurial, technology transfer and commercialization opportunities.



(EC2)

Support programs, policies and initiatives to attract, create, and promote expansion of business, entrepreneurship, and job creation.



(EC4)

Grow our tourism economy, its diversity, competitiveness and economic impact.

## BOLD GOAL

Grow the five-year tourism economy to \$5 billion

PROGRESS TO DATE

**57%**

(\$2.85 Billion)\*

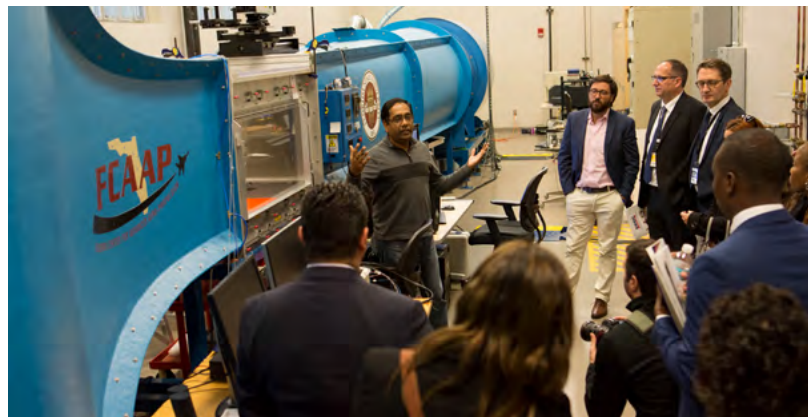
*\* Estimate based upon available data.*



## PROGRESS AS OF SEPTEMBER 2019

### 5-YEAR TARGETS

- » Attract 80 state, regional, or national championships across all sports 59% (47 Championships)
- » Co-create 500 entrepreneur ventures and 11,500 new jobs, including 400 high-wage jobs 166 entrepreneurial ventures (33%), 9,064 new jobs (82%), and 123 high-wage jobs in high tech clusters (31%)
- » Connect 5,000 students & citizens to middle skilled job career opportunities 48% (2,398 Students and Citizens)
- » Host 100,000 residents & visitors as part of the Amphitheater County Concert Series 28% (28,217 Residents and Visitors)





# ENVIRONMENT

## PRIORITY

To be a responsible steward of our precious natural resources in our continuous efforts to make Leon County a place which values our environment and natural beauty as a vital component of our community’s health, economic strength and social offerings.<sup>(EN)</sup>



(EN1)

Protect the quality and supply of our water.



(EN3)

Promote orderly growth and sustainable practices.



(EN2)

Conserve and protect environmentally sensitive lands and our natural ecosystems.



(EN4)

Reduce our carbon footprint.

## BOLD GOAL

Upgrade or eliminate 500 septic tanks in the Primary Springs Protection Zone

PROGRESS TO DATE

**610**

septic tank upgrades or eliminations in progress





## PROGRESS AS OF SEPTEMBER 2019

### 5-YEAR TARGETS

- |   |                       |
|---|-----------------------|
| » Plant 15,000 trees including 1,000 in canopy roads  | 80%<br>(12,279 Trees) |
| » Ensure 100% of new County building construction, renovation and repair utilize sustainable design | On target             |
| » 75% community recycling rate  | 62% Recycling Rate    |
| » Construct 30 miles of sidewalks, greenways and trails   | 68% (20.3 Miles)      |



# QUALITY OF LIFE

## PRIORITY

To be a provider of essential services which promote the well-being of our citizens and the livability of our community in our continuous efforts to make Leon County a place where people are healthy, safe, and connected to their community.<sup>(Q)</sup>



Maintain and enhance our parks and recreational offerings and green spaces.



Support strong neighborhoods.



Promote livability, health and sense of community by enhancing mobility, encouraging human scale development, and creating public spaces for people.



Provide relevant library offerings which promote literacy, life-long learning and social equity.



Provide essential public safety infrastructure and services.



Assist local veterans and their dependents with securing entitled benefits and advocating their interests.



Support and promote access to basic health and welfare services to our community members most in need.

### BOLD GOAL

Secure more than \$100 million in Veteran Affairs benefits for Leon County veterans & their families

PROGRESS TO DATE

**76%**

(\$76.4 Million)\*

*\* Estimate based upon available data.*



## PROGRESS AS OF SEPTEMBER 2019

### 5-YEAR TARGETS

- |  |                         |
|--|-------------------------|
| » Double the number of downloadable books at the library | 106% (14,276 New Books) |
| » Construct 100 fire hydrants                            | 48% (48 Fire Hydrants)  |
| » Train 8,500 citizens in CPR/AEDs                       | 65% (5,501 Citizens)    |
| » Open 1,000 new acres of park land to the public        | 22% (217 new acres)     |



# GOVERNANCE

## PRIORITY

To be a model for local governance with innovative, competent, and responsible public servants, committed to promoting integrity, creating meaningful opportunities for citizen engagement and co-creation, and ensuring fiscal stewardship.<sup>(G)</sup>



(G1)

Sustain a culture of transparency, accessibility, accountability, civility, and the highest standards of public service.



(G4)

Retain and attract a highly skilled, diverse and innovative County workforce, which exemplifies the County's Core Practices.



(G2)

Sustain a culture of performance, and deliver effective, efficient services that exceed expectations and demonstrate value.



(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.



(G3)

Sustain a culture that respects, engages, and empowers citizens in important decisions facing the community.

## BOLD GOAL

Implement 500 citizen ideas, improvements, solutions & opportunities for co-creation

PROGRESS TO DATE

**59%**

(297 Citizen Ideas)



## PROGRESS AS OF SEPTEMBER 2019

### 5-YEAR TARGETS

- » Reduce by at least 30% the average time it takes to approve a single family building permit 20% Reduction  
(2 days faster)
- » Achieve 90% employee participation in the County’s “My Rewards” Well Being Program 90% Participation  
(507 Employees Participating)
- » Reduce by 60% the outstanding debt of the County 49.5% Reduction
- » 100% of employees are trained in Customer Experience, Diversity and Domestic Violence, Sexual Violence & Stalking in the Workplace 100% of Employees Trained



# STRATEGIC INITIATIVES – ECONOMY



- » (EC4) Utilizing a portion of the BP settlement funds, identify solutions for weatherization of the Capital City Amphitheater stage, inclusive of potential sound mitigation elements. (2016-1)
- » (EC1, EC4) Continue to work with FSU on the Civic Center District Master Plan to include the potential partnership to realize the convention center space desired by the County and to bring back issues related to the County's financial and programming roles and participation for future Board consideration. (2016-2)
- » (EC4) Support the revision of Sec. 125.0104, F.S. to modify the eligibility for levying the local option High Tourism Impact Tax to include counties that are home to Preeminent State Research Universities in order to levy a sixth cent to support the convention center and arena district. (2016-3)
- » Continue to pursue opportunities for workforce development, including:
  - (EC2) Based upon the projected unmet local market for middle skill jobs, continue to host Leon Works Exposition in collaboration with community and regional partners and launch Leon County's Junior Apprenticeship Program. (2016-4A)
  - (EC2) Work with partners, such as The Kearney Center and Leon County Schools, to increase access to training programs, apprenticeships, and other programs promoting middle-skilled jobs. (2016-4B)
- » (EC4) Continue to work with FSU to bid and host NCAA cross country national and regional championships at Apalachee Regional Park (ARP). (2016-5)
- » (EC2) Implement the Economic Development Strategic Plan as adopted and may be revised by the Intergovernmental Agency. (2016-6)
- » (EC2) Complete and implement the joint County/City disparity study

# STRATEGIC INITIATIVES – ECONOMY



- and enhancements to the MWSBE program. (2016-7, rev. 2020)
- » (EC4) Expand our economic competitiveness by coordinating with regional partners to host an Americas Competitive Exchange on Innovation and Entrepreneurship (ACE) conference. (2016-8)
- » (EC1, EC2) Evaluate sun setting the Downtown CRA and correspondingly evaluate the effectiveness of the Frenchtown/Southside CRA including the County's partnership with the City. (2016-9)
- » (EC4) Enhance sports tourism through the exploration of an NFL Preseason game and other possible events at Doak Campbell Stadium. (2016-10)
- » (EC2) To address issues of economic segregation and diversity, evaluate establishing a micro-lending program for small, minority and women-owned businesses. (2016-11)
- » (EC1, EC4) Further enhance our competitiveness in attracting national and regional running championships by making additional strategic investments at the Apalachee Regional Park (ARP). (2016-12)
- » (EC2) Evaluate expanding Leon Works as a regional event and to different segments of the community. (2017-1)
- » (EC2) Explore the creation of local Enterprise Zone incentives to be managed by the Office of Economic Vitality in support of economic growth and development. (2017-2)
- » (EC2, EC3) Continue to partner with Shop Local 850 to promote Leon County's local businesses and entrepreneurs and develop new data sources to analyze the economic impacts of shopping local. (2017-3)
- » (EC2, EC3) Explore ways to expand how local businesses can do business outside of the community. (2017-4)
- » (EC4) Raise awareness of County trails through the Division of Tourism Strategic Plan. (2017-5)
- » (EC4) To further promote Leon County as a biking community, pursue the International Mountain Biking Association (IMBA) Designation. (2018-1)
- » (EC1, EC2) Conduct an updated market feasibility study and evaluation of the Fairgrounds relocation/modification. (2020-1)
- » (EC4) Work with the City of Tallahassee to develop a branding strategy for the community's trail system. (2020-2)



# STRATEGIC INITIATIVES – QUALITY OF LIFE



- » Continue to expand recreational amenities to include:
  - (Q1, Q6) Implement a master plan for the Apalachee Regional Park. (2016-24A, rev. 2017)
  - (Q1, Q6) Develop a program to establish a signature landscaping feature with a regular blooming season. (2016-24B)
  - (Q1, Q6) Implement the Tallahassee-Leon County Greenways Master Plan. (2016-24C)
  - (Q1, Q6) Evaluate additional trail expansion opportunities. (2016-24D)
  - (Q1, Q6) Work with partners to utilize rights-of-way and utility easements to further expand the trail system. (2016-24E)
  - (Q1, Q6) Identify opportunities to create dog parks in the unincorporated area. (2016-24F)
- » (Q5) Complete a comprehensive review and revision to the Land Use Element of the Comprehensive Plan, including a review of inclusionary housing. (2016-25)
- » (Q3) Continue to evaluate emergency medical response strategies to improve medical outcomes and survival rates. (2016-26)
- » (Q4, G1, G5) 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)
- » (Q4, Q5) Implement the Joint County-City Affordable Housing Work Group's efforts to develop a holistic plan for the redevelopment of a multi-family affordable housing project and identification of additional transitional housing opportunities through community partnerships. (2016-28, rev. 2017)
- » Continue to serve our seniors through programs and partnerships, including:
  - (Q4) As Florida's first Dementia Caring Community, support the Florida Department of Elder Affairs in the further development of the pilot program, provide enhanced paramedic training and engage local partners in making the County a more dementia-friendly community. (2016-29A)
  - (Q4) Exploring opportunities to address fraud/scams targeted towards seniors. (2016-29B)
- (Q4, EC4) To continue to support Choose Tallahassee's efforts to market our community as a retirement destination. (2016-29C)
- » (Q4) Identify and evaluate pretrial alternatives to incarceration for low level and non-violent offenders through regional partnerships and state and national efforts, including data-driven justice initiatives. (2016-30)
- » (Q7) Work with community partners to expand appreciation of local veterans including recognition of National Pearl Harbor Remembrance Day. (2016-31)
- » (Q3) Increase safety in the unincorporated area through the development of a new street lighting program and evaluation of the need for additional signage. (2016-32)
- » (Q3, Q4) Improve pet overpopulation by engaging vested community partners in the implementation of spay and neutering strategies. (2016-33)
- » (Q4) Continue County support of primary healthcare through participation in Carenet in order

# STRATEGIC INITIATIVES – QUALITY OF LIFE

to increase access to affordable healthcare for those in need. (2016-34)

- » (Q2) Explore opportunities to increase to high speed internet access through a “mobile hot spot” library lending program. (2016-35)
- » (Q5, Q6) 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)
- » (Q1, Q5, Q6) As part of sense of place initiative for Miccosukee, evaluate the opportunity to combine activities from the existing community center into the Old Concord School. (2017-10)
- » (Q7) Enhance partnership with CareerSource to increase job and economic opportunities for local veterans. (2018-7)
- » (Q5, Q6) Develop a formal policy to implement the private dirt road safety stabilization program to be funded through L.I.F.E. (2% of sales tax extension). (2018-8)
- » (Q4) Conduct a comprehensive human service needs assessment in order to align CHSP funding with the highest human services needs in the community. (2018-9)
- » (Q3) Implement practices and strategies to further enhance the response to mass casualty incidents; including, the delivery of Stop the Bleed campaign training which teaches citizens how to assist someone suffering from major bleeding. (2018-10)
- » (Q4) Continue to evaluate the effectiveness of our existing County supported re-entry programs, explore other opportunities to further enhance re-entry efforts, and work with the Supervisor of Elections to assist former felons with registering to vote. (2018-11)



- » (Q6, Q1) Implement a minimum grid bicycle route network. (2018-12)
- » (Q3) Implement text-to-911 in coordination with the Consolidated Dispatch Agency so that individuals in emergency situations may text 911 call takers. (2020-5)
- » (Q4) In coordination with the Leon County Health Department, work to identify an operator for a local Syringe Exchange Program. (2020-6)
- » (Q3, Q5) Coordinate with community partners to implement training for parents and students on the safe use of online applications. (2020-7)

# STRATEGIC INITIATIVES – ENVIRONMENT

- » (EN1, EN2) 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)
- » (EN4) Develop strategies to increase recycling and reuse rates. (2016-14)
- » (EN3) Implement the Apalachee Landfill closure process in an environmentally sensitive manner which complements the master planning for the site. (2016-15)
- » (EN3) Convene the Leon County Sustainable Communities summit on a bi-annual basis. (2016-16)
- » (EN3) In partnership with the Canopy Roads Committee, update and implement the long term management plan for the Canopy Roads including an active tree planting program. (2016-17, rev. 2020)
- » (EN3) Complete an evaluation of transportation fee alternatives to replace the existing concurrency management system of mobility fees. (2016-18)
- » (EN4) Successfully launch a commercial and residential Property Assessed Clean Energy (PACE) program and identify opportunities, including the Leon County Spring Home Expo, to train industry professionals on sustainable building practices for participation in the PACE program. (2016-19)
- » (EN2) Add environmental education kiosks, trail markings/mapping at Greenways and Parks. (2016-20)
- » (EN4) Explore new opportunities for solar on County facilities. (2016-21)
- » (EN1) Support the protection of Lake Talquin. (2016-22)
- » Reduce nitrogen impacts in the PSPZ (primary springs protection zone) by identifying cost effective and financially feasible ways including:
  - (EN1, EN2) Develop a septic tank replacement program. (2016-23A)



- (EN1, EN2) Evaluate requiring advanced wastewater treatment (AWT) for new construction. (2016-23B)
- » (EN2, EN3, EN4) Work with Sustainable Tallahassee and community partners to evaluate developing a community-wide climate action plan. (2017-6)
- » (EN1, EN2, EN3) Continue to work with the state as a host community in evaluating pilot technologies for new advanced wastewater treatment septic tanks. (2017-7)
- » (EN1, EN2, EN3) Continue to work with the state to seek matching grants to convert septic to sewer systems. (2017-8)
- » (EN4, EN3) Develop and enact the County's Integrated Sustainability Action Plan to further reduce the County Government's carbon footprint. (2018-2, rev. 2020)
- » (EN1, EN2) To increase information available to the public regarding blue-green algae blooms, fishing advisories, invasive species, and general water quality, add education kiosks at Leon County boat landings. (2018-3)
- » (EN3, EN4) Pursue NACo's SolSmart designation. (2018-4)
- » (EN1) Ensure County's water quality and stormwater regulations, programs and projects are evaluated and implemented holistically to advance the County's adopted strategic priority: to protect the quality and supply of our water. (2018-5)
- » (EN1) Develop and enhance communications strategies to inform citizens of the County's overall water quality and stormwater policies, as well as emergent issues impacting individual water bodies or ground water (2018-6).
- » (EN4, EN3) Implement zoning changes that allow for solar energy farms in the unincorporated area while preserving the rural character of our community. (2020-3)
- » (EN2) To further reduce litter and trash in rural areas and the Apalachicola National Forest, launch a targeted public outreach effort encouraging the use of County Rural Waste Service Centers. (2020-4)

# STRATEGIC INITIATIVES – GOVERNANCE

- » (G1, G3) Alongside community partners, engage citizens of diverse backgrounds, education, and age on issues that matter most to them through the Citizen Engagement Series and Club of Honest Citizens. (2016-36)
- » (G1) Continue to Support Commissioner Desloge during his term as NACo President. (2016-37)
- » (G5) In accordance with the Leon County Charter, convene a Charter Review Committee to review the Leon County Home Rule Charter and propose any amendments or revisions which may be advisable for placement on the general election ballot. (2016-38)
- » (G2) Implement migration from Groupwise to Microsoft Outlook to better integrate with other software applications that utilize automated notifications, workflows and approvals. (2016-39)
- » (G2) Continue the deployment of an updated permitting system that is modernized to use mobile and online technologies. (2016-40)
- » (G4) Continue County sponsorship of employees' participation in the Certified Public Manager training. (2016-41)
- » (G1) Seek opportunities for partnerships through NACO and FAC's enterprise programs. (2016-42)
- » (G5) Continue to explore opportunities for efficiency and cost savings through intergovernmental functional consolidation where appropriate. (2016-43)
- » (G4) Evaluate establishing a living wage for County employees and continue to provide opportunities for industry certifications and training for those employees in skilled craft, paraprofessional, and technician positions. (2016-44)
- » (G1, G2) Partner with the Federal Alliance for Safe Housing (FLASH) to become the nation's first



- #HurricaneStrong county. (2017-11)
- » (G1, G3) As part of Leon County's Citizen Engagement Series, conduct an annual "Created Equal" event to strengthen the County's commitment in tackling difficult subjects. (2017-12)
- » (G1) Continue to support Commissioner Maddox in his efforts to become Florida Association of Counties President. (2017-13)
- » (G2, G5) Implement the recommendations of the Hurricane Irma After Action Report. (2017-14)
- » (G2, G5) Develop an emergency management plan for controlled release of water at the C. H. Corn hydroelectric dam. (2018-13)
- » (G2, G5) Implement the recommendations of the Hurricane Michael After-Action Report. (2018-14)
- » (G1) Pursuant to the approved ballot initiative amending the County Charter, adopt an Ethics Ordinance by December 2019. (2018-15)
- » (G3, G1) Explore ways to promote and build upon Leon County's success in citizen engagement by identifying additional ways to increase the quantity and quality of citizen input opportunities. (2018-16)
- » (G3, G5) Evaluate incorporating social infrastructure into the comprehensive plan land use element update. (2018-17)
- » (G5) Complete an updated Building Permit fee study. (2020-8)
- » (G2, G3) Implement the Leon County Essential Libraries Initiative. (2020-9)
- » (G3) To celebrate Leon County/Tallahassee bicentennial in 2024, the County will coordinate and enhance local planning efforts with government agencies, businesses, organizations, and citizens. (2020-10)
- » (G2, G5) Participate in the MIT Sloan School of Management USA Lab to explore opportunities to further enhance re-entry efforts. (2020-11)
- » (G3) In coordination with community partners, celebrate the centennial of women's right to vote by conducting a multimodal public information/education campaign culminating with a special community event. (2020-12)
- » (G3) Support the Complete Count Committee in educating the community and promoting the 2020 Census. (2020-13)

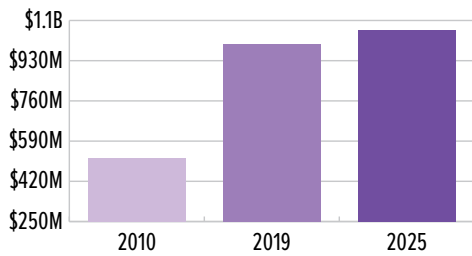
# KEY COMMUNITY METRICS

## ECONOMY



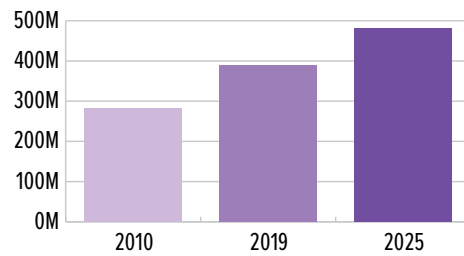
### Tourism

ANNUAL ECONOMIC IMPACT



### Office of Economic Vitality

TAXABLE SALES

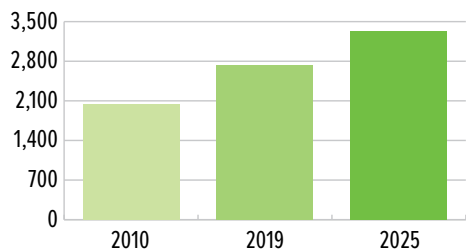


## ENVIRONMENT



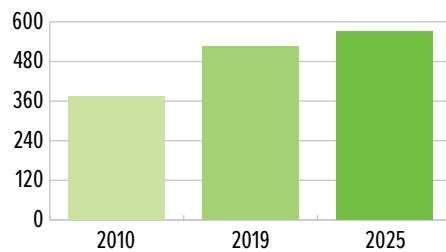
### Parks and Recreation

TOTAL ACRES OPEN TO THE PUBLIC



### Public Works, Parks and Rec, P.L.A.C.E.

TOTAL MILES OF TRAILS AND SIDEWALKS

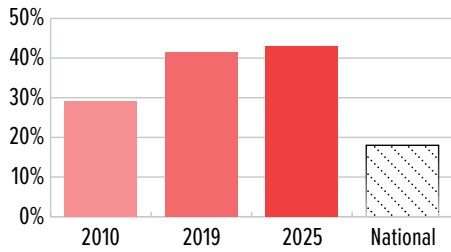


These key community metrics provide a representative snapshot of how Leon County is achieving results in the following four strategic priority areas: (1) Economy, (2) Environment, (3) Quality of Life, and (4) Governance. Additionally, the metrics show the County's continued progress by presenting where we were (2010), where we are today (2019) and where we are projected to be in five years (2025).

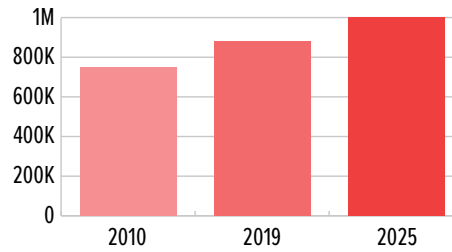
## QUALITY OF LIFE



**Emergency Medical Services**  
 CARDIAC SURVIVAL RATE



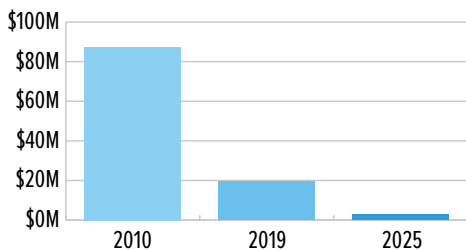
**Library Services**  
 LIBRARY OFFERINGS



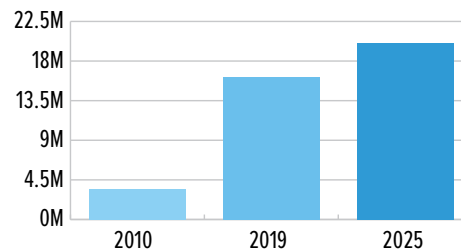
## GOVERNANCE



**Financial Stewardship**  
 DEBT REDUCTION



**Community and Media Relations**  
 CITIZEN ENGAGEMENT THROUGH OUTREACH



# OUR VALUE PROPOSITION

## **What You Get as a Taxpayer and a Stakeholder in our Community**

Leon County Government leverages partnerships, embraces efficiency and innovation, and demands performance to the benefit of our taxpayers. We actively engage our citizens, not only as taxpayers, but as stakeholders and co-creators of our community – providing meaningful opportunities to capitalize on their talents in making important decisions and shaping our community for future generations.

IN SUMMARY: FY2017-2021 STRATEGIC PLAN

# GOALS & TARGETS

PRIORITY AREAS	BOLD GOAL	PROGRESS TO DATE	5-YEAR TARGETS	PROGRESS TO DATE
<b>ECONOMY</b>	<b>Grow the five-year tourism economy to \$5 billion</b>	<b>57%</b> (\$2.85 Billion)*  <i>*Estimate based upon available data.</i>	» Attract 80 state, regional, or national championships across all sports	59% (47 Championships)
			» Co-create 500 entrepreneur ventures and 11,500 new jobs, including 400 high-wage job	129 Entrepreneur Ventures (26%), 3,428 New Jobs* (30%), and 123 High-Wage Tech Jobs (31%)
			» Connect 5,000 students and citizens to middle skilled job career opportunities	48% (2,398 Students and Citizens)
			» Host 100,000 residents and visitors as part of the Amphitheater County Concert Series	26% (25,517 Residents and Visitors)
<b>ENVIRONMENT</b>	<b>Upgrade or eliminate 500 septic tanks in the Primary Springs Protection Zone</b>	<b>36%</b> 179 septic tank upgrades or eliminations	» Plant 15,000 trees including 1,000 in canopy roads	80% (12,279 Trees)
			» Ensure 100% of new County building construction, renovation and repair utilize sustainable design	On target
			» 75% community recycling rate	62% Recycling Rate
			» Construct 30 miles of sidewalks, greenways and trails	68% (20.28 Miles)
<b>QUALITY OF LIFE</b>	<b>Secure more than \$100 million in Veteran Affairs benefits for Leon County veterans &amp; their families</b>	<b>76%</b> (\$76.4 Million)*  <i>* Estimate based upon available data.</i>	» Double the number of downloadable books at the library	106% (14,276 New Books)
			» Construct 100 fire hydrants	48% (48 Fire Hydrants)
			» Train 8,500 citizens in CPR/AEDs	65% (5,501 Citizens)
			» Open 1,000 new acres of park land to the public	22% (217 new acres)
<b>GOVERNANCE</b>	<b>Implement 500 citizen ideas, improvements, solutions &amp; opportunities for co-creation</b>	<b>60%</b> (298 Citizen Ideas)	» Reduce by at least 30% the average time it takes to approve a single family building permit	20% Reduction (2 days faster)
			» Achieve 90% employee participation in the County's "My Rewards" Well Being Program	90% Participation (507 Employees Participating)
			» Reduce by 60% the outstanding debt of the County	49.5% Reduction
			» 100% of employees are trained in Customer Experience, Diversity and Domestic Violence, Sexual Violence & Stalking in the Workplace	100% of Employees Trained



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# Leon County needs your help shaping the years ahead

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To volunteer at the County or in a local nonprofit, call (850) 606-1970 or visit  
**VolunteerLEON.org**

To serve on a Citizen Committee,  
call (850) 606-5300 or visit  
**LeonCountyFL.gov/Committees**

To provide feedback or make a service request, call (850) 606-5300 or visit  
**LeonCountyFL.gov/CitizensConnect**



Leon County Courthouse, Suite 502  
301 S. Monroe St. | Tallahassee, FL 32301  
**(850) 606-5300 | CMR@LeonCountyFL.gov**

**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #18**

# Leon County Board of County Commissioners

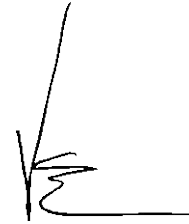
## Agenda Item #18

October 13, 2020

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator

**Title:** American Legion Post 13 Request for Funding



<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Wanda Hunter, Assistant County Administrator Shington Lamy, Director, Office of Human Services and Community Partnerships
<b>Lead Staff/ Project Team:</b>	Ben Bradwell, Veteran Services Manager

### **Statement of Issue:**

This item seeks Board consideration of a funding request from the American Legion Post 13 (American Legion) in the amount of \$10,213 to assist with repairs and improvements at the Legion Hall.

### **Fiscal Impact:**

This item has a fiscal impact. The American Legion is requesting funding in the amount of \$10,213 for repairs and improvements at its facility located at 229 Lake Ella Drive. Annually, the County budgets \$10,000 for the North Florida Homeless Veterans Stand Down and \$5,000 for Operation Thank You Breakfast. Due to the cancellation of the 2020 North Florida Homeless Veterans Stand Down and the Operation Thank You Breakfast, funds are available to meet the request of the American Legion. Funding is included in the FY 21 carry forward.

### **Staff Recommendation:**

Option #1: Approve the funding request from the American Legion Post 13 in the amount of \$10,213 for repairs and improvements at the Legion Hall.

## **Report and Discussion**

### **Background:**

This item seeks Board consideration of a funding request from the American Legion Post 13 (American Legion) in the amount of \$10,213 to assist with repairs and improvements at the Legion Hall. On September 28, 2020, staff received a funding request from the American Legion in the amount \$10,213 for repairs and improvements to its flooring (Attachment #1). Funding is available to support this request through the cancellation of the North Florida Homeless Veterans Stand Down and Operation Thank You Breakfast.

### **Analysis:**

The American Legion was chartered and incorporated by Congress in 1919 as a patriotic veterans' organization devoted to mutual helpfulness. It is the nation's largest wartime veterans service organization. For the last four years, Leon County has partnered with the American Legion to host the Operation Thank You Breakfast at the Legion Hall on Veteran's Day. Annually, more than 400 veterans and their families attend the event which is held prior to the Veteran's Day Parade. However, Veteran Events in Tallahassee, Inc. (VET, Inc.) recently announced the cancellation of this year's Veteran's Day Parade due to the COVID-19 pandemic. As a result, the American Legion has canceled this year's Operation Thank You Breakfast which the County has budgeted \$5,000. Therefore, the American Legion intends to make renovations to its facility during this period of time and is requesting funding in the amount of \$10,213 to assist in repairs to the flooring in the ladies' bathroom, kitchen, as well as to replace the carpet on the stage.

Should the Board approve the funding request, the combination of funding for the Operation Thank You Breakfast and the North Florida Homeless Veterans Stand Down (Operation Stand Down) are available. Due to COVID-19 concerns, the Eighth Annual Operation Stand Down for April 2020 was cancelled. Annually, the County provides a \$10,000 grant to the Tallahassee Veterans Legal Collaborative which organizes the Operation Stand Down event that provides resources to homeless veterans including meals and case management. Due to the cancellation, the organization returned the \$10,000 grant to the County. Additionally, the County budgets approximately \$5,000 annually for the Operation Thank You Breakfast. These funds are available for the American Legion's funding request.

### **Options:**

1. Approve the funding request from the American Legion Post 13 in the amount of \$10,213 for repairs and improvements at the Legion Hall.,
2. Do not approve the American Legion Post 13 funding request.
3. Board direction.

### **Recommendation:**

Option # 1

### **Attachment:**

1. The American Legion Post 13 Funding Request Letter



Post Home:  
229 Lake Ella Drive  
Tallahassee, FL 32303-5572  
Phone: (850)222-3382  
Web: [floridalegionpost13.org](http://floridalegionpost13.org)  
E-mail: [amlegp13@gmail.com](mailto:amlegp13@gmail.com)

Mail Address:  
P.O.Box 38028  
Tallahassee, FL 32315-8028

September 28, 2020

Leon County Board of County Commissioners  
Leon County Courthouse  
301 South Monroe Street  
Tallahassee FL 32301

Dear Commissioners,

Thank you for your continued interest and support of the American Legion Post 13. Our post home was erected by our members in 1925 and has served our needs and has been a historical gathering site for our over 600 members and the community of Leon County.

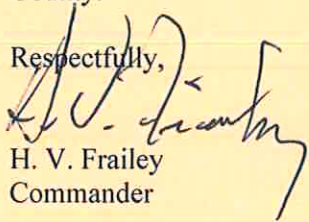
As the facilities have aged and become worn, repairs and replacement have gone from hoped for, to needed. Membership dues are a minor part of our income. The large portion of our operational income is from our building rental and bar sales, which for the last many months have been minimal, sometime non-existent.

Several areas have need of flooring. The kitchen expeditiously, the lady's room, and the stage have deteriorated. During this lax time, these repairs could be accomplished much easier than during our regular normal schedule. Restrictions currently don't allow for our facilities to operate fully. Due to the cancellation of the Annual Veteran's Day Parade, the American Legion has decided to cancel this year 2020 Operation Thank You Breakfast and use the lax time to renovate the Legion Hall for next year event.

Attached is an estimate given by an outside contractor recommended by FSU's prime architect. The work, with coordination and additional labor, could be done during this time of shut down helping us to be ready for reopening when that day hopefully soon arrives. The American Legion Post 13 is requesting a funding request from the board of the estimated cost of \$10,213.00 for the repairs.

The assistance of Leon Board of County Commissioners is sought. The Board's assistance in previous occasions has made us extremely grateful. Our facility has aged, but still very useful. Your aid will enable our partnership to continue to provide a venue that reaches out with patriotism to the residents of Leon County.

Respectfully,

  
H. V. Frailey  
Commander

# Proposal



The ONE store for your perfect floor.

**NAME** Legion Hall  
ATTN. Val

**PHONE** 1-405-535-8250

**ADDRESS**  
**CITY, STATE, ZIP** Tallahassee Fl. 32317

**DATE** 9-22-20

**Job name-** Kitchen, Stage and Bathroom

The following is an estimate to supply and install of Mannington Access loose lay vinyl planks in kitchen and bathroom with Mannington Circuit broadloom carpet for stage. Price includes light furniture move, minor floor prep and transitions. Price also includes removal and disposal of old carpet on stage.

Kitchen	600.78 sqft	\$5,689.00
Bathroom	233.39 sqft	\$2,761.00
Stage	50 yds	\$1,763.00

We propose hereby to furnish material and labor – complete in accordance with the above specifications for the sum of \$

PAYMENT TO BE MADE AS FOLLOWS: 50% deposit balance upon completion.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Glenn McDaniel

Authorized Signature \_\_\_\_\_

Note: This proposal may be withdrawn by us if not accepted within \_\_\_\_\_ days.

**Acceptance of Proposal** – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_

**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #19**

# Leon County Board of County Commissioners


## Agenda Item #19

October 13, 2020

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator

**Title:** Approval of Habitat Conservation Plan for Upper Lake Lafayette Lake Bottom



<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Maggie Theriot, Director, Office of Resource Stewardship
<b>Lead Staff/ Project Team:</b>	Leigh Davis, Director, Parks and Recreation

### **Statement of Issue:**

This item seeks Board approval to implement the Habitat Conservation Plan for the Upper Lake Lafayette lake bottom.

### **Fiscal Impact:**

This item has a fiscal impact. The Plan calls for a combination of herbicide treatments, prescribed burning, and mechanical treatments on a recurring, rotational basis. The first year herbicide treatments are estimated to cost \$25,000 and could be paid from the current year contingency account. Upon Board approval, the second year prescribed fire would cost approximately \$20,000 and will be included as part of next year's budget development process.

### **Staff Recommendation:**

Option #1: Approve and direct staff to implement the Habitat Conservation Plan for the Upper Lake Lafayette lake bottom (Attachment #1).

Option #2: Approve the Budget Resolution and Amendment realigning \$25,000 from the General Fund contingency account (Attachment #2).



## Report and Discussion

### **Background:**

This item seeks Board approval of the Habitat Conversation Plan (the Plan) for the Upper Lake Lafayette lake bottom (Attachment #1). The Plan was prepared by the Florida Fish and Wildlife Conservation Committee (FWC) as directed by the Board at the May 12, 2020 meeting. Additionally, community groups such as Big Bend Sierra Club, Audubon Society and Buck Lake Alliance were engaged to review the Plan and provide feedback. That feedback was shared with FWC for consideration, and several modifications were made to incorporate the input.

As detailed in the analysis, the Plan calls for a combination of herbicide treatments, prescribed burning, and mechanical treatments on a recurring, rotational basis. It is anticipated that the first year of herbicide treatments would cost approximately \$25,000, followed the second year by prescribed fire which could be contracted out for approximately \$20,000. It is recommended funds be allocated through the attached Resolution and Budget Amendment to support the current year expenditures (Attachment #2).

In 2006, Leon County acquired 200 acres of the Upper Lake Lafayette lake bottom as a condition of the Fallschase Development Agreement, and the lake bottom has been revegetating naturally since this acquisition. The City owns 124 acres adjacent to the south of the County property. Each government is solely responsible for the maintenance of their respective parcels. At the November 12, 2019 meeting, the Board directed staff to prepare an agenda item regarding the indemnification and liability of Tall Timber's proposal to donate their services for a prescribed burn of the Upper Lake Lafayette lake bottom.

At the December 10, 2019, regular meeting, the Board considered authorization to conduct control burn activities, supported by Tall Timbers staff, of the Upper Lake Lafayette lake bottom. The County Attorney, however, recommended that the Board not approve the License and Waiver agreement provided by Tall Timbers given the County's risk of exposure to claims that could arise. Additionally, upon consideration of the item, the Board voted to direct staff to bring back an agenda item to pursue hiring a consultant to develop a land management plan (a.k.a. habitat conservation plan) for Upper Lake Lafayette that would provide an overall strategy for restoration and maintenance activities potentially including, but not limited to, prescribed fire. As discussed in the analysis, when a prescribed burn is conducted, the County will seek Tall Timbers assistance and expertise in developing a burn management plan and to assist in other activities leading up to the prescribed burn.

At the May 12, 2020, the Board accepted a status report on the development of a land management plan for Upper Lake Lafayette which recommended that the County enter into an agreement with the FWC's Office of Conservation Planning Services, in lieu of hiring a consultant, to prepare a habitat conservation plan for the property.

FWC's Office of Conservation Planning Services (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. Utilizing FWC in this capacity provided a cost savings to the County of approximately \$20,000.

This is the first Habitat Conservation Plan that has been developed for the Upper Lafayette lake bottom due to the fact that its acquisition and current state of inaccessibility to the public did not involve conditions that predicated the development of such a plan. With the Board's direction at the May 12 meeting, the attached Plan was produced and is being presented for approval.

**Analysis:**

Habitat Conservation Plans are developed by consultants or subject experts and typically address: conservation perspectives; overall objectives for a particular property; a site description including types of upland forests, wetlands, or wildlife species; soil types; invasive control; and cultural resources. Such plans make recommendations as to the best approach for restoration and/or maintenance activities. These approaches may include herbicide treatments, mechanical removal of invasives, and/or prescribed burns. Factors to be considered during the formulation of recommendations include such things as the vegetation types, history of development or disturbance within the site, neighboring communities, and other site conditions.

On September 9, the County received the initial draft Habitat Conservation Plan for the County's portion of the Upper Lake Lafayette lake bottom from FWC. The Plan is not intended to be a stormwater management, lake management, or comprehensive water quality plan, but rather intended to make advances in improving the environmental quality, habitat and health of the limited 200-acre parcel. The entire Lake Lafayette system is comprised of distinct units (Upper Lake Lafayette, Lower Lake Lafayette, Piney Z Lake, and Alford Arm of Lake Lafayette) which were evaluated in a 2005 Lake Lafayette watershed study. In line with recommendations for additional stormwater treatment discussed in the study, the City of Tallahassee implemented the 2015 Weems Road Nutrient Reduction Facility to improve water quality flowing to Upper Lake Lafayette. Opportunities to further treat stormwater entering Upper Lake Lafayette involve possible capital improvement projects that would require the City's participation as the projects would be located within the City limits. In addition, the construction of stormwater enhancements is being evaluated as part of the Blueprint Lafayette Linear Park project to treat flows from Lafayette Creek. Finally, the *Innovative and Alternative Stormwater Management Facilities* agenda item being presented at the November 17 Commission meeting will further evaluate options to improve conditions in the Lake Lafayette Watershed.

Included in the Plan are sections pertaining to property location, the regional conservation perspective, overall objectives, site description, and soil types. It is within this construct that the Plan goes on to make habitat management recommendations. The recommendations focus primarily on controlling buttonbush (a noxious native species) and Chinese tallow (an invasive exotic species) that are encroaching into the lakebed and creating a dense thicket between the shoreline and the lake which, if not controlled, will change the unique wet prairie ecosystem. Additionally, from a wildlife perspective, keeping the lakebed more open will allow for better use of the lake bottom for food sources and habitat.

The habitat management recommendations in the Plan call for a combination of herbicide treatments, prescribed burning, and mechanical treatments on a recurring, rotational basis to treat the buttonbush and Chinese tallow. It is anticipated that the first year of herbicide treatments would cost approximately \$25,000, followed the second year by prescribed fire which could be contracted out for approximately \$20,000. In the out years, costs could potentially decrease depending on the success of the initial treatments. It is anticipated that although Tall Timbers (TTRS) may not conduct the burn, as noted in the background, the County will seek Tall Timbers assistance and expertise in developing a burn management plan and to assist in other activities leading up to the prescribed burn.

On September 10th, staff shared the proposed plan with environmental and community groups that have a vested interest. Those groups included Audubon Society, Big Bend Sierra Club, Buck Lake Alliance, Northwest Florida Water Management District, the Science Advisory Committee, Tall Timbers, and the Water Resources Committee. The groups were asked to review and provide feedback on the draft plan either in writing or through a Zoom meeting that was held on September 17th. Representatives from Blueprint, Audubon Society, Big Bend Sierra Club, Buck Lake Alliance, and the Water Resources Committee participated in the Zoom meeting and written comments were also submitted by the Buck Lake Alliance and Big Bend Sierra Club (Attachments #3 and #4). Representatives from the remaining agencies did not participate in the call, nor were written comments provided.

The main themes from the feedback were:

- There was agreement that invasive and noxious control needs to be addressed, and that the Plan makes considerable advances to that regard.
- Utilizing prescribed fire as a management tool was supported across the board, and all were pleased that FWC was able to conclude that prescribed fire would be feasible.
- There was consensus that the section on nest boxes and perches was nice, but that the primary focus should be on the treatment of invasives and noxious vegetation especially if funds are limited.
- There is still an interest in the creation of a stormwater management, lake management, or comprehensive water quality plan, although it is outside of the scope or purpose of this habitat restoration plan. (As noted above, several on-going capital projects and initiatives are already being considered.)

There were also concerns expressed that the Plan fell short of addressing coordination between adjacent landowners, the need to establish public access, and acknowledgment of other important documents related to Upper Lake Lafayette. FWC took this input and incorporated new sections into the plan to address these specific issues. If this plan is approved, the next step would be to work with Fallschase to establish legal, public access to implement the management activities. The access will be especially important for supporting prescribed fire and mechanical removal activities which require forestry vehicles such as tractors, water trucks, and mulching equipment.

Additionally, in terms of coordination, the City of Tallahassee engaged FWC to prepare a Habitat Conservation Plan for its 124 acres that is adjacent to the south of the County property. City staff is currently reviewing its proposed plan to determine the feasibility of implementation and funding availability. County staff have already identified potential grant funds through FWC that could be used to treat the invasive Chinese tallow and are exploring the possibility of preparing a joint grant application. Additional funding, however, would still be needed to treat the buttonbush.

This item recommends approval of the Plan and the associated budget amendment to implement the Plan's first year activities.

**Options:**

1. Approve and direct staff to implement the Habitat Conservation Plan for the Upper Lake Lafayette lake bottom (Attachment #1).
2. Approve the Budget Resolution and Amendment realigning \$25,000 from the General Fund contingency account (Attachment #2).
3. Do not approve the Habitat Conservation Plan for Upper Lake Lafayette lake bottom.
4. Board direction.

**Recommendation:**

Options #1 and #2

**Attachments:**

1. Proposed Habitat Conservation Plan (September 25, 2020)
2. Budget Resolution and associated amendment
3. Buck Lake Alliance Comments
4. Big Bend Sierra Club Comments

# HABITAT CONSERVATION PLAN



## Upper Lake Lafayette

Leon County, Florida  
September 25, 2020



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## STEWARDSHIP AND CONSERVATION PLANNING

The term “stewardship” has been used since the beginning of the conservation movement. Webster defines stewardship as “the individual’s responsibility to their life and property with proper regard to the rights of others.” In this sense, stewardship implies that landowners view their actions in terms of how they affect their neighbors, their grandchildren, and all those that might be influenced by their land use and conservation decisions.

Seen in this light, stewardship is about being responsible. It is about changing attitudes, forging local shared visions of the desired state for private and public natural resources, and facilitating the actions needed to realize the desired future condition. In Aldo Leopold’s words, “....a system of conservation based solely on economic self-interest is hopelessly lopsided. It tends to ignore, and thus eventually to eliminate, many elements in the land community that lack commercial value, but that are (as far as we know) essential to its healthy functioning.

Conservation planning is a natural resource problem solving and management process. The process integrates economic, social (cultural resources are included with social), and ecological considerations to meet private and public needs. This approach, which emphasizes desired future conditions, helps improve natural resource management, minimize conflict, and address problems and opportunities. As conservation plans are implemented, progress is made toward accomplishing the agreed-upon desired future conditions of the resources and the needs of the people.

The challenge in conservation planning is to balance the short-term demands for production of goods and services with long-term sustainability of a quality environment. Natural resource problems and opportunities are usually expressed in terms of human values. In achieving a desired natural resource condition, human values determine the scope and extent of problems and the associated corrective actions to be taken. This Conservation Plan attempts to consider all resources including soil, water, air, plants, animals and humans and involves as many resource professionals as possible during the planning process.

## INTRODUCTION

Upper Lake Lafayette is owned partly by Leon County, partly by the City of Tallahassee, and partly by private landowners. The lake is approximately 372.6 acres in size and located in Tallahassee, Florida. Leon County owns 200.6 acres in the northern part of the lake. Lake Lafayette was once a 2600-acre wetland system that was divided into four distinct units – Upper Lake Lafayette, Lower Lake Lafayette, Piney Z Lake, and Alford Arm of Lake Lafayette. A dam (now known as West Levee) was constructed separating Upper Lake Lafayette from Piney Z Lake on the southeast end of the lake in 1948. An east-west running berm with a ditch in the southern half of the lake was created in the early 1950’s and is the dividing line between the county and city ownership with the county owning the northern portion and the city the southern portion. Along the southern border of the lake is the Florida Gulf & Atlantic railroad track and the Heritage Park

trail system. Historically Lake Lafayette drained toward the sinks in Upper Lake Lafayette, but that flow was interrupted by the construction of the dam on the eastern end of Upper Lake Lafayette to create Piney Z Lake. Today Upper Lake Lafayette is an ephemeral marsh system that is usually dry but can become inundated following rain events. Several sinks occur in the lakebed that do hold water throughout the year. The largest sink is Lafayette Sink in the northern part of the lake, and it connects to the Floridan Aquifer. Most of the water that enters the lake is discharged through the sinks or porous ground. The lake rarely has standing water for very long but during heavy rainfall events the lake can be inundated for several months.



Lafayette sink

(Photo by Michael Hill)



Zoe's sink

(Photo by Gerry Miller)



Lake inundated 2/28/20

(Photo by Arlo Kane)



Lake Dry 5/4/20

(Photo by Arlo Kane)

Hardwood trees are encroaching on the lake bottom. Buttonbush (*Cephalanthus occidentalis*) and Chinese tallow (*Triadica sebifera*) are creating a dense thicket between the shoreline and the lake which will change the unique wet prairie ecosystem. Private landowners on the east end of the lake have reported that between 1997 and 2005 buttonbush has dramatically encroached into the lakebed. Today the buttonbush has encroached 800-1000 feet from the shoreline into the lake bottom in some areas. The landowners to the north (Falls Chase) are working with Blueprint Intergovernmental Agency to put in a proposal to create a trail system along the north



end of the lake. Controlling the buttonbush around the lake edge would enhance the natural sinkhole/wet prairie ecosystem and improve wildlife habitat.



View of lake from east end in 1992

(Photo by Gerry Miller)



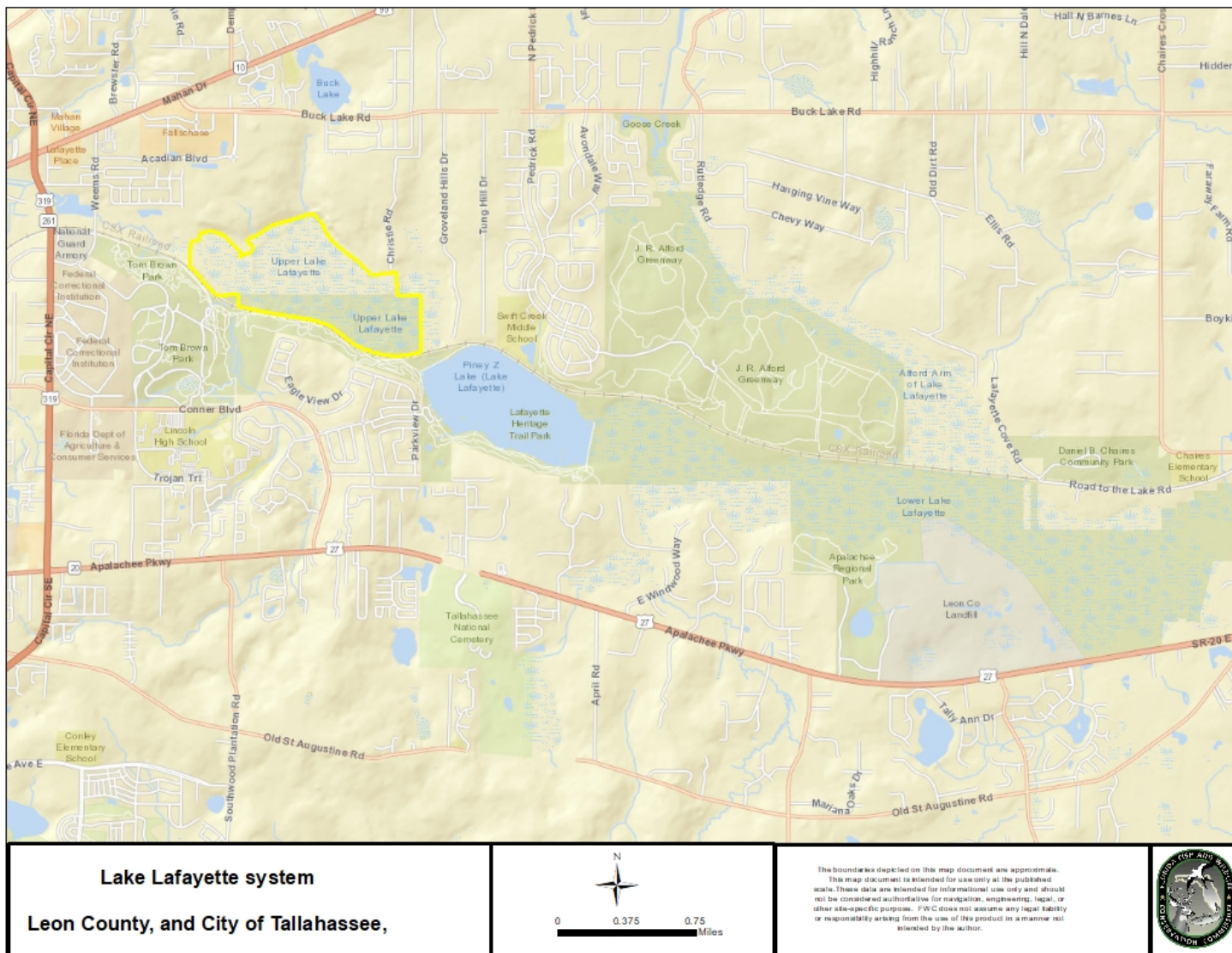
View of lake from east end in 2005

(Photo by Gerry Miller)

From a wildlife perspective, keeping the lakebed more open and reducing the amount of buttonbush and Chinese tallow will allow for better use of the lake bottom by wildlife. About 4 miles southeast and located in Lake Lafayette is a wood stork (*Mycteria americana*) colony (map

A-11). Wood storks are a federally threatened species that prefers open shallow wetlands as foraging habitat. Any wetland within 13 miles of a colony can be considered as potential foraging habitat. Upper Lake Lafayette is located within the 13-mile radius of the Lake Lafayette colony and should be considered as foraging habitat. Maintaining quality open habitat will be important for this colony. Historically this colony consisted of as many as 341 nests. These nests remain active for other wading birds, e.g. anhinga (*Anhinga anhinga*), great egret (*Ardea alba*), and great blue herons (*Ardea herodias*) but have been intermittently active for wood storks in the past few years. Directly to the south of the lake is a documented bald eagle (*Haliaeetus leucocephalus*) nest (map A-11). The nest is located 750 yards south of the southern border of the county's portion of the lake. These birds also prefer open lakes for foraging habitat. While no longer listed as federally endangered, the bald eagle does have federal protection and guidelines have been established for management practices that might affect nesting birds.

This plan will seek to balance the needs of both people and wildlife in the management recommendations. The focus is on vegetation management and particularly the treatment of encroaching shrubs and exotic plants. It is not intended to be a stormwater management, lake management, or comprehensive water quality plan.



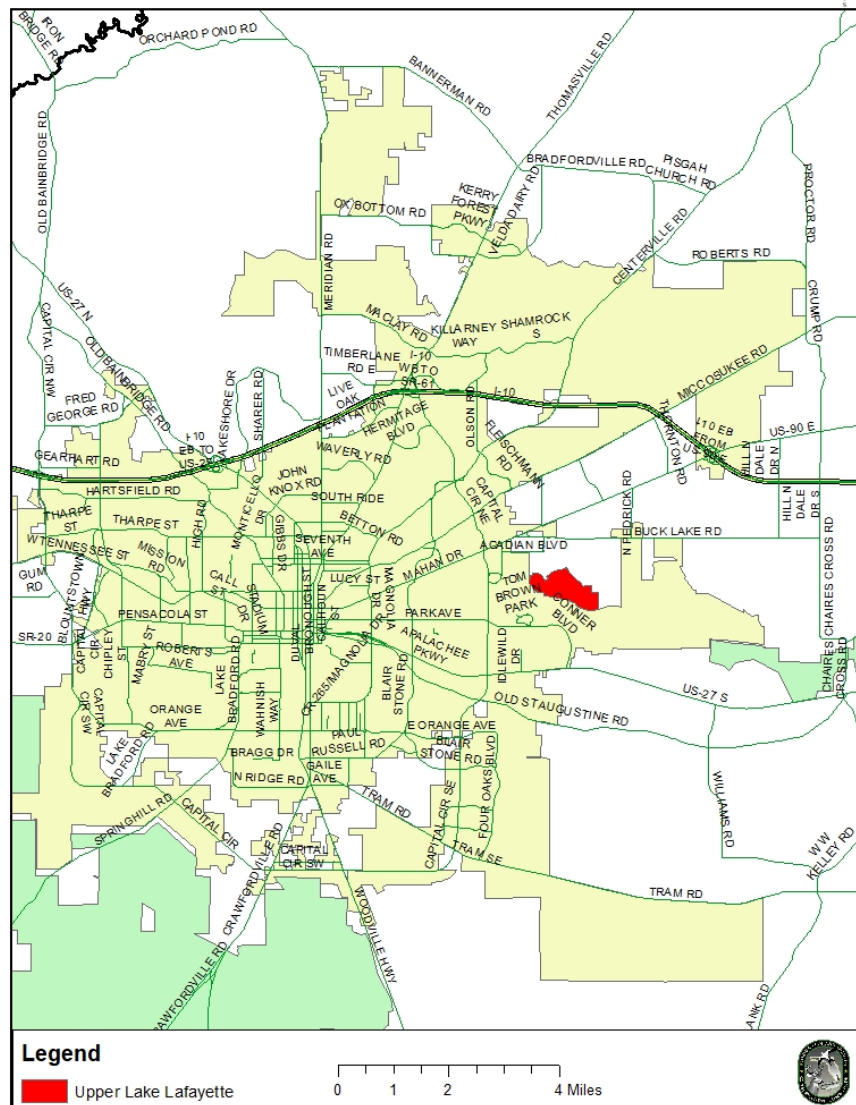
Map 1. Lake Lafayette system

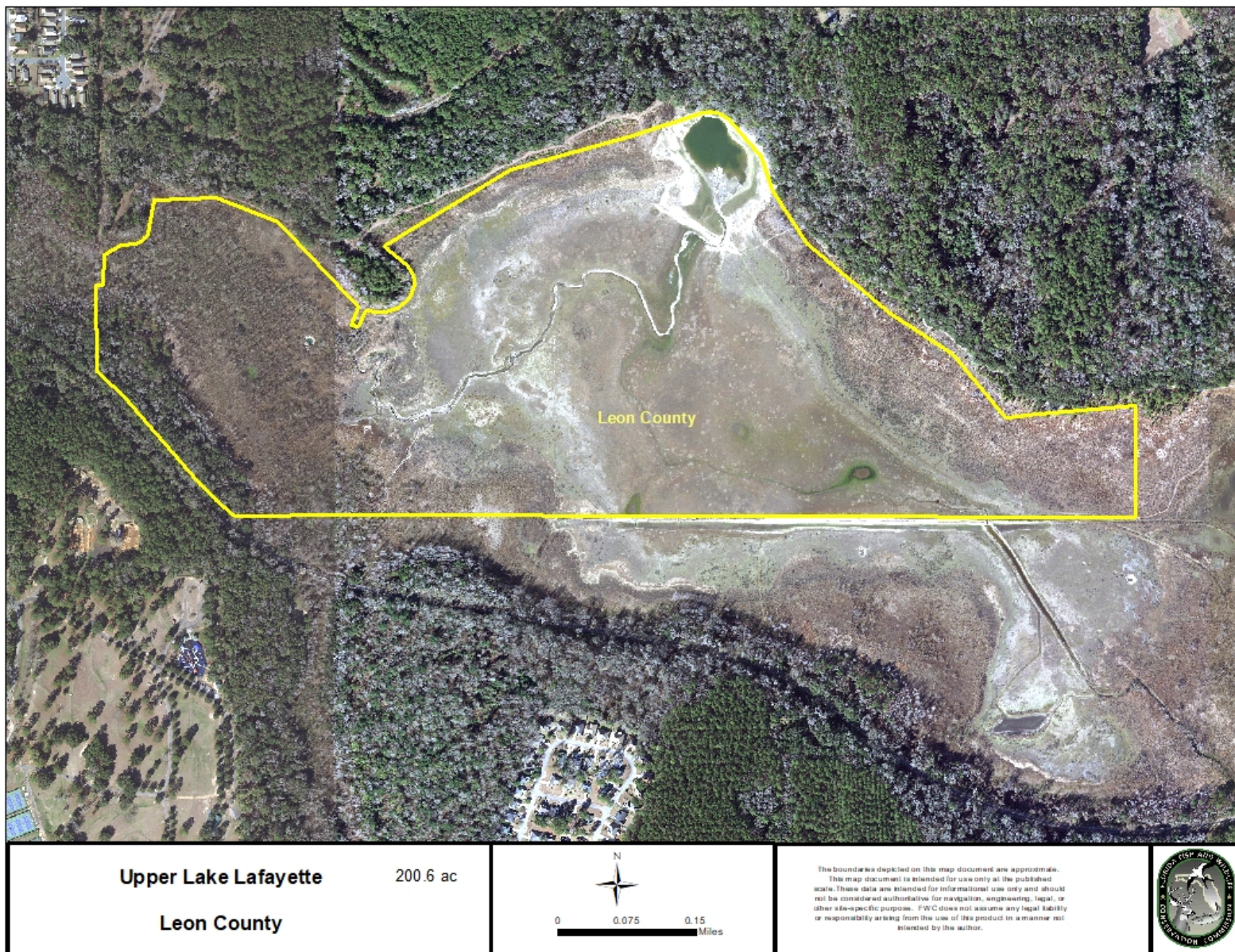
### PROPERTY LOCATION

Lat/Lon 30.449445°N, 84.199656° W  
Sections 26,27 Township 1N, Range 1E

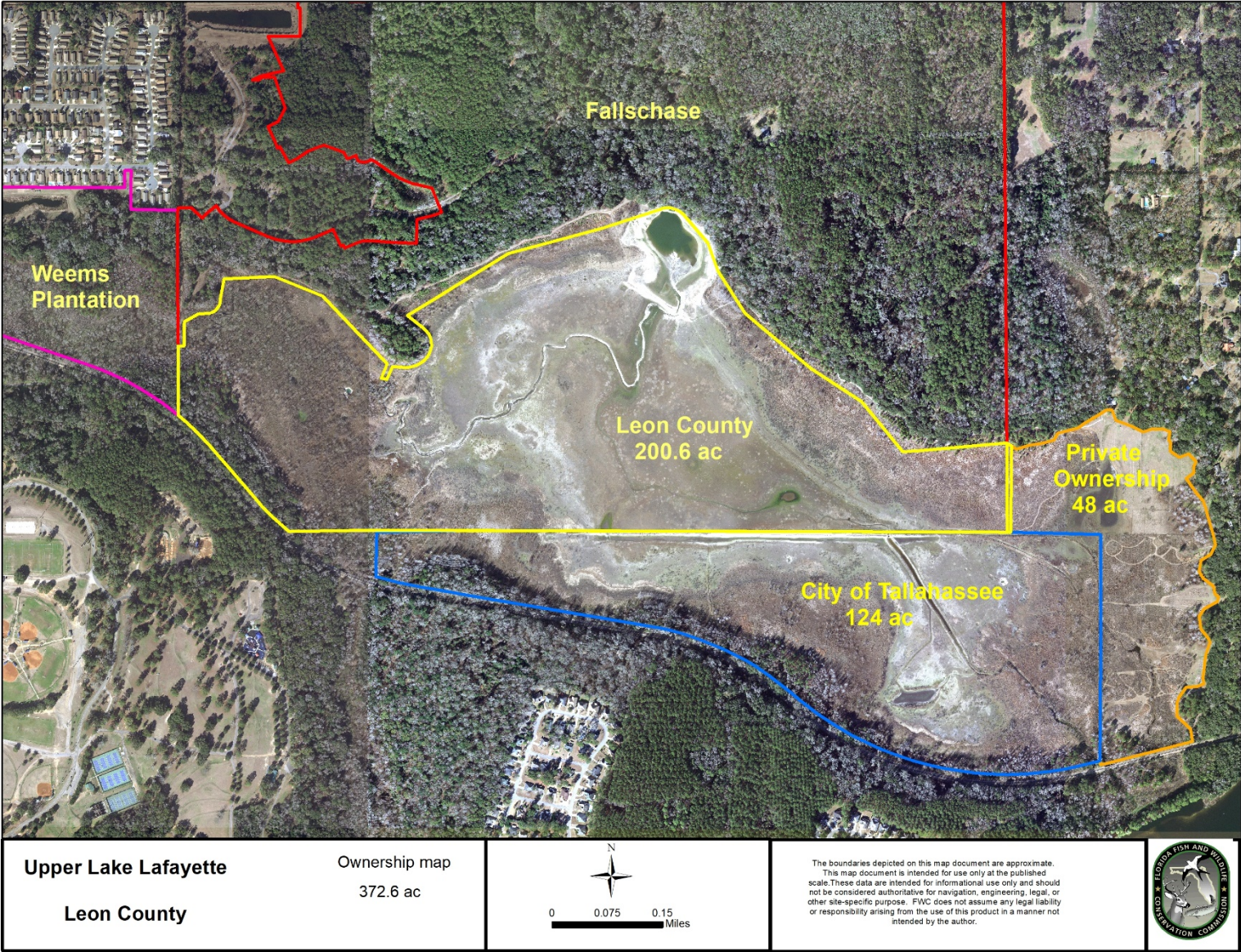
Upper Lake Lafayette comprises approximately 372.6 acres in Tallahassee, Leon County, Florida. The property is located 2.4 miles southeast of the intersection of Hwy 319 and Hwy 90. Leon County owns the northern 200.6 acres of the lakebed.

Map 2. Map of Upper Lake Lafayette property location





Map 3. Leon County portion of Upper Lake Lafayette



Map 4. Ownership of Upper Lake Lafayette

## REGIONAL CONSERVATION PERSPECTIVE

Upper Lake Lafayette is significant in that it is part of the Lake Lafayette system that includes Piney Z Lake, Lower Lake Lafayette, and the Alford Arm of Lake Lafayette. Both a wood stork colony and bald eagle nest are in close proximity (map A-11) and these birds along with many other wading birds such as state listed little blue heron (*Egretta caerulea*) and tricolored heron (*Egretta tricolor*) will use the lake for foraging habitat. Around the lake border are buttonbush, Black willow (*Salix nigra*), Chinese tallow, sweetgum (*Liquidamber styraciflua*), cottonwood (*Populus deltoides*), red maple (*Acer rubrum*), loblolly pines (*Pinus Taeda*), and a variety of grasses and forbs.

From a regional perspective, Upper Lake Lafayette provides a great opportunity to protect significant natural resources thus providing important benefits to the citizens of Florida. Some benefits/services include wildlife habitat, aquifer recharge, recreation, clean drinking water, clean air, and environmental education. The actions outlined in this Conservation Plan are designed to increase the quality of habitat, thus further increasing the conservation value and services the property provides. Because of its size and location, this property has many opportunities for active natural resources education.

## OBJECTIVES

The primary objective of this Conservation Plan is to outline the various management practices that could be implemented by the county to control invasive vegetation and enhance the native plant communities. Implementation of the management recommendations should result in the restoration and/or enhancement of native habitats that are adapted to the property's soil types and hydrology. All recommendations promote habitat quality for a variety of native wildlife species, including but not limited to wood storks, bald eagles, egrets, herons, ospreys, kites, limpkins (*Aramus guarauna*), least terns (*Sternula antillarum*) songbirds, American alligators (*Alligator mississippiensis*), and white-tailed deer (*Odocoileus virginianus*).

## SITE DESCRIPTION

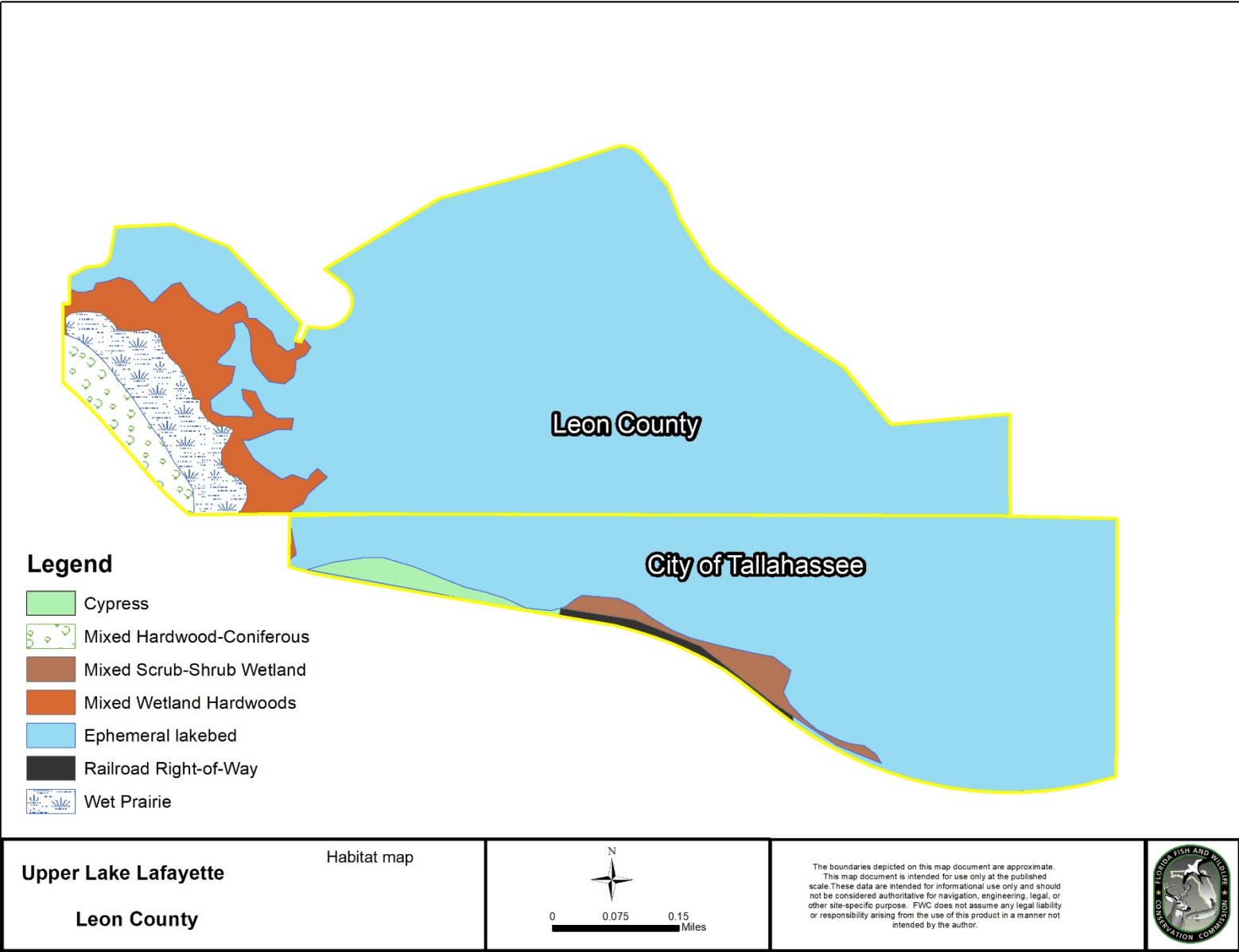
### Current Land Use

**Upland Forests.** The upland forests are found on adjacent properties not on the county owned portion of the lake. They consist of mixed hardwood and pine found on the northern and southern edge of the lake. Common trees include Loblolly pine, sweetgum, southern magnolia (*Magnolia grandiflora*), and various oaks (*Quercus spp.*).

**Wetlands.** Wetlands are composed mainly of the ephemeral lakebed, wet prairie, and mixed hardwood-coniferous wetlands. Historically the western end of the lake would have been a mixed wetland hardwood in the area nearest to the lakebed and a wet prairie wetland farther back. Today the west end of the lake is composed of buttonbush, black willow, and Chinese

tallow trees. While the buttonbush and black willow are native trees, the Chinese tallow is a very invasive exotic tree that negatively affects natural habitats. The north and east ends of the lake are becoming a buttonbush thicket with scattered Chinese tallow. The central core of the lake bottom is composed of grasses, forbs, and some buttonbush. The constant hydrological fluxes of the lake are a normal state in this ephemeral lake; however, the lack of prescribed burning has resulted in the encroachment of buttonbush and Chinese tallow. Buttonbush and Chinese tallow have encroached over 1000 feet on the east end since 1997 and will continue to encroach on the lake bottom eventually becoming a very expensive problem to control. While buttonbush is a native it has invasive tendencies and can quickly take over an area. The lake bottom and surrounding habitat offers opportunities to manage for wood ducks (*Aix sponsa*), wood storks, bald eagles, wading birds and neotropical migrants if the lake is kept open from encroaching hardwoods. If left unmanaged, however, the lake bottom could eventually become a monoculture of dense Chinese tallow trees.





Map 5. Upper Lake Lafayette habitat types

## Wildlife Species

Numerous wildlife species are found on the property. Bald eagles, wood storks, Osprey (*Pandion haliaetus*), white ibis (*Eudocimus albus*), limpkins and other wading birds, neotropical migrants, wood ducks (*Aix sponsa*), and white-tailed deer have been documented on the property. The island apple snail (*Pomacea maculata*) is an exotic invasive snail that is found in abundance in the ditches and lake when inundated. The snails have been in the lake system since at least the 1990's. Limpkins, large herons, large turtles, and alligators will feed heavily on these snails. Although the snails are invasive, there is no effective control method for them, and they are a very important food source for the limpkins in particular.



Wood stork (photo by Gerry Miller)



Bald Eagle (photo by Gerry Miller)



Apple snails (photo by Gerry Miller)



Wading birds on Lafayette sink (photo by Gerry Miller)



White ibis (photo by Gerry Miller)



Limpkin (photo by Andy Wraithmell)

### Cultural Resources

A cultural resources survey conducted by Dynamic Environmental Associates, Inc for a proposed cell tower in 2001 documented several cultural resources sites around the lake but mostly on the northern side. The findings consist of scattered low-density artifacts (< 2 per M<sup>2</sup>) from the Deptford (700 B.C. – 300 B.C.), Swift Creek (300 B.C. – A.D. 450), Weeden Island (A.D. 450 – A.D. 1000), and Ft. Walton (A.D. 1000 – A.D. 1500) cultures. The finding of artifacts is not surprising as large numbers of American Indians occupied the Tallahassee area when the first European explorers arrived in Florida. The presence of cultural resources means that any ground disturbing activities (machinery) can affect archeological sites and will need to be approved by an archeologist. It is recommended that you contact the Florida Department of State, Division of Historical Resources, Office of Compliance and Review for a consultation before any active management begins. This would include approval for a prescribed burn, potential firelines, or the use of any mulching machinery that might be used on the lake bottom.

### Adjacent Landowners

The county's portion of Upper Lake Lafayette is surrounded by various adjacent landowners. Any management activity will both affect and be affected by these adjacent property owners. It will be essential to coordinate with these adjacent landowners to maximize success. The adjacent landowners include: Fallschase (to the north), City of Tallahassee (to the south), Weems Plantation (to the west), and private property owners (to the east) [see Map 4].

### Public Access

At this time, there is no established legal public access to Upper Lake Lafayette. Public access to the lake will be required to implement the prescribed fire and other vegetation management activities, as well as to provide access to any new trails, wildlife observation platforms, or other amenities that may be constructed in the future on the publicly-held portions of the lake. Public access can be limited to hikers and bicyclists, but vehicular access will be necessary for emergency

vehicles, including forestry vehicles such as tractors, fire and water trucks, and other conveyances utilized for prescribed burning.

The Lafayette Heritage Trail City Park is located on the south side of Lake Lafayette, but there is an existing Florida Gulf & Atlantic railroad line between the Park and the lake, and there is no existing or planned safe crossing of this very active line between these two areas. The Weems Plantation residential subdivision owns a forested open space area to the west of the lake that is managed for conservation purposes, but there is no existing or planned public access through this area. This area is also subject to a conservation easement that does not allow roads, buildings, structures, or public access.

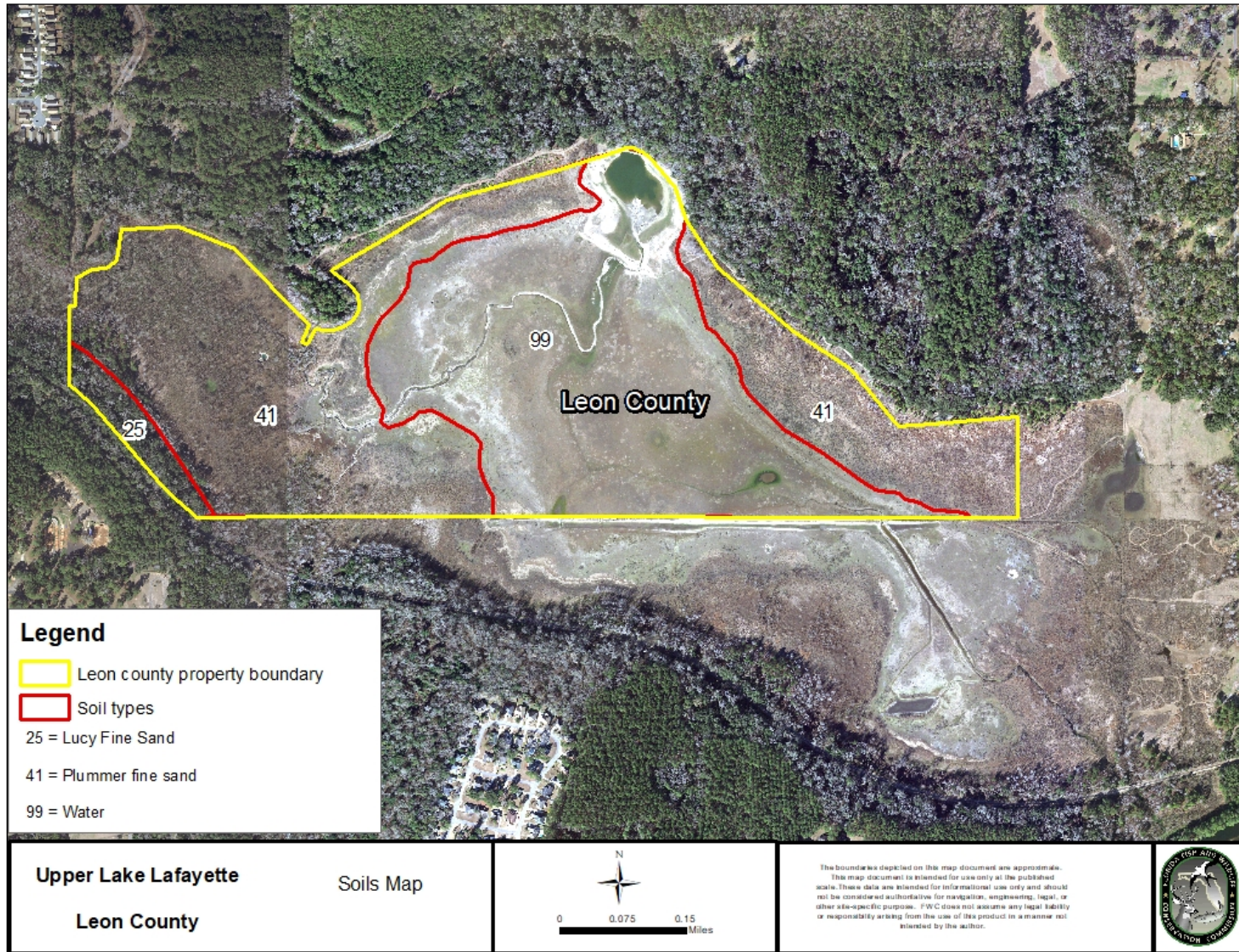
The eastern portion of Upper Lake Lafayette is subdivided into single-family residential parcels, most of which extend into the lake. A public road (Groveland Hills Drive) extends south from Buck Lake Road into this subdivision, but this road becomes private before it terminates just north of the Florida Gulf & Atlantic railroad line. There are three parcels west of Groveland Hills Drive that may provide public access to the lake if they are publicly owned (fee simple or less than), but there is no legal shoreline access through the remaining developed residential parcels. There is a 61-acre parcel immediately west of this subdivision that partially extends in the lake, but it does not connect to Buck Lake Road.

The only real opportunity at this time for public access will have to be through the Fallschase property north of the lake. Fallschase is a previously developed 373-acre residential subdivision that was never fully built out and is currently being redeveloped under new land ownership. Leon County's Development Support and Environmental Management department is currently negotiating with the property owners and Blueprint Intergovernmental Agency to preserve the northern shoreline of the lake and several other regulated environmental and cultural features within this property. These negotiations will hopefully provide public access to the lake shoreline, including vehicular access as described above. Leon County will continue to negotiate with the property owners and developer to acquire public access so that the recommendations in this management plan may be implemented in coordination with the City of Tallahassee and all other adjacent property owners and stakeholders.

## Soils Type

The table below represents the approximate acreage and percent of each soil type found on Upper Lake Lafayette. About 98% of the soils are poorly drained. The remaining well drained soils are found on the upper slopes of the southwest corner of the property. For the purposes of management all of the soils where any work would be conducted should be considered poorly drained. The organic matter in the Plummer soils, where most of the management activities would take place, is only about two percent. Soils this low in organic matter are not considered muck (20%-50% organic matter) and therefore there is no potential for smoldering after a burn.

Map Unit Symbol	Soil Name	Acres	Percent	Drainage
25	Lucy fine sand, 5-8% slope	5.8 ac	1.8	Well drained
35	Orangeburg fine sandy loam, 8-12% slope	1.7 ac	0.5	Well drained
41	Plummer fine sand	183.3 ac	56.4	Poorly drained
99	Water	134.1 ac	41.3	Poorly drained



Map 6. Soil map for Upper Lake Lafayette

## SUMMARY OF CONSERVATION PRACTICES

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The habitat management recommendations will focus primarily on controlling buttonbush and Chinese tallow that is encroaching into the lakebed. These species if not controlled will reduce the amount of wet prairie that is available to foraging wading birds and raptors. Prescribed burning, herbicides, and/or mulching are all ways to deal with invading trees. Each option with pros and cons will be laid out for the county and they can use any option or combination depending on staff availability and funding.

## HABITAT MANAGEMENT RECOMMENDATIONS

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### Herbicides

It will be necessary to use herbicides to control Chinese tallow and possibly the buttonbush as well. While not a large concern today, the black willow, sweetgum, red maple, and other trees could become a problem in the lakebed in the future. Using herbicides only when there is no water in the lake and using techniques that vastly reduce the amount of herbicide used will be the best option. Because water in the lake drains to Lafayette Sink which connects to the Floridan Aquifer using an approved aquatic herbicide in a hack-and-squirt or cut stump treatment will result in the lowest amount herbicide necessary to control these species.

Buttonbush - Prescribed fire and mechanical treatments can top kill buttonbush but may not reduce the density enough to accomplish your goals. Buttonbush can readily resprout following fire or mulching potentially leading to only a short-term solution. The goal is not to eliminate buttonbush since it is a valuable wildlife plant. The goal is to reduce the density by about 40-60% and then use fire to control future seedlings and spread. This will prevent a monoculture of buttonbush and restore (sustaining or assisting) natural processes to enhance wildlife habitat. If staffing and budget allows, begin with an herbicide treatment in July or August followed by a prescribed fire one year later between July and March (see prescribed burning section for more details).

Only two chemicals are useful in treating buttonbush, imazapyr and glyphosate. Both have been successfully used to control buttonbush but imazapyr gives better results. Both of these herbicides have formulations that are labeled for aquatic use but glyphosate is not considered the best herbicide for woody species. The aquatic labeled formulation of imazapyr is Habitat®. Imazapyr is a foliar and soil active herbicide and was developed to control woody plants. Imazapyr used at a low volume rate is safe to humans and livestock.

Because buttonbush is a multi-trunk shrub or small tree, it will be very difficult to treat using a hack and squirt method. A cut-stump treatment can be used but can also be very time consuming. Foliar spray will be the best method to treat buttonbush. To prevent the over application of an herbicide, it is recommended that buttonbush be treated during the growing season and only when the lakebed is dry, and rain is not forecasted for the day of application. Within the growing season, July and August will be the best months for treating these plants.

The cut-stump treatment involves cutting the tree down near the base and applying the herbicide on the cambium layer (outer edge inside the bark) of the stump. Foliar applications involve spraying over the top of the plant and making sure 70% of the leaves are wet. Because buttonbush is a small tree or shrub that normally grows 6-12 feet tall this can be used on most plants. A mechanical treatment of mulching would reduce all stems to near ground level and resprouts could then be sprayed at a lower height from a UTV equipped with a spray tank. Spot spraying the short stature resprouts would result in a faster treatment and with less herbicide applied. To apply in this manner, you would mulch in the winter and follow up with foliar applied imazapyr in late summer or early fall. Approval from an archeologist would need to occur first before any equipment can be used on site.

Chinese tallow - Chinese tallow is an invasive exotic tree from southeast Asia. The Florida Pest Plant Council considers Chinese tallow a category 1 exotic. Plants are placed in category 1 when they are displacing native species and changing community structures and natural ecosystems. Chinese tallow will readily displace native species once established. This tree has the ability to withstand flooding and droughts and has an affinity for growing in dense stands. It will grow in a variety of habitats from fresh to saline waters and in full sun or shade. Chinese tallow trees are capable of producing over 100,000 seeds which are spread mostly by water and birds that feed on the fruit. Cut trees will readily resprout from stumps or roots. Chinese tallow is a small to medium tree that grows to about 20 feet, but some can reach 50 feet tall. While the trees are found all around the lake, the majority of the trees are found in the far west mixed wetland hardwoods habitat. Chinese tallow is best controlled using herbicides. Prescribed burning is not considered an effective control method of tallow, but a growing season burn following an herbicide treatment can be effective for killing seedlings and resprouts. Historically trichlopyr ester (Garlon 4®) and trichlopyr amine (Garlon 3A®) were used to treat Chinese tallow. However, newer herbicides have come on the market that show better promise of controlling tallow. Imazamox (Clearcast®), which has full aquatic labeling by the U.S. Environmental Protection Agency, has shown better control of Chinese tallow with minimal impact on native hardwoods and pines than either trichlopyr ester or trichlopyr amine. One exception is black willow which is impacted by imazamox and is found mixed in with the Chinese tallow on this site. Using cut stump and hack-and-squirt methods will effectively protect willows from incidental mortality.

For any tree greater than two inches diameter use the hack-and-squirt method with a 50% solution. For trees less than two inches diameter you can use a basal bark or cut stump treatment. You can treat these trees anytime of the year except April and May, but you will get better results if you spray between July – October with late fall giving the best results. Once Chinese tallows have been initially treated, follow up with a burn one year later. Future treatments should not be needed if prescribed burns can be conducted every 2-3 years. If burning is not possible on a 2-3-year schedule, then you should expect to have to respray in future years. As with buttonbush do not use herbicides when the lake is flooded.

**\*It is illegal to use a herbicide in a manner inconsistent with the label's instructions; therefore, read the label carefully and follow the instructions.**





Chinese tallow forest.

(Photo by Arlo Kane)



Buttonbush thicket

(Photo by Arlo Kane)

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## Prescribed burning

Prescribed burning is one of the most beneficial practices available for managing wildlife habitat. However, buttonbush and Chinese tallow are not killed by fire alone. Winter burning will usually only top kill hardwoods, but the roots are not harmed and will resprout following a fire. Summer or fall burns can be more effective at killing hardwoods. Once the buttonbush and Chinese tallow have been treated with herbicides, wait 8 -15 months and follow up with a summer burn. This follow-up burn will help consume dead trees and brush and help control any resprouting or seedlings that may occur. Due to the location, smoke management issues will be the primary constraint on conducting any burns. Schools, elder care facilities, main roads, and an eagle nest (LN005) will need to be considered in any burn plans for the property. Burning will have to be conducted on a small scale under very precise environmental conditions. Although burning can produce smoke that can cause problems for elderly and people with respiratory issues, it can be done successfully using very strict conditions and burning on a smaller scale for quick burns that do not produce smoke issues for residents or traffic. One of the main concerns burning in wetlands is that no muck fires be started and allowed to smolder producing smoke issues. No soils on this property are considered muck (20%-50% organic matter) so lingering smoke issues should not be a problem. The second issue is the amount of smoke released by the burns. This can be controlled by conducting a series of quick burns on small sections to greatly reduce the amount of smoke. Using ditches and canals the county property can be divided into 3 burn units. Unit 1 is 51.5 acres, unit 2 is 36.5 acres and unit 3 is 30.5 acres (map A-9). Burning when the smoke dispersion index is between 61-100 and using winds from a northwesterly direction can also help alleviate smoke management issues. There are schools in the area that are also smoke management impact zones. Burning on weekends, holiday breaks, or summer break can also reduce impact to schools. The eagle's nest should not be an issue since the nest is more than 660 feet from any burn unit. There are restrictions on burning close to eagle's nests from October 1 to May 15 when eagles may be nesting. However, because the nest is due south, winds for burning should be from the northwest, and the nest is well beyond 660 feet from your burn units

you do not need to obtain any disturbance permits. Also, if you burn primarily in the summer or early fall you will not impact the nest at all. Some residents on the eastern side of the lake are also interested in burning their property that extends into the lakebed to control buttonbush. Tall Timbers Research Station has indicated a willingness to conduct the burn for the private landowners provided the county conducts a burn on their side of the lake. A similar plan is being developed for the City of Tallahassee to manage their side of the lake and includes recommendations on burning as well. All three parties should coordinate burning if possible. All burn units could be burned in one day if conditions are right, but the units are set up so that the lake can be burned on three separate days if needed. The lake bottom when dry has a mixture of grasses and forbs that can carry a fire. To reduce the buttonbush, the lake edge can be burned when water is in the main part of the lake using the water as a natural fire break. If the lakebed is dry then the existing series of ditches, canals, and berms offer natural firebreaks. The surrounding upland forests are composed of hardwoods and will not carry a fire unless conditions are extremely dry and there is very low humidity. A day with those conditions would be outside prescription and burning would not take place until conditions were right to conduct a safe burn. Wet lines can also be used in place of disked firelines.

An initial burn should take place (conditions permitting) one year after the herbicides have been applied and between July and October. The main focus should be burning the Chinese tallow and buttonbush areas between the shoreline and the lake. A map of potential burn units using ditches, canals, and berms as firebreaks is provided in the appendix (map A-9). Prescribed burning will most likely need to be conducted in future years to help control buttonbush and Chinese tallow resprouts and seedlings that will slowly come back. Once the initial herbicide and burning has been completed to get control of the hardwoods, burning can be applied during the summer months if weather conditions permit and will yield better control of seedlings and resprouting Chinese tallow and buttonbush.

Prior to conducting any burn, a detailed burn plan needs to be written that details when, where, and how the burn is to be conducted. Specific operational planning for prescribed fires is the responsibility of the landowner. We recommend that a certified Florida prescribed burner write all burn prescriptions and conduct all burns in order to reduce liability concerns for the county. As of 2020 the county has a certified prescribed burner on staff who could be in charge of all burns if conducted in house. Authorization for prescribed burning must be obtained from the Florida Forest Service on the day of the planned burn. A written burn prescription should be prepared for all burns (following the guidance in Florida Administrative Code, rule 5I-2.006), and at minimum should contain the following: 1.) Site description, 2.) Map of the area to be burned, 3.) Number of personnel and equipment available, 4.) Desired weather factors (surface and transport wind speeds and directions, minimum mixing height, minimum relative humidity, maximum temperature, minimum fine fuel moisture) 5.) Desired fire behavior factors (burn technique, flame length, rate of spread), 6.) Time and date that the prescription was prepared, 7.) Authorization date and period of authorization, 8.) Smoke screening evaluation, and 9.) The signature and number of the certified burn manager.

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## Mechanical

Another option for treating the buttonbush is to use a positrac with mulching head to remove above ground vegetation. Mulching of the Chinese tallow is not recommended because mechanical treatments can cause the plant to vigorously produce root and lateral sprouts that can make herbicide treatment more difficult. Because of the cultural resources in the area you would need to consult an archeologist before bringing heavy equipment on site. Mechanically treating the buttonbush would only remove the above ground portion of the tree and buttonbush will readily resprout. The advantage would be that as the tree resprouts, you could then use prescribed fire to maintain a short stature or use imazapyr applied as a spot foliar spray and treat the area faster and with less manpower. Therefore, mechanical treatment can be considered a potential possibility to treat the buttonbush but should only be considered if the county is willing to commit to using fire or herbicides for follow-up maintenance as needed and an archeologist has approved the use of a tracked vehicle.

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## Summary of options

Buttonbush – You have several options here depending on staffing and funding levels.

1. Prescribe burn in summer then evaluate if enough buttonbush is top killed to meet the goals of reducing levels by 40-60%. Generally burning alone only temporarily reduces above ground biomass for a short period of time so repeated burns will be necessary.
2. Mulch first in the in the winter and then follow up with summer burns. This adds the expense of mechanical treatment but will lower above ground biomass quicker. Repeated burns will be needed to maintain lower density of buttonbush.
3. Mulch first in the winter then follow up with a foliar herbicide application in late summer or early fall. More effective than burning alone but will also be more expensive.
4. Herbicide trees in summer followed up by a prescribe burn one year later. This will have a longer lasting effect and will save the cost of mechanical treatment but will use more herbicide than if it was mulched first.

Chinese Tallow – you only have one option here.

1. Herbicide using a stem treatment (hack and squirt or cut-stump) in summer or late fall then prescribe burn one year later. Using burning or mechanical treatments alone

will not be effective and can exacerbate the situation. Herbicides are the only effective treatment of Chinese tallow.

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## **Nest Boxes and Perches**

If you would like to create more wildlife viewing opportunities for the future, you can erect nest boxes and raptor poles. Nest boxes could be placed around the lake to provide additional nesting habitat for certain species. Bluebirds, southeastern American kestrels, and wood ducks are likely to use boxes in the area. Because the lake bottom is mostly open, raptor perches could also be erected to benefit kestrels and other migrating hawks as well as eagles.

### Bluebirds

Bluebirds are territorial and require about 1½ acres per pair. Boxes should be placed at least 100 yards apart in open areas with woods nearby. The box should be placed 4-5 feet on poles facing the open lakebed. Bluebird territories are established in March, so boxes should be installed in January or February. Old nests should be removed as soon as the young have left the nest. This increases the chance of a second brood being raised in the same box. If starlings or sparrows try to nest in the boxes, remove their nests. Houses should be inspected and cleaned in February each year, making sure the drain holes in the floor are open.

### Southeastern American Kestrel

The smallest raptor in North America is the American kestrel. Historically the southeastern states were home to a nonmigratory subspecies, the southeastern American kestrel. Today this subspecies only occurs in Florida and is considered a state listed threatened species. The Florida Fish and Wildlife Conservation Commission has tested the use of nest boxes to increase the population in central Florida. This study showed a 5-fold increase in the population just from the addition of nest boxes. Kestrels like open habitats to hunt in, and crop fields and pastures are excellent habitat for them. Kestrels do not like to nest close to each other so only a few nest boxes need to be established. Boxes should be ¼ to ½ mile apart and out of the line of site to reduce stress to nesting birds. Kestrel boxes should be placed on a pole 10'-20' above ground and overlooking the open lakebed but not too close to the edge where squirrels can become nest predators. Wrap the pole with 2 feet of aluminum flashing about 5 feet above the ground to deter nest predators. Place several inches of wood shavings inside the box and replace them each January. Kestrel boxes should be installed in the winter but no later than early February. Kestrel nest boxes can be ordered from these vendors <https://kestrel.peregrinefund.org/nest-monitoring>.

### Wood Ducks

Wood duck females build their nests in the cavities of trees located near wetlands. In most areas, natural cavities are in short supply. The addition of artificial nest boxes can greatly enhance

nesting of wood ducks. Placement of nest boxes is important. First, they should be within a couple of hundred yards of wetlands with shallow water and good cover for chicks. Boxes should be mounted on wooden or metal poles and outfitted with predator guards to reduce predation. Nest boxes should be constructed from rough cut lumber so that chicks using their sharp claws can climb out of the box. Smooth wood and plastic are discouraged. Place several inches of wood shavings in the bottom of each box in January and replace each January. Cabinetry shops are good places to get free wood shavings. See the practice map for locations to install the boxes. A guide for building wood duck nest boxes can be found at <https://myfwc.com/media/3187/wood-duck-box.pdf>

### Raptor perches

Raptor perches are a way to allow raptors to search for prey without having to spend a lot of extra energy. Erecting a raptor perch in the middle of the lakebed when it is dry can be effective for attracting raptors such as hawks, kites, and eagles for viewing. Erecting a raptor perch is as simple as using a wooden pole with a cross member at the top to serve as a perch. The pole should be at least three hundred feet from the shore. An 18 to 20-foot tall wooden pole works well. The horizontal perch should be two feet long and face east-west to avoid problems with instability due to wind. This could enhance wildlife viewing for the trail system.

### **Other Planning and Management Documents Related to Lake Lafayette**

This plan is focused on vegetation management of Upper Lake Lafayette and particularly the treatment of encroaching shrubs and exotic plants. It is not intended to be a stormwater management or comprehensive water quality plan. Other existing documents already exist that can shed light on those subjects. Listed below are pertinent documents that can better address water management of the Lake Lafayette system.

Harper, H. H. & Baker, D. M. (2005, July). *Existing status and management plan for Lake Lafayette and the Lake Lafayette watershed* [A report submitted to Leon County].

Northwest Florida Water Management District. (2017, September). *St. Marks River and Apalachee Bay surface water improvement and management plan*. [www.nfwfwater.com/water-resources/surface-water-improvement-and-management](http://www.nfwfwater.com/water-resources/surface-water-improvement-and-management)

Swanson, H. R., Sloan, M. & Chernets, N. (1996, May). *Lake Lafayette Management: A report outlining lake shore, in-lake and land use management proposals*. [A report at the request of the Leon County Board of County Commissioners].

Tallahassee-Leon County Planning Department. (2015, July). *Tallahassee-Leon County greenways master plan*

**Schedule of Operations for Upper Lake Lafayette, Leon County, Florida.**

Year	Months	Treatment
1	Jul-Oct	Herbicide buttonbush and Chinese tallow
2	Jun-Oct	Prescribe burn areas treated with herbicide last year
3	Jul-Oct	Spot treat with herbicides if necessary
4	Jun-Oct	Prescribe burn if necessary
5+	Jun-Oct	Prescribe burn as needed to maintain control of Chinese tallow and buttonbush

## APPENDIX MATERIAL

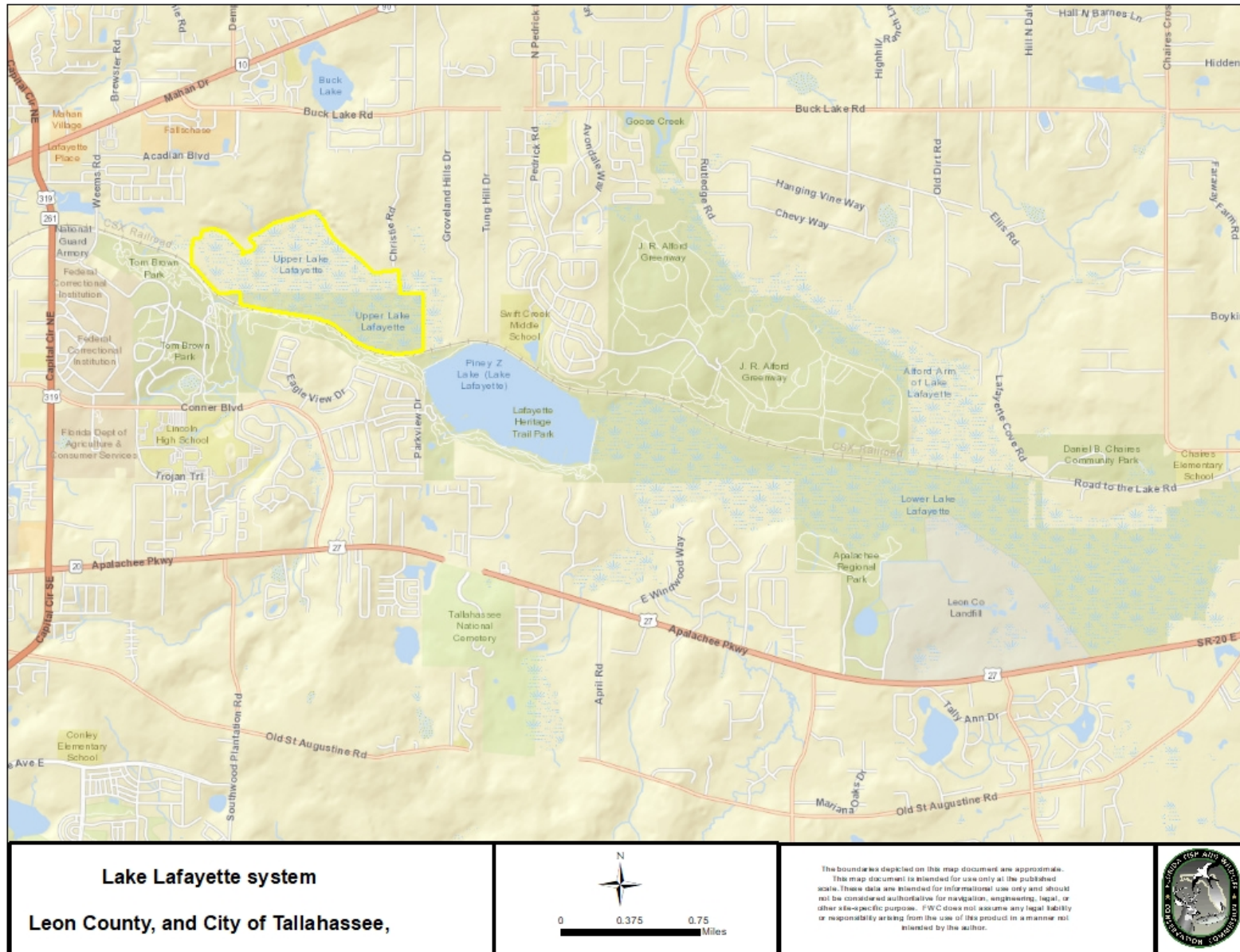
### Appendix I: Maps

- A-1 Map of Lake Lafayette system
- A-2 Upper Lake Lafayette property location map
- A-3 Map of Leon County ownership of Upper Lake Lafayette
- A-4 Map of Upper Lake Lafayette ownerships
- A-5 Map of habitat types for Upper Lake Lafayette
- A-6 Map of soils types for Upper Lake Lafayette
- A-7 Map of current tallow and buttonbush problem areas
- A-8 Map of water features
- A-9 Map of proposed prescribed burn units
- A-10 Map of potential smoke management concerns
- A-11 Map of critical wildlife locations

# Appendix A

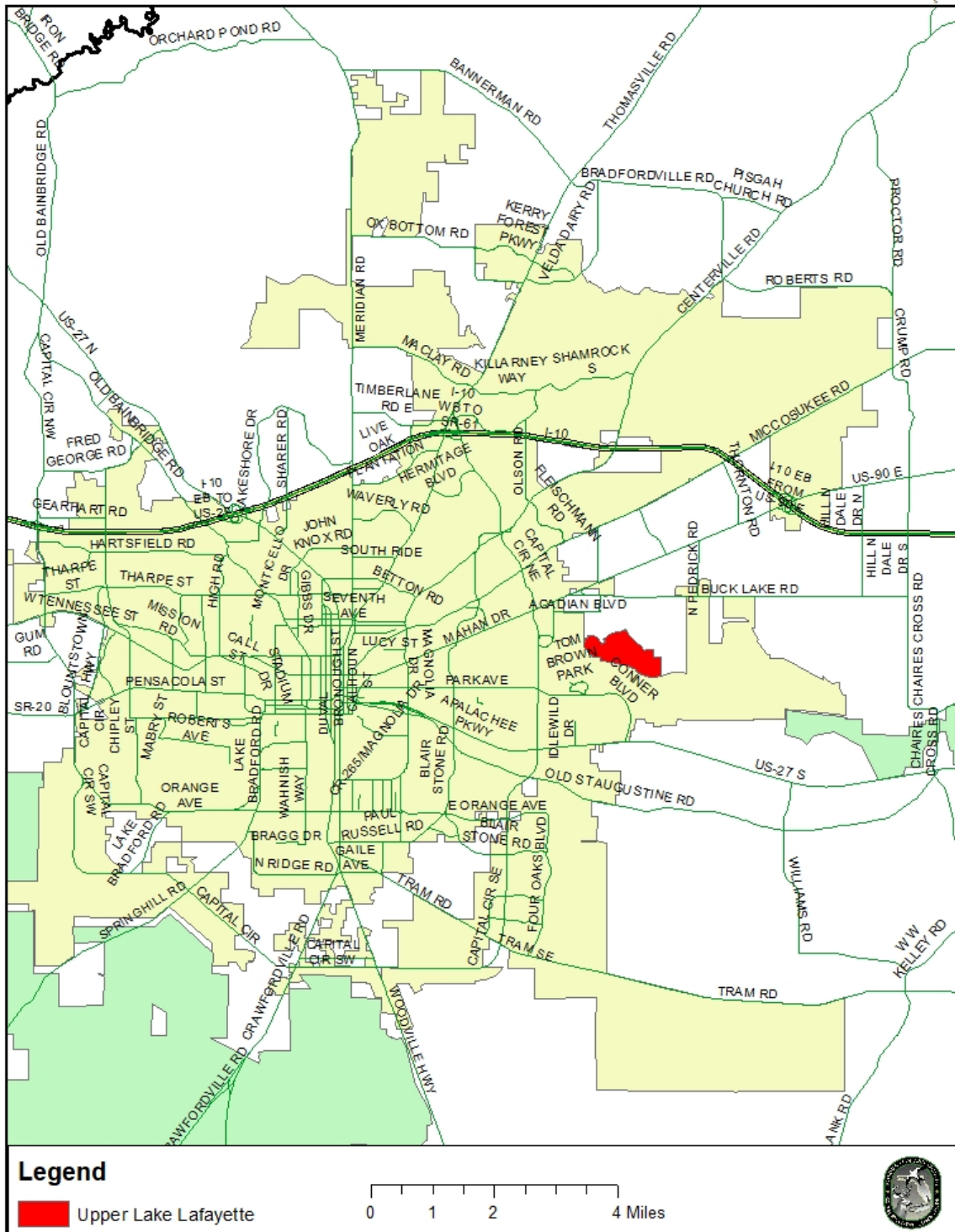
## Maps

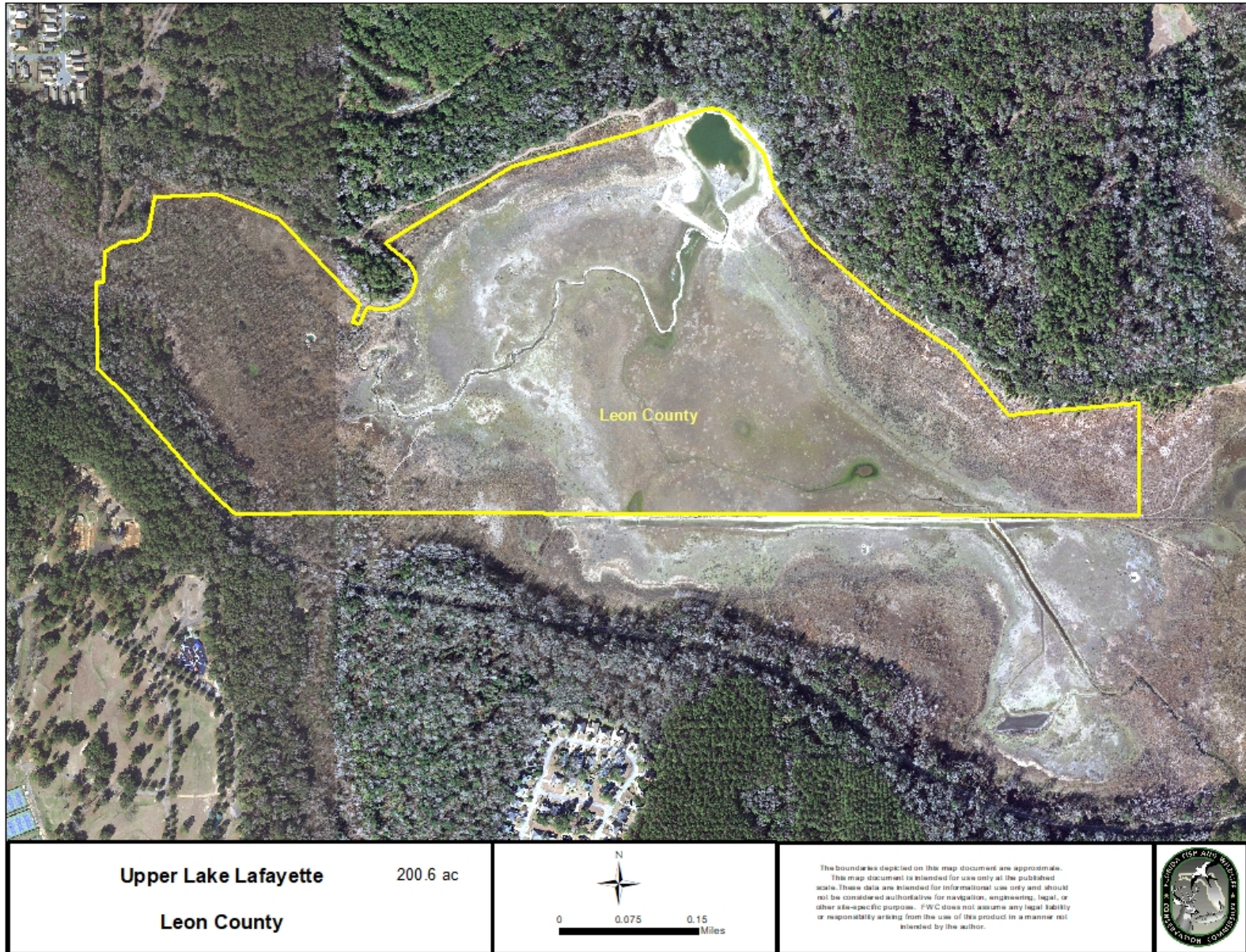




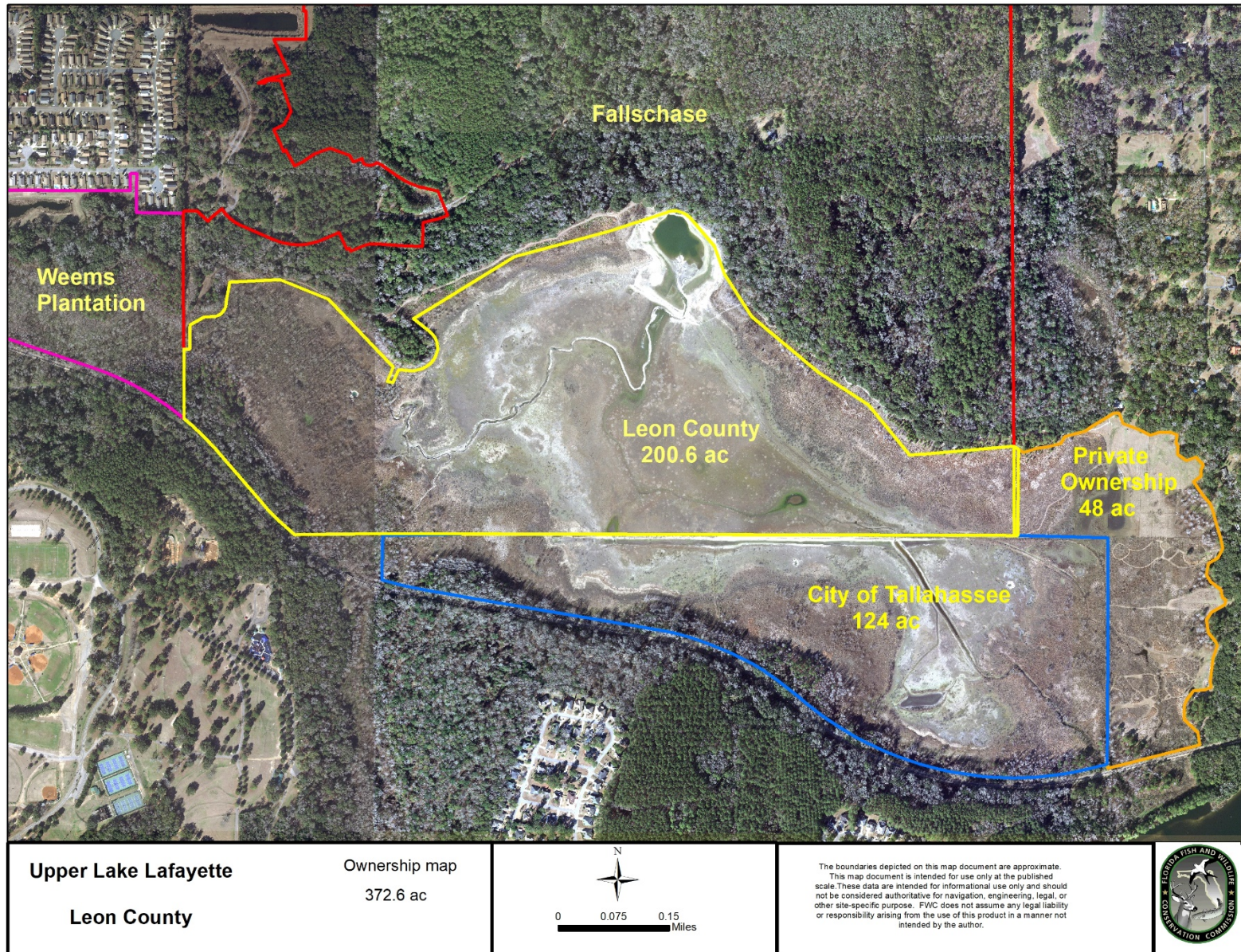
A-1. Map of Lake Lafayette system

A-2. Map of Upper Lake Lafayette property location

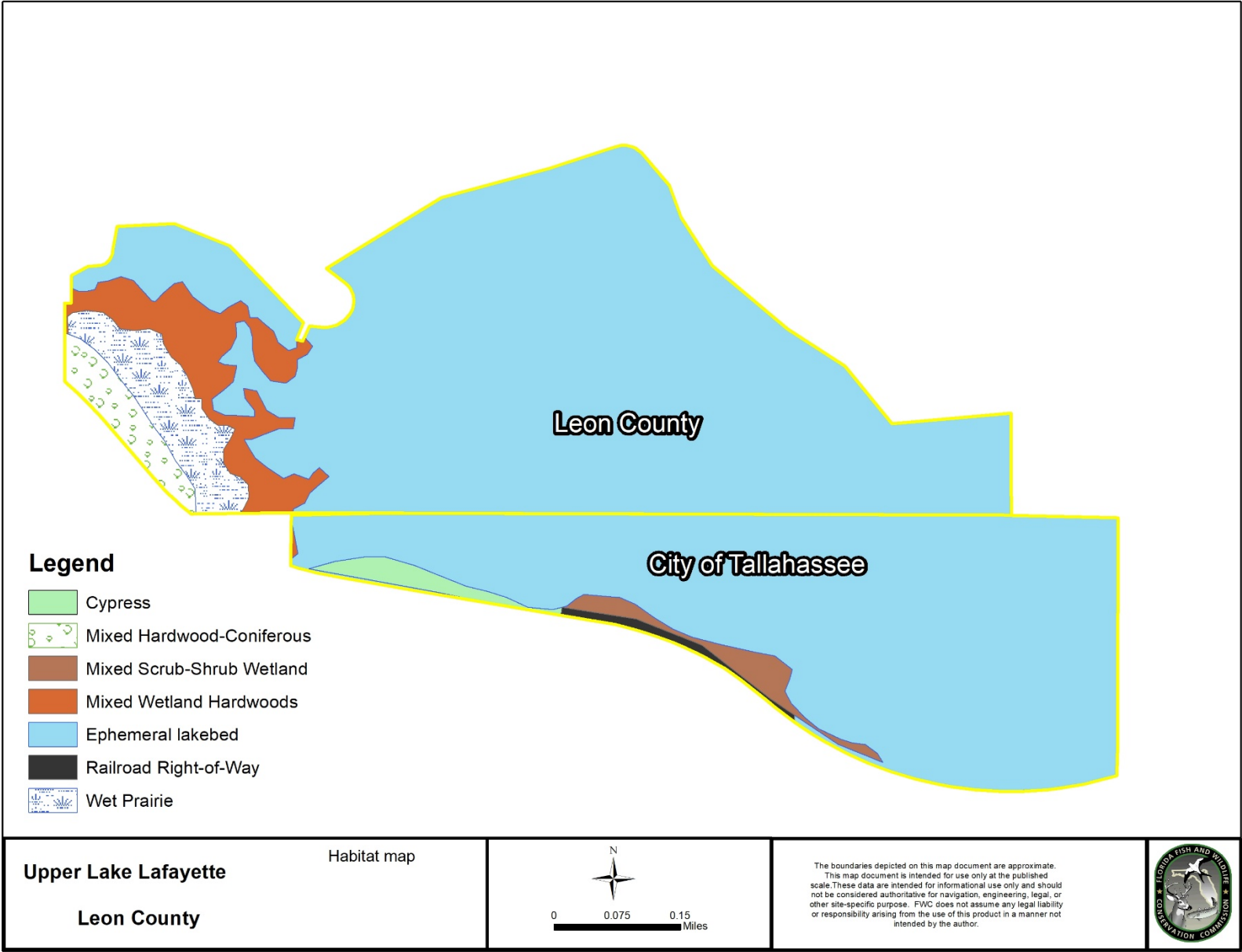




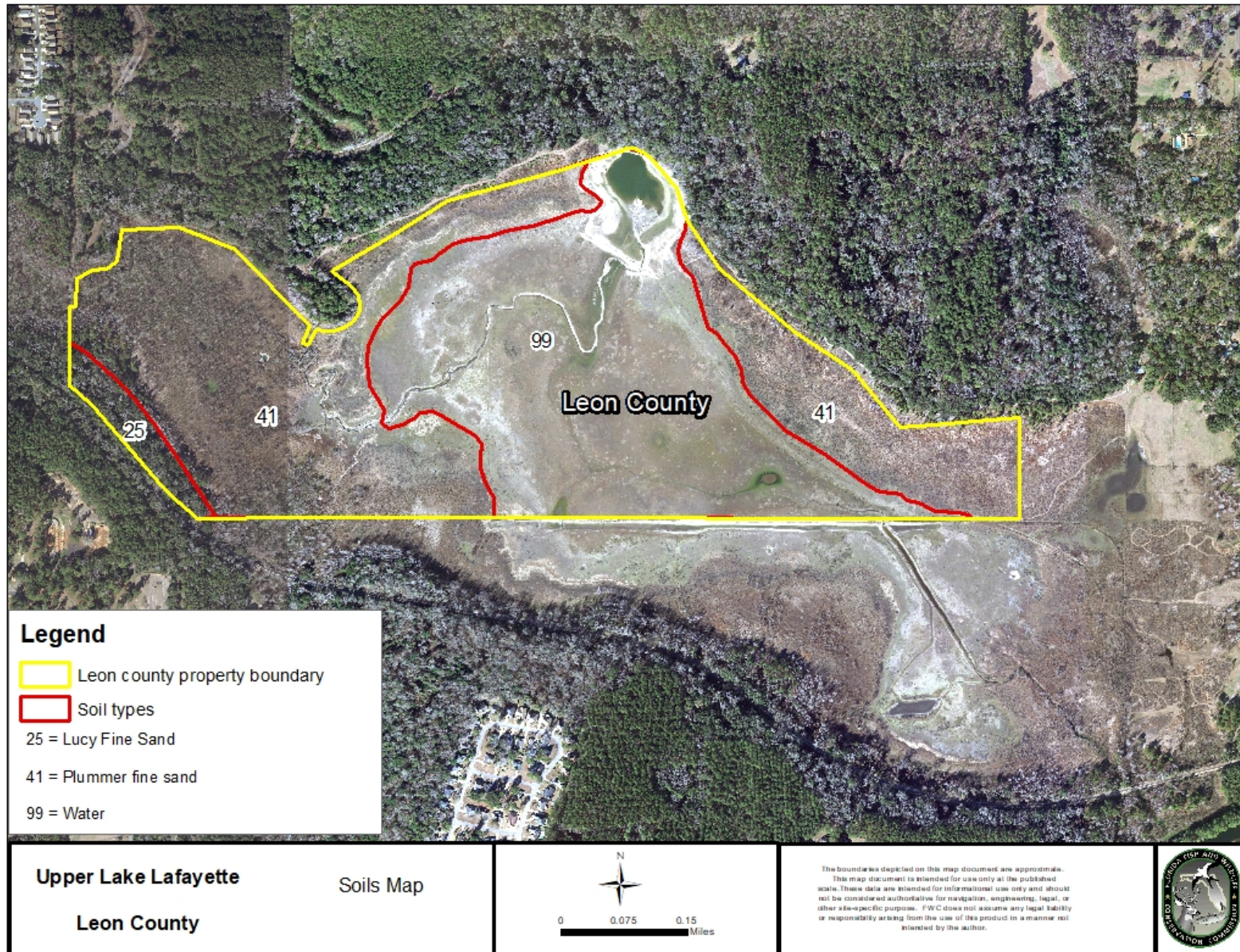
A-3: Map of Leon County ownership of Upper Lake Lafayette



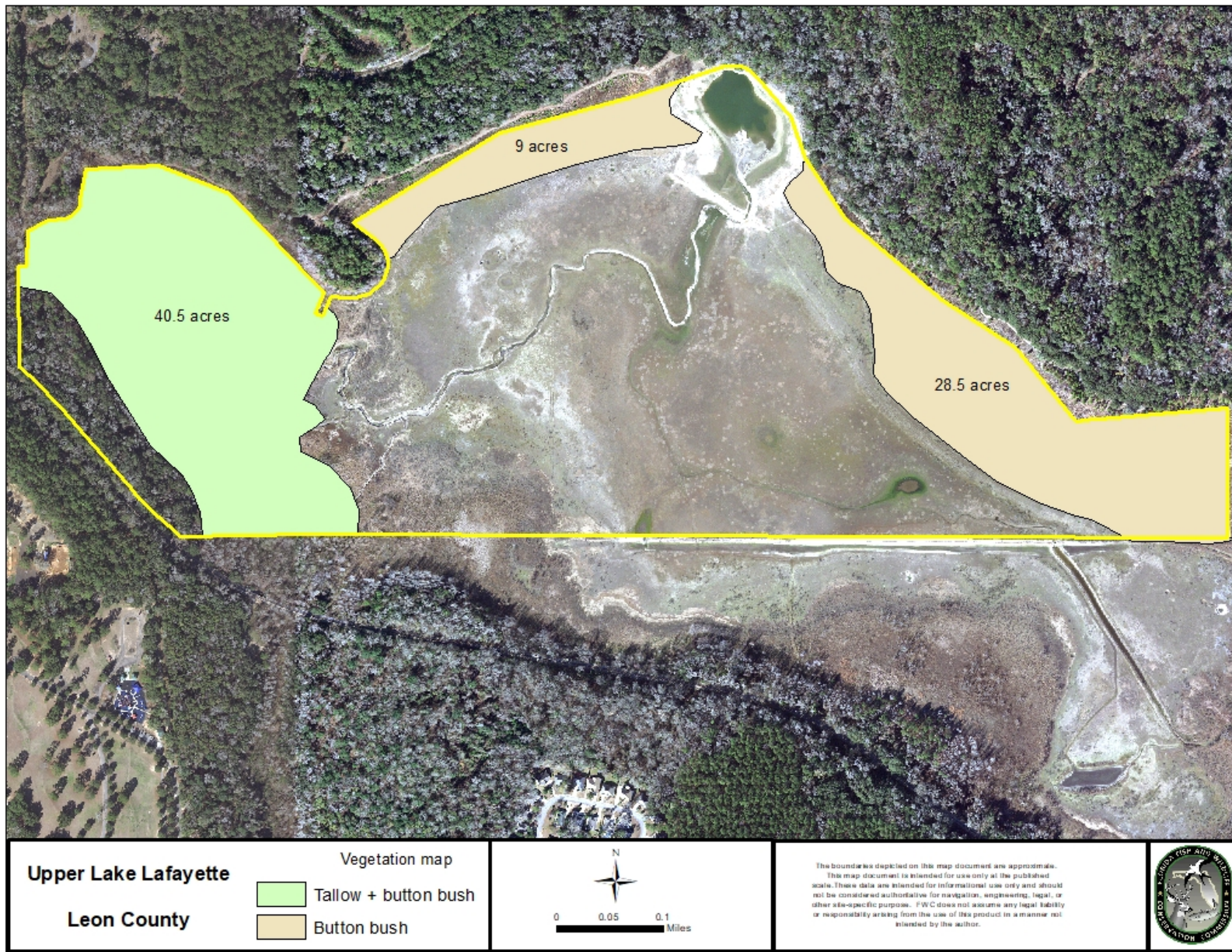
A-4. Map of Upper Lake Lafayette ownerships



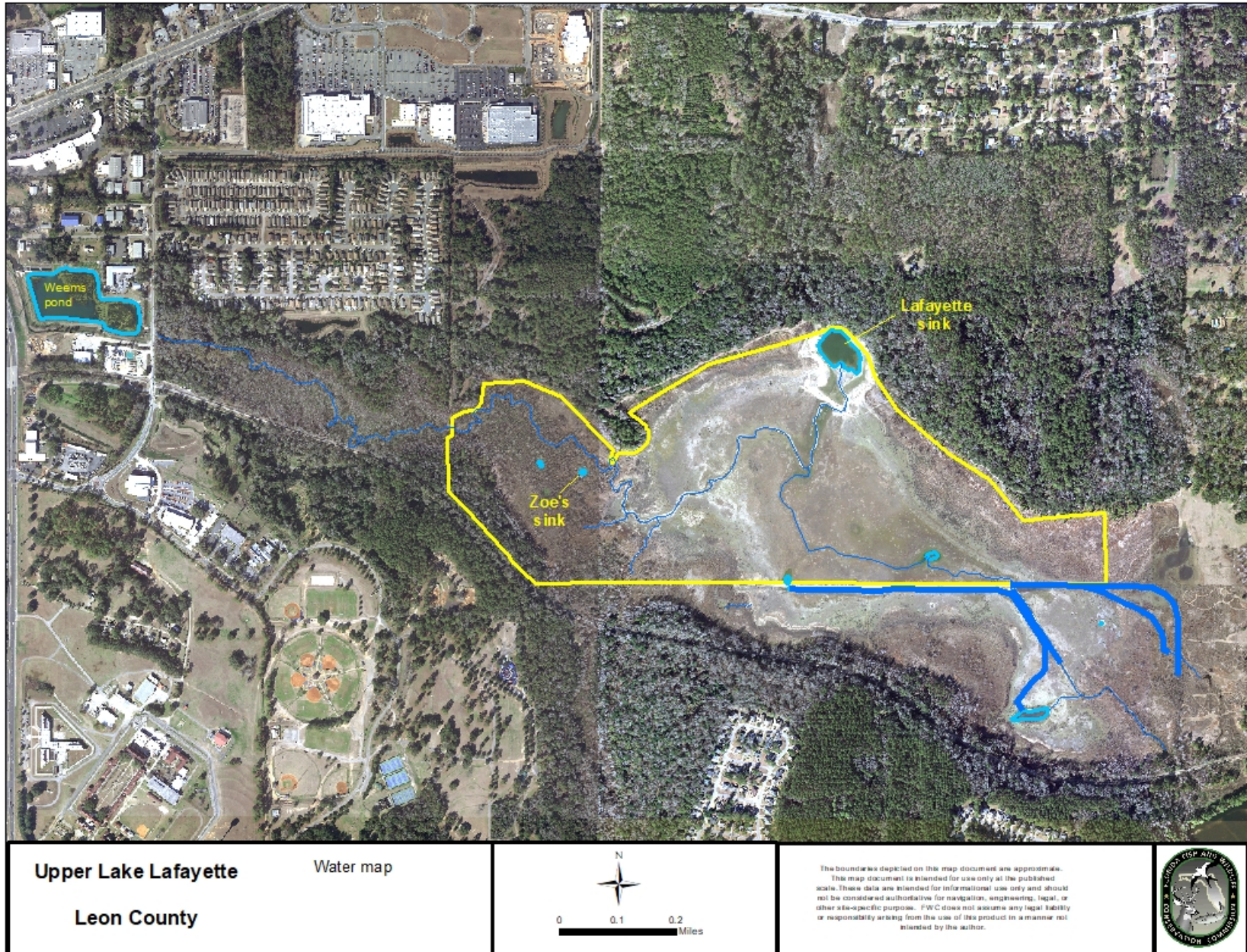
A-5. Map of habitat types for Upper Lake Lafayette



A-6. Map of soil types for Upper Lake Lafayette

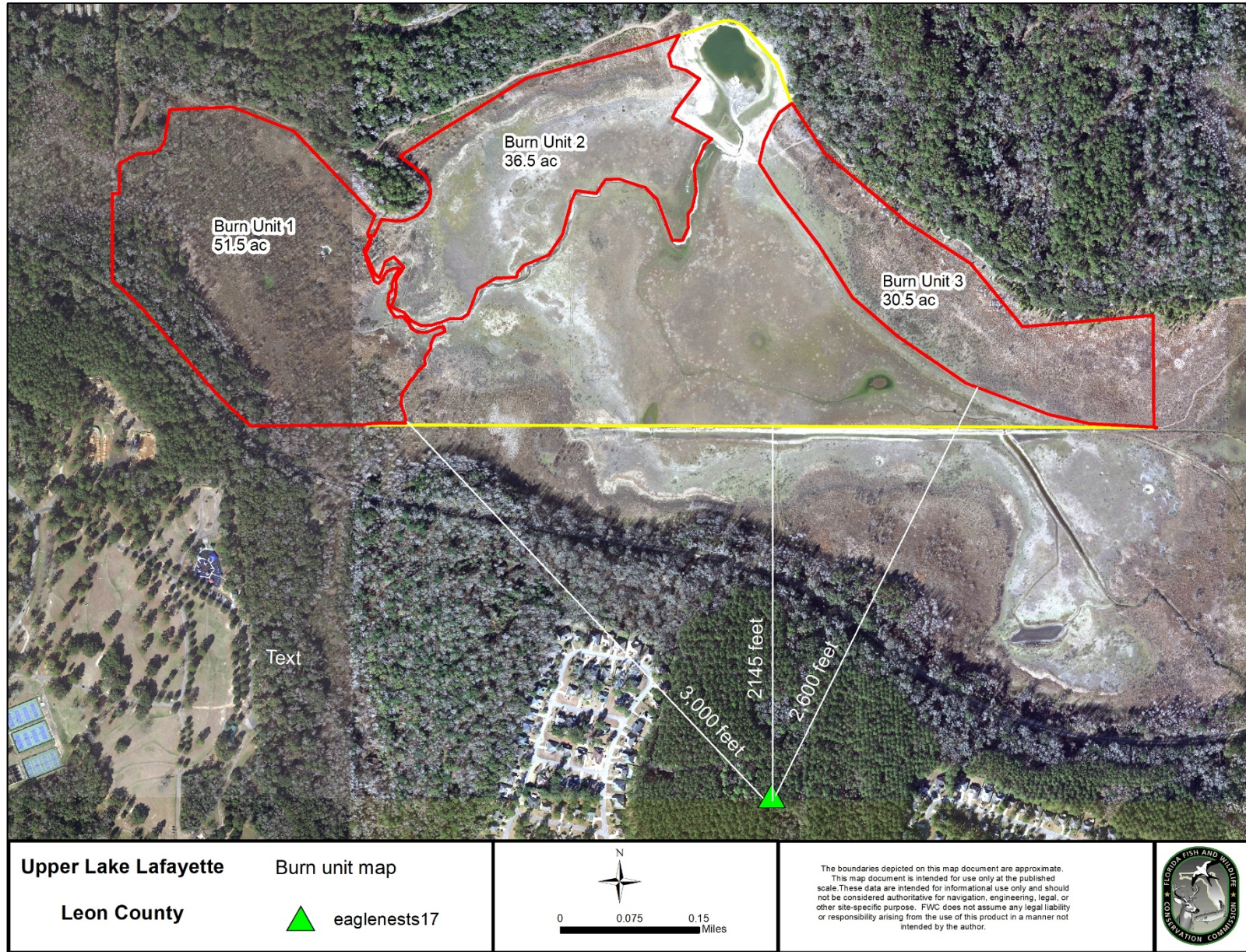


A-7. Map of current tallow and buttonbush problem areas.

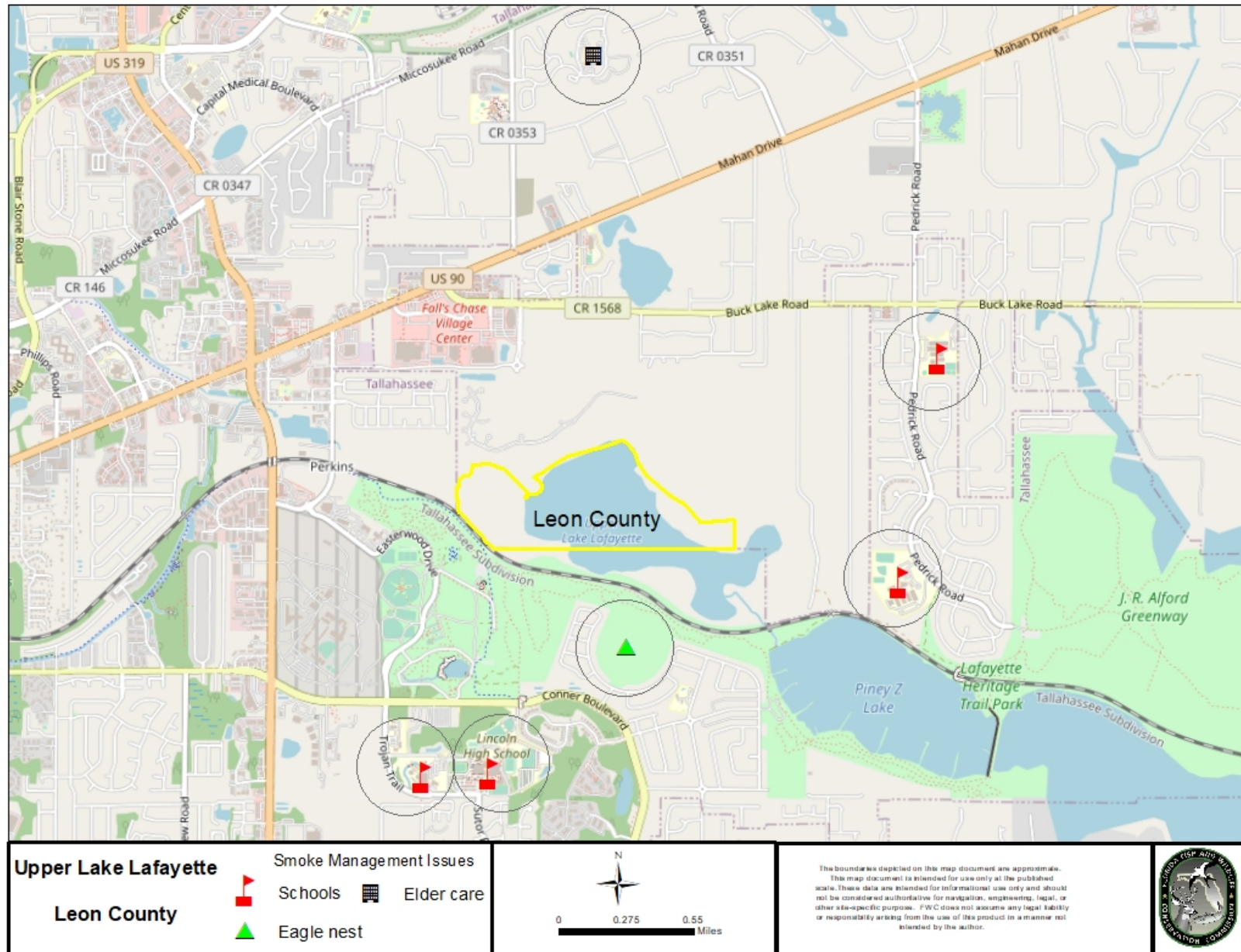


A-8. Map of water features

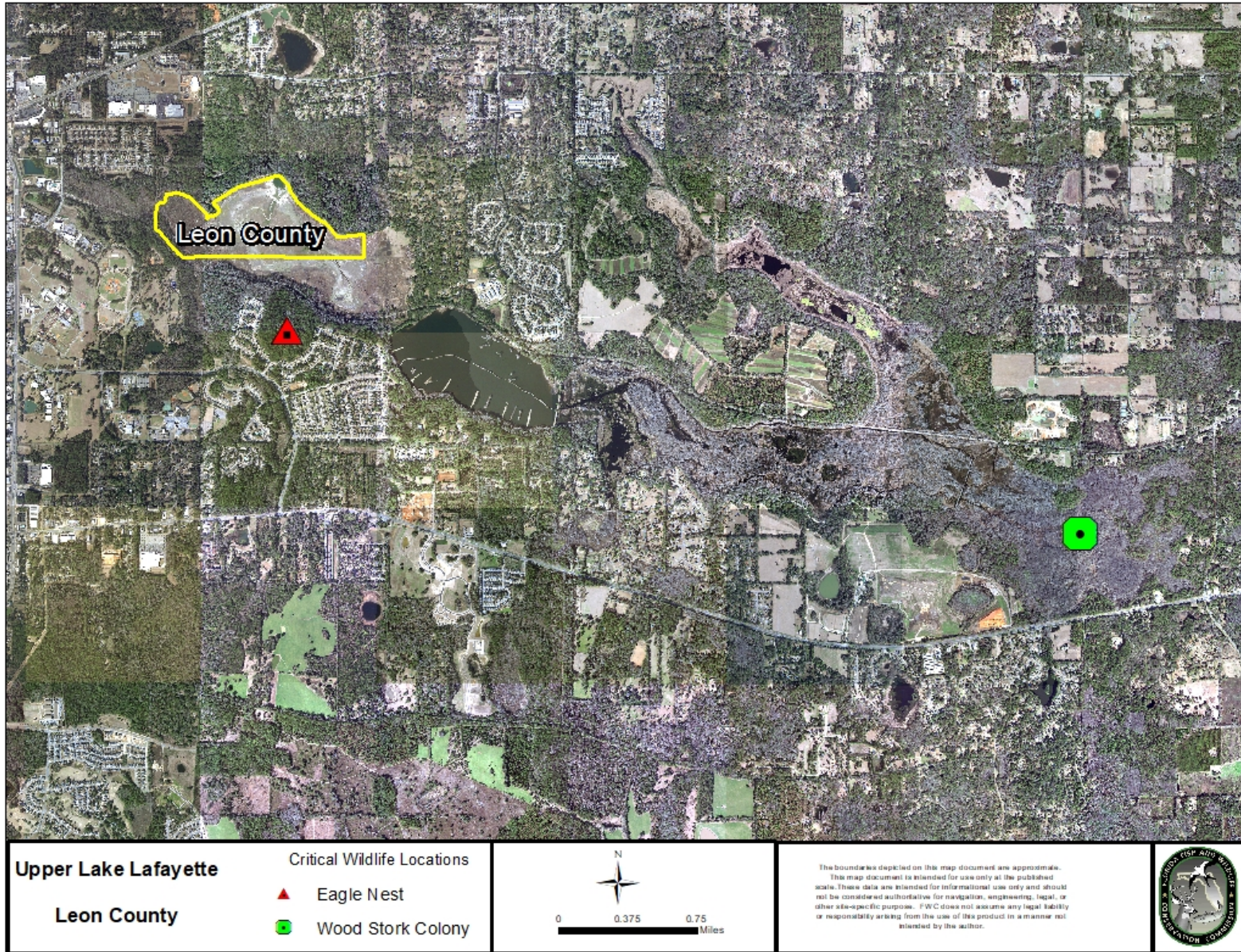




A-9. Map of proposed prescribed burn units



A-10. Map of potential smoke management concerns



A-11. Map of critical wildlife locations

## FISCAL YEAR 2020/2021 BUDGET AMENDMENT REQUEST

No: BAB21003  
Date: 10/5/2020

Agenda Item No: \_\_\_\_\_  
Agenda Item Date: 10/13/2020

County Administrator  
  
\_\_\_\_\_  
Vincent S. Long

Deputy County Administrator  
  
\_\_\_\_\_  
Alan Rosenzweig

### Request Detail

#### 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>				
				Budget Contingency			
001	990	59900	599	Reserves	200,000	(25,000)	175,000
001	950	591305	581	Transfer to Fund 305	-	25,000	25,000
<b>Subtotal:</b>						-	

#### 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>				
305	950	381001	000	Transfer From Fund 001	4,494,171	25,000	4,519,171
<b>Subtotal:</b>						25,000	

#### 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>				
				Greenways Capital Maintenance			
305	046009	54600	572	Improvements Other Than Buildings	250,000	25,000	275,000
<b>Subtotal:</b>						25,000	

### Purpose of Request

This amendment appropriates \$25,000 from the General Fund Contingency to the Habitat Conservation Plan for Upper Lake Lafayette lake bottom.

Division/Department  
2503/25

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 2020/2021; 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 13<sup>th</sup> day of October, 2020.

LEON COUNTY, FLORIDA

By: \_\_\_\_\_  
Bryan Desloge, Chair  
Board of County Commissioners

Date: \_\_\_\_\_

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

By: \_\_\_\_\_

APPROVED AS TO LEGAL SUFFICIENCY:  
Chasity H. O'Steen, County Attorney  
Leon County Attorney's Office

By: \_\_\_\_\_

BUDGET "OPERATING" CONTINGENCY RESERVES CONTINGENCY FUND UPDATE (FY 2020/21)				
			<b>GENERAL FUND 001-990-59900-599</b>	Beginning Balance: <b>\$200,000.00</b>
No.	APPROVAL DATE	AGENDA DATE	AMENDMENT TITLE	BALANCE
	<b>5-Oct-20</b>	<b>13-Oct-20</b>	<b>Habitat Conservation Plan for Upper Lake Lafayette Lake Bottom</b>	<b>\$25,000</b>
<i>Bold, Italic items are pending Board Approval</i>				
<b>USAGE TO DATE (TOTAL AMENDMENTS)</b>				<u><u><b>\$25,000.00</b></u></u>
<b>ENDING BALANCE</b>				<b>175,000.00</b>
<b>END BALANCE AS % OF BEGIN BALANCE</b>				<b>88%</b>
<b>USAGE BALANCE AS % OF BEGIN BALANCE</b>				<b>13%</b>

SENT VIA E-MAIL: September 16, 2020

Habitat Conservation Plan—Upper Lake Lafayette: Buck Lake Alliance Review and Comments  
Two sections: 1. Questions/Concerns and 2. Technical/Clarifying  
September 15, 2020

### Questions/Concerns

1. Water coming into the Lake is a concern and should be addressed as part of a lake management plan. How that is addressed might require another professional or group to incorporate a “water element” into the lake plan. Water currently flows primarily from the west through the northeast ditch and Weems pond. In addition, water comes down from severe slopes along the northern, Fallschase side, the eastern, private landowner side, as well as from Tom Brown Park through the railroad trestle. The water contributes to lake vegetation, e.g., seed distribution, water and nutrients promoting dense growth of Chinese tallow, willows, Florida maples, etc., which results in severe consequences.
2. Protecting the Lafayette sink and Floridan aquifer—reducing decaying vegetation through sound management strategies.
3. Lake bottom landowners are listed, but one of the largest landowners on Upper Lake Lafayette is not mentioned in the plan, i.e., Fallschase. In addition, Weems Plantation neighborhood is not mentioned, while it has a stormwater pond and a natural area adjacent to City lake bottom that contributes to the detriment or welfare of the lake environment. I believe because Fallschase and Weems Plantation need to be considered in this plan. Fallschase will be coming online and has a vested interest in the lake shore and has been working on shore and upland maintenance in an effort to control the exotics and encroachment of hardwoods. Also, the Christie family who owns 60 acres, and is one of the larger landowners, has not been informed or involved in the development of a lake management plan.
4. As Fallschase residential comes online, the wildlife habitat will be reduced significantly—they will need space. Well-managed space will provide more suitable habitat.
5. Not enough can be said of the significant growth of the Chinese tallow and need for eradication or the future result will be the choking out of all native species, and native wildlife moving to other areas. The western portion of the lake bottom edging Weems Road is of particular concern given the density of the Chinese tallow forest;
6. There are two separate, but very similar plans for the management of Upper Lake Lafayette, i.e., County Plan and City Plan. The County plan will go before the BOCC for review, comment and approval. Does the City plan go before the City Commission and if not, could the City Administrator or Parks and Recreation staff reject it out of hand?

How does a Lake Management Plan go forward with all the stakeholders? Could two-thirds of the property be managed, while the other third continues to go unmanaged?

7. Using herbicides to control woody and herbaceous broadleaf plants in the lake bottom and surrounding uplands needs to be accomplished with the utmost care by specifically following the manufacturer's guidelines. As stated in the report, using herbicides will be the only way to eradicate the Chinese tallow and other woody plants crowding out the native plants. Triclopyr is used to control broadleaf herbs and woody species and is particularly effective at controlling woody species with cut-stump or basal bark treatments. Triclopyr ester formulations are especially effective against root- or stem-sprouting species because triclopyr remains persistent in plants until they die. Fallschase and Florida Environmental and Land Services has been cutting down Chinese tallow and treating the stumps with Triclopyr 4 following the manufacturer's guidelines.
8. The Plan proposes four (4) years of maintenance/management, but it is the opinion of many forest and lake managers that to effectively manage Upper Lake Lafayette maintenance strategies must be used for at least 10 year to ensure the invasives are controlled. Can this 4-plan include an assessment component and plans to continue the maintenance of Upper Lake Lafayette if it is warranted?
9. Upper Lake Lafayette is one of many water bodies within a larger system, i.e., Piney Z Lake, Lower Lake Lafayette, Alford Arm and St. Marks River. We are delighted that progress is being made to manage ULL. With that said, wouldn't be prudent to consider future management plans for the larger system? As the County and City have accomplished through BluePrint with trails, maybe an extended management plan/s or phases for the lake system, which is aligned with the trails, would be wise.
10. A section on recreational use and access, particularly fishing in or near the Lafayette Sink should be considered. If a trail will be a part of the north shore, access to the Lake shore should be addressed.

### Technical/Clarifying

Page 2:

A ~~dam (now known as West Levee) berm~~ was constructed separating Upper Lake Lafayette from Piney Z Lake on the southeast end of the lake in 1948. An east-west running berm with a ditch ~~and roadbed~~, in the southern half of the lake was created in the early 1950's and is ~~a Section line~~ the dividing line between the county and city ownership with the county owning the northern portion and the city the southern portion.

Page 3:

Today Upper Lake Lafayette is an ephemeral marsh system that is usually dry but can become ~~flooded-inundated~~ following rain events. Several sinks occur in the lakebed that do remain flooded throughout the year. The largest sink is Lafayette ~~sink~~ Sink in the northern part of the



lake, and it connects to the Floridan Aquifer. ~~Virtually all~~Most of the water that enters the lake is discharged through the sinks, ~~or~~ porous ground or evaporation. The lake rarely has standing water for very long but ~~under~~during heavy rainfall ~~events~~periods the lake can be flooded for several months.

Page 3:

Buttonbush (*Cephalanthus occidentalis*) and Chinese tallow (*Triadica sebifera*) are creating a dense thicket between the shoreline and the lake reducing aquatic habitat, access and aesthetics of the lake.

Page 5:

Maintaining quality open aquatic habitat will be important for this colony. Historically this colony consisted of as many as 341 nests. These nests remain active for other waders, e.g., anhinga, great egrets, great blue herons, but intermittently active for wood storks over the past few years.

Page 6:

Lat/Lon 30.449445°N, 84.199656° W Sections 15,16,17,21 Township 1N, Range 1E

some maps show this to be INCORRECT and state the following: Sections 27,26,25,34,35 (Piney Z is 36)

Page 10:

Some benefits/services include wildlife habitat, drinking water, clean air, and environmental education. In 2016 and 2018, dye studies were conducted indicating there is a direct cavernous connection between Lafayette Sink, Wakulla Springs and Sally Ward Spring.

Page 10:

All recommendations promote habitat quality for a variety of native wildlife species, including but not limited to wood storks, bald eagles, egrets, herons, ospreys, kites, limpkins (*Aramus guarauna*), songbirds, least terns (threatened) American alligators (~~Alligator mississippiensis~~), and ~~whitetailed~~white-tailed deer (*Odocoileus virginianus*).

Page 11:

While the buttonbush and black willow are native trees, the Chinese tallow is a very Upper Lake Lafayette invasive exotic tree that negatively affects natural aquatic habitats.

Page 13:

Although the snails are invasive, there is no effective control method for them, and they are a very important food source for the limpkins in particular. (Note: The bright pink egg masses of the apple snails are toxic to wildlife ingestion.)

Page 14:

This would include approval for a prescribed burn, potential firelines, or the use of any mulching machinery that might be used on the lake bottom. (Note: past burns allowed fired suppression vehicles to create mineral firebreaks disturbing the bottom. Further, past agriculture afforded ample opportunity to have dug up everywhere, therefore, a "pristine" lake bottom is unlikely. However, minor surface scuffing is worth the needed control of invasives.)

Page 15:

Soil Types:

The organic matter in the Plummer soils, where most of the management activities would take place, is only about two percent. [\(Note: Clarify the significance of the table, the statement above and how this may or may not impact a management plan.\)](#)

Page 17:

Because water in the lake drains to Lafayette sink which connects to the ~~Floridian~~ Floridan Aquifer using an ~~aquatic~~-approved [aquatic](#) herbicide in a hack-and-squirt or cut stump treatment will result in the lowest amount herbicide necessary to control these species.

Page 19:

One of the ~~main~~ concerns is that no muck fires be started and allowed to smolder producing smoke issues. The soils on this property do not have significant amounts of organic content so lingering smoke issues should not be a problem. [\(Note: There isn't the kind of muck that can catch fire on ULL! In fact, due to the naturally fluctuating water levels, there is an insignificant surface muck layer.\)](#)

October 2, 2020

Leigh Davis, MPA  
Director  
Office of Resource Stewardship/Parks and Recreation  
1907 S. Monroe Street  
Tallahassee, FL 32301



Dear Ms. Davis:

Subject: Habitat Conservation Plan Upper Lake Lafayette

The Big Bend Sierra Club is very happy that a habitat conservation plan has been drafted for Upper Lake Lafayette. A plan is needed to help restore the site to a more natural state and keep it from being overrun by invasive exotic vegetation.

**First and foremost we agree with the conclusions outlined in the Summary of Conservation Practices and Habitat Management Recommendations, that a combination of mechanical, herbicides and fire are needed to restore the habitat on the site.**

With the plan, both the natural plant communities and wildlife habitat will be greatly improved.

After reading the latest draft of the plan, we would like to offer the following recommended “minor” changes to the plan:

Page 12 Map 5 Habitat Types

After an onsite inspection of the property, it appears that the cypress community and the mixed scrub-shrub community, as identified on the map, are actually mixed wetland hardwoods.

Page 16 Soil Table

The Soil Table needs to be corrected to show what is identified as water is actually Plummer Find Sand soil.

Page 17 Soils Map 6

The Soils Map 6 need to be corrected to show what is identified as water is actually Plummer Find Sand soil.

Page 23 – Modify the following discussion to delete the reference to wood duck boxes and raptor perches since both wood duck boxes and raptor perches are not appropriate for this site. And any nesting boxes that are installed need to be monitored weekly during nesting season.

If you would like to create more wildlife viewing opportunities for the future, you can erect nest boxes ~~and raptor poles~~. Nest boxes could be placed around the lake to provide additional nesting habitat for certain species. Bluebirds, and southeastern

~~American kestrels, and wood ducks are likely to use boxes in the area. Because the lake bottom is mostly open, raptor perches could also be erected to benefit kestrels and other migrating hawks as well as eagles. If nesting boxes are installed, they need to be monitored weekly during the nesting season.~~

Page 23 – Delete the suggestion that wood duck nesting boxes be installed. The site does not have extensive expanses of water and is not wood duck habitat.

Page 24 – Delete the suggestion that a raptor pole be installed on the dry lake bottom. The surrounding property is heavily wooded and there is no need for raptor perches.

Thank you for your consideration. We would be glad to sit down with the County to discuss these recommendations further.

Sincerely,



Grant Gelhardt, Chair  
Big Bend Sierra Club

**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #20**

# Leon County Board of County Commissioners

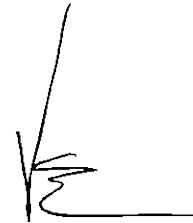
## Agenda Item #20

October 13, 2020

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator

**Title:** Bid Award for the Construction of the Daniel B. Chaires Ballfield Improvements



<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Brent Pell, P.E. Director, Public Works Charles Wu, P.E., Director, Engineering Services Maggie Theriot, Director, Office of Resource Stewardship Scott Ross, Director, Office of Financial Stewardship
<b>Lead Staff/ Project Team:</b>	Kimberly Wood, P.E., Chief of Engineering Coordination Leigh Davis, Director, Parks and Recreation Shelly Kelley, Purchasing Director

### **Statement of Issue:**

This item seeks Board approval to award the bid for the construction of the Daniel B. Chaires ballfield improvements to Shaffield Building Specialties, Inc., in the amount of \$2,695,000, and the approval of a Resolution and associated Budget Amendment Request in the amount of \$995,000 to cover the construction budget shortfall and direct purchase of field lighting. At the July 14, 2020 meeting, the Board considered this bid award and voted to postpone action until staff could evaluate alternatives and bring an agenda item back for consideration.

### **Fiscal Impact:**

This item has a fiscal impact. The total cost of the project is \$2,995,000, of which \$2.0 million has been budgeted over the last seven years. An additional \$995,000 is necessary to fund this project. The low bid exceeds the project budget by \$695,000 and an additional \$300,000 for the direct purchase and installation of the Musco lights for the field was not included in the bid to save costs. Funding is available from the County general fund balance to pay for the increased costs.

### **Staff Recommendation:**

- Option # 1: Approve the bid award to Shaffield Building Specialties, Inc., in the amount of \$2,695,000 for the construction of the Daniel B. Chaires ballfield improvements (Attachment #1) and authorize the County Administrator to execute the Agreement.
- Option #2: Approve the Resolution and associated Budget Amendment Request (Attachment #2).

## Report and Discussion

### **Background:**

This item seeks Board approval to award the bid for the construction of the Daniel B. Chaires ballfield improvements to the lowest responsive bidder Shaffield Building Specialties, Inc., in the amount of \$2,695,000, and the approval of a Resolution and associated Budget Amendment Request to complete the project at a total cost of \$2,995,000, which includes \$300,000 for the cost of the field lighting. At the July 14, 2020 meeting, the Board considered this bid award to Shaffield Building Specialties, Inc. and voted to postpone action until staff could evaluate other alternatives for budgetary purposes, specifically a bicycle park. As noted in the analysis section, the estimated cost to construct a bicycle park is not substantially different than the baseball field. Therefore, this item recommends awarding the contract for the baseball field construction.

Construction of the Daniel B. Chaires Park began in 2001, and it has developed over the years to provide a community center, four tennis courts, two basketball courts, three baseball fields, a natural area, playground, and a restroom/concession. The park fronts Chaires Cross Road at 4768 Chaires Cross Road, next to Chaires Elementary School.

At the FY 2013 Budget Workshop, staff presented an analysis of active parks and recreation facilities and needs within the unincorporated area of Leon County. This analysis identified an opportunity to construct a new 60/90 ballfield using existing County-owned property at Chaires Park. The Board programmed an initial \$510,000 in the five-year Capital Improvement Plan for FY 2017 with a project scope and detailed cost estimate developed following the project's design phase. In FY 2018 additional funding was budgeted for the ballfield project for total project funding of \$1.2 million. However, the estimated cost of the project escalated following the design phase due to the unique access, stormwater, and parking needs of the site.

Despite Leon County's extensive efforts to constrain the cost of the Chaires Park ballfield project, including reducing the scope of work by removing the concession stand and bathrooms, removing the loop road, reducing landscaping, removing curb and gutter, and utilizing Public Works staff to perform the initial site clearing and earthwork which avoided approximately \$750,000 in project costs, final estimates at the time indicated that the ballfield project would cost \$2 million, leaving an \$800,000 shortfall. The \$2.0 million budget included the County directly purchasing \$300,000 Musco lights for the field. The lights were excluded from the bid to further reduce the costs of the project by approximately \$25,000.

At the April 23, 2019 Budget Workshop, the Board directed staff to conduct a community feedback meeting in the Chaires community regarding the proposed improvements. Based on feedback provided by the citizens during that meeting, at the June 18, 2019 Budget Workshop the Board authorized staff to complete the construction of the ballfield and allocated an additional \$800,000 to the project budget for a total budget of \$2 million.

**Analysis:**

Given the Board's action at July 14, 2020 meeting, Purchasing staff contacted Shaffield Building Specialties, Inc. to determine if they were willing to hold the price of the bid longer than the standard 30 days. Shaffield Building confirmed the company was willing to hold the bid until December 1, 2020. This extension allowed time for the staff evaluation of the bicycle park alternative.

Over the summer, staff examined alternatives for use of the existing footprint including the evaluation of constructing a bicycle park in lieu of the baseball field. A consultant, who has designed bike park facilities across the nation, evaluated the site for a conceptual park. The construction of the bike features, as well as, the necessary supporting infrastructure (drainage, grading, parking, etc.) are estimated to be in the range of \$2.0 to \$2.3 million; not substantially different than that of a baseball facility. As a result, this item recommends proceeding with the construction of the baseball facility with the bid award to Shaffield Building Specialties, Inc.

The Invitation to Bid for the Chaires ballfield project was advertised locally on May 4, 2020. A total of 1,153 vendors were notified through the automated procurement system. A total of 104 vendors requested bid packages. On June 9, 2020, the County received three responsive bids with the lowest responsive bidder being Shaffield Building Specialties, Inc., in the amount of \$2,695,000 (Attachment #3). The second lowest responsive bid was \$2,798,668, a difference of \$103,668.

An additional \$995,000 is necessary to fund this project by awarding the construction of the ballfield to the low bidder for \$2,695,000 and for the purchase of \$300,000 Musco lights. Despite the County's efforts to keep the project within budget, the unit prices in the low bid appear to be higher than recently bid County projects and FDOT Average Annual costs. There were six areas where prices exceed recent bids: earth work, excavation and embankment, finish soil, rip rap, infield clay and electrical, which accounted for \$734,976 of the overage. Four of the six items involved the hauling of material in and out of the site, which could have resulted in higher than normal unit prices depending on the roundtrip distance to their haul site. With the project site being near the County's sand pit off Chaires Road, staff anticipates negotiating a lower unit price in these items by allowing the contractor to utilize the County's existing sand pit. Under the County's Purchasing Policy, such negotiations for this project can only commence following the Board's awarding of the project.

The Minority, Women and Small Business Enterprise (MWSBE) Division reviewed the MWSBE Participation Plans submitted by the bidders (Attachment #4). The aspirational goals for the bid were 14% MBE and 9% WBE. The MWSBE Division determined that Shaffield Building Specialties, Inc. is a certified WBE, therefore they met the WBE aspirational goal by self-performing. Shaffield Building Specialties Inc. did not meet the MBE aspirational goal, however a satisfactory Good Faith Effort Form and supporting documentation was provided. Shaffield Building Specialties, Inc. listed Anchor Construction for concrete work however, the MBE certification for Anchor Construction had expired. At the time of this writing, Anchor has been recertified and would account for 10% MBE utilization on this project. If Shaffield Building Specialties, Inc. is selected, MWSBE staff is recommending that Shaffield Building Specialties,



Inc. continue its Good Faith Efforts to increase their MBE participation toward the 14% MBE goal. The two other bidders did not meet the MBE and WBE aspirational goals, but both provided a satisfactory Good Faith Effort Form and supporting documentation.

This item recommends approval of the bid award to Shaffield Building Specialties, Inc. and authorization for the County Administrator to execute the Agreement (Attachment #1). However, to pay for this bid award and the costs associated with the direct purchase of the lights for the field, this item recommends the approval of a budget amendment as part of the bid approval process (Attachment #2). The additional funds to pay for the increased costs are available in the County's general fund balance. The projected year end fund balance is \$35.9 million, which is 23% of budgeted operating expenses. Appropriating an additional \$995,000 will leave the fund balance a 22% of operating expenses, which is within the permissible fund balance policy range.

If approved, construction is estimated to start in November of this year and be completed by November of 2021.

**Options:**

1. Approve the bid award to Shaffield Building Specialties, Inc. in the amount of \$2,695,000 for the Construction of the Daniel B. Chaires ballfield improvements (Attachment #1) and authorize the County Administrator to execute the Agreement.
2. Approve the Resolution and associated Budget Amendment Request (Attachment #2).
3. Do not approve the bid award to Shaffield Building Specialties, Inc. in the amount of \$2,695,000 for the Construction of the Daniel B. Chaires ballfield improvements.
4. Board direction.

**Recommendation:**

Options #1 and #2

**Attachments:**

1. Draft Construction Agreement
2. Resolution and Budget Amendment Request
3. Bid Tabulation sheet
4. MWSBE Analysis memo

## AGREEMENT

THIS AGREEMENT, by and between LEON COUNTY, FLORIDA, a charter county and a political subdivision of the State of Florida, hereinafter referred to as the ("County"), and SHAFFILED BUILDING SPECIALTIES, INC., hereinafter referred to as the ("Contractor"), both collectively referred to as (the "Parties") is entered into as of the date of last signature below. For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

### 1. SERVICES TO BE PROVIDED

The Contractor agrees to provide to the County the following services related to the Chaires Community Park Improvement Project, in accordance with: 1) Solicitation # BC-06-09-20-49, which is attached hereto and incorporated herein as Exhibit A; and 2) the Contractor's bid submission, attached to this Agreement as Exhibit B. If any provision contained in this Agreement conflicts with any provision in Exhibit A or Exhibit B, the provision contained in this Agreement shall govern and control.

### 2. WORK

Contractor understands that no amount of work is guaranteed to it nor is the County under any obligation to utilize the services of the Contractor in those instances where the work to be performed can be done by County personnel or under separate contract. Any work to be performed shall be upon the written request of the County Administrator or his designee, which request shall set forth the commencement date of such work and the time within which such work shall be completed.

The performance of Leon County of any of its obligations under this Agreement shall be subject to and contingent upon the availability of funds lawfully expendable for the purposes of this Agreement for the current and any future periods provided for within the bid specifications.

In their discretion, the Parties may negotiate for any related products or services not specifically addressed herein, provided that this Agreement does not create any enforceable obligations regarding such products and services.

### 3. TIME AND LIQUIDATED DAMAGES

The work to be performed under this Agreement shall be commenced within fifteen (15) days of the Notice to Proceed. All work to be performed under this Agreement shall be completed WITHIN three hundred thirty - five (335) consecutive calendar days of the Notice to Proceed. If the work to be performed under this Agreement is not completed within the time set forth above, or within such extra time as may be granted by the County, the Contractor shall be deemed to be in default. For each day the Contractor is in default, the Contractor or its Surety shall pay to the County, not as a penalty, but as liquidated damages, an amount based on the bid price and according to Section 8-10 of the FDOT's Standard Specifications for Road and Bridge Construction, 2019 Edition.

Permitting the Contractor to continue and finish the work or any part of it after the expiration of the Agreement time allowed, including extensions, if any, shall in no way act as a waiver on the part of County of the liquidated damages due under the Agreement.

### 4. TIME OF THE ESSENCE

Unless the initial term is extended as provided in this Agreement or as may otherwise be agreed by the Parties in writing, all duties, obligations, and responsibilities of the Contractor required by this Agreement shall be completed no later than the timeframe stated in TIME AND LIQUIDATED DAMAGES above. Time is of the essence in performing the duties, obligations, and responsibilities required by this Agreement.

5. CONTRACT SUM

The Contractor agrees that for the performance of the Services as outlined in Section 1 above, it shall be remunerated by the County for a total sum of \$278,167.56 on completion of the work and acceptance as satisfactory.

6. PAYMENTS TO THE GENERAL CONTRACTOR

- A. The General Contractor shall submit to the Owner a schedule of values for the project. Pay requests shall be sworn statements based upon the progress made and submitted to the Owner on a monthly basis. Payment by the Owner to the General Contractor of the statement amount shall be made within twenty (20) days after approval of the Architect-Engineer and submitted to the Owner. Five percent (5%) retainage shall be held at the discretion of the Owner and Architect.
- B. Final Payment - Final payment constituting the unpaid balance of the cost of the Project and the General Contractor's fee, shall be due and payable within 45 days after the Project is delivered to the Owner, finished and ready for beneficial occupancy, or when the Owner occupies the Project, whichever event first occurs provided that the Project be then substantially completed and this agreement substantially performed. However, if there should remain work to be completed, the General Contractor and the Architect-Engineer shall list those items prior to receiving final payment and the Owner may retain a sum equal to 200% of the estimated cost of completing any unfinished work and the applicable portion of the General Contractor's retain age, provided that said unfinished items are listed separately and estimated cost of completing any unfinished items are likewise listed separately. Thereafter, Owner shall pay to General Contractor, monthly, the amount retained from each incomplete item after each of said items is completed.
- C. Payments to Subcontractors - The General Contractor shall promptly, but not later than 10 days after receipt of payment from the Owner, pay all the amount due subcontractors less a retain age of ten percent (10%). If there should remain items to be completed, the General Contractor and Architect-Engineer shall list those items required for completion and the General Contractor shall require the retain age of a sum equal to 200% of the estimated cost of completing any unfinished items, provided that said unfinished items are listed separately and the estimated cost of completing any unfinished items likewise listed separately. Thereafter, The General Contractor shall pay to the subcontractors, monthly, the amount retained for each incomplete item after each of said items is completed. Before issuance of final payment without any retain age, the subcontractor shall submit satisfactory evidence that all payrolls, material bills and other indebtedness connected with the Project have been paid or otherwise satisfied, warranty information is complete, as-built markups have been submitted and instruction for the Owner's operating and maintenance personnel is complete. Final payment may be made to certain select subcontractors who work is satisfactorily completed prior to the total completion of the Project but only upon approval of the Owner.
- D. Delayed Payments by Owner - If the Owner shall fail to pay the General Contractor within 20 days after the receipt of an approved payment request from the General Contractor, then the General Contractor may, upon fourteen (14) additional days advance written notice to the Owner and the Architect-Engineer stop the Project until payment of the Amount owing has been received, provided that the payment request has been submitted in sufficient detail to comply with the guidelines of the Office of the Clerk of the Circuit Court for Leon County. In the event that there is a dispute in the amount of the pay request, then only the disputed amount shall be held until resolved and the undisputed amount shall be paid within the time limits as stated within this paragraph. If undisputed amounts are timely paid, then the General Contractor shall not stop the Project in any fashion and the progress of the project shall not be interrupted. Both parties agree that best efforts be made to resolve the disputed amount.
- E. Payment for Materials and Equipment - Payments will be made for material and equipment not incorporated in the work but delivered and suitably stored at the site (or another location, subject to prior approval and acceptance by the Owner on each occasion).

7. PROMPT PAYMENT INFORMATION REQUIREMENTS

A. The County Project Manager is:

Name: Kim Wood  
Street Address: 2280 Miccosukee Road  
City, State, Zip Code: Tallahassee, Florida 32308  
Telephone: 850-606-1500  
E-mail: woodk@leoncountyfl.gov

B. The Contractor's Project Manager is:

Name:  
Street Address:  
City, State, Zip Code:  
Telephone:  
E-mail:

C. Notices to the Contractor are to be submitted to:

Name:  
Street Address:  
City, State, Zip Code:  
Telephone:  
E-mail:

D. Payment requests are to be submitted to:

Name: Kim Wood  
Street Address: 2280 Miccosukee Road  
City, State, Zip Code: Tallahassee, Florida 32308  
Telephone: 850-606-1500  
E-mail: woodk@leoncountyfl.gov

E. Proper form for a payment request for this Agreement is:

A numbered invoice document with date of invoice; reference of the County purchase order number; itemized listing of all goods and services being billed with unit prices and extended pricing; vendor's name, address, billing contact person information, and Federal tax identification number. The invoice must be properly addressed to the Division listed on the County purchase order and delivered to that address. Delivery to another County address will void the invoice, and it shall be of no force and effect.

F. Payment Dispute Resolution: Section 14.1 of the Leon County Purchasing Policy details the policy and procedures for payment disputes under the Agreement.

8. DISPUTES/REMEDIES

Any dispute concerning performance of the Contract resulting from this solicitation shall be resolved informally by the Contract Manager. Any dispute that cannot be resolved informally shall be reduced to writing and delivered to the County Purchasing Director. The Purchasing Director shall decide the dispute, reduce the decision to writing, and deliver a copy to the Contractor and the Contract Manager.

9. STATUS

The Contractor at all times relevant to this Agreement shall be an independent Contractor and in no event shall the Contractor nor any employees or sub-contractors under it be considered to be employees of Leon County.

10. INSURANCE

Contractor shall, at its sole expense, procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Contractor's bid.

A. Minimum Limits of Insurance. Contractor shall maintain limits no less than:

- 1) General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
- 2) Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage. (Non-owned, Hired Car).
- 3) Workers' Compensation and Employers Liability: Insurance covering all employees meeting Statutory Limits in compliance with the applicable state and federal laws and Employer's Liability with a limit of \$500,000 per accident, \$500,000 disease policy limit, \$500,000 disease each employee. Waiver of Subrogation in lieu of Additional Insured is required.

B. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

C. Other Insurance Provisions.

The policies are to contain, or be endorsed to contain, the following provisions:

- 1) General Liability and Automobile Liability Coverages (County is to be named as Additional Insured).
  - a. The County, its officers, officials, employees and volunteers are to be covered as insureds as respects; liability arising out of activities performed by or on behalf of the Contractor, including the insured's general supervision of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protections afforded the County, its officers, officials, employees or volunteers.
  - b. The Contractor's insurance coverage shall be primary insurance as respects the County, its officers, officials, employees and volunteers. Any insurance of self-insurance maintained by the County, its officers, officials, employees or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.
  - c. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the county, its officers, officials, employees or volunteers.

- d. The Contractor's insurance shall apply separately to each insured against whom claims are made or suit is brought, except with respect to the limits of the insurer's liability.

2) All Coverages

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the County.

- D. Acceptability of Insurers. Insurance is to be placed with insurers with a Best's rating of no less than A:VII.
- E. Verification of Coverage. Contractor shall furnish the County with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the County before work commences. The County reserves the right to require complete, certified copies of all required insurance policies at any time.
- F. Subcontractors. Contractors shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all the requirements stated herein.

11. PERMITS

The Contractor shall obtain all necessary permits as required by law to lawfully perform the obligations under this Agreement.

12. LICENSES & REGISTRATIONS

The Contractor shall be responsible for obtaining and maintaining any licenses, certifications, and/or registrations required pursuant to the laws of Leon County, the City of Tallahassee, or the State of Florida, or any other applicable state or federal law. Should the Contractor, by reason of revocation, failure to renew, or any other reason, fail to maintain its license, certification, and/or registration necessary to operate, the Contractor shall be in default as of the date such license, certification, and/or registration is lost.

The Contractor shall be registered to do business with the Florida Department of State prior to execution of the Agreement unless Contractor provides written verification of its exempt status. See applicable sections of Title XXXVI, Business Organizations, Chapters 605 through 623, F.S.).

13. WARRANTY OF PERFORMANCE

A. Warranty

The Contractor represents and warrants that it possesses the knowledge, skill, experience, and financial capability required to perform and provide all services under this Agreement and that each person and entity that will provide the services is duly qualified to perform such services by all appropriate governmental authorities, where required, and is sufficiently experienced and skilled in the area(s) for which such person or entity will render such services. The Contractor represents and warrants that the services shall be performed in a skillful and respectful manner, and that the quality of all such services shall equal or exceed prevailing industry standards for the provision of such services.

B. Breach of Warranty

In entering into this Agreement, the Contractor acknowledges that the County is materially relying on the warranties stated in this paragraph. The County shall be entitled to recover any damages it incurs to the extent any such

warranty is untrue. In addition, if any such warranty is false, the County shall have the right, at its sole discretion, to terminate this Agreement without any further liability to the County, to deduct from any amounts due Contractor under this Agreement the full amount of any value paid in violation of a warranty, and to recover all sums paid to Contractor under this Agreement.

14. ASSIGNMENTS

This Agreement shall not be assigned or sublet as a whole or in part without the written consent of the County nor shall the Contractor assign any monies due or to become due to him hereunder without the previous written consent of the County.

15. PAYMENT AND PERFORMANCE BOND

A Payment and Performance Bond in the amount of 100% of the estimated project cost shall be supplied by the Contractor at the time of Agreement execution. Also, a Payment and Material Bond for the Agreement amount shall be supplied by the Contractor at the same time.

Payment and Performance and Material Bonds shall provide that, in the event of non-performance on the part of the Contractor the bond can be presented for honor and acceptance at an authorized representative or institution located in Tallahassee, Florida. The Payment and Performance Bond shall be in the following form:

PUBLIC CONSTRUCTION BOND  
Bond No.(enter bond number)

BY THIS BOND, We \_\_\_\_\_, as Principal and \_\_\_\_\_ a corporation, as Surety, are bound to \_\_\_\_\_, herein called Owner, in the sum of \$ \_\_\_\_\_, for payment of which we bind ourselves, our heirs, personal representatives, successors, and assigns, jointly and severally.

THE CONDITION OF THIS BOND is that if Principal:

1. Performs the Agreement dated \_\_\_\_\_, between Principal and Owner for construction of \_\_\_\_\_, the Agreement being made a party of this bond by reference, at the time and in the manner prescribed in the contract; and
2. Promptly makes payments to all claimants, as defined in Section 255.05(1), Florida Statutes, supplying Principal with labor, materials, or supplies, used directly or indirectly by Principal in the prosecution of the work provided for in the Agreement; and
3. Pays Owner all losses, damages, expenses, costs, and attorney's fees, including appellate proceedings, that Owner sustains because of a default by Principal under the contract; and
4. Performs the guarantee of all work and materials furnished under the Agreement for the time specified in the Agreement, then this bond is void; otherwise it remains in full force.

Any action instituted by a claimant under this bond for payment must be in accordance with the notice and time limitation provisions in Section 255.05(2), Florida Statutes.

Any changes in or under the Agreement documents and compliance or noncompliance with any formalities connected with the Agreement or the changes does not affect Surety's obligation under this bond.

DATED on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

(Name of Principal)  
By:  
(As Attorney-In-Fact)  
(Name of Surety)

Payment bonds executed as a result of the requirements herein by a surety shall make reference to Section 255.05, Florida Statutes, by number and shall contain reference to the notice and time limitation provisions in Section 255.05, Florida Statutes.

16. INDEMNIFICATION

The Contractor shall indemnify and hold harmless the County, its officials, officers and employees from and against all claims, liabilities, damages, losses, costs, including, but not limited to, reasonable attorneys' fees, or suits of any nature whatsoever arising out of, because of, or due to any acts or omissions of the Contractor, its delegates, employees and agents. Arising out of or under this Agreement.

The County may, at its sole option, defend itself or require the Contractor to provide the defense. The Contractor acknowledges that the sum of ten dollars (\$10.00) of the amount paid to the Contractor, and the premises and covenants herein, constitute sufficient consideration for the Contractor's indemnification of the County, its officials, officers and employees.

It is understood that the Contractor's responsibility to indemnify and defend the County, its officials, officers and employees is limited to the Contractor's proportionate share of liability caused by the negligent acts or omissions of the Contractor, its delegates, agents or employees.

17. MINORITY BUSINESS ENTERPRISE (M/WBE) PARTICIPATION

The Contractor shall meet or exceed the M/WBE participation levels stated in the Contractor's M/WBE Participation Statement included as part of the Contractor's response for this project, see Exhibit B, attached hereto and made a part hereof.

The Contractor shall provide a monthly report to the Tallahassee/Leon County Office of Economic Vitality, Minority, Women and Small Business Enterprise Division in a format and manner prescribed by the Division. The report shall, at a minimum, indicate the business name of each certified Minority Business Enterprise or Women Business Enterprise sub-contractor utilized, the amount paid, the type of work performed, the appropriate invoice date, and the payment date to the Division.

Should Contractor's sub-contractor utilization fall below the level required in this Agreement or should Contractor substitute MWBE sub-contractors without prior written approval of the Division, the Contractor may be in breach of the Agreement. Contractors found in breach of their Agreement with the County may be suspended from bidding on and/or participation in any future County projects for up to three (3) years as provided in the Purchasing Policy 96-1.

Any change in the subcontractor utilization as listed on the participation plan (Exhibit B), must be approved by the MWSBE Division. Should the Contractor determine that the MWBE named in their participation plan submittal is unavailable or cannot perform the work, the Contractor shall request a change order. Such change order must be submitted to the MWSBE Division in writing at 315 S. Calhoun Street, Suite 450, Tallahassee, Florida 32301 or by email to Darryl Jones, Deputy Director at [DJones@oeforbusiness.org](mailto:DJones@oeforbusiness.org), LaTanya Raffington at [lraffington@oeforbusiness.org](mailto:lraffington@oeforbusiness.org), or Shanea Wilks at [swilks@oeforbusiness.org](mailto:swilks@oeforbusiness.org).

18. AUDITS, RECORDS, AND RECORDS RETENTION

The Contractor agrees:

- A. To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and expenditures of funds provided by the County under this Agreement.
- B. To retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this Agreement for a period of five (5) years after termination of the Agreement, or if an audit has been initiated and audit findings have not been resolved at the end of five (5)



years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this Agreement.

- C. Upon completion or termination of the Agreement and at the request of the County, the Contractor will cooperate with the County to facilitate the duplication and transfer of any said records or documents during the required retention period as specified in paragraph 1 above.
- D. To assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, state, or other personnel duly authorized by the County.
- E. Persons duly authorized by the County and Federal auditors, pursuant to 45 CFR, Part 92.36(l)(10), shall have full access to and the right to examine any of Contractor's Agreement and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.
- F. To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:**

**LEON COUNTY PURCHASING DIVISION  
ATTN: SHELLY KELLEY, PURCHASING DIRECTOR  
1800-3 N. BLAIRSTONE ROAD  
TALLAHASSEE, FLORIDA 32308  
PHONE: 850-606-1600  
EMAIL: KELLEYS@LEONCOUNTYFL.GOV**

19. MONITORING

To permit persons duly authorized by the County to inspect any records, papers, documents, facilities, goods, and services of the Contractor which are relevant to this Agreement, and interview any clients and employees of the provider to assure the County of satisfactory performance of the terms and conditions of this Agreement.

Following such evaluation, the County will deliver to the Contractor a written report of its findings and will include written recommendations with regard to the Contractor's performance of the terms and conditions of this Agreement. The Contractor will correct all noted deficiencies identified by the County within the specified period of time set forth in the recommendations. The Contractor's failure to correct noted deficiencies may, at the sole and exclusive discretion of the County, result in any one or any combination of the following: (1) the Contractor being deemed in breach or default of this Agreement; (2) the withholding of payments to the Contractor by the County; and (3) the termination of this Agreement for cause.

20. TERMINATION

Leon County may terminate this Agreement without cause, by giving the Contractor thirty (30) days written notice of termination. Either party may terminate this Agreement for cause by giving the other party hereto thirty (30) days written notice of termination. The County shall not be required to give Contractor such thirty (30) day written notice if, in the opinion of the County, the Contractor is unable to perform its obligations hereunder, or in the County's opinion, the services being provided are not satisfactory. In such case, the County may immediately terminate the Agreement effective upon mailing a notice of termination to the Contractor.

21. PUBLIC ENTITY CRIMES STATEMENT

In accordance with Section 287.133, Florida Statutes, Contractor hereby certifies that to the best of its knowledge and belief neither Contractor nor its affiliates has been convicted of a public entity crime. Contractor and its affiliates shall provide the County with a completed public entity crime statement form no later than January 15 of each year this Agreement is in effect. Violation of this section by the Contractor shall be grounds for cancellation of this Agreement by the County.

22. UNAUTHORIZED ALIEN(S)

The Contractor agrees that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this solicitation. The County shall consider the employment or utilization of unauthorized aliens a violation of Section 274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324a). Such violation shall be cause for unilateral termination of this Agreement by the County.

23. EMPLOYMENT ELIGIBILITY VERIFICATION

- A. Contractor agrees that it will enroll and participate in the federal E-Verify Program for Employment Verification under the terms provided in the "Memorandum of Understanding" governing the program. Contractor further agrees to provide to the County, within thirty days of the effective date of this Agreement/amendment/extension, documentation of such enrollment in the form of a copy of the E-Verify "Edit Company Profile" screen", which contains proof of enrollment in the E-Verify Program (this page can be accessed from the "Edit Company Profile" link on the left navigation menu of the E-Verify employer's homepage).
- B. Contractor further agrees that it will require each subcontractor that performs work under this Agreement to enroll and participate in the E-Verify Program within sixty days of the effective date of this Agreement/amendment/extension or within sixty days of the effective date of the Agreement between the Contractor and the subcontractor, whichever is later. The Contractor shall obtain from the subcontractor(s) a copy of the "Edit Company Profile" screen indicating enrollment in the E-Verify Program and make such record(s) available to the Agency upon request.
- C. Contractor will utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of: (a) all persons employed during the term of the Agreement by Contractor to perform employment duties within Florida; and (b) all persons (including subcontractors) assigned by Contractor to perform work pursuant to the Agreement.
  - 1) Contractor must use E-Verify to initiate verification of employment eligibility for all persons employed during the term of the Agreement by Contractor to perform employment duties within Florida within 3 business days after the date of hire.
  - 2) Contractor must initiate verification of each person (including subcontractors) assigned by Contractor to perform work pursuant to the Agreement within 60 calendar days after the date of execution of this Agreement or within 30 days after assignment to perform work pursuant to the Agreement, whichever is later.
- D. Contractor further agrees to maintain records of its participation and compliance with the provisions of the E-Verify program, including participation by its subcontractors as provided above, and to make such records available to the County or other authorized state entity consistent with the terms of the Memorandum of Understanding.
- E. Compliance with the terms of this Employment Eligibility Verification provision is made an express condition of this Agreement and the County may treat a failure to comply as a material breach of the Agreement.

24. NON-WAIVER

Failure by the County to enforce or insist upon compliance with any of the terms or conditions of this Agreement or failure to give notice or declare this Agreement terminated shall not constitute a general waiver or relinquishment of the same, or of any other terms, conditions or acts; but the same shall be and remain at all times in full force and effect.

25. DELAY

No claim for damages or any claim other than for an extension of time shall be made or asserted against the County by reason of any delays. The Contractor shall not be entitled to an increase in the contract sum or payment or compensation of any kind from the County for direct, indirect, consequential, impact or other costs, expenses or damages, including but limited to costs of acceleration or inefficiency, arising because of delay, disruption, interference or hindrance from any cause whatsoever, whether such delay, disruption, interference or hindrance be reasonable or unreasonable, foreseeable or unforeseeable, or avoidable or unavoidable; provided, however, that this provision shall not preclude recovery of damages by the Contractor for hindrances or delays due solely to fraud, bad faith, or active interference on the part of the County or its agents. Otherwise, the Contractor shall be entitled only to extensions of the Agreement time as the sole and exclusive remedy for such resulting delay, in accordance with and to the extent specifically provided above.

26. REVISIONS

In any case where, in fulfilling the requirements of this Agreement or of any guarantee, embraced in or required thereby it is necessary for the Contractor to deviate from the requirements of the bid, Contractor shall obtain the prior written consent of the County.

27. FORCE MAJEURE

If either Party is prevented from or delayed from performing any obligations under this Agreement (except payment or financial obligations) by circumstances beyond its control, including but not limited to fires, hurricanes, severe weather, floods, pandemics, quarantines, war, civil disturbances, acts of terrorism, acts of God, or significant threats of such circumstances, or any future laws, rules, regulations, orders, or acts of any local, state, or federal government ("Force Majeure"), then the affected party shall be excused from performance hereunder during the period of disability. The party claiming Force Majeure shall promptly notify the other party in writing when upon learning of the existence of a Force Majeure condition, and when the Force Majeure condition has terminated. Notwithstanding anything in this Agreement to the contrary, the term "Force Majeure" does not include or excuse performance under this Agreement for events related to increases cost associated with fuel, labor, labor disputes, insurance, or other expenses of performing the obligations hereunder.

28. SOVEREIGN IMMUNITY

Nothing herein is intended to serve as a waiver of sovereign immunity by the County nor shall anything included herein be construed as consent by the County to be sued by third parties in any matter arising out of this Agreement. The County is included within the definition of "state agencies or subdivisions" in section 768.28, Florida Statutes, and shall be responsible for the negligent or wrongful acts or omissions of its employees pursuant to section 768.28, Florida Statutes.

29. THIRD PARTY BENEFICIARIES

Neither the County nor the Contractor intends to directly or substantially benefit a third party by this Agreement. Therefore, the Parties acknowledge that there are no third-party beneficiaries to this Agreement and that no third party shall be entitled to assert a right or claim against either of them based upon this Agreement.

30. LAW, JURISDICTION, VENUE, WAIVER OF JURY TRIAL

This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. Venue for all actions arising from, related to, or in connection with this Agreement shall be in the state courts of the Second

Judicial Circuit in and for Leon County, Florida. If any claim arising from, related to, or in connection with this Agreement must be litigated in federal court, the exclusive venue for any such lawsuit shall be in the United States District Court or United States Bankruptcy Court for the Northern District of Florida. By entering into this Agreement, the County and Contractor hereby expressly waive any rights either party may have to a trial by jury of any civil litigation related to this Agreement.

31. CONSTRUCTION

The validity, construction, and effect of this Agreement shall be governed by the laws of the State of Florida.

32. SEVERABILITY

It is intended that each section of this Agreement shall be viewed as separate and divisible, and in the event that any section, or part thereof, shall be held to be invalid, the remaining sections and parts shall continue to be in full force and effect.

33. AMENDMENTS

No modification, amendment, or alteration in the terms or conditions contained in this Agreement shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by duly authorized representatives of the County and Contractor.

34. CONFLICTING TERMS AND CONDITIONS

In the instance that any other agreement exists concerning the matters herein, then the terms and conditions in this Agreement shall prevail over all other terms and conditions.

35. JOINT PREPARATION

The Parties have jointly prepared this Agreement, and this Agreement shall not be construed more strictly against either of the Parties.

36. COUNTERPARTS AND MULTIPLE ORIGINALS

This Agreement may be executed in multiple originals, and may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

ORDER OF PRECEDENCE

1. Agreement
2. Exhibit A
3. Exhibit B

ATTACHMENTS

Exhibit A – Solicitation Document #BC-06-09-20-49  
Exhibit B – Vendor’s Response to Solicitation #BC-06-09-20-49

**The remainder of this page intentionally left blank.**

WHERETO, the parties have set their hands and seals effective the date whereon the last party executes this Agreement.

**LEON COUNTY, FLORIDA**

By: \_\_\_\_\_  
Vincent S. Long  
County Administrator

Date: \_\_\_\_\_

Approved as to Legal Sufficiency  
Chasity H. O'Steen  
Leon County Attorney's Office

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

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

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

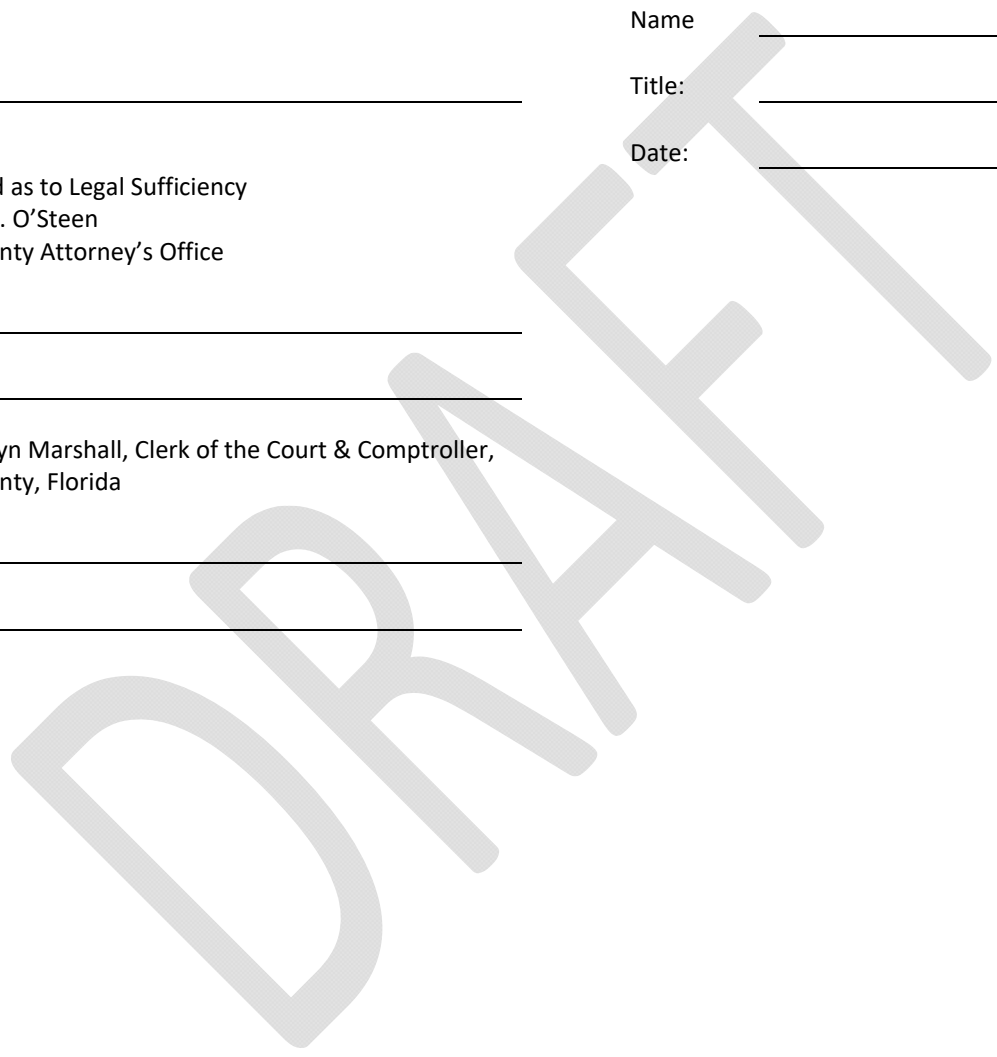
**SHAFFILED BUILDING SPECIALTIES, INC.**

By: \_\_\_\_\_

Printed  
Name \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



RESOLUTION NO.

WHEREAS, the Board of County Commissioners of Leon County, Florida, approved a budget for fiscal year 2020/2021; 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 13<sup>th</sup> day of October, 2020.

LEON COUNTY, FLORIDA

By: \_\_\_\_\_  
Bryan Desloge, Chair  
Board of County Commissioners

Date: \_\_\_\_\_

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

By: \_\_\_\_\_

APPROVED AS TO LEGAL SUFFICIENCY:  
Chasity H. O'Steen, County Attorney  
Leon County Attorney's Office

By: \_\_\_\_\_

## FISCAL YEAR 2020/2021 BUDGET AMENDMENT REQUEST

No: BAB21002  
Date: 9/25/2020

Agenda Item No: \_\_\_\_\_  
Agenda Item Date: 10/13/2020

County Administrator

Deputy County Administrator

\_\_\_\_\_  
Vincent S. Long

\_\_\_\_\_  
Alan Rosenzweig

### Request Detail

#### Revenues

Account Information				Title	Current Budget	Change	Adjusted Budget
Fund	Org	Acct	Prog				
001	000	399900	000	Appropriated Fund Balance	1,841,310	995,000	2,836,310
<b>Subtotal:</b>						995,000	

#### Expenditures

Account Information				Title	Current Budget	Change	Adjusted Budget
Fund	Org	Acct	Prog				
001	950	591305	581	Transfer to 305	-	995,000	995,000
<b>Subtotal:</b>						995,000	

#### Revenues

Account Information				Title	Current Budget	Change	Adjusted Budget
Fund	Org	Acct	Prog				
305	950	381001	000	Transfer from 001	3,499,171	995,000	4,494,171
<b>Subtotal:</b>						995,000	

#### Expenditures

Account Information				Title	Current Budget	Change	Adjusted Budget
Fund	Org	Acct	Prog				
305	046014	56300	572	Chaires Park Improvements Other Than Buildings	2,000,000	995,000	2,995,000
<b>Subtotal:</b>						995,000	

### Purpose of Request

This amendment appropriates an additional \$995,000 from the General Fund Balance to the Capital Improvement Fund to cover the costs of the Daniel B. Chaires Ballfield Improvements.

Division/Department  
2503/25

Budget Manager

Scott Ross, Director, Office of Financial Stewardship

Approved By: Resolution  Motion  Administrator

Bid Title: Chaires Community Park Improvement Project

Opening Date: Tuesday, June 9, 2020 at 11:30 AM

Item/Vendor	Shaffield Bldg.	RAM Construction	Council Contractors
Response Sheet with Manual Signature	✓	✓	✓
Respondent and Team Summary Form	✓	✓	✓
Affidavit Immigration	✓	✓	✓
Equal Opportunity and Affirmative Action	✓	✓	✓
Identical Tie Bid	✓	✓	✓
Insurance Certification Form	✓	✓	✓
Contractor's Business Information	✓	✓	✓
Non-Collusion Affidavit	✓	✓	✓
Certification/Debarment	✓	✓	✓
MWBE Participation Plan Form	NO	✓	✓
MWBE Good Faith Effort Form	✓		✓
MWBE Good Faith Effort Spreadsheet	✓	✓	✓
Local Vendor Certification	✓	✓	✓
E-Verify	✓	✓	✓
Total Bid	2,495,000	2,798,668	2,981,857.82
Bid Bond	✓	✓	✓

**RECEIVED**  
 2020 JUN 9 AM 11:31  
 PURCHASING DIVISION  
 LEON COUNTY  


Tabulated By: 







**Inter-Office Memorandum**

Date: September 28, 2020  
 To: Kimberly Wood  
 PW/Engineering  
 From: Darryl Jones, Deputy Director  
 Minority, Women, & Small Business Enterprise (MWSBE) - Office of Economic Vitality  
 Subject: Chaires Community Park Improvement Project - Bid (BC-06-09-20-49)

The Minority, Women, & Small Business Enterprise (MWSBE) Division reviewed the MWBE Participation Plans of three bid respondents to determine if the 14% MBE and 9% WBE Aspirational Goals for Construction Subcontracting were achieved for the Chaires Community Park Improvement project.

The submitted MWBE Participation Plans for each bidder are as follows:

**Shaffield Building Specialties, Inc.** – did not meet the MBE Aspirational Goal; however they did meet the WBE Aspirational Goal for Construction by self-performing. Shaffield Building Specialties, Inc. listed Anchor Construction; however, the MBE certification for Anchor Construction had expired. However, at the time of writing Anchor has recertified. A satisfactory Good Faith Effort Form and supporting documentation was provided for the remainder of the MBE utilization. *If Shaffield Building Specialties, Inc., is selected, staff is recommending that Shaffield Building Specialties, Inc. continue its Good Faith Efforts to increase their MBE participation.* The MWBE firms listed below are the firms Shaffield Building Specialties, Inc. intends to utilize on this project.

<b>Total Bid Amount</b>		<b>\$2,695,000</b>			
<b>Name of MWBE</b>	<b>Race/Gender</b>	<b>Certifying Agency</b>	<b>Goods &amp; Services</b>	<b>MWBE Dollars</b>	<b>MWBE Utilization Percentage</b>
Anchor Construction	Indian American Male	Tallahassee-Leon County OEV	Concrete	\$260,798	10%
Shaffield Building Specialties (PRIME)	Non-Minority Female	Tallahassee-Leon County OEV	General Contractor	\$2,695,000	Self-performing
Florida Environmental & Land Services, Inc.	Non-Minority Female	Tallahassee-Leon County OEV	Environment	\$7,500	.28
<b>Total MWBE Dollars</b>					
					\$2,695,000
<b>Total MWBE Utilization Percentage</b>					
					100%

**RAM Construction & Development, LLC.** - did not meet the MWBE Aspirational Goals for Construction. A satisfactory Good Faith Effort Form and supporting documentation was provided. *If RAM Construction, is selected, staff is recommending that RAM Construction continue its Good Faith Efforts to increase their MWBE participation.* RAM Construction did not list any MWBE firms for participation on this project.

<b>Total Bid Amount</b>		<b>\$2,798,668</b>			
<b>Name of MWBE</b>	<b>Race/Gender</b>	<b>Certifying Agency</b>	<b>Goods &amp; Services</b>	<b>MWBE Dollars</b>	<b>MWBE Utilization Percentage</b>
None	African American Male	Tallahassee Leon County OEV		\$0	0%
None	Non-Minority Female	Tallahassee Leon County OEV		\$0	0%
<b>Total MWBE Dollars</b>					
					\$0
<b>Total MWBE Utilization Percentage</b>					
					0%

**Council Contracting, Inc.** - did not meet the MWBE Aspirational Goals for Construction. A satisfactory Good Faith Effort Form and supporting documentation was provided. Council Contracting, Inc. listed Anchor Construction; however, the MBE certification for Anchor Construction had expired. However, at the time of writing Anchor has recertified. *If Council Contracting, Inc. is selected, staff is recommending that Council Contracting, Inc. continue its Good Faith Efforts to increase their MWBE participation.* The MWBE firms listed below are the firms Council Contracting, Inc. intends to utilize on this project.

<b>Total Bid Amount</b>	<b>\$2,981,857.82</b>				
<b>Name of MWBE</b>	<b>Race/Gender</b>	<b>Certifying Agency</b>	<b>Goods &amp; Services</b>	<b>MWBE Dollars</b>	<b>MWBE Utilization Percentage</b>
Concrete Services Unlimited	African American Male	Tallahassee Leon County OEV	Concrete	\$79,100	2.7%
Anchor Construction	Indian American Male	Tallahassee Leon County OEV	Concrete	\$115,500	3.9%
Gaines & Sons	African American Male	Tallahassee Leon County OEV	Striping	\$5,000	.17%
Florida Developers	African American Male	Tallahassee Leon County OEV	Athletic Field	\$27,295	.91%
Bannerman Landscape	Non-Minority Female	Tallahassee Leon County OEV	Landscape	\$20,000	.67%
<b>Total MWBE Dollars</b>					
				\$246,395	
<b>Total MWBE Utilization Percentage</b>					
				8.3%	

**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #21**

# Leon County Board of County Commissioners

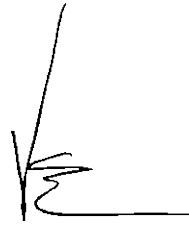
## Agenda Item #21

October 13, 2020

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator

**Title:** Full Board Appointment to the Tourist Development Council



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<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator
<b>Lead Staff/ Project Team:</b>	Mary Smach, Agenda Coordinator

**Statement of Issue:**

This item seeks Board consideration of the appointment of a citizen to the Tourist Development Council.

**Fiscal Impact:**

This item has no fiscal impact.

**Staff Recommendation:**

Option #1: Reappoint one eligible applicant, Michelle Personette, to the Tourism Seat on the Tourist Development Council for a four-year term ending October 31, 2024.

## 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:**

#### **Tourist Development Council (TDC)**

Purpose: The TDC is an advisory council, per Florida Statute 125.0104, that makes recommendations to the Board for the effective operation of any special projects or for uses of the tourist development tax revenue. In addition, the TDC reviews expenditures of revenues from the tourist development trust fund to ensure they support the objectives of the Tourism Development Plan as set forth in Ordinance No. 15-01.

Composition: The TDC is composed of nine (9) voting members appointed by the Board of County Commissioners and two (2) non-voting members.

- Three (3) members shall be owners or operators of motels, hotels, or other tourist accommodations in the County and subject to the Tourist Development Tax.
- Three (3) members shall be persons who are involved in the tourist industry and who have demonstrated an interest in tourist development, but who are not owners or operators of motels, hotels, or other tourist accommodations in the County and subject to the tax.
- One (1) member shall be the Chairman of the Board or any other member of the Board as designated by the Chairman, and who shall serve as vice chairman of the Council. (Currently, Commissioner Desloge serves on the TDC.)
- Two (2) members of the Council are elected municipal officials.
- Two (2) ad hoc, non-voting members including the Executive Director of the Council on Culture and Arts, and a representative from the Tallahassee Sports Council.

Members must be electors of the County. Board appointed members serve four-year terms and there is a term limit of three full consecutive terms per Policy No. 03-15. Vacancies are filled for the remainder of the unexpired term.

#### **Diversity of Current Membership:**

Total Seats	Vacant Seats	Gender	Race
11	0	Male - 5 Female - 6	White - 7 Black- 3 Asian - 1

Vacancy: The term of Board appointed member, Michelle Personette (Tourism Seat) will expire on October 31, 2020. Ms. Personette is seeking reappointment. Staff reports that Ms. Personette has good attendance and the attendance records are included in Attachment #1. The eligible applicant is listed in Table #1.

*Table #1: Tourist Development Council*

<b>Vacancies / Category</b>	<b>Term Expiration</b>	<b>Eligible Applicants Application Attachment #</b>	<b>Gender- Race</b>	<b>Recommended Action</b>
Michelle Personette <i>Tourism seat</i>  <i>Seeking reappointment</i>	10/31/2020	1. Michelle Personette	Female – White	Appoint one eligible applicant for a four-year term ending Oct. 31, 2024

**Options:**

1. Reappoint one eligible applicant, Michelle Personette, to the Tourism Seat on the Tourist Development Council for a four-year term ending October 31, 2024.
2. Board direction.

**Recommendation:**

Option #1

**Attachment:**

1. Personette application and attendance record



**LEON COUNTY BOARD OF COUNTY COMMISSIONERS  
CITIZEN COMMITTEE APPLICATION  
TOURIST DEVELOPMENT COUNCIL**

**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.**

<b>Name:</b> Ms. Michelle Renee Personette		<b>Date:</b> 7/27/2020 2:05:49 PM	
<b>Home Address:</b>	3346 Mariana Oaks Drive Tallahassee, FL 32311	<b>Do you live in Leon County?</b>	Yes
		<b>Do you live within the City limits?</b>	No
		<b>Do you own property in Leon County?</b>	Yes
<b>Home Phone:</b>	(850) 459-8406	<b>Do you own property in the Tallahassee City Limits?</b>	No
<b>Email:</b>	mpersonette@gmail.com	<b>How many years have you lived in Leon County?</b>	19

**(EMPLOYMENT INFORMATION)**

<b>Employer:</b>	Challenger Learning Center of Tallahassee	<b>Work Address:</b>	200 South Duval Street Tallahassee, FL 32311
<b>Occupation:</b>	Executive Director		
<b>Work/Other Phone:</b>	(850) 645-7770		

**(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.

<b>Race:</b>	White	<b>Gender:</b>	F	<b>Age:</b>	43
<b>District:</b>	District V	<b>Disabled?</b>	No		

**(RESUME AND REFERENCES)**

References (you must provide at least one personal reference who is not a family member):

<b>Name:</b>	Alan Hanstein	<b>Name:</b>	Audra Pittman
<b>Address:</b>	3186 Dunbar Lane Tallahassee, FL 32311	<b>Address:</b>	3010 Thomasville Road Tallahassee, FL 32308
<b>Phone:</b>	(850) 339-7806	<b>Phone:</b>	(864) 350-4991



**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.

Some highlights of my experience marketing tourism destinations, sports and entertainment programs across the state for the last 22 years.

- From 2016-2020, during my service to staff and leadership of the Tourist Development Council it has been my pleasure to have participated annually on the grant review committee, serve on review teams for marketing and public relations contractors and campaigns, participate in co-ops, out of market promotions, advertising campaigns, FAM tours, etc.
- In 2013, the Challenger Learning Center received the Thomas A. Waits Distinguished Leadership Award for leadership and commitment to the tourism industry in Tallahassee and Leon County.
- In 2008-2009, I was President of the Board of Directors for Tallahassee Area Convention and Visitors Bureau (TACVB), having served on that BOD since 2005. Throughout my Presidency, I was able to dissolve the agency to facilitate the consolidation of marketing efforts to the TDC and improve its efficacy. Throughout this process, while adhering to Florida Statute 125.0104, we were able to transfer over \$90,000 of assets to the TDC for the purpose of promoting tourism. I worked with Lee Daniel to ensure the transition of staff, payroll and physical assets as well as completed the TACVB's annual report, planned the annual meeting and granted that year's Tommy Awards.
- Since 2003, the CLC has been a partner for 2-3 FAM tours a year for journalists to promote Tallahassee as a destination, specifically for drive markets. The CLC is a partner with Visit Tallahassee on destination and meeting planning marketing year round.
- In 2001, I was hired as the Challenger Learning Center's Marketing & Communications Manager to promote the facility and our programs across the tri-state service area. I established excellent relationships (that still exist today) with tour group operators and motor coach companies to lengthen their group's stay in Leon County.
- While in Orlando, I worked for Curley & Pynn Public Relations where I was part of the team that planned and promoted events and promotions for Universal Orlando (theme parks and hotels) and Holiday Inn Family Suites. I was a part of the team that coordinated the event planning, advertising, media relations and marketing for the opening of the Hard Rock Hotel, Halloween Horror Night X and Soap Days at Universal Studios.
- While in Naples, I worked in the community relations department for a hockey team and the arena during its inaugural year. The Florida Everblades (a rival of the former Tallahassee Tiger Sharks), played at this arena and I served on their Sales & Marketing team. While there, I created community outreach activities for the coaches, mascot and players to generate ticket sales and interest in the sport that was making its debut in southwest Florida. I served as the player's liaison to the media, season ticket holders and sponsors.

In addition, for the past 19 years, I have been employed at both Florida State University and Florida A&M University (through their joint college of engineering) and I have excellent relationships with staff and administrators at both universities. I believe this is significant because bed-tax collection and its economic impact on our community will continue to be greatly affected by the sporting, academic and cultural events offered at both universities. Additionally, the Donald L. Tucker Civic Center and the Challenger Learning Center are both auxiliary units/departments of FSU, and FSU's commitment to this facility will be paramount to the revitalization of that area and significantly impact our county's bed-tax collection.

I hope that you found this information helpful and I would greatly appreciate your support of my application and reappointment to the Tourist Development Council. Please let me know if you have any questions regarding my experience in the tourism industry or my commitment to the efforts of Visit Tallahassee.

**(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? *Tourist Development Council*

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 the Challenger Learning Center of Tallahassee is recommended by the Council on Culture & Arts to receive TDT funding, I would have to abstain from that vote.*

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**

### Members must be electors of Leon County.

Are you registered to vote in Leon County? **Yes**

### Members must meet one of the membership eligibility criteria as follows. Please indicate your area of expertise.

- An owner or operator of hotel, motel, recreational vehicle park, or other tourist accommodation in the County and subject to the Tourist Development Tax.
- A person involved in the tourist industry and who has demonstrated an interest in tourist development, but who is not an owner or operator of hotels, motels, recreational vehicle parks, or other tourist accommodations in the County and subject to the Tourist Development Tax.

Please explain: *I am the Executive Director of the Challenger Learning Center, an attraction located in Tallahassee, FL.*

All statements and information provided in this application are true to the best of my knowledge.

Signature: *Ms. Michelle Renee Personette*

The application was electronically sent: 7/27/2020 2:05:49 PM

***LEON COUNTY TOURIST DEVELOPMENT COUNCIL ATTENDANCE REPORT***

**Committee Name:** Leon County Tourist Development Council

**Committee Member Name:** Michelle Personette

6/16/ 16	8/31/ 16	11/3/ 16	1/5/ 17	3/5/ 17	5/4/ 17	6/12/ 17	7/12/ 17	9/7/ 17	11/1/ 17	1/10/ 18	3/1/ 18	5/10/ 18	6/21/ 18	7/19/ 18	9/6/ 18	11/8/ 18	3/7/ 19	5/2/ 19	7/18 /19	9/12/ 19	10/10/ 19	11/21/ 19	1/9/ 20	2/5/ 20	3/5/ 20	5/7/ 20	7/10/ 20	9/17/ 20	
X	X	X	X	X	X	X	X	X	A/E	X	X	X	X	X	X	X	A/E	A/E	X	A/E	X	X	X	X	X	X	X	A/E	X

*X – Member in attendance.*

*A – Member absent*

*A/E – Member absent/excused*

*MC – Meeting cancelled*

*TE- Term Expired*

**Additional Information or Remarks:**

**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #22**

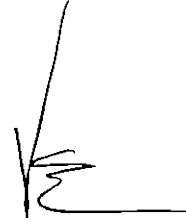
# Adoption Hearing on 2020 Cycle Comprehensive Plan Amendments

## Agenda Item #22

October 13, 2020

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator



**Title:** Joint County/City Adoption Public Hearing on Proposed 2020 Cycle Amendments to the Tallahassee-Leon County Comprehensive Plan

<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Benjamin H. Pingree, Director, Planning, Land Management, and Community Enhancement (PLACE) Cherie Bryant, Director, Tallahassee-Leon County Planning Department
<b>Lead Staff/ Project Team:</b>	Artie White, Administrator – Comprehensive Planning

### **Statement of Issue:**

The purpose of this item is to hold the Adoption Public Hearing on the proposed comprehensive plan amendments to the Tallahassee-Leon County Comprehensive Plan. This Adoption Public Hearing is being held pursuant to Section 163.3184, Florida Statutes.

### **Fiscal Impact:**

This item has no fiscal impact.

### **Staff Recommendations:**

See next page.

**Staff Recommendations:**

- Option #1: Conduct the Adoption Public Hearing and adopt the proposed Ordinance (Attachment #1), thereby adopting the Proposed Comprehensive Plan Amendments to the Southeast Sector Plan in the Land Use and Mobility Elements of the Tallahassee-Leon County 2030 Comprehensive Plan. (County)
- Option #2: Conduct the Adoption Public Hearing and adopt Ordinance 20-O-32 (Attachment #5), thereby adopting the Proposed Comprehensive Plan Amendments to the Southeast Sector Plan in the Land Use and Mobility Elements of the Tallahassee-Leon County 2030 Comprehensive Plan. (City)
- Option #3: Conduct the Adoption Public Hearing and adopt the proposed Ordinance (Attachment #2), thereby adopting the Proposed Comprehensive Plan Amendments to the Neighborhood Boundary Future Land Use Category in the Land Use Element of the Tallahassee-Leon County 2030 Comprehensive Plan. (County)
- Option #4: Conduct the Adoption Public Hearing and adopt Ordinance 20-O-33 (Attachment #6), thereby adopting the Proposed Comprehensive Plan Amendments to the Neighborhood Boundary Future Land Use Category in the Land Use Element of the Tallahassee-Leon County 2030 Comprehensive Plan. (City)
- Option #5: Conduct the Adoption Public Hearing and adopt the proposed Ordinance (Attachment #3), thereby adopting the Proposed Comprehensive Plan Amendment to Pine Cone Woods/Urban Services Area in the Land Use Element of the Tallahassee-Leon County Comprehensive Plan. (County)
- Option #6: Conduct the Adoption Public Hearing and adopt Ordinance 20-O-34 (Attachment #7), thereby adopting the Proposed Comprehensive Plan Amendment to Pine Cone Woods/Urban Services Area in the Land Use Element of the Tallahassee-Leon County Comprehensive Plan. (City)
- Option #7: Conduct the Adoption Public Hearing and adopt Ordinance 20-O-36 (Attachment #8), thereby adopting the Proposed Comprehensive Plan Amendment for Bond and Griffin Heights to Change the Future Land Use Map Designation from the Residential Preservation Land Use Category to the Neighborhood Boundary Land Use Category in the Land Use Element of the Tallahassee-Leon County Comprehensive Plan. (City Only)
- Option #8: Conduct the Adoption Public Hearing and adopt the proposed Ordinance (Attachment #4), thereby adopting the Proposed Comprehensive Plan Amendment for Pine Cone Woods to Change the Future Land Use Map Designation from Rural Land Use Category to the Bradfordville Mixed Use Land Use Category in the Land Use Element of the Tallahassee-Leon County Comprehensive Plan. (County Only)

## Report and Discussion

### **Background:**

The 2020 Cycle began in April 2019 with the opening of the application period. Applicants had from the first week of April until September 18, 2019 to complete a pre-application conference with staff and until September 27, 2019 to submit their application. Following a 10 day review of applications, the applications were posted on the website [www.Talgov.com/CompPlan2020](http://www.Talgov.com/CompPlan2020) for public comment on the proposed amendments. These comments are included in the attached staff reports. The public was notified of the proposed amendments in accordance with Florida Statutes, the Leon County Code of Ordinances, and the City of Tallahassee Code of Ordinances. Additionally, notification was provided through the Planning Department email subscription service. Additional public input was taken at a public open house prior to the workshop and Public Hearing with the Local Planning Agency. A Joint Workshop was held with the Board of County Commissioners and City Commission on February 25, 2020.

The 2020 Cycle included the following:

- Joint Amendments
  - 4 Text Amendments to Land Use Element
  
- City of Tallahassee Amendments
  - 4 Map Amendments
  - 2 Small Scale (10 acres or fewer)
  - 2 Large Scale (Greater than 10 acres)
  
- Leon County Amendments
  - 6 Map Amendments
  - 5 Small Scale (10 acres or fewer)
  - 1 Large Scale (Greater than 10 acres)

Small-scale map amendments (proposed amendments that involve a use of 10 acres or fewer) to the Comprehensive Plan only require one public hearing (adoption public hearing).

- The City Commission adopted the small-scale map amendments for properties located within City Limits on April 22, 2020. These amendments became effective on May 23, 2020.
- The Board of County Commissioners adopted small-scale map amendments for properties located in unincorporated Leon County on April 28, 2020. These amendments became effective on May 29, 2020.

Large-scale map amendments (proposed amendments that involve a use of greater than 10 acres) and text amendments require two public hearings: a Transmittal Public Hearing and an Adoption Public Hearing. The Transmittal Public Hearing for the proposed large-scale map and text amendments was held on May 26, 2020.

Full 2020 Cycle Amendment Schedule:

Application Cycle	April 2019 – September 27, 2019
Public Open House	December 17, 2019
Public Open House	January 6, 2020
Local Planning Agency Workshop	January 7, 2020
Local Planning Agency Public Hearing	February 4, 2020
Joint City-County Workshop	February 25, 2020
City Small-Scale Adoption Hearings	April 22, 2020
County Small-Scale Adoption Hearings	April 28, 2020
Joint City-County Transmittal Public Hearing	May 26, 2020
Joint City-County Adoption Public Hearings	October 13, 2020

The structure of this amendment cycle is based on requirements in Chapter 163, Florida Statutes with additional public input opportunities exceeding the statutory requirements. The 2020 Cycle follows the same general structure as the annual amendment cycle from previous years. The last major change in statutory requirements occurred in 2011.

**Analysis:**

**Name: TTA 2020 003 – Southeast Sector Plan**

Applicant: St. Joe Company

Jurisdiction: Joint Leon County and City of Tallahassee

Staff: Chris Ibarra

*Text Amendment Summary*

This is a request to update the portions of the Future Land Use Element Objectives 6.1 and 10.1 and supporting policies to the Southeast Sector Plan and to change the Roadway Functional Classification of Esplanade Way on Map 25, “Roadway Functional Classification Southeast,” within the Mobility Element in the Tallahassee-Leon County Comprehensive Plan.

The Southeast Sector Plan is included in the Land Use Element of the Tallahassee-Leon County Comprehensive Plan and addresses both the Southwood property and Colin English property. Its purpose is to promote innovative planning, compact development strategies and protect the natural resources of the area. This includes design standards to promote compact commercial development, walk to shopping, higher density housing in close proximity to offices, commercial uses and employment centers. The Roadway Functional Classification portion is included in the Mobility Element in the Tallahassee-Leon County Comprehensive Plan. The overall goal of the Mobility Element is to “Establish a safe, energy efficient multi-modal transportation system that provides mobility for pedestrians, bicyclists, transit users, motorized vehicle users, users of rail and aviation facilities, supports public health through active living, and is sensitive to the cultural and environmental amenities of Tallahassee and Leon County.”



Title: Joint County/City Adoption Public Hearing on Proposed 2020 Cycle Amendments to the Tallahassee-Leon County Comprehensive Plan

October 13, 2020

Page 5

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A text amendment has been requested by the St. Joe Company for the Southeast Sector Plan to reclassify the roadway functional classification of Esplanade Way within the Mobility Element section of the Tallahassee-Leon County Comprehensive Plan. The purpose of the Southeast Sector Plan text amendment will be to clarify ambiguous language, modify/remove policy language that is out of date or no longer applies and clarify review requirements to Planned Developments. The purpose for reclassifying Esplanade Way's Roadway Functional Classification to a Minor Collector from a Major Collector is because a Major Collector carries relatively higher traffic volumes whereas Minor Collectors channel traffic from minor/local street and would allow a new residential development to be built along that roadway and give it direct access to the roadway.

*Joint City/County Workshop*

A joint workshop was held on February 25, 2020 to discuss the proposed 2020 Cycle amendments. There were no questions on this amendment from the Commissioners.

*Joint City/County Transmittal Hearing*

A joint Transmittal Hearing was held on May 26, 2020. Both Commissions voted to transmit the proposed amendment to the State Land Planning Agency and Review Agencies.

*Joint City/County Transmittal Hearing* The purpose of this item is to hold the Adoption Public Hearing on the proposed comprehensive plan amendments to the Tallahassee-Leon County Comprehensive Plan. This Adoption Public Hearing is being held Pursuant to Section 163.3184, Florida Statutes for a 2020 Cycle Text Amendment to the Land Use and Mobility Elements of the Tallahassee-Leon County Comprehensive Plan. This item requires a vote by both the Board and City Commission.

Pursuant to Policy 1.8.1 of the Intergovernmental Coordination Element of the Tallahassee-Leon County 2030 Comprehensive Plan, both Commissions must approve the proposed amendment for it to be adopted into the Tallahassee-Leon County 2030 Comprehensive Plan.

If adopted by both the Board and City Commission, the proposed amendment would update portions of the Future Land Use Element Objectives 6.1 and 10.1 and supporting policies to the Southeast Sector Plan and to change the Roadway Functional Classification of Esplanade Way on Map 25, "Roadway Functional Classification Southeast," within the Mobility Element in the Tallahassee-Leon County Comprehensive Plan.

Staff recommendation on proposed amendment: Approve

Local Planning Agency recommendation on proposed amendment: Approve

The staff report and citizen comments for this text amendment is included as Attachment #9.

**Name: TTA 2020 011 Neighborhood Boundary**

Applicant: Tallahassee-Leon County Planning Department

Jurisdiction: Joint Leon County and City of Tallahassee

Staff: Artie White

*Text Amendment Summary*

This is a text amendment request by the Tallahassee-Leon County Planning Department to amend the Neighborhood Boundary Land Use Category (Policy 2.2.21) in the Land Use Element to allow the land use category to be applied in a manner that creates mixed use corridors when recommended in a City or County coordinated placemaking, sense of place, neighborhood, or sector plan. This amendment is related to Map Amendment TMA 2020 010.

*Joint City/County Workshop*

A joint workshop was held on February 25, 2020 to discuss the proposed 2020 Cycle amendments. Commissioners asked about whether the amendment could be applied in areas where the land use would not be desirable. Staff explained that the application of the land use category in the manner proposed by the changes would require a City or County coordinated placemaking, sense of place, neighborhood, or sector plan. Commissioners expressed concern about high-rise apartments being allowed in the land use category. Staff explained that high-rise apartments are not an allowable use in the proposed land use category. Commissioners asked if there would be continued meeting and coordination with the Bond and Griffin Heights Neighborhoods. Staff explained that coordination with the neighborhoods would continue as implementing zoning is developed.

*Joint City/County Transmittal Hearing*

A joint Transmittal Hearing was held on May 26, 2020. Both Commissions voted to transmit the proposed amendment to the State Land Planning Agency and Review Agencies.

*Joint City/County Adoption Hearing*

The purpose of this item is to hold the Adoption Public Hearing on a proposed comprehensive plan amendment to the Neighborhood Boundary Future Land Use Category. This Adoption Public Hearing is being held pursuant to Section 163.3184, Florida Statutes for a 2020 Cycle Text Amendment to the Land Use Element of the Tallahassee-Leon County Comprehensive Plan. This item requires a vote by both the Board and City Commission.

Pursuant to Policy 1.8.1 of the Intergovernmental Coordination Element of the Tallahassee-Leon County 2030 Comprehensive Plan, both Commissions must approve the proposed amendment for it to be adopted into the Tallahassee-Leon County 2030 Comprehensive Plan.

If adopted by both the Board and City Commission, the proposed amendment would amend the Neighborhood Boundary Land Use Category (Policy 2.2.21) in the Land Use Element to allow the land use category to be applied in a manner that creates mixed use corridors when recommended in a City or County coordinated placemaking, sense of place, neighborhood, or sector plan.

Staff recommendation on proposed amendment: Approve

Local Planning Agency recommendation on proposed amendment: Approve

The staff report and citizen comments for this text amendment is included as Attachment #10.

**Name: TTA 2020 006 – Pine Cone Woods Urban Services Area**

Applicant: Pine Cone Woods, LLC.

Jurisdiction: Joint Leon County and City of Tallahassee

Staff: Artie White

*Text Amendment Summary*

This is a text amendment request from Pine Cone Woods, LLC to extend the Urban Services Area (USA) to include a number of parcels located on Thomasville Road, surrounding Chiles High School. Two of the parcels are owned by the applicant, Pine Cone Woods, LLC, with the others being owned by Talquin Water and Wastewater, INC., Leon County, and the School Board of Leon County.

*Joint City/County Workshop*

A joint workshop was held on February 25, 2020 to discuss the proposed 2020 Cycle amendments. Commissioners asked if development was planned for the subject site. Staff explained that the Urban Services Area expansion would be one step, a map amendment to change the designation of the subject area to Bradfordville Mixed Use would be the next step, and a Planned Unit Development is proposed before development could begin. The Commissioners also noted that the School Board is supportive of the proposed amendment.

*Joint City/County Transmittal Hearing*

A joint Transmittal Hearing was held on May 26, 2020. Both Commissions voted to transmit the proposed amendment to the State Land Planning Agency and Review Agencies.

*Joint City/County Adoption Hearing*

The purpose of this item is to hold the Adoption Public Hearing on a proposed comprehensive plan amendment to Pine Cone Woods and the Urban Services Area. This Adoption Public Hearing is being held pursuant to Section 163.3184, Florida Statutes for a 2020 Cycle Text Amendment to the Land Use Element of the Tallahassee-Leon County Comprehensive Plan. This item requires a vote by both the Board and City Commission.

Pursuant to Policy 1.8.1 of the Intergovernmental Coordination Element of the Tallahassee-Leon County 2030 Comprehensive Plan, both Commissions must approve the proposed amendment for it to be adopted into the Tallahassee-Leon County 2030 Comprehensive Plan.

If adopted by both the Board and City Commission, the proposed amendment would extend the Urban Services Area (USA) to include a number of parcels located on Thomasville Road, surrounding Chiles High School.

Staff recommendation on proposed amendment: Approve

Local Planning Agency recommendation on proposed amendment: Approve

The staff report and citizen comments for this text amendment is included as Attachment #11.

**Name: TMA 2020 010 – Bond and Griffin Heights Map Amendment**

Applicant: Tallahassee-Leon County Planning Department

Jurisdiction: City of Tallahassee

Staff: Artie White

*Large-Scale Map Amendment Summary*

This is a request by the Tallahassee-Leon County Planning Department to change the Future Land Use Map (FLUM) designation of parcels along Alabama Street in the Griffin Heights Neighborhood, from Basin Street to Abraham Street, and for a corridor in the Bond Neighborhood bounded by Gamble Street and Floral Street from Residential Preservation to Neighborhood Boundary Office. This would allow these areas to become mixed-use corridors with neighborhood-scale, non-residential uses and a variety of residential uses. This amendment is intended to implement recommendations from the Bond Neighborhood First Plan and the planning efforts of the Griffin Heights Neighborhood.

*Joint City/County Workshop*

A joint workshop was held on February 25, 2020 to discuss the proposed 2020 Cycle amendments. Commissioners asked for clarification on whether the amendment applied to both side of Alabama Street, whether the amendment would encroach into residential neighborhoods, and about the scale of non-residential allowed. Staff confirmed that the amendment applies to both sides of Alabama Street, acknowledged that both residential and non-residential uses exist where the amendment is proposed, confirmed that the proposed land use category would allow both residential and non-residential uses such that existing residential development would remain conforming and noted that non-residential uses would be of the same scale as the existing non-residential uses.

*Joint City/County Transmittal Hearing*

A joint Transmittal Hearing was held on May 26, 2020. The City Commission voted to transmit the proposed amendment to the State Land Planning Agency and Review Agencies.

*Joint City/County Adoption Hearing*

The purpose of this item is to hold the Adoption Public Hearing on a proposed comprehensive plan amendment for Bond and Griffin Heights to change the future land use map designation from the Residential Preservation Land Use Category to the Neighborhood Boundary Land Use Category. This Adoption Public Hearing is being held pursuant to Section 163.3184, Florida Statutes for a 2020 Cycle Large Scale Map Amendment to the Land Use Element of the Tallahassee-Leon County Comprehensive Plan. This requires a vote by the City Commission.

Pursuant to Policy 1.8.1 of the Intergovernmental Coordination Element of the Tallahassee-Leon County 2030 Comprehensive Plan, an amendment to the Future Land Use Map which concerns property located entirely within the Tallahassee city limits, or an amendment to an existing provision of the Comprehensive Plan which is designated as specific to the City of Tallahassee, shall require approval solely by the Tallahassee City Commission.

If adopted by the City Commission, the proposed amendment would change the Future Land Use Map (FLUM) designation of parcels along Alabama Street in the Griffin Heights Neighborhood, from Basin Street to Abraham Street, and for a corridor in the Bond Neighborhood bounded by Gamble Street and Floral Street from Residential Preservation to Neighborhood Boundary Office.

Staff recommendation on proposed amendment: Approve

Local Planning Agency recommendation on proposed amendment: Approve

The staff report and citizen comments for this text amendment is included as Attachment #12.

**Name: TMA 2020 06 – Pine Cone Woods Map Amendment**

Applicant: Tallahassee-Leon County Planning Department

Jurisdiction: City of Tallahassee

Staff: Artie White

*Large-Scale Map Amendment Summary*

This is a request by the Tallahassee-Leon County Planning Department to change the Future Land Use Map (FLUM) designation from Rural (R) to Bradfordville Mixed Use (MU) on approximately 175 acres. The parcels are located along Thomasville Road and surround Chiles High School. The current Rural category is intended to maintain and promote agriculture, silviculture, and natural resource-based activities, to preserve natural systems and ecosystem functions, and to protect the scenic vistas and pastoral development patterns that typify Leon County's rural areas. Single-family residential uses are allowed in the Rural category at a maximum density of one (1) dwelling unit per ten (10) acres. Non-residential uses functionally related to and directly in support of agricultural silvicultural, and other natural resource-based activities may be permitted in the Rural category at a maximum intensity of 2,000 sq. ft. per acre. The proposed Bradfordville Mixed-Use category is intended to create a village atmosphere with an emphasis on low to medium density residential land use (8 to 16 dwelling units per acre), small scale commercial shopping opportunities for area residents, schools and churches, and recreational and leisure-oriented amenities for the enjoyment of area residents. This amendment is related to text amendment TTA 2020 006.

A zoning change from Rural (R) to Planned Unit Development (PUD) will be requested to implement the proposed amendment to the Future Land Use Map. At such time, the PUD process, including Public Hearings for the Planned Unit Development, will apply.

*Joint City/County Workshop*

A joint workshop was held on February 25, 2020 to discuss the proposed 2020 Cycle amendments. Commissioners did not have any questions for staff on this proposed amendment.

*Joint City/County Transmittal Hearing*

A joint Transmittal Hearing was held on May 26, 2020. The Board voted to transmit the proposed amendment to the State Land Planning Agency and Review Agencies.

*Joint City/County Adoption Hearing*

The purpose of this item is to hold the Adoption Public Hearing on a proposed comprehensive plan amendment for Bond and Griffin Heights to change the future land use map designation from the Residential Preservation Land Use Category to the Neighborhood Boundary Land Use Category. This Adoption Public Hearing is being held pursuant to Section 163.3184, Florida Statutes for a 2020 Cycle Large Scale Map Amendment to the Land Use Element of the Tallahassee-Leon County Comprehensive Plan. This requires a vote by the City Commission.

Pursuant to Policy 1.8.1 of the Intergovernmental Coordination Element of the Tallahassee-Leon County 2030 Comprehensive Plan, an amendment to the Future Land Use Map which concerns property located entirely within the Tallahassee city limits, or an amendment to an existing provision of the Comprehensive Plan which is designated as specific to the City of Tallahassee, shall require approval solely by the Tallahassee City Commission.

If adopted by the Board, the proposed amendment would change the Future Land Use Map (FLUM) designation from Rural (R) to Bradfordville Mixed Use (MU) on approximately 175 acres. The parcels are located along Thomasville Road and surround Chiles High School.

Staff recommendation on proposed amendment: Approve

Local Planning Agency recommendation on proposed amendment: Approve

The staff report and citizen comments for this text amendment is included as Attachment #13.

*Future Rezoning*

While this item is quasi-legislative in nature, a rezoning is anticipated to come before the Board to implement this item. The rezoning item will be quasi-judicial in nature, therefore, any ex parte communications shall be disclosed prior to that item being heard.

**Options:**

1. Conduct the Adoption Public Hearing and adopt the proposed Ordinance (Attachment #1), thereby adopting the Proposed Comprehensive Plan Amendments to the Southeast Sector Plan in the Land Use and Mobility Elements of the Tallahassee-Leon County 2030 Comprehensive Plan. (County)
2. Conduct the Adoption Public Hearing and adopt Ordinance 20-O-32 (Attachment #5), thereby adopting the Proposed Comprehensive Plan Amendments to the Southeast Sector Plan in the Land Use and Mobility Elements of the Tallahassee-Leon County 2030 Comprehensive Plan. (City)
3. Conduct the Adoption Public Hearing and adopt the proposed Ordinance (Attachment #2), thereby adopting the Proposed Comprehensive Plan Amendments to the Neighborhood Boundary Future Land Use Category in the Land Use Element of the Tallahassee-Leon County 2030 Comprehensive Plan. (County)
4. Conduct the Adoption Public Hearing and adopt Ordinance 20-O-33 (Attachment #6), thereby adopting the Proposed Comprehensive Plan Amendments to the Neighborhood Boundary Future Land Use Category in the Land Use Element of the Tallahassee-Leon County 2030 Comprehensive Plan. (City)
5. Conduct the Adoption Public Hearing and adopt the proposed Ordinance (Attachment #3), thereby adopting the Proposed Comprehensive Plan Amendment to Pine Cone Woods/Urban Services Area in the Land Use Element of the Tallahassee-Leon County Comprehensive Plan. (County)
6. Conduct the Adoption Public Hearing and adopt Ordinance 20-O-34 (Attachment #7), thereby adopting the Proposed Comprehensive Plan Amendment to Pine Cone Woods/Urban Services Area in the Land Use Element of the Tallahassee-Leon County Comprehensive Plan. (City)
7. Conduct the Adoption Public Hearing and adopt Ordinance 20-O-36 (Attachment #8), thereby adopting the Proposed Comprehensive Plan Amendment for Bond and Griffin Heights to Change the Future Land Use Map Designation from the Residential Preservation Land Use Category to the Neighborhood Boundary Land Use Category in the Land Use Element of the Tallahassee-Leon County Comprehensive Plan. (City Only)
8. Conduct the Adoption Public Hearing and adopt the proposed Ordinance (Attachment #4), thereby adopting the Proposed Comprehensive Plan Amendment for Pine Cone Woods to Change the Future Land Use Map Designation from Rural Land Use Category to the Bradfordville Mixed Use Land Use Category in the Land Use Element of the Tallahassee-Leon County Comprehensive Plan. (County Only)
9. Conduct the Adoption Public Hearing and do not adopt the proposed Ordinance (Attachment #1), thereby not adopting the Proposed Comprehensive Plan Amendments to the Southeast Sector Plan in the Land Use and Mobility Elements of the Tallahassee-Leon County 2030 Comprehensive Plan. (County)

Title: Joint County/City Adoption Public Hearing on Proposed 2020 Cycle Amendments to the Tallahassee-Leon County Comprehensive Plan

October 13, 2020

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10. Conduct the Adoption Public Hearing and do not adopt Ordinance 20-O-32 (Attachment #5), thereby not adopting the Proposed Comprehensive Plan Amendments to the Southeast Sector Plan in the Land Use and Mobility Elements of the Tallahassee-Leon County 2030 Comprehensive Plan. (City)
11. Conduct the Adoption Public Hearing and do not adopt the proposed Ordinance (Attachment #2), thereby not adopting the Proposed Comprehensive Plan Amendments to the Neighborhood Boundary Future Land Use Category in the Land Use Element of the Tallahassee-Leon County 2030 Comprehensive Plan. (County)
12. Conduct the Adoption Public Hearing and do not adopt Ordinance 20-O-33 (Attachment #6), thereby not adopting the Proposed Comprehensive Plan Amendments to the Neighborhood Boundary Future Land Use Category in the Land Use Element of the Tallahassee-Leon County 2030 Comprehensive Plan. (City)
13. Conduct the Adoption Public Hearing and do not adopt the proposed Ordinance (Attachment #3), thereby not adopting the Proposed Comprehensive Plan Amendment to Pine Cone Woods/Urban Services Area in the Land Use Element of the Tallahassee-Leon County Comprehensive Plan (County).
14. Conduct the Adoption Public Hearing and do not adopt Ordinance 20-O-34 (Attachment #7), thereby not adopting the Proposed Comprehensive Plan Amendment to Pine Cone Woods/Urban Services Area in the Land Use Element of the Tallahassee-Leon County Comprehensive Plan (City).
15. Conduct the Adoption Public Hearing and do not adopt Ordinance 20-O-36 (Attachment #8), thereby not adopting the Proposed Comprehensive Plan Amendment for Bond and Griffin Heights to Change the Future Land Use Map Designation from the Residential Preservation Land Use Category to the Neighborhood Boundary Land Use Category in the Land Use Element of the Tallahassee-Leon County Comprehensive Plan (City Only).
16. Conduct the Adoption Public Hearing and do not adopt the proposed Ordinance (Attachment #4), thereby not adopting the Proposed Comprehensive Plan Amendment for Pine Cone Woods to Change the Future Land Use Map Designation from Rural Land Use Category to the Bradfordville Mixed Use Land Use Category in the Land Use Element of the Tallahassee-Leon County Comprehensive Plan (County Only).
17. Board/Commission direction. (City and/or County)

**Recommendations:**

Options #1 through #8



Attachments:

1. Proposed Leon County Ordinance Amending the 2030 Tallahassee-Leon County Comprehensive Plan. (Southeast Sector Plan)
2. Proposed Leon County Ordinance Amending the 2030 Tallahassee-Leon County Comprehensive Plan. (Neighborhood Boundary)
3. Proposed Leon County Ordinance Amending the 2030 Tallahassee-Leon County Comprehensive Plan. (Pine Cone Woods Urban Services Area)
4. Proposed Leon County Ordinance Amending the 2030 Tallahassee-Leon County Comprehensive Plan. (Pine Cone Woods Map Amendment)
5. Proposed City of Tallahassee Ordinance 20-O-32. (Southeast Sector Plan)
6. Proposed City of Tallahassee Ordinance 20-O-33. (Neighborhood Boundary)
7. Proposed City of Tallahassee Ordinance 20-O-34. (Pine Cone Woods Urban Services Area)
8. Proposed City of Tallahassee Ordinance 20-O-36. (Bond and Griffin Heights Map Amendment)
9. Staff report for TTA 2020 003 - Southeast Sector Plan Text Amendment.
10. Staff report for TTA 2020 011 – Neighborhood Boundary
11. Staff report for TTA 2020 006 – Pine Cone Woods/Urban Services Area
12. Staff report for TMA 2020 010 – Bond and Griffin Heights Neighborhood Boundary
13. Staff report for TTA 2020 006 – Pine Cone Woods Map Amendment
14. Notice of Public Hearing

**LEON COUNTY ORDINANCE NO. 2020-**

1  
2  
3 **AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF**  
4 **LEON COUNTY, FLORIDA, AMENDING THE 2030 TALLAHASSEE-LEON**  
5 **COUNTY COMPREHENSIVE PLAN; ADOPTING AMENDMENTS TO THE**  
6 **FUTURE LAND USE ELEMENT; PROVIDING FOR APPLICABILITY AND**  
7 **EFFECT; PROVIDING FOR CONFLICTS; PROVIDING FOR**  
8 **SEVERABILITY; PROVIDING FOR A COPY TO BE ON FILE WITH THE**  
9 **TALLAHASSEE-LEON COUNTY PLANNING DEPARTMENT; AND**  
10 **PROVIDING FOR AN EFFECTIVE DATE.**

11 **RECITALS**

12  
13 WHEREAS, Chapters 125 and 163, Florida Statutes, empowers the Board of County  
14 Commissioners of Leon County to prepare and enforce comprehensive plans for the development of  
15 the County; and

16 WHEREAS, Sections 163.3161 through 163.3215, Florida Statutes, the Community Planning  
17 Act, empowers and requires the Board of County Commissioners of Leon County to (a) plan for the  
18 County's future development and growth; (b) adopt and amend comprehensive plans, or elements or  
19 portions thereof, to guide the future growth and development of the County; (c) implement adopted or  
20 amended comprehensive plans by the adoption of appropriate land development regulations; and (d)  
21 establish, support, and maintain administrative instruments and procedures to carry out the provisions  
22 and purposes of the Act; and

23 WHEREAS, Ordinance 90-30 was enacted on July 16, 1990, to adopt the Tallahassee-Leon  
24 County 2010 Comprehensive Plan for the unincorporated area of Leon County. The City of Tallahassee  
25 also adopted a plan for its municipal area by separate ordinance; and

26 WHEREAS, the horizon year for the Tallahassee-Leon County Comprehensive Plan is now  
27 2030 and the Comprehensive Plan is now known as the Tallahassee-Leon County 2030 Comprehensive  
28 Plan; and

1           WHEREAS, pursuant to Section 163.3184, Florida Statutes, the Board of County  
2 Commissioners of Leon County has held several public work sessions, public meetings, and public  
3 hearings on the proposed amendment to the comprehensive plan, with due public notice having been  
4 provided, to obtain public comment, and has considered all written and oral comments received during  
5 said work sessions, public meetings and public hearings; and

6           WHEREAS, pursuant to Section 163.3184, Florida Statutes, the Board of County  
7 Commissioners of Leon County transmitted copies of the proposed amendment to the comprehensive  
8 plan to the Department of Economic Opportunity as the State Land Planning Agency and other state  
9 and regional agencies for written comment; and

10           WHEREAS, pursuant to Section 163.3184, Florida Statutes, the Board of County  
11 Commissioners of Leon County held a public hearing with due public notice having been provided on  
12 the proposed amendment to the comprehensive plan; and

13           WHEREAS, the Board of County Commissioners of Leon County further considered all oral  
14 and written comments received during such public hearing, including the data collection and analyses  
15 packages, the recommendations of the Tallahassee-Leon County Local Planning Agency, and the  
16 Objections, Recommendations, and Comments Report of the Department of Economic Opportunity;  
17 and

18           WHEREAS, in exercise of its authority, the Board of County Commissioners of Leon County  
19 has determined it necessary and desirable to adopt the amendment to the comprehensive plan to  
20 preserve and enhance present advantages; encourage the most appropriate use of land, water and  
21 resources, consistent with the public interest; overcome present handicaps; and deal effectively with  
22 future problems that may result from the use and development of land within Leon County, and to meet  
23 all requirements of law;

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

3 **Section 1. Purpose and Intent.**

4 This Ordinance is hereby enacted to carry out the purpose and intent of, and exercise the  
5 authority set out in the Community Planning Act, Sections 163.3161 through 163.3215, Florida  
6 Statutes, as amended.

7 **Section 2. Text Amendment.**

8 The Ordinance does hereby adopt the following portion of the text attached hereto as Exhibit  
9 “A,” and made a part hereof, as an amendment to the Tallahassee-Leon County 2030 Comprehensive  
10 Plan, as amended, and does hereby amend “The Tallahassee-Leon County 2030 Comprehensive Plan,”  
11 as amended, in accordance therewith, being an amendment to the following Plan element:

12 Text Amendment TTA 2020-003, which relates to the Future Land Use Element.

13 **Section 3. Applicability and Effect.**

14 The applicability and effect of this amendment to the 2030 Comprehensive Plan shall be as  
15 provided by the Community Planning Act, Sections 163.3161 through 163.3215, Florida Statutes, and  
16 this Ordinance, and shall apply to all properties under the jurisdiction of Leon County.

17 **Section 4. Conflict with Other Ordinances and Codes.**

18 All ordinances or parts of ordinances of the Code of Laws of Leon County, Florida, in conflict  
19 with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

20 **Section 5. Severability.**

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

24 **Section 6. Copy on File.**

1 To make the Tallahassee-Leon County 2030 Comprehensive Plan available to the public, a  
2 certified copy of the enacting ordinance, as well as certified copies of the Tallahassee-Leon County  
3 2030 Comprehensive Plan and these updates thereto, shall also be located in the Tallahassee-Leon  
4 County Planning Department. The Planning Director shall also make copies available to the public for  
5 a reasonable publication charge.

6 **Section 7. Effective Date.**

7 The plan amendment shall be effective upon adoption by the Leon County Board of County  
8 Commissioners and the Tallahassee City Commission and as further provided by the applicable statutes  
9 and regulations pertaining thereto.

10 DONE, ADOPTED AND PASSED by the Board of County Commissioners of Leon County,  
11 Florida, this 13<sup>th</sup> day of October, 2020.

12  
13 LEON COUNTY, FLORIDA  
14

15  
16 By: \_\_\_\_\_  
17 Bryan Desloge, Chairman  
18 Board of County Commissioners  
19

20 ATTESTED BY:  
21 Gwendolyn Marshall, Clerk of the Court  
22 & Comptroller, Leon County, Florida  
23

24  
25 By: \_\_\_\_\_  
26

27 APPROVED AS TO LEGAL SUFFICIENCY:  
28 Chasity H. O'Steen, County Attorney  
29 Leon County Attorney's Office  
30

31  
32 By: \_\_\_\_\_

Exhibit A

**Text Amendment TTA 2020 003**

*Planned Development*

*Objective 6.1: [L]*

This Future Land Use Category is intended to identify large land holdings that will be developed for various mixes of land uses, resulting in different types of commercial and residential neighborhoods. This category is assigned to large, undeveloped tracts of land for which more detailed planning is required to establish the most appropriate mix and arrangement of uses in accordance with this objectives-and the related policies.

Developments in this category are intended to have a mix of uses that results in greater internal capture of automotive trips and a net fiscal benefit for local governments.

The intensities of development in planned development categories mirror the intensities authorized in the Suburban Future Land Use Category until a Planned Development Master Plan is completed and an amendment reflecting the Planned Development Master Plan is adopted into the Comprehensive Plan. ~~until the plan is modified through the plan~~

~~amendment process in~~

~~conjunction with the development of regional impact and/or planned unit development~~

~~processes.~~ The mix of uses shall be established at the time of development through the

~~development of regional impact and/or planned unit development processes~~ in

accordance with this objective and related policies. Each Planned Development shall include a mix of residential unit types and complementary non-residential uses that, at build-out of the project, result in an internal capture of at least 20 percent of the trips generated by the development.

*Policy 6.1.1: [L]*

Approval of a PUD, subject to Type D review as specified in the Zoning Code, that is consistent with the Planned Development Master Plan and identifies the specific criteria for development with the Planned Development. PUD approval may be granted in phases where a portion of the property is to be developed at any given time. If a Planned Unit Development is completed and approved for the entire contiguous Planned Development area along with the other Planned Development Master Plan requirements identified in Policy 6.1.2, the Planned Unit Development may serve as the Planned Development Master Plan once reflected in the Comprehensive Plan through a plan amendment.

*Policy 6.1.2: [L]*

Except as provided by Policy 6.1.3, prior to approval of development or subdivision within Planned Development Areas, a Planned Development- Master Plan shall be adopted as an area plan that is consistent with, but independent of the Comprehensive Plan. If a Planned Unit Development is completed and approved for the entire contiguous Planned Development area along with the other Planned Development Master Plan

requirements identified in Policy 6.1.2, the Planned Unit Development may serve as the Planned Development Master Plan once reflected in the Comprehensive Plan through a plan amendment. The Comprehensive Plan shall be amended concurrently with the Planned Development Master Plan to allocate the mix, locations and intensities of future land uses as well as any public facilities required to serve proposed land uses. No comprehensive plan amendment shall be required if the Planned Development Master Plan is consistent with the Suburban land use category and the Planned Development does not create an inconsistency with the Comprehensive Plan.

The Master Plan shall identify the following:

- a) Boundary of area subject to Planned Development;
- b) General depiction of mix, location and intensities of future land uses;
- c) Activities permitted within each land use;
- d) Total dwelling units ~~by residential dwelling type;~~
- e) Total square footage of non-residential development;
- f) How natural resources on-site will be protected ~~Specific requirements that will adequately protect the natural resources of the area;~~
- g) Major transportation system improvements that are consistent with adopted transportation plans and address the impacts to the surrounding area, including canopy roads and required interconnections. The plan shall address the issues of capacity maintenance, ~~promotion of mass transit and bicycle and pedestrian~~ accessibility, and protection of canopy roads, if applicable. The Master Plan will also address mass transit, if transit facilities are available or planned within the plan horizon for the Tallahassee-Leon County Comprehensive Plan to serve the Planned Development;
- h) Facilities and development requirements to provide for alternative modes of transportation, such as bicycle and pedestrian mobility and, if available, mass transit;
- k) How the development will ~~provide for low and moderate income housing~~ comply with applicable affordable and inclusionary housing ordinances;
- o) A set of development guidelines that will direct the development of subsequent site specific development projects as part of a PUD. These guidelines shall address, but not be limited to, the interrelationships of uses, energy efficiency and pedestrian access. The guidelines shall include basic design elements that generally address crime prevention, such as landscaping and lighting considerations, Crime Prevention through Environmental Design (CTPED) principles, or other design concepts intended to improve safety and deter crime and crime prevention.
- p) ~~Alternatively, for a proposed DRI the applicant must demonstrate to the Planning Department that the DRI Development Order will meet the requirements of the Planned Development Master Plan.~~

#### *Policy 10.1.1 [L]- Southeast Sector Plan Overview*

The Southeast Sector Plan is hereby developed for an area in southeast Tallahassee and Leon County ~~known as the Southwood property and the Colin English property. Cumulatively,~~

~~these properties will be the Southeast Sector Planning Area~~ (see the Southeast Sector Planning Area map, Figure 10.A). For the Southwood, and Colin English Properties, and the former Southside DRI lands, the Southeast Sector Plan shall constitute the Planned Development Master Plan consistent with Objective 6.1 [L] and its associated policies.

The following percent mixes of land uses shall be required for the Southeast Sector Planning Area. The percentages shall be applied separately to both Southwood and the Colin English properties. In addition, the percentages shall also be applied separately to the former Southside DRI properties outside of Southwood within the Southeast Sector Plan

~~required shall be calculated utilizing the acreages within implementing PUD's that are included within districts allowing these land use types as a percent of the total Southeast Sector Planning Area. These calculations shall be made for each Development Order or PUD phase developed for the Southwood DRI and Colin English properties.~~

- ~~(1) Approximately 40-50%~~ of the land area in residential development
- ~~(2) Approximately 10-20-~~30% of the land area in commercial, office and/or ~~and~~ industrial development
- ~~(3) Approximately 10-15%~~ of the land area in community facilities/services and utility easements and recreational facilities.
- ~~(4) Less than 1% of the land in historical resources.~~
- ~~(5) Approximately 20-30%~~ of the land in open space/greenways. Open space shall comprise a minimum of 22% of each of the Southwood ~~PUD~~DRI and Colin English properties.

B. Densities and Intensities:

- ~~(1) The maximum densities and intensities for each phase of development within the Southeast Sector Planning Area are established in Policy 10.1.2~~ Table A.

C. Phasing:

- ~~(1) The Southeast Sector Planning Area will be permitted to develop in phases, as set forth in Table A.~~
- (2) Southwood has an approved Development of Regional Impact DRI development order and Planned Unit Development PUD zoning. These approvals establish the development entitlements and master plan for the Project. For this reason, the Southwood entitlements and development phasing are not identified in Table A below. The maximum and minimum densities and intensities for the Implementing Land Use Districts for Southwood are established in Policy 10.1.2. The 3,322-acreages constituting the Southwood Development of Regional Impact, as approved by the City and County on April 28, 1999, shall be included within Phase I of the Southeast Sector Plan.



TABLE A: ENGLISH PROPERTY SOUTHEAST SECTOR PLAN DENSITIES, INTENSITIES AND PHASING

~~Table 7- Southeast Sector Plan Densities, Intensities, and Phasing~~

	Maximum Residential Units	Minimum Residential Densities	Maximum Non-Residential	Hotel	Hospital
<b>Phase I</b>					
<del>Southwood DRI (3,322 acres)</del>	<del>4,770</del>	<del>As required by Policy 10.1.2 [L]</del>	<del>403,000 GSF</del>	<del>170 rooms</del>	<del>N/A</del>
Colin English Phase I (603 acres)	6,030	As required by Policy 10.1.2 [L]	3,606,000 GSF		
<b>Phase II</b>					
Colin English Phase II (458 acres)	4,580	As required by Policy 10.1.2 [L]	2,740,000 GSF		

Notes:

The Colin English Property densities and intensities are those found within the Suburban Land Use Category consistent with Objective 6.1 [L].

D. Land Use Location Criteria:

(1) Industrial development, if constructed, is to be located in the southwest quadrant of the Southeast Sector Planning Area, primarily utilizing Tram Road and Capital Circle. Industrial development is not required in this quadrant; therefore, the quadrant may have no industrial development at buildout.

(3) Medium Density Residential development to be located primarily, but not solely limited to areas development to be located adjacent to the Capital Circle Office Center and interspersed with office development in the northwest quadrant. Priority shall be given to areas adjacent to the Capital Circle Office Center.

(5) Large Lot Single Family Residential development to develop primarily in, but not limited to, occur in the southeast quadrant of the Southeast Sector Planning Area;

E. Affordable Housing- Development must comply with applicable affordable and inclusionary housing ordinances.

~~An Affordable Housing Study will be submitted to the Department of Community Affairs (DCA) by the applicable developer or by the Tallahassee Leon County Planning Department at the time of any implementing Development of Regional Impact Applications for Development Approval or if necessary at the time of the Evaluation and Appraisal Report (EAR) for the Southeast Sector Planning Area. Any portion subject to a DRI development order which includes an affordable housing study or monitoring requirement will not require analysis by the Tallahassee Leon County Planning Department. If necessary, the Study will be~~

updated at each subsequent EAR due date through the year 2020, or 80% build-out of the Phase I employment generators (retail, industrial, commercial development), whichever occurs first. The Study will include the following:

- (1) A report of the existing employee base (with estimated salaries) of the Southeast Sector Plan's industrial, retail, and commercial developments;
- (2) An Affordable Housing Demand, Supply and Needs Analysis utilizing the assumptions used in the East Central Regional Planning Council (ECRPC) Affordable Housing Methodology;
- (3) The Housing Supply Analysis will, to the extent possible, list those vacant dwelling units (for sale and for rent) that are available on site, and off site within 10 miles or 20 minutes, whichever is less, from the center of the Southeast Sector Plan area (the northwest corner of the Capital Circle Office Center). The analysis shall consider the number of units built during the monitoring period and the number of units purchased, by price range; and
- (4) A recommendation as to whether further action is necessary to ensure that affordable housing to the development's very low, low, and moderate income employees is provided in close proximity to the development's employment centers. If action is needed, a comprehensive plan amendment will be undertaken to address the problem.

F. Additional Requirements:

(1) ~~A~~ School site parcels for an ~~two~~ elementary schools at thirty (30) acres ~~each and one middle school at forty (40) acres each~~ shall be set aside On the English property, based on a projected build-out population of approximately 30,000. One elementary school shall be located on the English property and the other two schools shall be located on the Southwood property, provided that each of the public school sites on the Southwood property may be the location of a prekindergarten through grade 8 facility with the agreement of the Leon County School Board. ~~The~~ Sschool sites shall be located proximate to residential areas and shall be collocated with other compatible public facilities to the extent possible. ~~The Southwood property shall be encouraged to develop a life-long learning center with technological linkages for the sharing of instructional services with schools in the Southern Strategy area, partnerships with the State of Florida for maximum utilization of the Capital Circle Office Center for educational and other community purposes, and adult learning capabilities. While the full range of educational opportunities is encouraged within the Southwood learning center, it is anticipated that Lincoln and Rickards High Schools will have adequate capacity to serve the high school age population expected from this area.~~

(5) The developer of the Southwood property will submit a five year capital improvements plan to the City and County, with annual updates in order to adequately coordinate with the local governments capital improvement plans. This information will include but not limited to plans for utilities infrastructure, roadways, stormwater facilities, and other capital infrastructure necessary for the local governments to meet their capital improvement reporting requirements as required by state law.

Policy 10.1.2: [L] SESP Implementing Land Use Districts

The Southeast Sector Planning Area shall be developed utilizing the following implementing PUD districts that allows a range of types of residential, commercial, office and industrial uses with varying densities and *intensities*:

(A) NEIGHBORHOOD VILLAGE CENTER - VC

Designed to serve as the center of the neighborhood and discourage commercial strip development and sprawl along roadways.

- Each Village Center shall have a consistent design theme and complementary palate of materials.
- Village centers shall provide ample open space to allow for community gatherings or public events.
- Specific densities and intensities, ratio of uses and implementation criteria will be contained in the zoning code.

TNDs (Traditional Neighborhood Districts) and VCs (Village Center) ~~are a critical component of the Southeast Sector Plan. These areas~~ implement the development pattern that creates compact urban development with higher density residential uses focused around a commercial village center. TNDs and VCs shall be located together in order to promote convenient walk-between shopping and entertainment opportunities; an area that is pedestrian and bicycle friendly and is not designed with an over-reliance on the automobile. This pattern of development is strongly encouraged by the Comprehensive Plan.

Allowed Uses:

- Assisted Living Facilities

Residential Densities:

~~Average Density 6 DU/AC~~

(B) TRADITIONAL NEIGHBORHOOD DISTRICT - TND

Location mix and configuration of land uses are designed to encourage alternatives to automobiles and provide more identifiable pedestrian-friendly neighborhoods. More restrictive planning and architectural standards will be applied in order to maintain traditional town form. TNDs and VCs ~~are a critical component of the Southeast Sector Plan. These areas~~ implement the development pattern that creates compact urban development with higher density residential uses focused around a commercial Village Center. TNDs and VCs shall be located together in order to promote convenient walk-between shopping and entertainment opportunities; an area that is pedestrian and bicycle friendly and is not designed with an over-reliance on the automobile. This pattern of development is strongly encouraged by the Comprehensive Plan. The specific development criteria and phasing for the TNDs and VCs shall be included in the LDRs and be determined by local government.

Residential Densities:

~~Average Density 6 DU/AC~~

(C) MEDIUM DENSITY RESIDENTIAL- MDR

Design of MDR- shall use energy saving concepts and maximize roadway connections.

Allowed Uses:

- Assisted Living Facilities

Residential Densities:

~~Average Density 8 DU/AC FOR English, 10 DU/AC for Southwood~~

(D) LOW DENSITY RESIDENTIAL - LDR

Residential Densities:

~~Average Density 2.5 DU/AC for English, 3.5 Du/AC for Southwood~~

(E) LARGE LOT SINGLE FAMILY RESIDENTIAL – LSF

Residential Densities:

~~Average Density 1 DU/AC~~

(F) MIXED USE OFFICE/COMMERCIAL – MUOC

- Provide mass transit accessibility, if transit is available, and
- May have regional stormwater

facilities.

(I) SOUTHWOOD TOWN CENTER - TC

Mixture of Uses:

Development within the TC district shall include a mixture of uses consistent with the following ~~ranges~~ minimums:

- 60,000 square feet of commercial
- 200 residential units
- ~~Commercial: 25% to 60% of the area~~
- ~~Office: 25% to 60% of the area~~
- ~~Residential: 30% to 70% of the area~~
- ~~Institutional/Community Facilities: up to 30% of the total area~~

Additional development may include any other uses permitted in the TC district, such as office, institutional/community facilities, medical and assisted living facilities. Maximum development shall be limited by the allowable densities and maximum Floor Area Ratios (FAR).

Residential Densities:

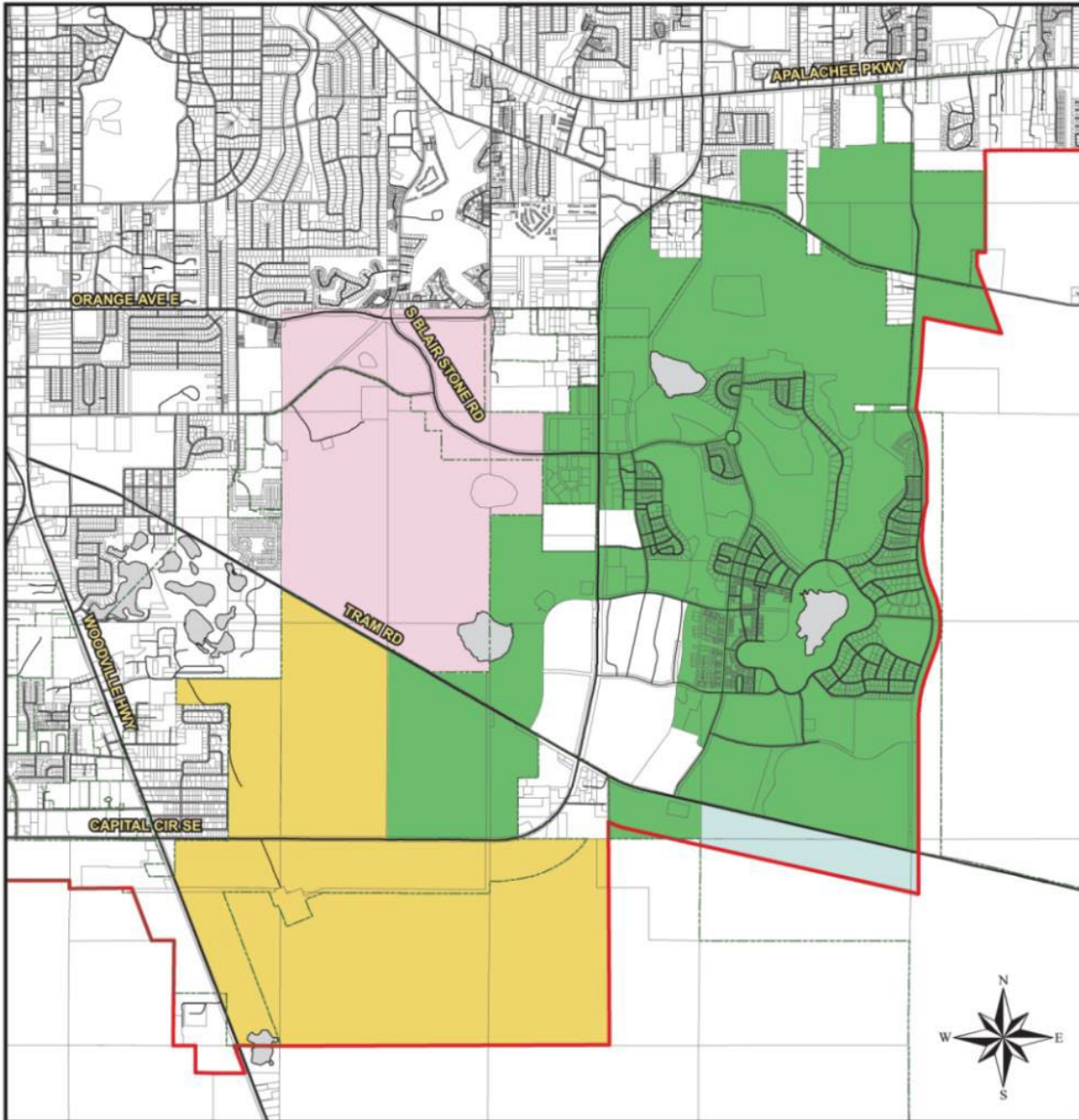
~~Average Density 10 DU/AC~~

*Policy 10.1.3: [L] – Transportation*

(b) If mass transit is available or planned within the plan horizon for the Tallahassee-Leon County Comprehensive Plan, Mass transit routes shall be included along major roadways in coordination with Star Metro. ~~Mass transit routes will be extended to all VC's, TMDs, major employment and retail centers.~~

~~(m) Transportation analysis and a transportation plan revised to identify transportation improvements needed to serve Phase I development in the Southeast Sector Planning Area will be included in the 97-1 comprehensive plan amendment cycle.~~

# SOUTHEAST SECTOR PLAN PLANNED DEVELOPMENT



## LEGEND

- St. Joe Property
- English Property
- Southside DRI
- Southwood DRI

- City Limits
- Urban Service Area
- Lakes

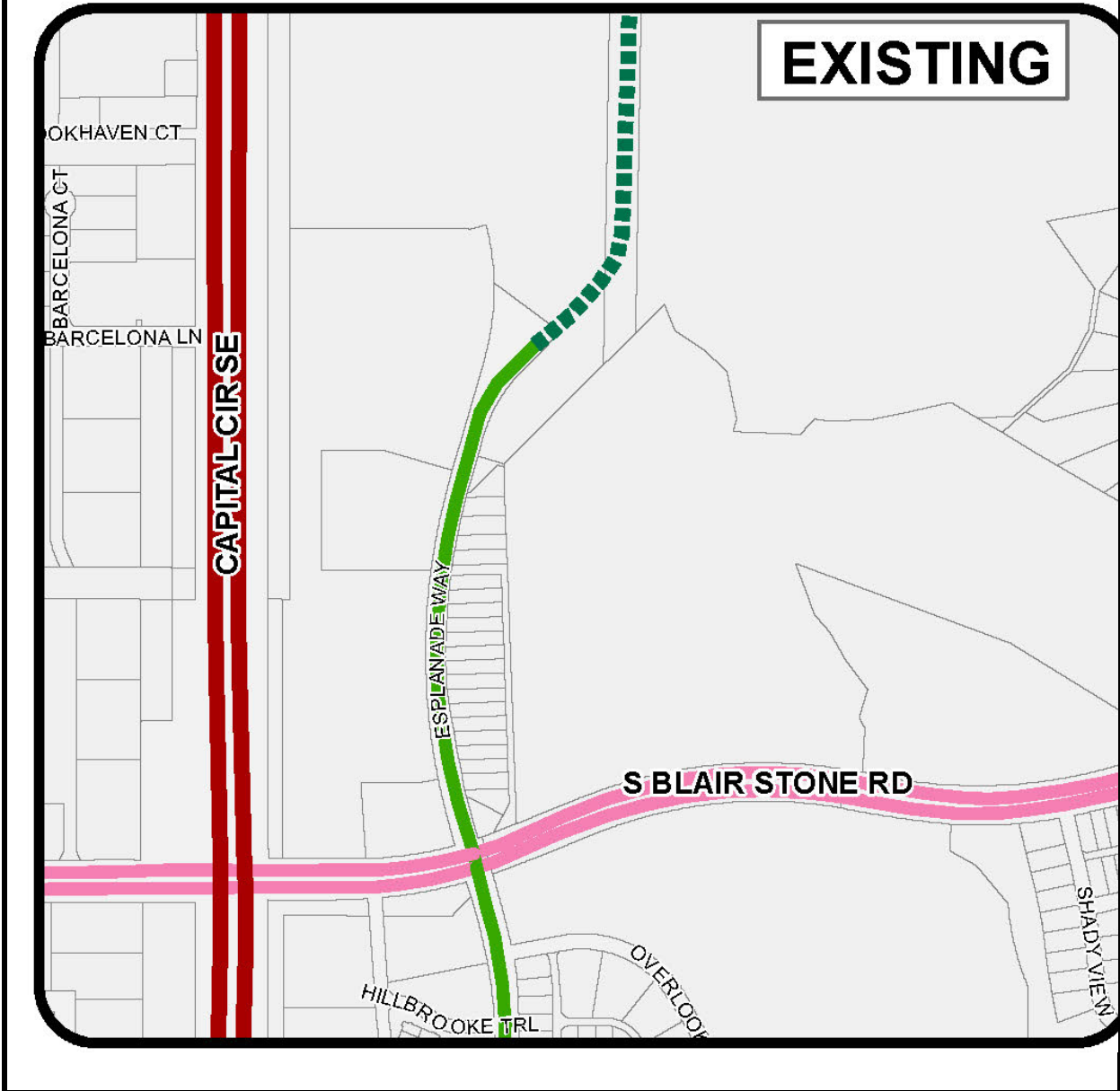
**FIGURE 10.C**  
(Rev. Original 7-7-99)  
(Rev. Effective 10-10-06)

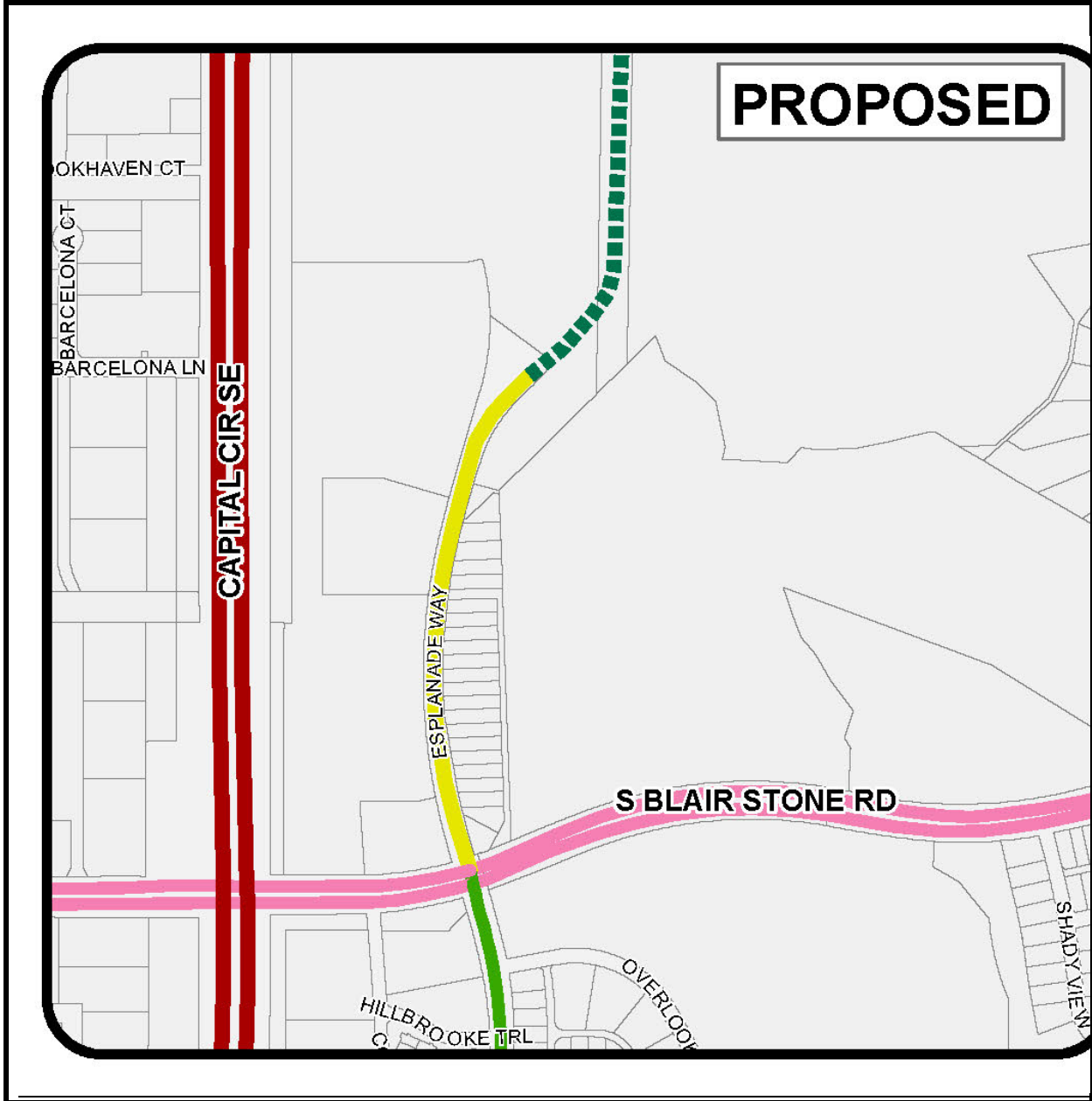
(Revision Effective 8/25/08)

Tallahassee-Leon County Planning Department

Amendment: Update Map 9 (Figure 10.C) to show "Southside DRI" as "St. Joe Property"

**Amendments to Mobility Element Map 21: Roadway Functional Classification, Leon County  
and Map 25: Roadway Functional Classification, Southeast**







**LEON COUNTY ORDINANCE NO. 2020-**

**AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, AMENDING THE 2030 TALLAHASSEE-LEON COUNTY COMPREHENSIVE PLAN; ADOPTING AMENDMENTS TO THE FUTURE LAND USE ELEMENT; PROVIDING FOR APPLICABILITY AND EFFECT; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR A COPY TO BE ON FILE WITH THE TALLAHASSEE-LEON COUNTY PLANNING DEPARTMENT; AND PROVIDING FOR AN EFFECTIVE DATE.**

**RECITALS**

WHEREAS, Chapters 125 and 163, Florida Statutes, empowers the Board of County Commissioners of Leon County to prepare and enforce comprehensive plans for the development of the County; and

WHEREAS, Sections 163.3161 through 163.3215, Florida Statutes, the Community Planning Act, empowers and requires the Board of County Commissioners of Leon County to (a) plan for the County's future development and growth; (b) adopt and amend comprehensive plans, or elements or portions thereof, to guide the future growth and development of the County; (c) implement adopted or amended comprehensive plans by the adoption of appropriate land development regulations; and (d) establish, support, and maintain administrative instruments and procedures to carry out the provisions and purposes of the Act; and

WHEREAS, Ordinance 90-30 was enacted on July 16, 1990, to adopt the Tallahassee-Leon County 2010 Comprehensive Plan for the unincorporated area of Leon County. The City of Tallahassee also adopted a plan for its municipal area by separate ordinance; and

WHEREAS, the horizon year for the Tallahassee-Leon County Comprehensive Plan is now 2030 and the Comprehensive Plan is now known as the Tallahassee-Leon County 2030 Comprehensive Plan; and

1           WHEREAS, pursuant to Section 163.3184, Florida Statutes, the Board of County  
2 Commissioners of Leon County has held several public work sessions, public meetings, and public  
3 hearings on the proposed amendment to the comprehensive plan, with due public notice having been  
4 provided, to obtain public comment, and has considered all written and oral comments received during  
5 said work sessions, public meetings and public hearings; and

6           WHEREAS, pursuant to Section 163.3184, Florida Statutes, the Board of County  
7 Commissioners of Leon County transmitted copies of the proposed amendment to the comprehensive  
8 plan to the Department of Economic Opportunity as the State Land Planning Agency and other state  
9 and regional agencies for written comment; and

10           WHEREAS, pursuant to Section 163.3184, Florida Statutes, the Board of County  
11 Commissioners of Leon County held a public hearing with due public notice having been provided on  
12 the proposed amendment to the comprehensive plan; and

13           WHEREAS, the Board of County Commissioners of Leon County further considered all oral  
14 and written comments received during such public hearing, including the data collection and analyses  
15 packages, the recommendations of the Tallahassee-Leon County Local Planning Agency, and the  
16 Objections, Recommendations, and Comments Report of the Department of Economic Opportunity;  
17 and

18           WHEREAS, in exercise of its authority, the Board of County Commissioners of Leon County  
19 has determined it necessary and desirable to adopt the amendment to the comprehensive plan to  
20 preserve and enhance present advantages; encourage the most appropriate use of land, water and  
21 resources, consistent with the public interest; overcome present handicaps; and deal effectively with  
22 future problems that may result from the use and development of land within Leon County, and to meet  
23 all requirements of law;

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

3 **Section 1. Purpose and Intent.**

4 This Ordinance is hereby enacted to carry out the purpose and intent of, and exercise the  
5 authority set out in the Community Planning Act, Sections 163.3161 through 163.3215, Florida  
6 Statutes, as amended.

7 **Section 2. Text Amendment.**

8 The Ordinance does hereby adopt the following portion of the text attached hereto as Exhibit  
9 “A,” and made a part hereof, as an amendment to the Tallahassee-Leon County 2030 Comprehensive  
10 Plan, as amended, and does hereby amend “The Tallahassee-Leon County 2030 Comprehensive Plan,”  
11 as amended, in accordance therewith, being an amendment to the following Plan element:

12 Text Amendment TTA 2020-011, which relates to the Future Land Use Element.

13 **Section 3. Applicability and Effect.**

14 The applicability and effect of this amendment to the 2030 Comprehensive Plan shall be as  
15 provided by the Community Planning Act, Sections 163.3161 through 163.3215, Florida Statutes, and  
16 this Ordinance, and shall apply to all properties under the jurisdiction of Leon County.

17 **Section 4. Conflict with Other Ordinances and Codes.**

18 All ordinances or parts of ordinances of the Code of Laws of Leon County, Florida, in conflict  
19 with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

20 **Section 5. Severability.**

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

24 **Section 6. Copy on File.**

1 To make the Tallahassee-Leon County 2030 Comprehensive Plan available to the public, a  
2 certified copy of the enacting ordinance, as well as certified copies of the Tallahassee-Leon County  
3 2030 Comprehensive Plan and these updates thereto, shall also be located in the Tallahassee-Leon  
4 County Planning Department. The Planning Director shall also make copies available to the public for  
5 a reasonable publication charge.

6 **Section 7. Effective Date.**

7 The plan amendment shall be effective upon adoption by the Leon County Board of County  
8 Commissioners and the Tallahassee City Commission and as further provided by the applicable statutes  
9 and regulations pertaining thereto.

10 DONE, ADOPTED AND PASSED by the Board of County Commissioners of Leon County,  
11 Florida, this 13<sup>th</sup> day of October, 2020.

12  
13 LEON COUNTY, FLORIDA  
14

15  
16 By: \_\_\_\_\_  
17 Bryan Desloge, Chairman  
18 Board of County Commissioners  
19

20 ATTESTED BY:  
21 Gwendolyn Marshall, Clerk of the Court  
22 & Comptroller, Leon County, Florida  
23

24  
25 By: \_\_\_\_\_  
26

27 APPROVED AS TO LEGAL SUFFICIENCY:  
28 Chasity H. O'Steen, County Attorney  
29 Leon County Attorney's Office  
30

31  
32 By: \_\_\_\_\_

Exhibit A

**Text Amendment TTA 2020 011**

***Policy 2.2.21: [L]***  
**NEIGHBORHOOD BOUNDARY**

*Intent:* This future land use category is intended to create a transition area between residential development and more intensive development such as higher density multi-family and higher intensity non-residential development while still preserving roadway capacity through access management practices. Where identified in a City or County coordinated placemaking, sense of place, neighborhood, or sector plan, this future land use category may also be used to establish mixed-use corridors, or nodes, with neighborhood-scale, non-residential uses and a variety of residential uses.

*Allowable Uses:* Low-density residential including duplexes, townhomes, triplexes, and quadplexes; and non-residential development scaled to serve the surrounding neighborhood such as limited retail, offices, bed and breakfast inns and community services. The implementing zoning district(s) within the land development regulations shall further specify the allowable uses. The use must not cause excessive traffic, noise, light, odor, or dust impacts. Auto-oriented uses, such as gas stations or any other use having drive-through facilities, are not allowed in order to protect neighborhoods from any negative impacts associated with increased vehicular traffic.

*Intensity/Density:* Density and intensity standards for residential and non-residential development shall be established within the implementing zoning district's development standards. In no case shall the maximum density established exceed ~~eight (8)~~ eighteen (18) dwelling units per acre. ~~Residential and non-residential structures shall not exceed 2 stories in height including floors devoted to parking facilities.~~ Non-residential structures are permitted up to a maximum of 5,000 square feet of gross building floor area per parcel and ~~10,000~~ 20,000 square feet of gross building floor area per acre.

*Design Standards:* The land development regulations shall establish design standards to promote compatibility with adjacent residential development. ~~These standards shall address elements such as roof, building scale, color, exterior building materials, building front setback, architectural style, buffering, landscaping, solid waste disposal, parking, lighting, and signs.~~

*Location and Orientation:* The location of this land use category shall either serve as a buffer between residential development and more intensive development or to establish mixed-use corridors, or nodes, with neighborhood-scale, non-residential uses and a variety of residential uses where identified in a City or County coordinated placemaking, sense of place, neighborhood, or sector plan. ~~This category shall be located adjacent to residential neighborhoods and is limited to locations on roads with high traffic volumes, and on the edges of existing and future residential neighborhoods. This land use category shall not be applied within the interior of an existing neighborhood. Those properties currently within the Lake Protection land use category may not be amended to the Neighborhood Boundary land use category. The geographic extent of this category shall not exceed a depth greater than 250 feet or one lot whichever is less. For properties located at an arterial/local, arterial/major collector, or arterial/minor collector intersection, non-residential development must front the arterial road~~

*Access Management:* The land development regulations shall specify specific vehicular access management requirements that will serve to mitigate possible negative impacts to roadways associated with the implementation of this category.

*Implementation:* The provisions of this land use category shall be implemented through the creation of

~~one or more zoning districts and this land use category shall not become effective until such time as the implementing zoning districts are adopted. These zoning districts may further define and limit the provisions contained within the Comprehensive Plan regarding this land use category as well as establish criteria governing the permitted location of this category. Applicants seeking to amend the Future Land Use Map designation for a requested parcel to the Neighborhood Boundary land use category shall specify the appropriate zoning district at the time application is made for a Comprehensive Plan amendment.~~







1                                    **LEON COUNTY ORDINANCE NO. 2020-**  
2

3            **AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF**  
4            **LEON COUNTY, FLORIDA, AMENDING THE 2030 TALLAHASSEE-LEON**  
5            **COUNTY COMPREHENSIVE PLAN; ADOPTING AMENDMENTS TO THE**  
6            **FUTURE LAND USE ELEMENT; PROVIDING FOR APPLICABILITY AND**  
7            **EFFECT; PROVIDING FOR CONFLICTS; PROVIDING FOR**  
8            **SEVERABILITY; PROVIDING FOR A COPY TO BE ON FILE WITH THE**  
9            **TALLAHASSEE-LEON COUNTY PLANNING DEPARTMENT; AND**  
10           **PROVIDING FOR AN EFFECTIVE DATE.**

11                                    **RECITALS**  
12

13            WHEREAS, Chapters 125 and 163, Florida Statutes, empowers the Board of County  
14            Commissioners of Leon County to prepare and enforce comprehensive plans for the development of  
15            the County; and

16            WHEREAS, Sections 163.3161 through 163.3215, Florida Statutes, the Community Planning  
17            Act, empowers and requires the Board of County Commissioners of Leon County to (a) plan for the  
18            County's future development and growth; (b) adopt and amend comprehensive plans, or elements or  
19            portions thereof, to guide the future growth and development of the County; (c) implement adopted or  
20            amended comprehensive plans by the adoption of appropriate land development regulations; and (d)  
21            establish, support, and maintain administrative instruments and procedures to carry out the provisions  
22            and purposes of the Act; and

23            WHEREAS, Ordinance 90-30 was enacted on July 16, 1990, to adopt the Tallahassee-Leon  
24            County 2010 Comprehensive Plan for the unincorporated area of Leon County. The City of Tallahassee  
25            also adopted a plan for its municipal area by separate ordinance; and

26            WHEREAS, the horizon year for the Tallahassee-Leon County Comprehensive Plan is now  
27            2030 and the Comprehensive Plan is now known as the Tallahassee-Leon County 2030 Comprehensive  
28            Plan; and

1           WHEREAS, pursuant to Section 163.3184, Florida Statutes, the Board of County  
2 Commissioners of Leon County has held several public work sessions, public meetings, and public  
3 hearings on the proposed amendment to the comprehensive plan, with due public notice having been  
4 provided, to obtain public comment, and has considered all written and oral comments received during  
5 said work sessions, public meetings and public hearings; and

6           WHEREAS, pursuant to Section 163.3184, Florida Statutes, the Board of County  
7 Commissioners of Leon County transmitted copies of the proposed amendment to the comprehensive  
8 plan to the Department of Economic Opportunity as the State Land Planning Agency and other state  
9 and regional agencies for written comment; and

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14 and written comments received during such public hearing, including the data collection and analyses  
15 packages, the recommendations of the Tallahassee-Leon County Local Planning Agency, and the  
16 Objections, Recommendations, and Comments Report of the Department of Economic Opportunity;  
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18           WHEREAS, in exercise of its authority, the Board of County Commissioners of Leon County  
19 has determined it necessary and desirable to adopt the amendment to the comprehensive plan to  
20 preserve and enhance present advantages; encourage the most appropriate use of land, water and  
21 resources, consistent with the public interest; overcome present handicaps; and deal effectively with  
22 future problems that may result from the use and development of land within Leon County, and to meet  
23 all requirements of law;

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

3 **Section 1. Purpose and Intent.**

4 This Ordinance is hereby enacted to carry out the purpose and intent of, and exercise the  
5 authority set out in the Community Planning Act, Sections 163.3161 through 163.3215, Florida  
6 Statutes, as amended.

7 **Section 2. Text Amendment.**

8 The Ordinance does hereby adopt the following portion of the text attached hereto as Exhibit  
9 “A,” and made a part hereof, as an amendment to the Tallahassee-Leon County 2030 Comprehensive  
10 Plan, as amended, and does hereby amend “The Tallahassee-Leon County 2030 Comprehensive Plan,”  
11 as amended, in accordance therewith, being an amendment to the following Plan element:

12 Text Amendment TTA 2020-006, which relates to the Future Land Use Element.

13 **Section 3. Applicability and Effect.**

14 The applicability and effect of this amendment to the 2030 Comprehensive Plan shall be as  
15 provided by the Community Planning Act, Sections 163.3161 through 163.3215, Florida Statutes, and  
16 this Ordinance, and shall apply to all properties under the jurisdiction of Leon County.

17 **Section 4. Conflict with Other Ordinances and Codes.**

18 All ordinances or parts of ordinances of the Code of Laws of Leon County, Florida, in conflict  
19 with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

20 **Section 5. Severability.**

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

24 **Section 6. Copy on File.**

1 To make the Tallahassee-Leon County 2030 Comprehensive Plan available to the public, a  
2 certified copy of the enacting ordinance, as well as certified copies of the Tallahassee-Leon County  
3 2030 Comprehensive Plan and these updates thereto, shall also be located in the Tallahassee-Leon  
4 County Planning Department. The Planning Director shall also make copies available to the public for  
5 a reasonable publication charge.

6 **Section 7. Effective Date.**

7 The plan amendment shall be effective upon adoption by the Leon County Board of County  
8 Commissioners and the Tallahassee City Commission and as further provided by the applicable statutes  
9 and regulations pertaining thereto.

10 DONE, ADOPTED AND PASSED by the Board of County Commissioners of Leon County,  
11 Florida, this 13<sup>th</sup> day of October, 2020.

12  
13 LEON COUNTY, FLORIDA  
14

15  
16 By: \_\_\_\_\_  
17 Bryan Desloge, Chairman  
18 Board of County Commissioners  
19

20 ATTESTED BY:  
21 Gwendolyn Marshall, Clerk of the Court  
22 & Comptroller, Leon County, Florida  
23

24  
25 By: \_\_\_\_\_  
26

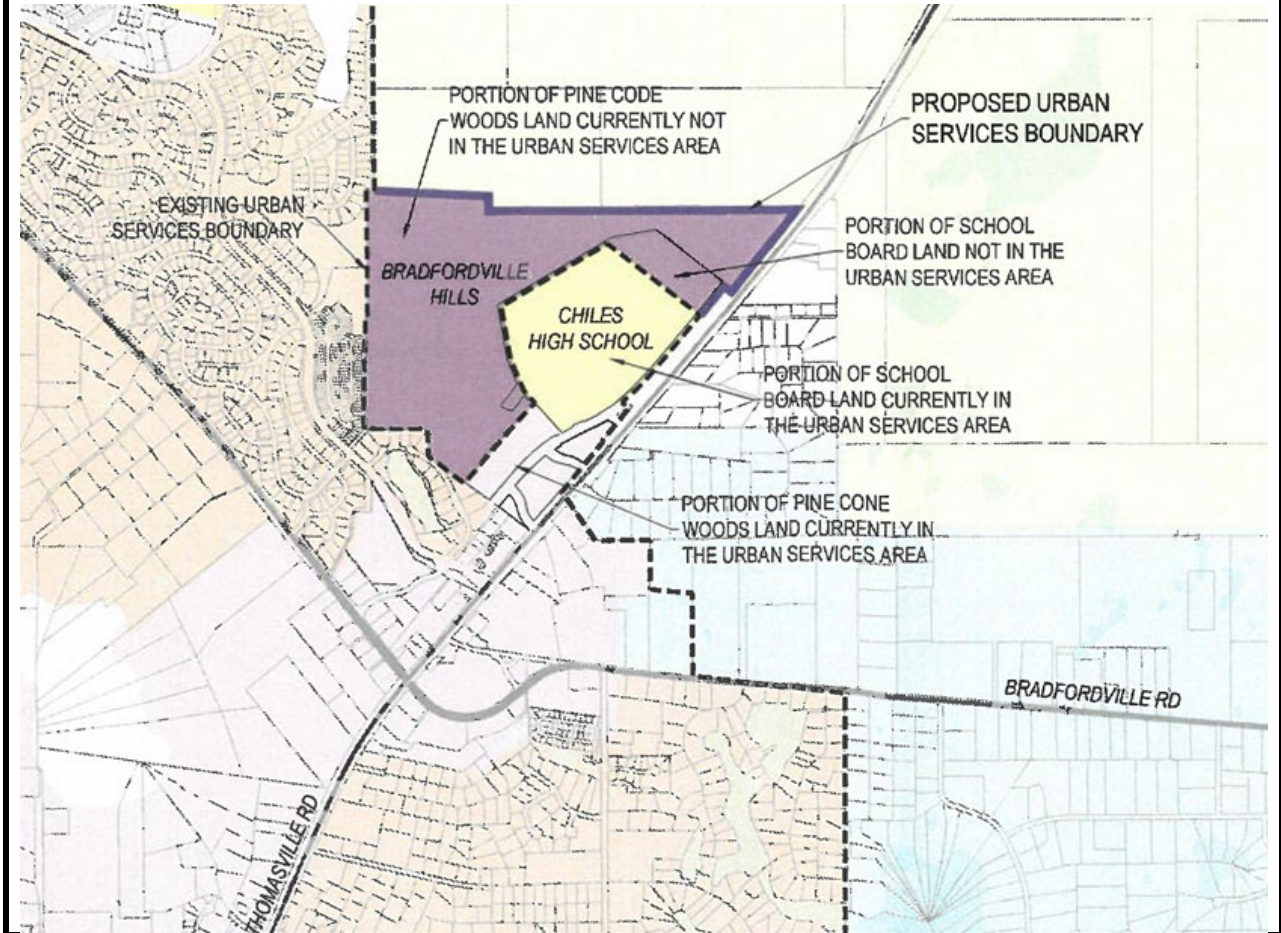
27 APPROVED AS TO LEGAL SUFFICIENCY:  
28 Chasity H. O'Steen, County Attorney  
29 Leon County Attorney's Office  
30

31  
32 By: \_\_\_\_\_

Exhibit A

**Text Amendment TTA 2020 006**

**Update Map 2: Future Land Use Map, Tallahassee Urban Area and Map 3: Future Land Use Map, Leon County to include the area depicted below inside the Urban Services Area**



**LEON COUNTY ORDINANCE NO. 2020-**

**AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, AMENDING THE 2030 TALLAHASSEE-LEON COUNTY COMPREHENSIVE PLAN; ADOPTING AMENDMENTS TO THE FUTURE LAND USE MAP; PROVIDING FOR APPLICABILITY AND EFFECT; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR A COPY TO BE ON FILE WITH THE TALLAHASSEE-LEON COUNTY PLANNING DEPARTMENT; AND PROVIDING FOR AN EFFECTIVE DATE.**

**RECITALS**

WHEREAS, Chapters 125 and 163, Florida Statutes, empowers the Board of County Commissioners of Leon County to prepare and enforce comprehensive plans for the development of the County; and

WHEREAS, Sections 163.3161 through 163.3215, Florida Statutes, the Community Planning Act, empowers and requires the Board of County Commissioners of Leon County to (a) plan for the County's future development and growth; (b) adopt and amend comprehensive plans, or elements or portions thereof, to guide the future growth and development of the County; (c) implement adopted or amended comprehensive plans by the adoption of appropriate land development regulations; and (d) establish, support, and maintain administrative instruments and procedures to carry out the provisions and purposes of the Act; and

WHEREAS, Ordinance 90-30 was enacted on July 16, 1990, to adopt the Tallahassee-Leon County 2010 Comprehensive Plan for the unincorporated area of Leon County. The City of Tallahassee also adopted a plan for its municipal area by separate ordinance; and

WHEREAS, the horizon year for the Tallahassee-Leon County Comprehensive Plan is now 2030 and the Comprehensive Plan is now known as the Tallahassee-Leon County 2030 Comprehensive Plan; and

1           WHEREAS, pursuant to Section 163.3184, Florida Statutes, the Board of County  
2 Commissioners of Leon County has held several public work sessions, public meetings, and public  
3 hearings on the proposed amendment to the comprehensive plan, with due public notice having been  
4 provided, to obtain public comment, and has considered all written and oral comments received during  
5 said work sessions, public meetings and public hearings; and

6           WHEREAS, pursuant to Section 163.3184, Florida Statutes, the Board of County  
7 Commissioners of Leon County transmitted copies of the proposed amendment to the comprehensive  
8 plan to the Department of Economic Opportunity as the State Land Planning Agency and other state  
9 and regional agencies for written comment; and

10           WHEREAS, pursuant to Section 163.3184, Florida Statutes, the Board of County  
11 Commissioners of Leon County held a public hearing with due public notice having been provided on  
12 the proposed amendment to the comprehensive plan; and

13           WHEREAS, the Board of County Commissioners of Leon County further considered all oral  
14 and written comments received during such public hearing, including the data collection and analyses  
15 packages, the recommendations of the Tallahassee-Leon County Local Planning Agency, and the  
16 Objections, Recommendations, and Comments Report of the Department of Economic Opportunity;  
17 and

18           WHEREAS, in exercise of its authority, the Board of County Commissioners of Leon County  
19 has determined it necessary and desirable to adopt the amendment to the comprehensive plan to  
20 preserve and enhance present advantages; encourage the most appropriate use of land, water and  
21 resources, consistent with the public interest; overcome present handicaps; and deal effectively with  
22 future problems that may result from the use and development of land within Leon County, and to meet  
23 all requirements of law;

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

3 **Section 1. Purpose and Intent.**

4 This Ordinance is hereby enacted to carry out the purpose and intent of, and exercise the  
5 authority set out in the Community Planning Act, Sections 163.3161 through 163.3215, Florida  
6 Statutes, as amended.

7 **Section 2. Map Amendment.**

8 The Ordinance does hereby adopt the following portion of the text attached hereto as Exhibit  
9 “A,” and made a part hereof, as an amendment to the Tallahassee-Leon County 2030 Comprehensive  
10 Plan, as amended, and does hereby amend “The Tallahassee-Leon County 2030 Comprehensive Plan,”  
11 as amended, in accordance therewith, being an amendment to the following Plan element:

12 Map Amendment LMA 2020-006, which relates to the Future Land Use Map.

13 **Section 3. Applicability and Effect.**

14 The applicability and effect of this amendment to the 2030 Comprehensive Plan shall be as  
15 provided by the Community Planning Act, Sections 163.3161 through 163.3215, Florida Statutes, and  
16 this Ordinance, and shall apply to all properties under the jurisdiction of Leon County.

17 **Section 4. Conflict with Other Ordinances and Codes.**

18 All ordinances or parts of ordinances of the Code of Laws of Leon County, Florida, in conflict  
19 with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

20 **Section 5. Severability.**

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

24 **Section 6. Copy on File.**



1 To make the Tallahassee-Leon County 2030 Comprehensive Plan available to the public, a  
2 certified copy of the enacting ordinance, as well as certified copies of the Tallahassee-Leon County  
3 2030 Comprehensive Plan and these updates thereto, shall also be located in the Tallahassee-Leon  
4 County Planning Department. The Planning Director shall also make copies available to the public for  
5 a reasonable publication charge.

6 **Section 7. Effective Date.**

7 The plan amendment shall be effective upon adoption by the Leon County Board of County  
8 Commissioners and the Tallahassee City Commission and as further provided by the applicable statutes  
9 and regulations pertaining thereto.

10 DONE, ADOPTED AND PASSED by the Board of County Commissioners of Leon County,  
11 Florida, this 13<sup>th</sup> day of October, 2020.

12  
13 LEON COUNTY, FLORIDA  
14

15  
16 By: \_\_\_\_\_  
17 Bryan Desloge, Chairman  
18 Board of County Commissioners  
19

20 ATTESTED BY:  
21 Gwendolyn Marshall, Clerk of the Court  
22 & Comptroller, Leon County, Florida  
23

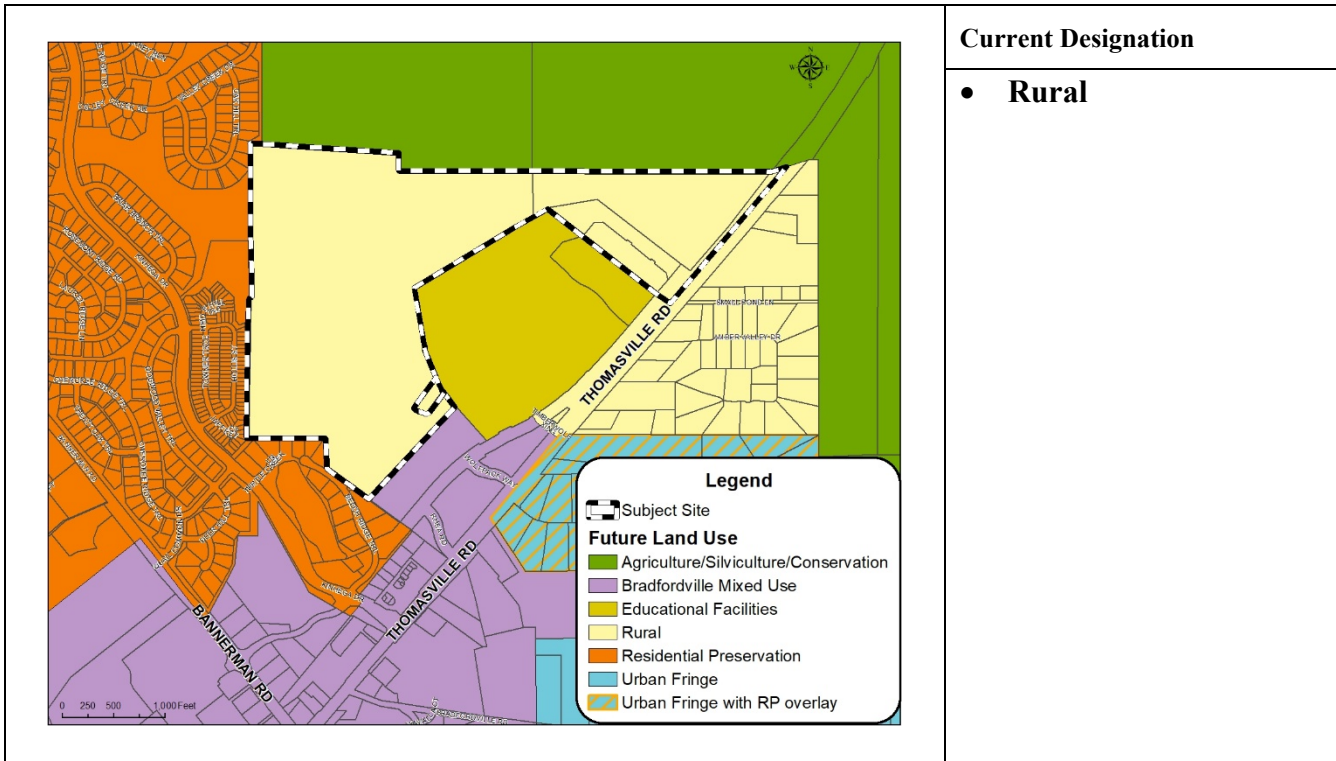
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25 By: \_\_\_\_\_  
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27 APPROVED AS TO LEGAL SUFFICIENCY:  
28 Chasity H. O'Steen, County Attorney  
29 Leon County Attorney's Office  
30

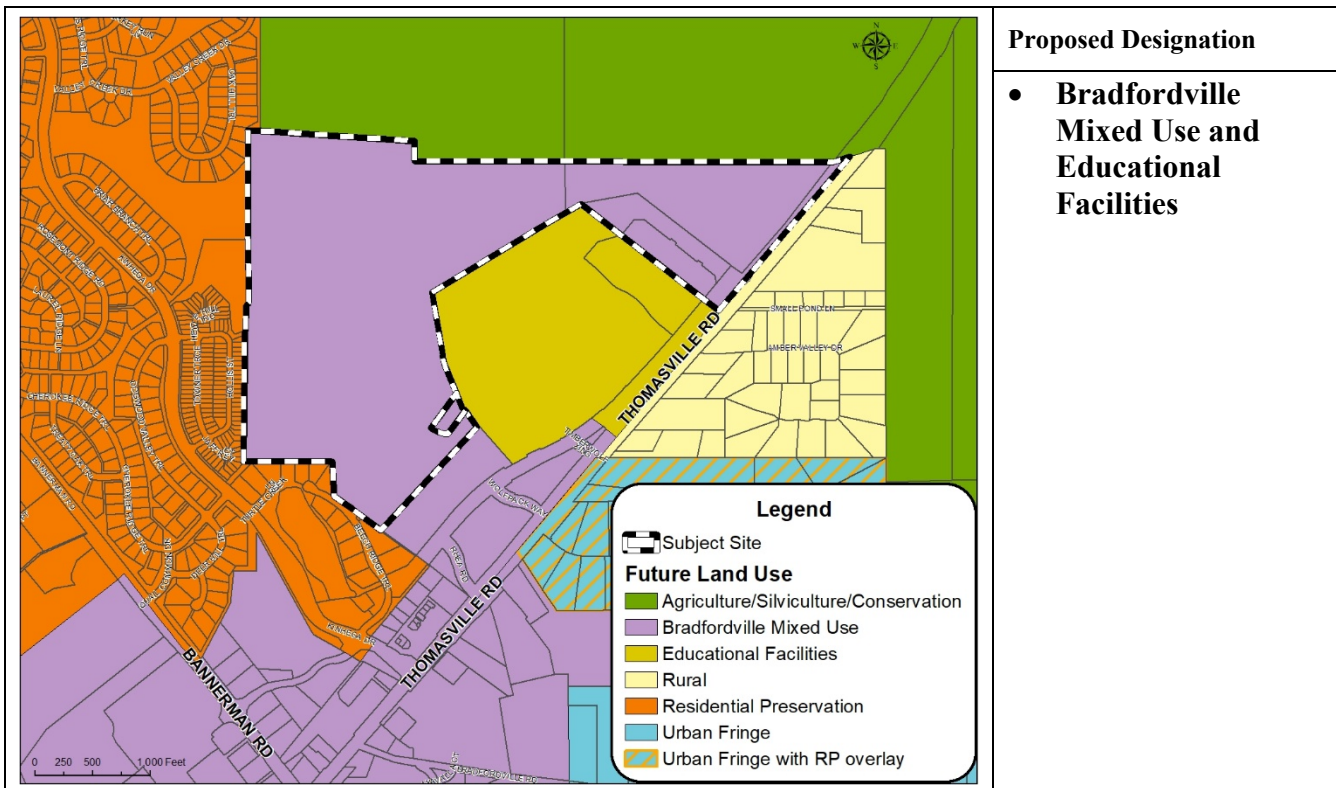
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32 By: \_\_\_\_\_

### Exhibit A

#### Current Future Land Use Map Designation



#### Proposed Future Land Use Map Designation



**ORDINANCE NO. 20-O-32**

**AN ORDINANCE OF THE CITY OF TALLAHASSEE ADOPTING TEXT AMENDMENTS TO THE 2030 TALLAHASSEE/LEON COUNTY COMPREHENSIVE PLAN; PROVIDING FOR SEVERABILITY AND CONFLICTS; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, Chapters 163 and 166, Florida Statutes, empower the City Commission of the City of Tallahassee to prepare and enforce comprehensive plans for the development of the City; and,

WHEREAS, Sections 163.3161 through 163.3215, Florida Statutes, the Community Planning Act, empower and require the City Commission of the City of Tallahassee to (a) plan for the City's future development and growth; (b) adopt and amend comprehensive plans, or elements or portions thereof, to guide the future growth and development of the City; (c) implement adopted or amended comprehensive plans by the adoption of appropriate land development regulations; and (d) establish, support, and maintain administrative instruments and procedures to carry out the provisions and purposes of the Act; and,

WHEREAS, pursuant to Section 163.3184, Florida Statutes, the City Commission of the City of Tallahassee has held several public work sessions, public meetings and several public hearings with due public notice having been provided, on these amendments to the Comprehensive Plan; and,

WHEREAS, on May 26, 2020, pursuant to Section 163.3184, Florida Statutes, the City Commission of the City of Tallahassee transmitted copies of the proposed amendments of the comprehensive plan to the Department of Economic Opportunity and other state and regional agencies for written comment; and,

WHEREAS, the City Commission of the City of Tallahassee considered all oral and written comments received during public hearings, including the data collection and analyses packages, the recommendations of the Local Planning Agency/Planning

1 Commission; and,

2 WHEREAS, in exercise of its authority, the City Commission of the City of Tallahassee has  
3 determined it necessary and desirable to adopt these amendments to the comprehensive  
4 plan to preserve and enhance present advantages; encourage the most appropriate use of  
5 land, water and resources, consistent with the public interest; overcome present  
6 handicaps; and deal effectively with future problems that may result from the use and  
7 development of land within the City of Tallahassee, and to meet all requirements of law.

8 NOW THEREFORE, BE IT ENACTED by the People of the City of Tallahassee, Florida, as  
9 follows, that:

10 **Section 1. Purpose and Intent.**

11 This ordinance is hereby enacted to carry out the purpose and intent of, and exercise the  
12 authority set out in, Sections 163.3161 through 163.3215, Florida Statutes, the Community  
13 Planning Act.

14 **Section 2. Text Amendment.**

15 The ordinance does hereby adopt the following portion of the text attached hereto as  
16 Exhibit "A," and made a part hereof, as an amendment to the Tallahassee-Leon County  
17 2030 Comprehensive Plan, as amended, and does hereby amend "The Tallahassee-Leon County  
18 2030 Comprehensive Plan," as amended, in accordance therewith, being an amendment to the  
19 following Plan element:

20 Text Amendment TTA2020003 which relates to the Land Use Element and Mobility Element.

21 **Section 3. Conflict With Other Ordinances and Codes.**

22 All ordinances or parts of ordinances of the Code of Ordinances of the City of Tallahassee,  
23 Florida, in conflict with the provisions of this ordinance are hereby repealed to the extent of  
24 such conflict.

1 **Section 4. Severability.**

2 If any provision or portion of this ordinance is declared by any court of competent  
3 jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions  
4 and portions of this Ordinance shall remain in full force and effect.

5 **Section 5. Copy on File.**

6 To make the Tallahassee-Leon County 2030 Comprehensive Plan available to the public, a  
7 certified copy of the enacting ordinance, as well as certified copies of the Tallahassee-Leon  
8 2030 Comprehensive Plan and these amendments thereto, shall also be located in the  
9 Tallahassee-Leon County Planning Department. The Planning Director shall also make copies  
10 available to the public for a reasonable publication charge.

11 **Section 6. Effective Date.**

12 The effective date of these Plan amendments shall be according to law and the applicable  
13 statutes and regulations pertaining thereto.

14 INTRODUCED in the City Commission on the 9th day of September, 2020.

15 PASSED the City Commission on the \_\_\_ day of October, 2020.

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CITY OF TALLAHASSEE

By: \_\_\_\_\_  
John E. Dailey, Mayor

ATTEST:

APPROVED AS TO FORM:

BY: \_\_\_\_\_  
James O Cooke, IV  
City Treasurer-Clerk

By: \_\_\_\_\_  
Cassandra K. Jackson, City Attorney

**Text Amendment TTA 2020 003**

*Planned Development*

*Objective 6.1: [L]*

This Future Land Use Category is intended to identify large land holdings that will be developed for various mixes of land uses, resulting in different types of commercial and residential neighborhoods. This category is assigned to large, undeveloped tracts of land for which more detailed planning is required to establish the most appropriate mix and arrangement of uses in accordance with this objectives-and the related policies.

Developments in this category are intended to have a mix of uses that results in greater internal capture of automotive trips and a net fiscal benefit for local governments.

The intensities of development in planned development categories mirror the intensities authorized in the Suburban Future Land Use Category until a Planned Development Master Plan is completed and an amendment reflecting the Planned Development Master Plan is adopted into the Comprehensive Plan. ~~until the plan is modified through the plan~~

~~amendment process in~~

~~conjunction with the development of regional impact and/or planned unit development~~

~~processes.~~ The mix of uses shall be established at the time of development through the

~~development of regional impact and/or planned unit development processes~~ in

accordance with this objective and related policies. Each Planned Development shall include a mix of residential unit types and complementary non-residential uses that, at build-out of the project, result in an internal capture of at least 20 percent of the trips generated by the development.

*Policy 6.1.1: [L]*

Approval of a PUD, subject to Type D review as specified in the Zoning Code, that is consistent with the Planned Development Master Plan and identifies the specific criteria for development with the Planned Development. PUD approval may be granted in phases where a portion of the property is to be developed at any given time. If a Planned Unit Development is completed and approved for the entire contiguous Planned Development area along with the other Planned Development Master Plan requirements identified in Policy 6.1.2, the Planned Unit Development may serve as the Planned Development Master Plan once reflected in the Comprehensive Plan through a plan amendment.

*Policy 6.1.2: [L]*

Except as provided by Policy 6.1.3, prior to approval of development or subdivision within Planned Development Areas, a Planned Development- Master Plan shall be adopted as an area plan that is consistent with, but independent of the Comprehensive Plan. If a Planned Unit Development is completed and approved for the entire contiguous Planned Development area along with the other Planned Development Master Plan

requirements identified in Policy 6.1.2, the Planned Unit Development may serve as the Planned Development Master Plan once reflected in the Comprehensive Plan through a plan amendment. The Comprehensive Plan shall be amended concurrently with the Planned Development Master Plan to allocate the mix, locations and intensities of future land uses as well as any public facilities required to serve proposed land uses. No comprehensive plan amendment shall be required if the Planned Development Master Plan is consistent with the Suburban land use category and the Planned Development does not create an inconsistency with the Comprehensive Plan.

The Master Plan shall identify the following:

- a) Boundary of area subject to Planned Development;
- b) General depiction of mix, location and intensities of future land uses;
- c) Activities permitted within each land use;
- d) Total dwelling units ~~by residential dwelling type;~~
- e) Total square footage of non-residential development;
- f) ~~How natural resources on-site will be protected~~ Specific requirements that will adequately protect the natural resources of the area;
- g) Major transportation system improvements that are consistent with adopted transportation plans and address the impacts to the surrounding area, including canopy roads and required interconnections. The plan shall address the issues of capacity maintenance, ~~promotion of mass transit and bicycle and pedestrian~~ accessibility, and protection of canopy roads, if applicable. The Master Plan will also address mass transit, if transit facilities are available or planned within the plan horizon for the Tallahassee-Leon County Comprehensive Plan to serve the Planned Development;
- h) Facilities and development requirements to provide for alternative modes of transportation, such as bicycle and pedestrian mobility and, if available, mass transit;
- k) How the development will ~~provide for low and moderate income housing~~ comply with applicable affordable and inclusionary housing ordinances;
- o) A set of development guidelines that will direct the development of subsequent site specific development projects as part of a PUD. These guidelines shall address, but not be limited to, the interrelationships of uses, energy efficiency and pedestrian access. The guidelines shall include basic design elements that generally address crime prevention, such as landscaping and lighting considerations, Crime Prevention through Environmental Design (CTPED) principles, or other design concepts intended to improve safety and deter crime and crime prevention.
- p) ~~Alternatively, for a proposed DRI the applicant must demonstrate to the Planning Department that the DRI Development Order will meet the requirements of the Planned Development Master Plan.~~

#### *Policy 10.1.1 [L]- Southeast Sector Plan Overview*

The Southeast Sector Plan is hereby developed for an area in southeast Tallahassee and Leon County ~~known as the Southwood property and the Colin English property.~~ Cumulatively,

~~these properties will be the Southeast Sector Planning Area~~ (see the Southeast Sector Planning Area map, Figure 10.A). For the Southwood, and Colin English Properties, and the former Southside DRI lands, the Southeast Sector Plan shall constitute the Planned Development Master Plan consistent with Objective 6.1 [L] and its associated policies.

The following percent mixes of land uses shall be required for the Southeast Sector Planning Area. The percentages shall be applied separately to both Southwood and the Colin English properties. In addition, the percentages shall also be applied separately to the former Southside DRI properties outside of Southwood within the Southeast Sector Plan

~~required shall be calculated utilizing the acreages within implementing PUD's that are included within districts allowing these land use types as a percent of the total Southeast Sector Planning Area. These calculations shall be made for each Development Order or PUD phase developed for the Southwood DRI and Colin English properties.~~

- ~~(1) Approximately 40-50%~~ of the land area in residential development
- ~~(2) Approximately 10-20-30%~~ of the land area in commercial, office and/or ~~and~~ industrial development
- ~~(3) Approximately 10-15%~~ of the land area in community facilities/services and utility easements and recreational facilities.
- ~~(4) Less than 1% of the land in historical resources.~~
- ~~(5) Approximately 20-30%~~ of the land in open space/greenways. Open space shall comprise a minimum of 22% of each of the Southwood ~~PUD~~ DRI and Colin English properties.

B. Densities and Intensities:

- ~~(1) The maximum densities and intensities for each phase of development within the Southeast Sector Planning Area are established in Policy 10.1.2~~ Table A.

C. Phasing:

- ~~(1) The Southeast Sector Planning Area will be permitted to develop in phases, as set forth in Table A.~~
- (2) Southwood has an approved Development of Regional Impact DRI development order and Planned Unit Development PUD zoning. These approvals establish the development entitlements and master plan for the Project. For this reason, the Southwood entitlements and development phasing are not identified in Table A below. The maximum and minimum densities and intensities for the Implementing Land Use Districts for Southwood are established in Policy 10.1.2. The 3,322-acreages constituting the Southwood Development of Regional Impact, as approved by the City and County on April 28, 1999, shall be included within Phase I of the Southeast Sector Plan.



TABLE A: ENGLISH PROPERTY SOUTHEAST SECTOR PLAN DENSITIES, INTENSITIES AND PHASING

Table 7- Southeast Sector Plan Densities, Intensities, and Phasing

	Maximum Residential Units	Minimum Residential Densities	Maximum Non-Residential	Hotel	Hospital
<b>Phase I</b>					
Southwood DRI (3,322 acres)	4,770	As required by Policy 10.1.2 [L]	403,000 GSF	170 rooms	N/A
Colin English Phase I (603 acres)	6,030	As required by Policy 10.1.2 [L]	3,606,000 GSF		
<b>Phase II</b>					
Colin English Phase II (458 acres)	4,580	As required by Policy 10.1.2 [L]	2,740,000 GSF		

Notes:

The Colin English Property densities and intensities are those found within the Suburban Land Use Category consistent with Objective 6.1 [L].

D. Land Use Location Criteria:

(1) Industrial development, if constructed, is to be located in the southwest quadrant of the Southeast Sector Planning Area, primarily utilizing Tram Road and Capital Circle. Industrial development is not required in this quadrant; therefore, the quadrant may have no industrial development at buildout.

(3) Medium Density Residential development to be located primarily, but not solely limited to areas development to be located adjacent to the Capital Circle Office Center and interspersed with office development in the northwest quadrant. Priority shall be given to areas adjacent to the Capital Circle Office Center.

(5) Large Lot Single Family Residential development to develop primarily in, but not limited to, occur in the southeast quadrant of the Southeast Sector Planning Area;

E. Affordable Housing- Development must comply with applicable affordable and inclusionary housing ordinances.

~~An Affordable Housing Study will be submitted to the Department of Community Affairs (DCA) by the applicable developer or by the Tallahassee Leon County Planning Department at the time of any implementing Development of Regional Impact Applications for Development Approval or if necessary at the time of the Evaluation and Appraisal Report (EAR) for the Southeast Sector Planning Area. Any portion subject to a DRI development order which includes an affordable housing study or monitoring requirement will not require analysis by the Tallahassee Leon County Planning Department. If necessary, the Study will be~~

updated at each subsequent EAR due date through the year 2020, or 80% build-out of the Phase I employment generators (retail, industrial, commercial development), whichever occurs first. The Study will include the following:

- (1) A report of the existing employee base (with estimated salaries) of the Southeast Sector Plan's industrial, retail, and commercial developments;
- (2) An Affordable Housing Demand, Supply and Needs Analysis utilizing the assumptions used in the East Central Regional Planning Council (ECRPC) Affordable Housing Methodology;
- (3) The Housing Supply Analysis will, to the extent possible, list those vacant dwelling units (for sale and for rent) that are available on site, and off site within 10 miles or 20 minutes, whichever is less, from the center of the Southeast Sector Plan area (the northwest corner of the Capital Circle Office Center). The analysis shall consider the number of units built during the monitoring period and the number of units purchased, by price range; and
- (4) A recommendation as to whether further action is necessary to ensure that affordable housing to the development's very low, low, and moderate income employees is provided in close proximity to the development's employment centers. If action is needed, a comprehensive plan amendment will be undertaken to address the problem.

F. Additional Requirements:

(1) ~~A~~ School site parcels for an ~~two~~ elementary schools at thirty (30) acres ~~each and one middle school at forty (40) acres each~~ shall be set aside On the English property, based on a projected build-out population of approximately 30,000. One elementary school shall be located on the English property and the other two schools shall be located on the Southwood property, provided that each of the public school sites on the Southwood property may be the location of a prekindergarten through grade 8 facility with the agreement of the Leon County School Board. ~~The~~ Sschool sites shall be located proximate to residential areas and shall be collocated with other compatible public facilities to the extent possible. ~~The Southwood property shall be encouraged to develop a life-long learning center with technological linkages for the sharing of instructional services with schools in the Southern Strategy area, partnerships with the State of Florida for maximum utilization of the Capital Circle Office Center for educational and other community purposes, and adult learning capabilities. While the full range of educational opportunities is encouraged within the Southwood learning center, it is anticipated that Lincoln and Rickards High Schools will have adequate capacity to serve the high school age population expected from this area.~~

(5) The developer of the Southwood property will submit a five year capital improvements plan to the City and County, with annual updates in order to adequately coordinate with the local governments capital improvement plans. This information will include ~~buy not limited to plans for utilities infrastructure, roadways, stormwater facilities, and other capital infrastructure necessary for the local governments to meet their capital improvement reporting requirements as required by state law.~~

Policy 10.1.2: [L] SESP Implementing Land Use Districts

The Southeast Sector Planning Area shall be developed utilizing the following implementing PUD districts that allows a range of types of residential, commercial, office and industrial uses with varying densities and *intensities*:

(A) NEIGHBORHOOD VILLAGE CENTER - VC

Designed to serve as the center of the neighborhood and discourage commercial strip development and sprawl along roadways.

- Each Village Center shall have a consistent design theme and complementary palate of materials.
- Village centers shall provide ample open space to allow for community gatherings or public events.
- Specific densities and intensities, ratio of uses and implementation criteria will be contained in the zoning code.

TNDs (Traditional Neighborhood Districts) and VCs (Village Center) ~~are a critical component of the Southeast Sector Plan. These areas~~ implement the development pattern that creates compact urban development with higher density residential uses focused around a commercial village center. TNDs and VCs shall be located together in order to promote convenient walk-between shopping and entertainment opportunities; an area that is pedestrian and bicycle friendly and is not designed with an over-reliance on the automobile. This pattern of development is strongly encouraged by the Comprehensive Plan.

Allowed Uses:

- Assisted Living Facilities

Residential Densities:

~~Average Density 6 DU/AC~~

(B) TRADITIONAL NEIGHBORHOOD DISTRICT - TND

Location mix and configuration of land uses are designed to encourage alternatives to automobiles and provide more identifiable pedestrian-friendly neighborhoods. More restrictive planning and architectural standards will be applied in order to maintain traditional town form. TNDs and VCs ~~are a critical component of the Southeast Sector Plan. These areas~~ implement the development pattern that creates compact urban development with higher density residential uses focused around a commercial Village Center. TNDs and VCs shall be located together in order to promote convenient walk-between shopping and entertainment opportunities; an area that is pedestrian and bicycle friendly and is not designed with an over-reliance on the automobile. This pattern of development is strongly encouraged by the Comprehensive Plan. The specific development criteria and phasing for the TNDs and VCs shall be included in the LDRs and be determined by local government.

Residential Densities:

~~Average Density 6 DU/AC~~

(C) MEDIUM DENSITY RESIDENTIAL- MDR

Design of MDR- shall use energy saving concepts and maximize roadway connections.

Allowed Uses:

- Assisted Living Facilities

Residential Densities:

~~Average Density 8 DU/AC FOR English, 10 DU/AC for Southwood~~

(D) LOW DENSITY RESIDENTIAL - LDR

Residential Densities:

~~Average Density 2.5 DU/AC for English, 3.5 Du/AC for Southwood~~

(E) LARGE LOT SINGLE FAMILY RESIDENTIAL – LSF

Residential Densities:

~~Average Density 1 DU/AC~~

(F) MIXED USE OFFICE/COMMERCIAL – MUOC

- Provide mass transit accessibility, if transit is available, and
- May have regional stormwater facilities.

(I) SOUTHWOOD TOWN CENTER - TC

Mixture of Uses:

Development within the TC district shall include a mixture of uses consistent with the following ~~ranges~~ minimums:

- 60,000 square feet of commercial
- 200 residential units
- ~~Commercial: 25% to 60% of the area~~
- ~~Office: 25% to 60% of the area~~
- ~~Residential: 30% to 70% of the area~~
- ~~Institutional/Community Facilities: up to 30% of the total area~~

Additional development may include any other uses permitted in the TC district, such as office, institutional/community facilities, medical and assisted living facilities. Maximum development shall be limited by the allowable densities and maximum Floor Area Ratios (FAR).

Residential Densities:

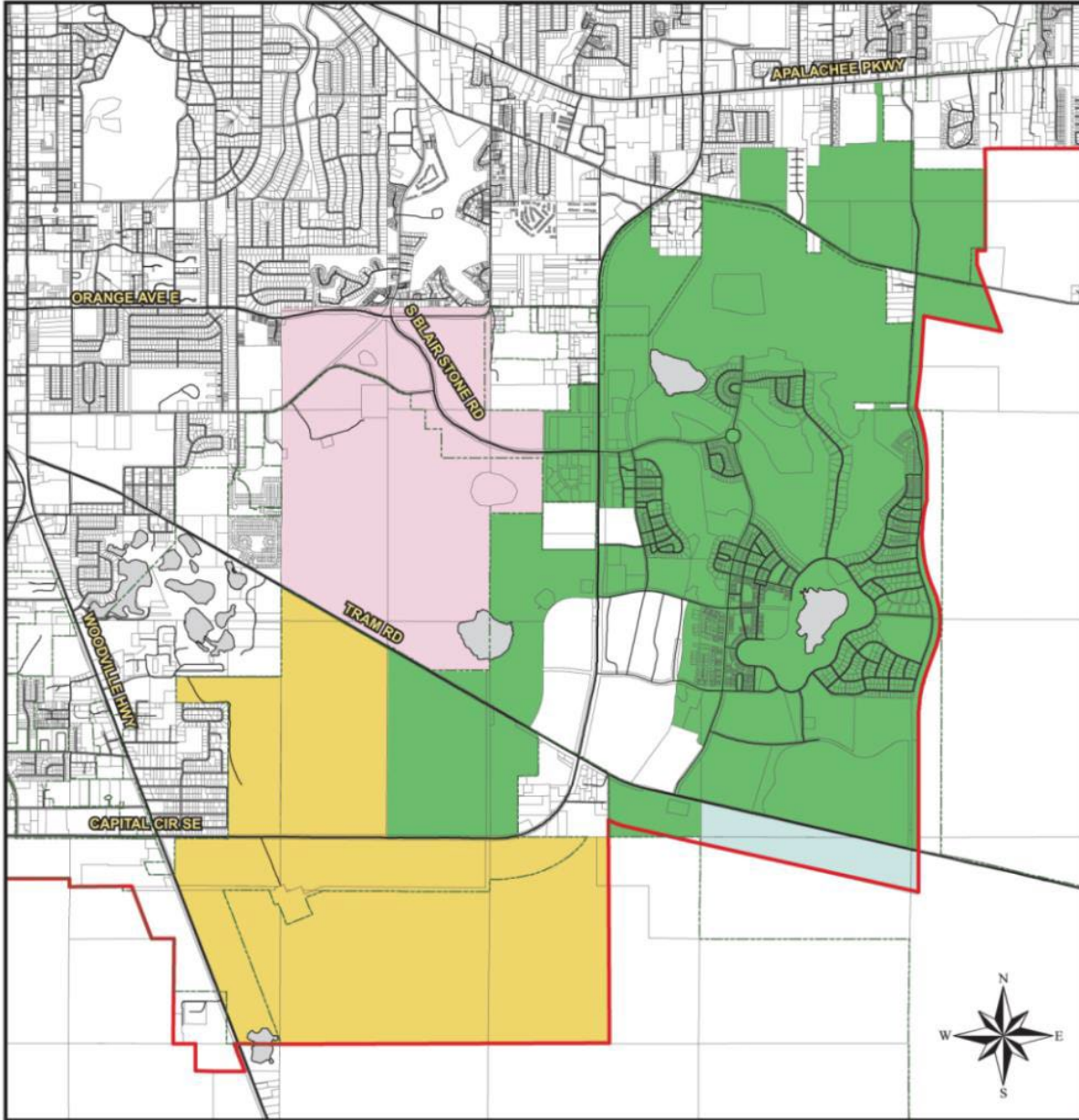
~~Average Density 10 DU/AC~~

*Policy 10.1.3: [L] – Transportation*

(b) If mass transit is available or planned within the plan horizon for the Tallahassee-Leon County Comprehensive Plan, Mass transit routes shall be included along major roadways in coordination with Star Metro. ~~Mass transit routes will be extended to all VC's, TMDs, major employment and retail centers.~~

~~(m) Transportation analysis and a transportation plan revised to identify transportation improvements needed to serve Phase I development in the Southeast Sector Planning Area will be included in the 97-1 comprehensive plan amendment cycle.~~

# SOUTHEAST SECTOR PLAN PLANNED DEVELOPMENT



## LEGEND

- St. Joe Property
- English Property
- Southside DRI
- Southwood DRI

- City Limits
- Urban Service Area
- Lakes

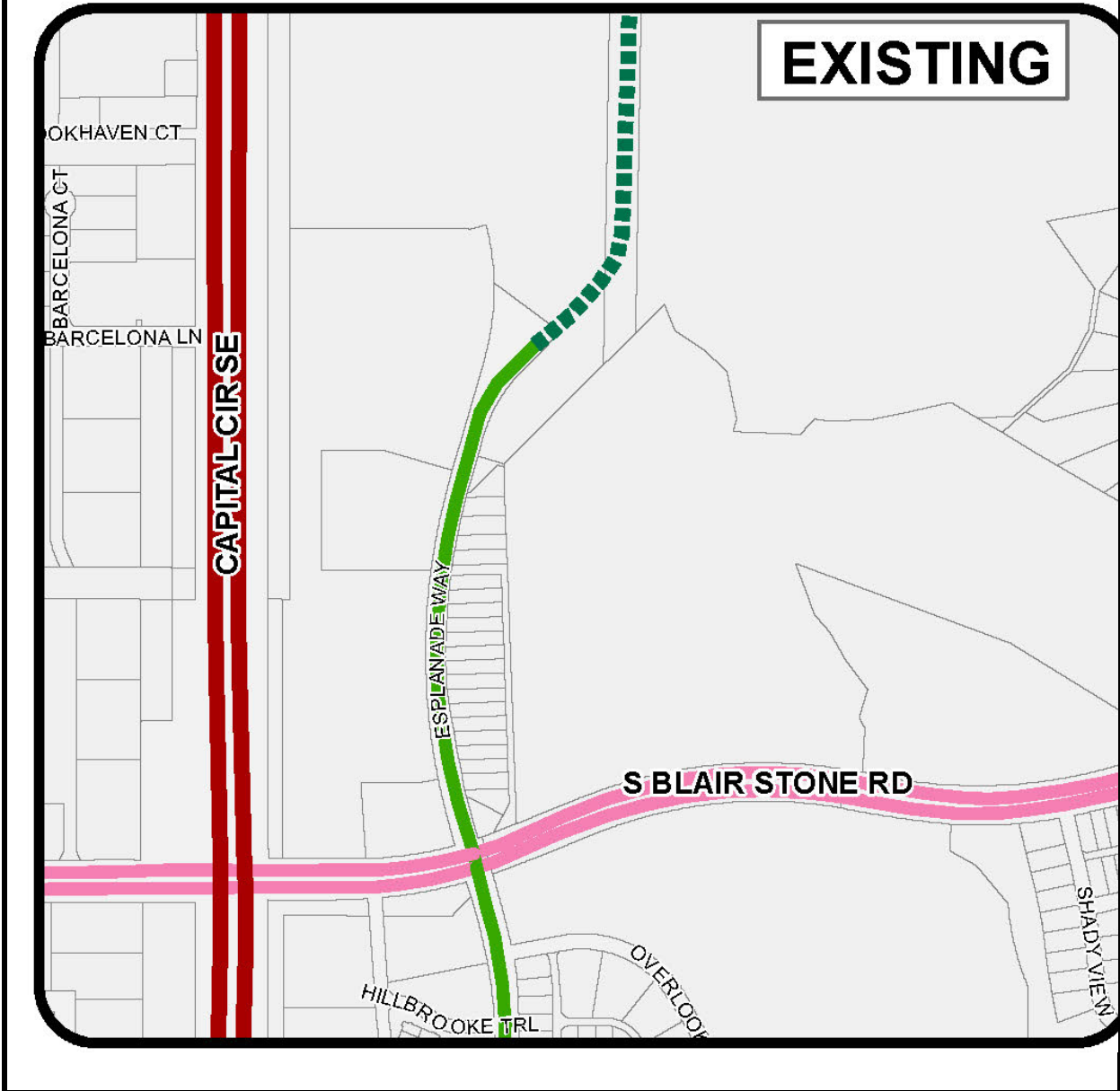
**FIGURE 10.C**  
(Rev. Original 7-7-99)  
(Rev. Effective 10-10-06)

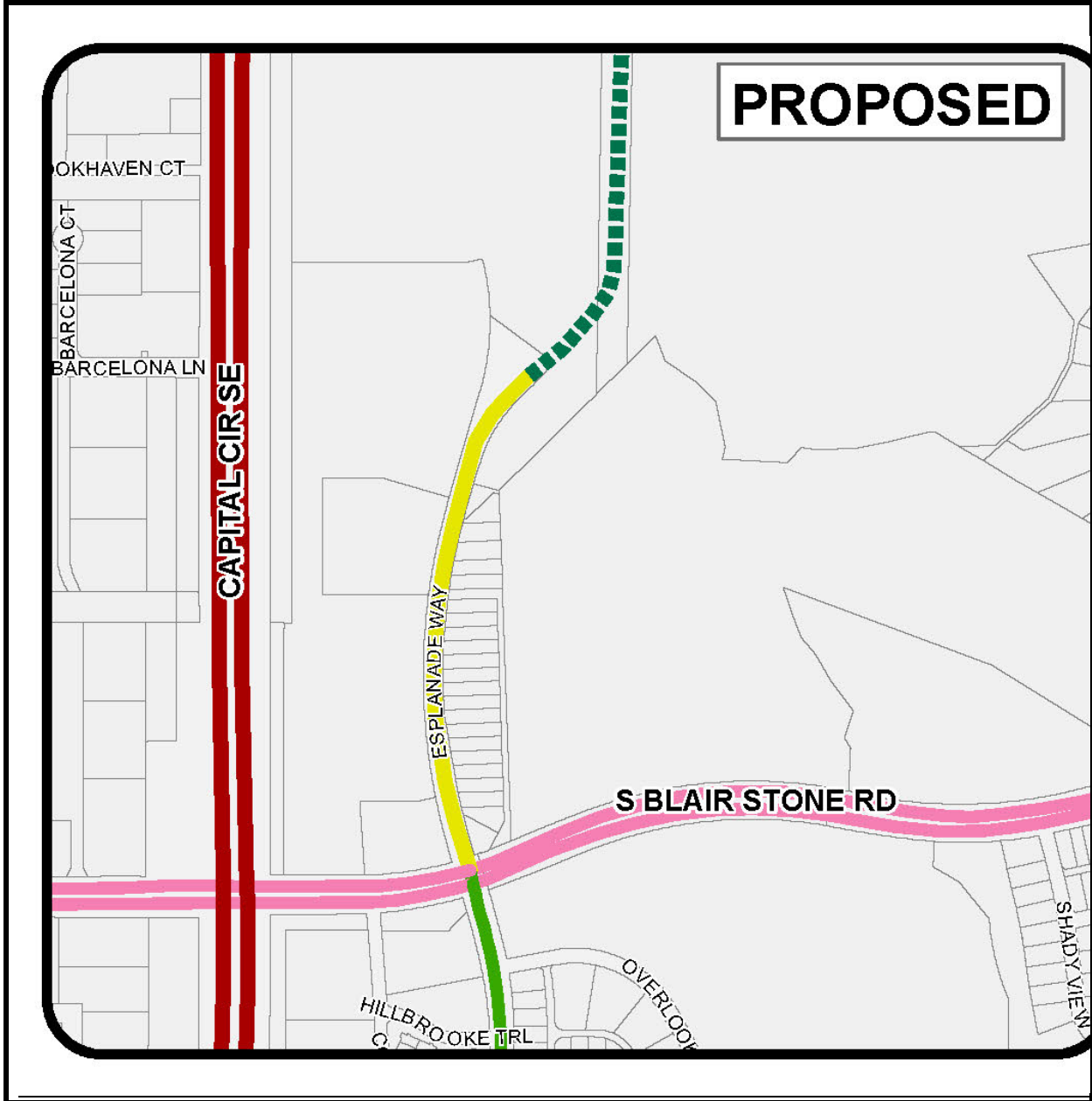
(Revision Effective 8/25/08)

Tallahassee-Leon County Planning Department

Amendment: Update Map 9 (Figure 10.C) to show "Southside DRI" as "St. Joe Property"

**Amendments to Mobility Element Map 21: Roadway Functional Classification, Leon County  
and Map 25: Roadway Functional Classification, Southeast**







**ORDINANCE NO. 20-O-33**

**AN ORDINANCE OF THE CITY OF TALLAHASSEE ADOPTING TEXT AMENDMENTS TO THE 2030 TALLAHASSEE/LEON COUNTY COMPREHENSIVE PLAN; PROVIDING FOR SEVERABILITY AND CONFLICTS; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, Chapters 163 and 166, Florida Statutes, empower the City Commission of the City of Tallahassee to prepare and enforce comprehensive plans for the development of the City; and,

WHEREAS, Sections 163.3161 through 163.3215, Florida Statutes, the Community Planning Act, empower and require the City Commission of the City of Tallahassee to (a) plan for the City's future development and growth; (b) adopt and amend comprehensive plans, or elements or portions thereof, to guide the future growth and development of the City; (c) implement adopted or amended comprehensive plans by the adoption of appropriate land development regulations; and (d) establish, support, and maintain administrative instruments and procedures to carry out the provisions and purposes of the Act; and,

WHEREAS, pursuant to Section 163.3184, Florida Statutes, the City Commission of the City of Tallahassee has held several public work sessions, public meetings and several public hearings with due public notice having been provided, on these amendments to the Comprehensive Plan; and,

WHEREAS, on May 26, 2020, pursuant to Section 163.3184, Florida Statutes, the City Commission of the City of Tallahassee transmitted copies of the proposed amendments of the comprehensive plan to the Department of Economic Opportunity and other state and regional agencies for written comment; and,

WHEREAS, the City Commission of the City of Tallahassee considered all oral and written comments received during public hearings, including the data collection and analyses packages, the recommendations of the Local Planning Agency/Planning Commission; and,

1 WHEREAS, in exercise of its authority, the City Commission of the City of Tallahassee has  
2 determined it necessary and desirable to adopt these amendments to the comprehensive  
3 plan to preserve and enhance present advantages; encourage the most appropriate use of  
4 land, water and resources, consistent with the public interest; overcome present handicaps;  
5 and deal effectively with future problems that may result from the use and development of  
6 land within the City of Tallahassee, and to meet all requirements of law.

7 NOW THEREFORE, BE IT ENACTED by the People of the City of Tallahassee, Florida, as  
8 follows, that:

9 **Section 1. Purpose and Intent.**

10 This ordinance is hereby enacted to carry out the purpose and intent of, and exercise the authority  
11 set out in, Sections 163.3161 through 163.3215, Florida Statutes, the Community Planning Act.

12 **Section 2. Text Amendment.**

13 The ordinance does hereby adopt the following portion of the text attached hereto as Exhibit  
14 "A," and made a part hereof, as an amendment to the Tallahassee-Leon County 2030  
15 Comprehensive Plan, as amended, and does hereby amend "The Tallahassee-Leon County 2030  
16 Comprehensive Plan," as amended, in accordance therewith, being an amendment to the following  
17 Plan element:

18 Text Amendment TTA2020011 which relates to the Land Use Element.

19 **Section 3. Conflict With Other Ordinances and Codes.**

20 All ordinances or parts of ordinances of the Code of Ordinances of the City of Tallahassee, Florida,  
21 in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict.

22 **Section 4. Severability.**

23 If any provision or portion of this ordinance is declared by any court of competent  
24 jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and

1 portions of this Ordinance shall remain in full force and effect.

2 **Section 5. Copy on File.**

3 To make the Tallahassee-Leon County 2030 Comprehensive Plan available to the public, a  
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6 Leon County Planning Department. The Planning Director shall also make copies available to  
7 the public for a reasonable publication charge.

8 **Section 6. Effective Date.**

9 The effective date of these Plan amendments shall be according to law and the applicable statutes  
10 and regulations pertaining thereto.

11 INTRODUCED in the City Commission on the 9th day of September, 2020.

12 PASSED the City Commission on the 13th day of October, 2020.

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CITY OF TALLAHASSEE

By: \_\_\_\_\_  
John E. Dailey, Mayor

ATTEST:

APPROVED AS TO FORM:

BY: \_\_\_\_\_  
James O Cooke, IV  
City Treasurer-Clerk

By: \_\_\_\_\_  
Cassandra K. Jackson, City Attorney

**Text Amendment TTA 2020 011**

Policy 2.2.21: [L] NEIGHBORHOOD BOUNDARY (EFF. 7/25/03; REV. EFF. 7/26/06; RENUMBERED 3/14/07)

*Intent:* This future land use category is intended to create a transition area between residential development and more intensive development such as higher density multi-family and higher intensity non-residential development while still preserving roadway capacity through access management practices. Where identified in a City or County coordinated placemaking, sense of place, neighborhood, or sector plan, this future land use category may also be used to establish mixed-use corridors, or nodes, with neighborhood-scale, non-residential uses and a variety of residential uses.

*Allowable Uses:* Low-density residential including duplexes, townhomes, triplexes, and quadplexes; and non-residential development scaled to serve the surrounding neighborhood such as limited retail, offices, bed and breakfast inns and community services. The implementing zoning district(s) within the land development regulations shall further specify the allowable uses. The use must not cause excessive traffic, noise, light, odor, or dust impacts. Auto-oriented uses, such as gas stations or any other use having drive-through facilities, are not allowed in order to protect neighborhoods from ~~any~~ negative impacts associated with increased vehicular traffic.

*Intensity/Density:* Density and intensity standards for residential and non-residential development shall be established within the implementing zoning district's development standards. In no case shall the maximum density established exceed ~~eight (8)~~ eighteen (18) dwelling units per acre. ~~Residential and non-residential structures shall not exceed 2 stories in height including floors devoted to parking facilities.~~ Non-residential structures are permitted up to a maximum of 5,000 square feet of gross building floor area per parcel and 120,000 square feet of gross building floor area per acre.

*Design Standards:* The land development regulations shall establish design standards to promote compatibility with adjacent residential development. ~~These standards shall address elements such as roof, building scale, color, exterior building materials, building front setback, architectural style, buffering, landscaping, solid waste disposal, parking, lighting, and signs.~~

*Location and Orientation:* The location of this land use category shall either serve as a buffer between residential development and more intensive development or to establish mixed-use corridors, or nodes, with neighborhood-scale, non-residential uses and a variety of residential uses where identified in a City or County coordinated placemaking, sense of place, neighborhood, or sector plan. ~~This category shall be located adjacent to residential neighborhoods and is limited to locations on roads with high traffic volumes, and on the edges of existing and future residential neighborhoods. This land use category shall not be applied within the interior of an existing neighborhood. Those properties currently within the Lake Protection land use category may not be amended to the Neighborhood Boundary land use category. The geographic extent of this category shall not exceed a depth greater than 250 feet or one lot whichever is less. For properties located at an arterial/local, arterial/major collector, or arterial/minor collector intersection, non-residential development must front the arterial road~~

*Access Management:* The land development regulations shall specify specific vehicular access management requirements that will serve to mitigate possible negative impacts to roadways associated with the implementation of this category.

*Implementation:* The provisions of this land use category shall be implemented through the creation of one or more zoning districts and this land use category shall not become effective until such time as the implementing zoning districts are adopted. These zoning districts may further define and limit the provisions contained within the Comprehensive Plan regarding this land use category as well as establish criteria governing the permitted location of this category. Applicants seeking to amend the ~~Future Land Use Map~~ designation for a requested parcel to the Neighborhood Boundary land use category shall specify the appropriate zoning district at the time application is made for a Comprehensive Plan amendment.





**ORDINANCE NO. 20-O-34**

**AN ORDINANCE OF THE CITY OF TALLAHASSEE ADOPTING TEXT AMENDMENTS TO THE 2030 TALLAHASSEE/LEON COUNTY COMPREHENSIVE PLAN; PROVIDING FOR SEVERABILITY AND CONFLICTS; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, Chapters 163 and 166, Florida Statutes, empower the City Commission of the City of Tallahassee to prepare and enforce comprehensive plans for the development of the City; and,

WHEREAS, Sections 163.3161 through 163.3215, Florida Statutes, the Community Planning Act, empower and require the City Commission of the City of Tallahassee to (a) plan for the City's future development and growth; (b) adopt and amend comprehensive plans, or elements or portions thereof, to guide the future growth and development of the City; (c) implement adopted or amended comprehensive plans by the adoption of appropriate land development regulations; and (d) establish, support, and maintain administrative instruments and procedures to carry out the provisions and purposes of the Act; and,

WHEREAS, pursuant to Section 163.3184, Florida Statutes, the City Commission of the City of Tallahassee has held several public work sessions, public meetings and several public hearings with due public notice having been provided, on these amendments to the Comprehensive Plan; and,

WHEREAS, on May 26, 2020, pursuant to Section 163.3184, Florida Statutes, the City Commission of the City of Tallahassee transmitted copies of the proposed amendments of the comprehensive plan to the Department of Economic Opportunity and other state and regional agencies for written comment; and,

WHEREAS, the City Commission of the City of Tallahassee considered all oral and written comments received during public hearings, including the data collection and analyses packages, the recommendations of the Local Planning Agency/Planning Commission; and,

1 WHEREAS, in exercise of its authority, the City Commission of the City of Tallahassee has  
2 determined it necessary and desirable to adopt these amendments to the comprehensive  
3 plan to preserve and enhance present advantages; encourage the most appropriate use of  
4 land, water and resources, consistent with the public interest; overcome present handicaps;  
5 and deal effectively with future problems that may result from the use and development of  
6 land within the City of Tallahassee, and to meet all requirements of law.

7 NOW THEREFORE, BE IT ENACTED by the People of the City of Tallahassee, Florida, as  
8 follows, that:

9 **Section 1. Purpose and Intent.**

10 This ordinance is hereby enacted to carry out the purpose and intent of, and exercise the authority  
11 set out in, Sections 163.3161 through 163.3215, Florida Statutes, the Community Planning Act.

12 **Section 2. Text Amendment.**

13 The ordinance does hereby adopt the following portion of the text attached hereto as Exhibit  
14 "A," and made a part hereof, as an amendment to the Tallahassee-Leon County 2030  
15 Comprehensive Plan, as amended, and does hereby amend "The Tallahassee-Leon County 2030  
16 Comprehensive Plan," as amended, in accordance therewith, being an amendment to the following  
17 Plan element:

18 Text Amendment TTA2020006 which relates to the Land Use Element.

19 **Section 3. Conflict With Other Ordinances and Codes.**

20 All ordinances or parts of ordinances of the Code of Ordinances of the City of Tallahassee, Florida,  
21 in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict.

22 **Section 4. Severability.**

23 If any provision or portion of this ordinance is declared by any court of competent  
24 jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and



1 portions of this Ordinance shall remain in full force and effect.

2 **Section 5. Copy on File.**

3 To make the Tallahassee-Leon County 2030 Comprehensive Plan available to the public, a  
4 certified copy of the enacting ordinance, as well as certified copies of the Tallahassee-Leon  
5 2030 Comprehensive Plan and these amendments thereto, shall also be located in the Tallahassee-  
6 Leon County Planning Department. The Planning Director shall also make copies available to  
7 the public for a reasonable publication charge.

8 **Section 6. Effective Date.**

9 The effective date of these Plan amendments shall be according to law and the applicable statutes  
10 and regulations pertaining thereto.

11 INTRODUCED in the City Commission on the 9th day of September, 2020.

12 PASSED the City Commission on the 13th day of October, 2020.

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CITY OF TALLAHASSEE

By: \_\_\_\_\_  
John E. Dailey, Mayor

ATTEST:

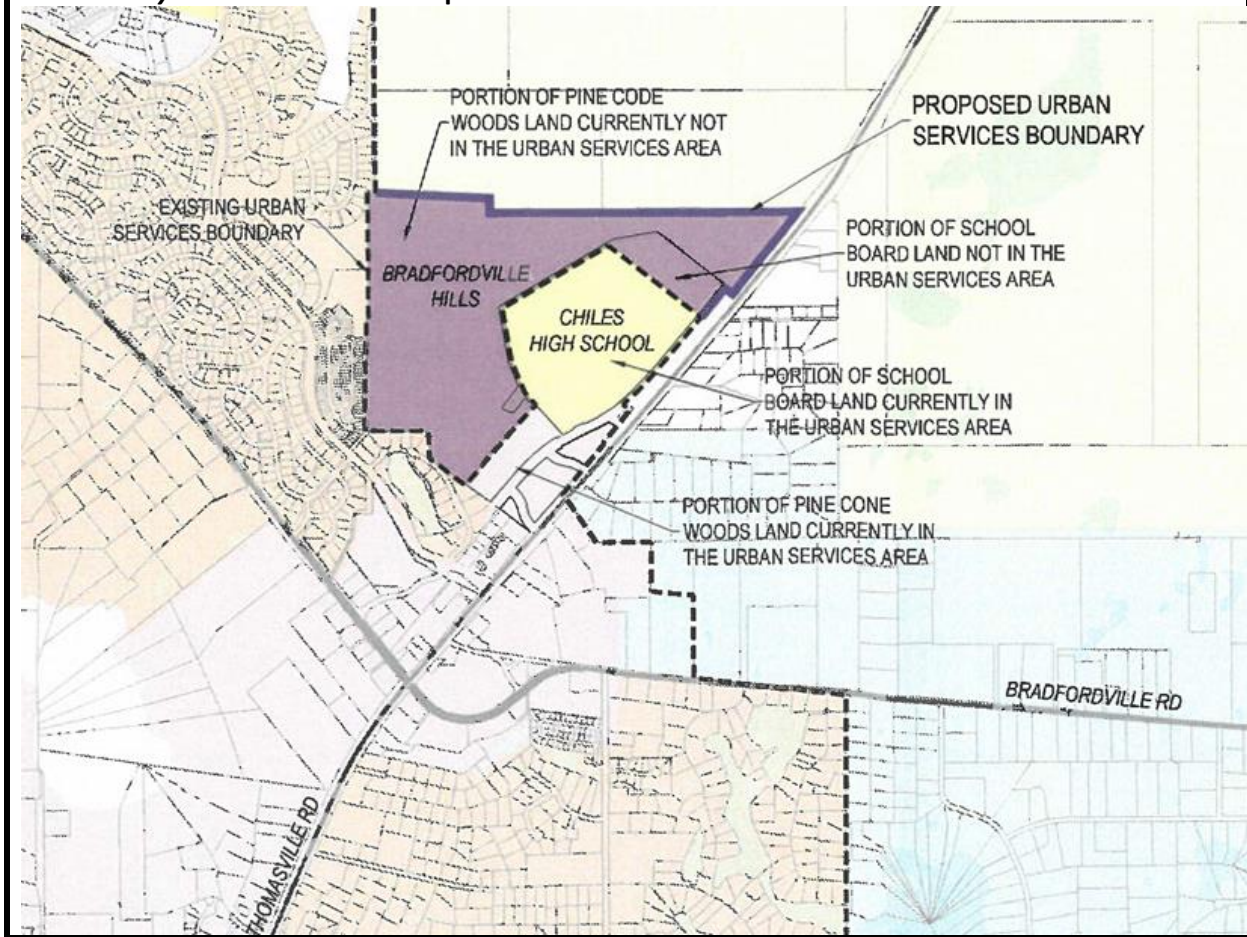
APPROVED AS TO FORM:

BY: \_\_\_\_\_  
James O Cooke, IV  
City Treasurer-Clerk

By: \_\_\_\_\_  
Cassandra K. Jackson, City Attorney

**Text Amendment TTA 2020 006**

**Update Map 2: Future Land Use Map, Tallahassee Urban Area and Map 3: Future Land Use Map, Leon County to include the area depicted below inside the Urban Services Area**



**ORDINANCE NO. 20-O-36**

**AN ORDINANCE OF THE CITY OF TALLAHASSEE ADOPTING A LARGE SCALE  
MAP AMENDMENT TO THE 2030 TALLAHASSEE/LEON COUNTY  
COMPREHENSIVE PLAN; PROVIDING FOR SEVERABILITY AND CONFLICTS;  
AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, Chapters 163 and 166, Florida Statutes, empower the City Commission of the City of Tallahassee to prepare and enforce comprehensive plans for the development of the City; and,

WHEREAS, Sections 163.3161 through 163.3215, Florida Statutes, the Community Planning Act, empower and require the City Commission of the City of Tallahassee to (a) plan for the City's future development and growth; (b) adopt and amend comprehensive plans, or elements or portions thereof, to guide the future growth and development of the City; (c) implement adopted or amended comprehensive plans by the adoption of appropriate land development regulations; and (d) establish, support, and maintain administrative instruments and procedures to carry out the provisions and purposes of the Act; and,

WHEREAS, pursuant to Section 163.3184, Florida Statutes, the City Commission of the City of Tallahassee has held several public work sessions, public meetings and several public hearings with due public notice having been provided, on these amendments to the Comprehensive Plan; and,

WHEREAS, on May 26, 2020, pursuant to Section 163.3184, Florida Statutes, the City Commission of the City of Tallahassee transmitted copies of the proposed amendments of the comprehensive plan to the Department of Economic Opportunity and other state and regional agencies for written comment; and,

WHEREAS, the City Commission of the City of Tallahassee considered all oral and written comments received during public hearings, including the data collection and analyses packages, the recommendations of the Local Planning Agency/Planning

1 Commission; and,

2 WHEREAS, in exercise of its authority, the City Commission of the City of Tallahassee has  
3 determined it necessary and desirable to adopt these amendments to the comprehensive  
4 plan to preserve and enhance present advantages; encourage the most appropriate use of  
5 land, water and resources, consistent with the public interest; overcome present  
6 handicaps; and deal effectively with future problems that may result from the use and  
7 development of land within the City of Tallahassee, and to meet all requirements of law.

8 NOW THEREFORE, BE IT ENACTED by the People of the City of Tallahassee, Florida, as  
9 follows, that:

10 **Section 1. Purpose and Intent.**

11 This ordinance is hereby enacted to carry out the purpose and intent of, and exercise the  
12 authority set out in, Sections 163.3161 through 163.3215, Florida Statutes, the Community  
13 Planning Act.

14 **Section 2. Map Amendment.**

15 The ordinance does hereby adopt the following portion of the text attached hereto as  
16 Exhibit "A," and made a part hereof, as an amendment to the Tallahassee-Leon County  
17 2030 Comprehensive Plan, as amended, and does hereby amend "The Tallahassee-Leon County  
18 2030 Comprehensive Plan," as amended, in accordance therewith, being an amendment to the  
19 following Plan element:

20 Map Amendment TMA2020010 which relates to the Future Land Use Map in the Land Use  
21 Element.

22 **Section 3. Conflict With Other Ordinances and Codes.**

23 All ordinances or parts of ordinances of the Code of Ordinances of the City of Tallahassee,  
24 Florida, in conflict with the provisions of this ordinance are hereby repealed to the extent of

1 such conflict.

2 **Section 4. Severability.**

3 If any provision or portion of this ordinance is declared by any court of competent  
4 jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions  
5 and portions of this Ordinance shall remain in full force and effect.

6 **Section 5. Copy on File.**

7 To make the Tallahassee-Leon County 2030 Comprehensive Plan available to the public, a  
8 certified copy of the enacting ordinance, as well as certified copies of the Tallahassee-Leon  
9 2030 Comprehensive Plan and these amendments thereto, shall also be located in the  
10 Tallahassee-Leon County Planning Department. The Planning Director shall also make copies  
11 available to the public for a reasonable publication charge.

12 **Section 6. Effective Date.**

13 The effective date of these Plan amendments shall be according to law and the applicable  
14 statutes and regulations pertaining thereto.

15 INTRODUCED in the City Commission on the 9th day of September, 2020.

16 PASSED the City Commission on the 13th day of October, 2020.

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CITY OF TALLAHASSEE

By: \_\_\_\_\_  
John E. Dailey, Mayor

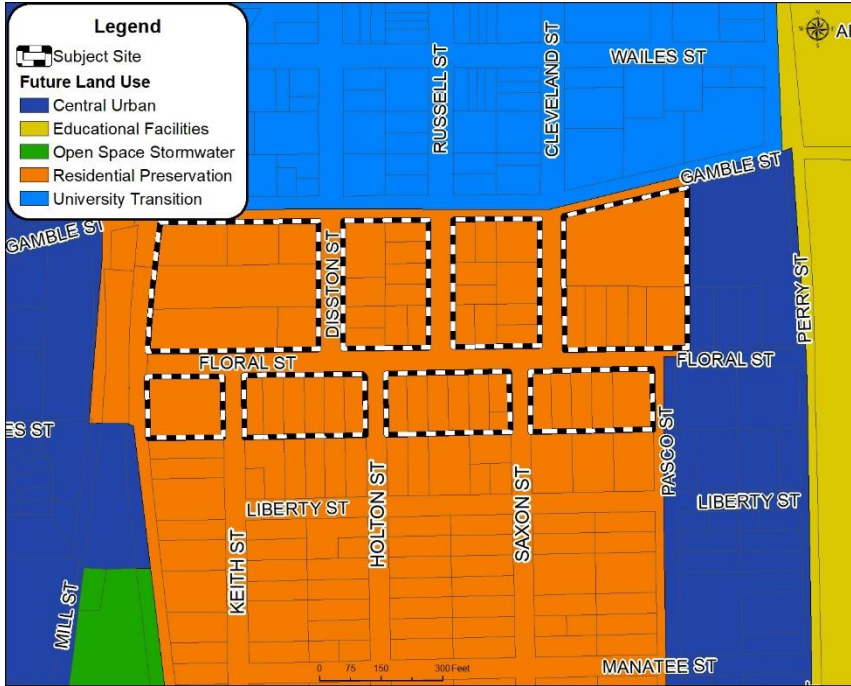
ATTEST:

APPROVED AS TO FORM:

BY: \_\_\_\_\_  
James O Cooke, IV  
City Treasurer-Clerk

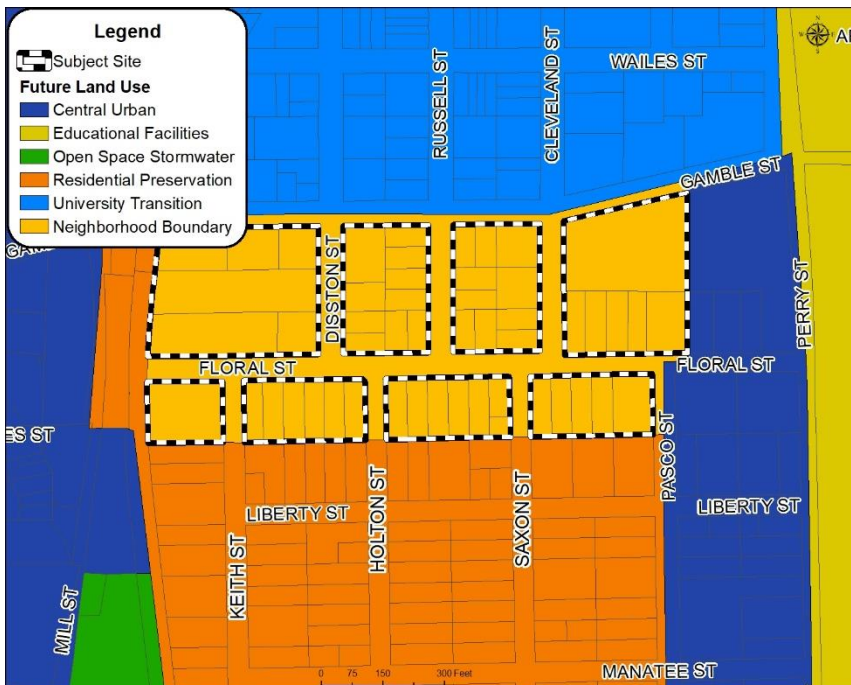
By: \_\_\_\_\_  
Cassandra K. Jackson, City Attorney

### Map Amendment TMA 2020 010



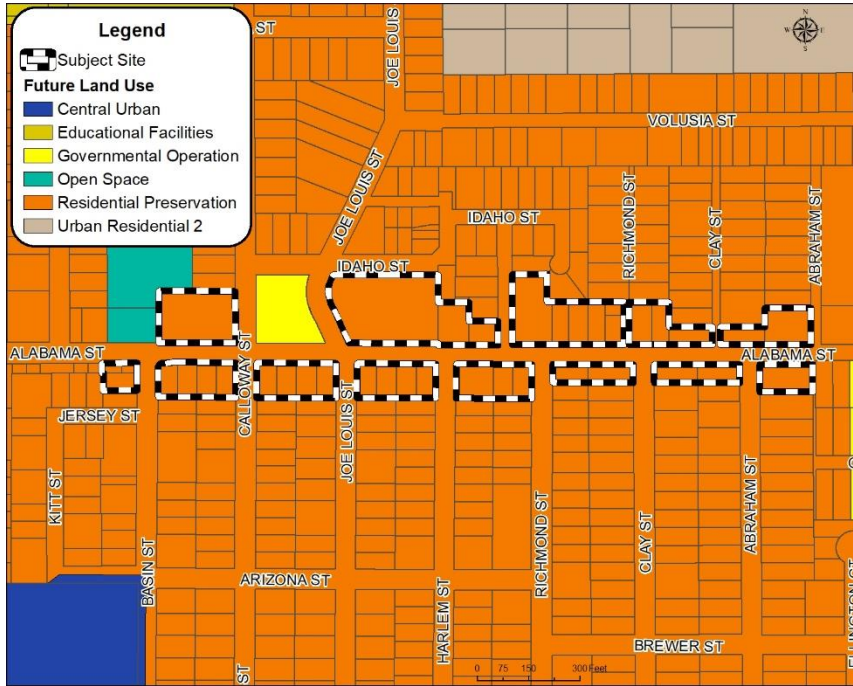
#### Formerly

- Residential Preservation



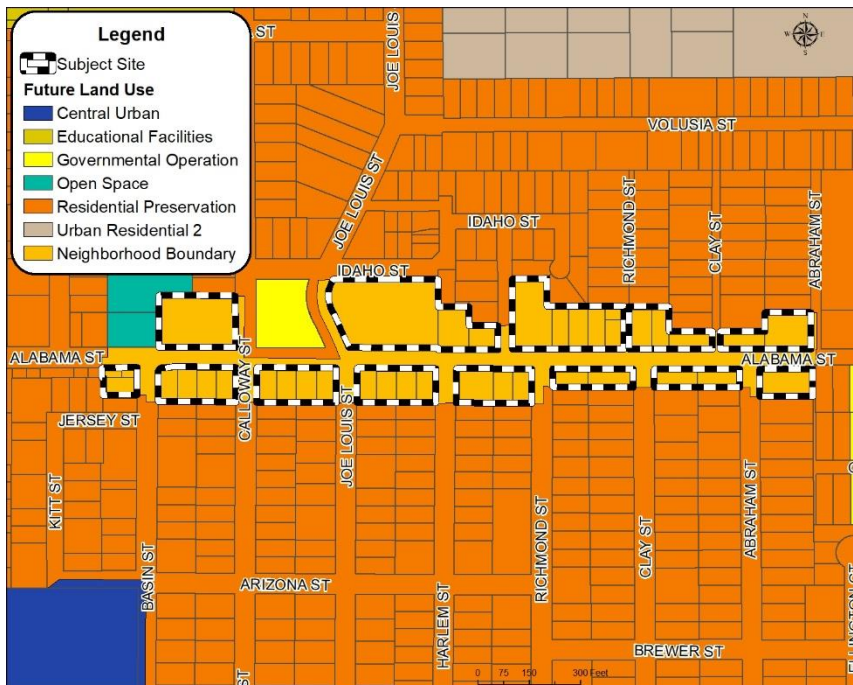
#### As Adopted

- Neighborhood Boundary



**Formerly**

- Residential Preservation



**As Adopted**

- Neighborhood Boundary



**2020 Comprehensive Plan Amendment Cycle**  
TTA2020003  
Southeast Sector Plan

<b>SUMMARY</b>		
<b>Applicant:</b>	<b>Proposed Change</b>	<b>TLCPD Recommendation:</b>
The St. Joe Company	See Attachment #1	Approve
<b>TLCPD Staff:</b>	<b>Comprehensive Plan Element</b>	<b>LPA Recommendation:</b>
Chris Ibarra	Land Use Element Objectives 6.1 and 10.1	Approve
<b>Contact Information:</b>	<b>Policy Number(s)</b>	
<a href="mailto:Christopher.ibarra@talgov.com">Christopher.ibarra@talgov.com</a> (850) 891-6431	6.1.1, 10.1.1 and 10.1.3	
<b>Date:</b> October 24, 2019	<b>Updated:</b> 09/21/2020	

**A. SUMMARY:**

The Southeast Sector Plan is included in the Land Use Element of the Tallahassee-Leon County Comprehensive Plan and addresses both the Southwood property and Colin English property. Its purpose is to promote innovative planning, compact development strategies and protect the natural resources of the area. This includes design standards to promote compact commercial development, walk to shopping, higher density housing in close proximity to offices, commercial uses and employment centers.

The proposed text amendment would update the portions of the Future Land Use Element Objectives 6.1 and 10.1 and supporting policies to the Southeast Sector Plan. The amendment would clarify ambiguous language, modify/remove policy language that is out of date or no longer applies and clarify review requirements to Planned Developments.

**B. STAFF RECOMMENDATION:**

Approve.

**C. PROPOSED POLICY CHANGE:**

See Attachment # 1



## **D. APPLICANT'S REASON FOR THE AMENDMENT:**

The St. Joe Company is requesting a text amendment to amend portions of the Future Land Use Element Objectives 6.1 and 10.1 and supporting policies to the Southeast Sector Plan in the *Tallahassee-Leon County Comprehensive Plan*, specifically the Southwood and Colin English quadrant. The St. Joe Company proposes to modify/remove policy language that is out of date or no longer applies and clarify ambiguous language. In addition, the St. Joe Company also proposes to clarify the review requirements and to remove duplication in the review of a Planned Development. With the maturing of Southwood and the push toward project buildout the developer feels it's a good time to revise these sections of the comprehensive plan to ensure Southwood and the Southeast Sector Plan are consistent.

## **E. STAFF ANALYSIS**

### **1. [Future Land Use Category Objective 6.1] Deletion of DRI's**

The Future Land Use Element (FLUE) Policy 6.1.2 (p) requires the proposed Development of Regional Impact (DRI) development order meet the requirements of the Planned Development Master Plan. This language would remove the DRI requirement in the Southeast Sector Plan since it is no longer applicable.

### **2. [Future Land Use Category Objective 6.1] Option for PUD to serve as Master Plan**

The Future Land Use Element (FLUE) Policy 6.1.1 requires a Planned Development create a separate master plan before it begins developing and it be reviewed and approved by the City or the County, depending on which jurisdiction the project is in. This language change would allow the Planned Unit Development to serve as the Planned Development Master Plan once reflected in the Comprehensive Plan through a plan amendment. If the Planned Unit Development is completed and approved for the entire contiguous Planned Development area along with the other Planned Development Master Plan requirements identified in Policy 6.1.2.

### **3. [Future Land Use Category Objective 6.1] Clarify when a Comprehensive Plan Amendment is needed**

The Future Land Use Element (FLUE) Policy 6.1.2 requires a Comprehensive Plan Amendment when a Planned Development begins to develop. This language change would propose a comprehensive planned amendment only to be needed for a Planned Development Master Plan if it is inconsistent with the Suburban land use category and the Comprehensive Plan.

#### **4. [Future Land Use Category Objective 6.1] Remove the requirement to identify Residential Unit Type**

The Future Land Use Element (FLUE) Policy 6.1.2 (d) requires that the Master Plan identifies total dwelling units by residential type. The language change would remove the requirements to identify total dwelling units by residential type.

#### **5. [Future Land Use Category Objective 6.1] Clarify natural resource protection requirements**

The Future Land Use Element (FLUE) Policy 6.1.2 (f) states the Master Plan identify specific requirements that will adequately protect the natural resources of the area. The language would clarify that the burden on the development of the master plan is to demonstrate how the planned development will protect the natural resources on-site.

#### **6. [Future Land Use Category Objective 6.1.] Mass Transit Planning**

The Future Land Use Element (FLUE) Policy 6.1.2 (g) requires Planned Developments Master Plan to identify Major transportation improvements that are consistent with adopted transportation plans, and address the impacts to the surrounding area, including canopy roads and required interconnections. The plan needs to address issues of capacity maintenance, promotion of form transit, bicycle, pedestrian accessibility, and protection of canopy roads and facilities and development requirements to provide alternative modes of transportation. This language change would allow the Master Plan to address mass transit if transit facilities are available or planned within the plan horizon for the Tallahassee-Leon County Comprehensive Plan to serve the planned Development.

#### **7. [Future Land Use Category Objective 6.1.] Affordable Housing**

The Future Land Use Element (FLUE) Policy 6.1.2 (k) requires Planned Developments Master plan to identify how the development will provide for low and moderate incoming housing. This language change would allow the Master Plan to address Affordable housing by complying with any ordinances that address the need for affordable housing at the time the master plan is adopted.

#### **8. [Future Land Use Category Objective 6.1.] Crime Prevention**

The Future Land Use Element (FLUE) Policy 6.1.2 (o) requires Planned Developments Master plans to identify how the development will address crime prevention strategies. This language will propose that a Master Plan address crime prevention with guidelines

that encourage the use of Crime Prevention Through Environmental Design (CPTED) principles.

**9. [Future Land Use Category Objective 10.1.] Separate English from St. Joe Properties**

The Future Land Use Element (FLUE) Policy 10.1.1 requires that there be a percent of mix of land uses required for the Southeast Sector Planning Area. This language proposes that the policy clearly state the mix uses percentages apply to St. Joe owned property (Southwood) and the English property individually and clarify the mixed-use percentages apply separately to those lands.

**10. [Future Land Use Category Objective 10.1.] Edit Mixed Use Percentages**

The Future Land Use Element (FLUE) Policy 10.1.1 *10.1.1 (A) (1), 10.1.1 (A) (2), 10.1.1 (A) (3), 10.1.1 (A) (5)* requires the Southeast Sector Plan to have a percent mixes of land uses. This language would remove the word “approximately” from the mixed land use requirements and keep the required percentages, increase the land area in residential development from 50% to 60% and decrease commercial, office and /or industrial development from 20% to 10%.

**11. [Future Land Use Category Objective 10.1.] Remove or Update Density/Units for Projects**

The Future Land Use Element (FLUE) Policy 10.1.1 (b) requires entitlements that specify the Southeast Sector Plan Densities, Intensities and Phasing in Table 7. This language would remove the maximum entitlements for the Southeast Sector Plan since the DRI development order and PUD establish the maximum entitlements for the Southeast Sector Plan.

**12. [Future Land Use Category Objective 10.1.] Clarify location of Industrial lands**

The Future Land Use Element (FLUE) Policy 10.1.1 (d) (1) requires industrial development to be in the southwest quadrant of the Southeast Sector Planning area. This language would specify that the Southwest quadrant is not limited to industrial development and there is no requirement that industrial development must be built.

**13. [Future Land Use Category Objective 10.1.] Affordable Housing**

The Future Land Use Element (FLUE) Policy 10.1.1 (e) requires an affordable housing study be submitted to the Department of Community Affairs (DCA) by the developer or by the Tallahassee-Leon County Planning Department at that time of any implementing development or Regional Impact Applications for Development Approval or if necessary,

at the time of the Evaluation and Appraisal Report (EAR) for the Southeast Sector Planning Area. This change would remove the current language which references the prior Southwood DRI affordable housing analysis and replace it with developments that must comply with applicable affordable and inclusionary housing ordinances.

**14. [Future Land Use Category Objective 10.1.] School Sites**

The Future Land Use Element (FLUE) Policy 10.1.1 (f) requires school sites to be located on the Southwood property and one on the English property. This change would remove the current school requirements since it is the understanding of St. Joe Company that the school board has no intention of developing a new school for Southwood.

**15. [Future Land Use Category Objective 10.1.] Capital Improvement Plan Update**

The Future Land Use Element (FLUE) Policy 10.1.1 (f) (5) requires a Capital Improvement Plan and annual updates every five years. This language would remove the Capital improvement Plan update since this is no longer needed.

**16. [Future Land Use Category Objective 10.1.] Delete Average Densities**

The Future Land Use Element (FLUE) Policy 10.1.2 (A) (B) (C) (D) (E) (F) (I) requires that there be an average density under Residential Densities. The language would remove the average density requirement since this is difficult to maintain and can work against comprehensive planning goals for urban development.

**17. [Future Land Use Category Objective 10.1.] Assisted Living**

The Future Land Use Element (FLUE) Policy 10.1.2 (A) currently doesn't allow Assisted living Facilities. The language would allow the addition of Assisted Living Facilities to the allowed uses in the Southeast Sector Plan.

**18. [Future Land Use Category Objective 10.1.] Southwood Town Center**

The Future Land Use Element (FLUE) Policy 10.1.2 (i) Implementing land Use Districts states that the development of a Town Center district shall include a mixture of uses and allocate ranges of percentages to each use: commercial, office, residential and institutional/community facilities. This language change would remove the current mixture of uses categories and percentage ranges and replace it with development minimums in square feet of commercial and 200 residential units.

**20. [Future land use Category Objective 10.1] Transportation Analysis Requirement**

The Future Land Use Element (FLUE) Policy 10.1.3 (m) requires and transportation analysis and transportation plan revised to identify transportation improvements needed for Phase I development in the Southeast Sector Planning Area and will be included in the 97-1 comprehensive plan amendment cycle. This language would remove the Transportation analysis requirement in the Southeast Sector Plan since it is no longer applicable.

## **21. [Future land use Category Objective 10.1] Medium Density Residential**

The Future Land Use Element (FLUE) Policy 10.1.1 (d) (3) states Medium Density Residential development to be located adjacent to the Capital Circle Office Center and interspersed with office development in the northwest quadrant. Priority shall be given to areas adjacent to the Capital Circle Office Center. This language change would state that the majority but not limited to, of Medium Density Residential development will be located adjacent to the Capital Circle Office and interspersed with office development in the northwest quadrant.

## **22. Esplanade Way reclassified as Minor Collector**

Currently Esplanade Way is designated as a Major Collector under the Florida Department of Transportation (FDOT) Roadway Functional Classification. Within the Glossary under Major Collector in the Tallahassee-Leon County Comprehensive Plan it states: “major collector roadways channel traffic between arterials, from other collector streets to the arterial system, and from a major activity center to the arterial street system. Major collectors may carry relatively high traffic volumes.” Reclassifying Esplanade Way’s Roadway Functional Classification would allow upcoming residential projects to have direct access from Esplanade Way. The proposed change would reclassify Esplanade Way from a Major Collector to a Minor Collector.

### Policy Formation/Previous Changes

The Planned Development (Objective 6.1 and its supporting policies) were adopted on December 23, of 1996.

The Southeast Sector Plan (Objective 10.1 and its supporting policies) were adopted into the Comprehensive Plan in May 1996 and revised in July 1999.

### Additional Information

Over the past couple of years, the Florida legislature has amended the Florida Statutes related to Development of Regional Impact (DRI’s) as such the references to the Southwood DRI’s in the Southeast Sector Plan are no longer applicable.

Previous Commission Consideration

Consistent with the Southeast Sector Plan the Southwood DRI was approved and subsequent planned unit developments were approved as well as amendments to it.

**F. STAFF REPORT UPDATE**

This section is reserved for future updates to staff report.

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
X	Joint City-County Transmittal Public Hearing	May 26, 2020	6:00 PM Virtual Meeting
	Joint City-County Adoption Public Hearing	October 13, 2020	6:00 PM Virtual Meeting

Below is a summary of changes and actions that have taken place subsequent to the publication of the original staff report.

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

**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:** A Public hearing was held on February 4, 2020 to discuss the proposed 2020 Cycle amendments. The LPA had requested

that the Development Order from the DRI addressing affordable housing be included in the amendment. The current DRI section governing housing, proposed changes under review as part of a current DRI amendment application, and an explanation of proposed changes are included as an attachment # 3. The Local Planning Agency voted 7-0 to recommend approval of the proposed text amendment. The applicant was available to answer questions. There were no other citizen speakers on this amendment.

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

**Joint City-County Transmittal Hearing - May 26, 2020:** A joint transmittal hearing was held on May 26, 2020. Both Commissions voted to transmit the proposed amendment to the State Land Planning Agency and Review Agencies.

## **G. CONCLUSION:**

Based on the above analysis, Planning Department staff recommends approval of the amendment request for the following reasons:

- The proposed text amendment is consistent with the Future Land Use Element Objectives 6.1 and 10.1 and supporting policies to the Southeast Sector Plan in the *Tallahassee-Leon County Comprehensive Plan*, specifically the Southwood and Colin English quadrant and the Roadway Functional Classification change to Esplanade Way from a Major Collector to a Minor Collector. It does not seek to change the original goals for the Southeast Sector Plan or the Planned Development land use which is to create a high-quality mixed-use development in the City and County.
- Consistency with Land Development Code policies
- Consistency with previous City or County Commission actions
- Consistency with Planning Department projects, initiatives, etc.
- Supportive of special area plans, placemaking districts, BCC strategic initiatives, etc.

## **H. ATTACHMENTS:**

Attachment # 1: Proposed Policy change and strike-thru/underline version of proposed changes.

Attachment # 2: Proposed Roadway Functional Classification Leon County, Southeast Map 25.

Attachment # 3: DRI Housing Information

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**Reference to Staff report bullet point *Proposed Policy Change C* to be Incorporated as Text Amendment to the Comprehensive Plan**

*“Include policy number and strike-thru/underline version of proposed changes.”*

**Staff Report:**

*Planned Development  
Objective 6.1: [L]*

This Future Land Use Category is intended to identify large land holdings that will be developed for various mixes of land uses, resulting in different types of commercial and residential neighborhoods. This category is assigned to large, undeveloped tracts of land for which more detailed planning is required to establish the most appropriate mix and arrangement of uses in accordance with this objectives-and the related policies.

Developments in this category are intended to have a mix of uses that results in greater internal capture of automotive trips and a net fiscal benefit for local governments.

The intensities of development in planned development categories mirror the intensities authorized in the Suburban Future Land Use Category until a Planned Development Master Plan is completed and an amendment reflecting the Planned Development Master Plan is adopted into the Comprehensive Plan. ~~til the plan is modified through the plan amendment process in conjunction with the development of regional impact and/or planned unit development processes.~~ The mix of uses shall be established at the time of development through the ~~development of regional impact and/or~~ planned unit development processes in accordance with this objective and related policies. Each Planned Development shall include a mix of residential unit types and complementary non-residential uses that, at build-out of the project, result in an internal capture of at least 20 percent of the trips generated by the development.

*Policy 6.1.1: [L]*

Approval of a PUD, subject to Type D review as specified in the Zoning Code, that is consistent with the Planned Development\_ - Master Plan and identifies the

specific criteria for development with the Planned Development. PUD approval may be granted in phases where a portion of the property is to be developed at any given time. If a Planned Unit Development is completed and approved for the entire contiguous Planned Development area along with the other Planned Development Master Plan requirements identified in Policy 6.1.2, the Planned Unit Development may serve as the Planned Development Master Plan once reflected in the Comprehensive Plan through a plan amendment.

*Policy 6.1.2: [L]*

Except as provided by Policy 6.1.3, prior to approval of development or subdivision within Planned Development Areas, a Planned Development- Master Plan shall be adopted as an area plan that is consistent with, but independent of the Comprehensive Plan. If a Planned Unit Development is completed and approved for the entire contiguous Planned Development area along with the other Planned Development Master Plan requirements identified in Policy 6.1.2, the Planned Unit Development may serve as the Planned Development Master Plan once reflected in the Comprehensive Plan through a plan amendment. The Comprehensive Plan

shall be amended concurrently with the Planned Development Master Plan ~~will~~ allocate the mix, locations and intensities of future land uses as well as any public facilities required to serve proposed land uses. -No comprehensive plan amendment shall be required if the Planned Development Master Plan is

consistent with the Suburban land use category and the Planned Development does not create an inconsistency with the Comprehensive Plan.

The Master Plan shall identify the following:

- a) Boundary of area subject to Planned Development;
- b) General depiction of mix, location and intensities of future land uses;
- c) Activities permitted within each land use;
- d) Total dwelling units ~~by residential dwelling type~~;
- e) Total square footage of non-residential development;

- f) How natural resources on-site will be protected; specific requirements that will adequately protect the natural resources of the area
- g) Major transportation system improvements that are consistent with adopted transportation plans and address the impacts to the surrounding area, including canopy roads and required interconnections. The plan shall address the issues of capacity maintenance, ~~promotion of mass transit and bicycle and~~ pedestrian accessibility, and protection of canopy roads, if applicable. The Master Plan will also address mass transit, if transit facilities are available or planned within the plan horizon for the Tallahassee-Leon County Comprehensive Plan to serve the Planned Development;
- h) Facilities and development requirements to provide for alternative modes of transportation, such as bicycle and pedestrian mobility and, if available, mass transit;
- k) How the development will comply with applicable affordable and inclusionary housing ordinances. ;
- o) A set of development guidelines that will direct the development of subsequent site specific development projects as part of a PUD. These guidelines shall address, but not be limited to, the interrelationships of uses, energy efficiency and pedestrian access. The guidelines shall include basic design elements that generally address crime prevention, such as landscaping and lighting considerations, Crime Prevention through Environmental Design (CTPED) principles, or other design concepts intended to improve safety and deter crime. and crime prevention.
- ~~p) Alternatively, for a proposed DRI the applicant must demonstrate to the Planning Department that the DRI Development Order will meet the requirements of the Planned Development Master Plan.~~

*Policy 10.1.1" [L]- Southeast Sector Plan Overview*

The Southeast Sector Plan is hereby developed for an area in southeast Tallahassee and Leon County (see the

Southeast Sector Planning Area map, Figure 10.A). For the Southwood, ~~and~~ Colin English Properties, and the former Southside DRI lands, the Southeast Sector Plan shall

constitute the Planned Development Master Plan -consistent with Objective 6.1 [L] and its associated policies.

The following percent mixes of land uses shall be required for the Southeast Sector Planning Area. The percentages shall be applied separately to both Southwood and the Colin English properties. In addition, the percentages shall also be applied separately to the former Southside DRI properties outside of Southwood within the Southeast Sector Plan..

~~required shall be calculated utilizing the acreages within implementing PUD's that are included within districts allowing these land use types as a percent of the total Southeast Sector Planning Area. These calculations shall be made for each Development Order or PUD phase developed for the Southwood DRI and Colin English properties.~~

- (1) ~~Approximately~~ 40-560% of the land area in residential development
- (2) ~~Approximately~~ 10-30% of the land area in commercial, office and/~~or~~ industrial development
- (3) ~~Approximately~~ 10-15% of the land area in community facilities/services and utility easements and recreational facilities.
- (4) ~~Less than 1% of the land in historical resources.~~
- (5) ~~Approximately~~ 20-30% of the land in open space/greenways. \_\_ Open space shall comprise a minimum of 22% of each of the Southwood PUD~~DRI~~ and Colin English properties.

B. Densities and Intensities:

- (1) The maximum densities and intensities for ~~each phase of~~ development within the Southeast Sector Planning Area are established in ~~Policy 10.1.2~~Table A.

C. Phasing:

- (1) The Southeast Sector Planning Area will be permitted to develop in phases, ~~as set forth in Table A.~~

(2) Southwood has an approved Development of Regional Impact DRI development order and Planned Unit Development PUD zoning. These approvals establish the development entitlements and master plan for the Project. For this reason, the Southwood entitlements and development phasing are not identified in Table A below. The maximum and minimum densities and intensities for the Implementing Land Use Districts for Southwood are established in Policy 10.1.2. The 3,322-acreages constituting the Southwood Development of Regional Impact, as approved by the City and County on April 28, 1999, shall be included within Phase I of the Southeast Sector Plan.

TABLE A: ENGLISH PROPERTY ~~SOUTHEAST SECTOR PLAN~~ DENSITIES, INTENSITIES AND PHASING

~~Table 7- Southeast Sector Plan Densities, Intensities, and Phasing~~

	Maximum Residential Units	Minimum Residential Densities	Maximum Non-Residential	Hotel	Hospital
<b>Phase I</b>					
<del>Southwood DRI (3,322 acres)</del>	<del>4,770</del>	<del>As required by Policy 10.1.2 [L]</del>	<del>403,000 GSF</del>	<del>170 rooms</del>	<del>N/A</del>
Colin English Phase I (603 acres)	6,030	As required by Policy 10.1.2 [L]	3,606,000 GSF		
<b>Phase II</b>					
Colin English Phase II (458 acres)	4,580	As required by Policy 10.1.2 [L]	2,740,000 GSF		

Notes:

The Colin English Property densities and intensities are those found within the Suburban Land Use Category consistent with Objective 6.1 [L].

D. Land Use Location Criteria:

(1) Industrial development, if constructed, is to be located in the southwest quadrant of the Southeast Sector Planning Area, primarily utilizing Tram Road and Capital Circle. Industrial development is not required in this quadrant; therefore, the quadrant may have no industrial development at buildout.

(3) Medium Density Residential development to be located primarily, but not solely limited to areas

~~development to be located~~ adjacent to the Capital Circle Office Center and interspersed with office development in the northwest quadrant. Priority shall be given to areas adjacent to the Capital Circle Office Center.

(5) Large Lot Single Family Residential development to develop primarily in, but not limited to, occur in the southeast quadrant of the Southeast Sector Planning Area;

E. Affordable Housing\_ Development must comply with applicable affordable and inclusionary housing ordinances.

~~An Affordable Housing Study will be submitted to the Department of Community Affairs (DCA) by the applicable developer or by the Tallahassee Leon County Planning Department at the time of any implementing Development of Regional Impact Applications for Development Approval or if necessary at the time of the Evaluation and Appraisal Report (EAR) for the Southeast Sector Planning Area. Any portion subject to a DRI development order which includes an affordable housing study or monitoring requirement will not require analysis by the Tallahassee Leon County Planning Department. If necessary, the Study will be updated at each subsequent EAR due date through the year 2020, or 80% build out of the Phase I employment generators (retail, industrial, commercial development), whichever occurs first. The Study will include the following:~~

~~(1) A report of the existing employee base (with estimated salaries) of the Southeast Sector Plan's industrial, retail, and commercial developments;~~

~~(2) An Affordable Housing Demand, Supply and Needs Analysis utilizing the assumptions used in the East Central Regional Planning Council (ECRPC) Affordable Housing Methodology;~~

~~(3) The Housing Supply Analysis will, to the extent possible, list those vacant dwelling units (for sale and for rent) that are available on-site, and off-site within 10 miles or 20 minutes, whichever is less, from the center of the Southeast Sector Plan area (the northwest corner of the Capital Circle Office Center). The analysis shall consider the number of units built during the monitoring period and the number of units purchased, by price range; and~~

~~(4) A recommendation as to whether further action is necessary to ensure that affordable housing to the development's very low, low, and moderate income employees is provided in close proximity to the development's employment centers. If action is needed, a comprehensive plan amendment will be undertaken to address the problem.~~

#### F. Additional Requirements:

(1) ~~A School site parcels for antwo elementary schools at thirty (30) acres each and one middle school at forty (40) acres each shall be set aside~~ On the English property, based on a projected build-out population of approximately 30,000. One elementary school shall be located on the English property and the other two schools shall be located on the Southwood property, provided that each of the public school sites on the Southwood property may be the location of a prekindergarten through grade 8 facility with the agreement of the Leon County School Board. ~~The Sschool sites shall be located proximate to residential areas and shall be collocated with other compatible public facilities to the extent possible. The Southwood property shall be encouraged to develop a life-long learning center with technological linkages for the sharing of instructional services with schools in the Southern Strategy area, partnerships with the State of Florida for maximum utilization of the Capital Circle Office Center for educational and other community purposes, and adult learning capabilities. While the full range of educational opportunities is encouraged within the Southwood learning center, it is anticipated that Lincoln and Rickards High Schools will have adequate capacity to serve the high school age population expected from this area.~~

~~(5) The developer of the Southwood property will submit a five-year capital improvements plan to the City and County, with annual updates in order to adequately coordinate with the local governments capital improvement plans. This information will include buy not limited to plans for utilities infrastructure, roadways, stormwater facilities, and other capital infrastructure necessary for the local governments to meet their capital improvement reporting requirements as required by state law.~~

#### Policy 10.1.2: [L] SESP Implementing Land Use Districts

The Southeast Sector Planning Area shall be developed utilizing the following implementing PUD districts that allows a range of types of residential, commercial, office and industrial uses with varying densities and *intensities*:

##### (A) NEIGHBORHOOD VILLAGE CENTER - VC

Designed to serve as the center of the neighborhood, and discourage commercial strip development and sprawl along roadways.

- Each Village Center shall have a consistent design theme and complementary palate of materials.
- Village centers shall provide ample open space to allow for community gatherings or public events.
- Specific densities and intensities, ratio of uses and implementation criteria will be contained in the zoning code.

TNDs (Traditional Neighborhood Districts) and VCs (Village Center) are a critical component of the Southeast Sector Plan. These areas implement the development pattern that creates compact urban development with higher density residential uses focused around a commercial village center. TNDs and VCs shall be located together in order to promote convenient walk-between shopping and entertainment opportunities; an area that is pedestrian and bicycle friendly and is not designed with an over-reliance on the automobile. This pattern of development is strongly encouraged by the Comprehensive Plan.

(B) TRADITIONAL NEIGHBORHOOD DISTRICT - TND

Location mix and configuration of land uses are designed to encourage alternatives to automobiles and provide more identifiable pedestrian-friendly neighborhoods. More restrictive planning and architectural standards will be applied in order to maintain traditional town form.

TNDs and VCs are a critical component of the Southeast Sector Plan. These areas implement the development pattern that creates compact urban development with higher density residential uses focused around a commercial Village Center. TNDs and VCs shall be located together in order to promote convenient walk-between shopping and entertainment opportunities; an area that is pedestrian and bicycle friendly and is not designed with an over-reliance on the automobile. This pattern of development is strongly encouraged by the Comprehensive Plan. The specific development criteria and phasing for the TNDs and VCs shall be included in the LDRs and be determined by local government.

Allowed Uses:

- Assisted Living Facilities

Residential Densities:

~~Average Density 6 DU/AC~~

(A) TRADITIONAL NEIGHBORHOOD DISTRICT – TND

Residential Densities:

~~Average Density 6 DU/AC~~



(B) MEDIUM DENSITY RESIDENTIAL- MDR

Design of MDR- \_ shall use energy saving concepts and maximize roadway connections.

Allowed Uses:

- Assisted Living Facilities

Residential Densities:

~~Average Density 8 DU/AC FOR English, 10 DU/AC for Southwood~~

(C) Low DENSITY RESIDENTIAL – LDR

Residential Densities:

~~Average Density 2.5 DU/AC for English, 3.5 Du/AC for Southwood~~

(D) LARGE LOT SINGLE FAMILY RESIDENTIAL – LSF

Residential Densities:

~~Average Density 1 DU/AC~~

(E) MIXED USE OFFICE/COMMERCIAL – MUOC

- Provide mass transit accessibility, if transit is available, and
- May have regional stormwater facilities.

~~(H) SOUTHWOOD-TOWN-CENTER-TC~~

Mixture of Uses:

Development within the TC district shall include a mixture of uses consistent with the following ~~ranges~~ minimums ∴

- 60,000 square feet of commercial
- 200 residential units
- ~~Commercial: 25% to 60% of the area~~
- ~~Office: 25% to 60% of the area~~
- ~~Residential: 30% to 70% of the area~~
- ~~Institutional/Community Facilities: up to 30% of the total area~~

Additional development may include any other uses permitted in the TC district, such as office, , institutional/community facilities, medical and assisted living facilities. Maximum development shall be limited by the allowable densities and maximum Floor Area Ratios (FAR).

Residential Densities:

Average Density 10 DU/AC

*Policy 10.1.3: [L] – Transportation*

(b) If mass transit is available or planned within the plan horizon for the Tallahassee-Leon County Comprehensive Plan, Mass transit routes shall be included along major roadways in coordination with Star Metro. Mass transit routes will be extended to all VC's, TMDs, major employment and retail centers.

~~(m) Transportation analysis and a transportation plan revised to identify transportation improvements needed to serve Phase I development in the Southeast Sector Planning Area will be included in the 97-1 comprehensive plan amendment cycle.~~

Map 8: Southeast Sector Plan, Capital Circle Access Points

Map 9: Southeast Sector Plan, Planned Development

### SOUTHEAST SECTOR PLAN CAPITAL CIRCLE ACCESS POINTS

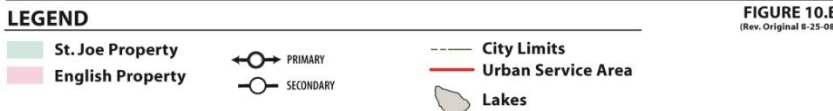
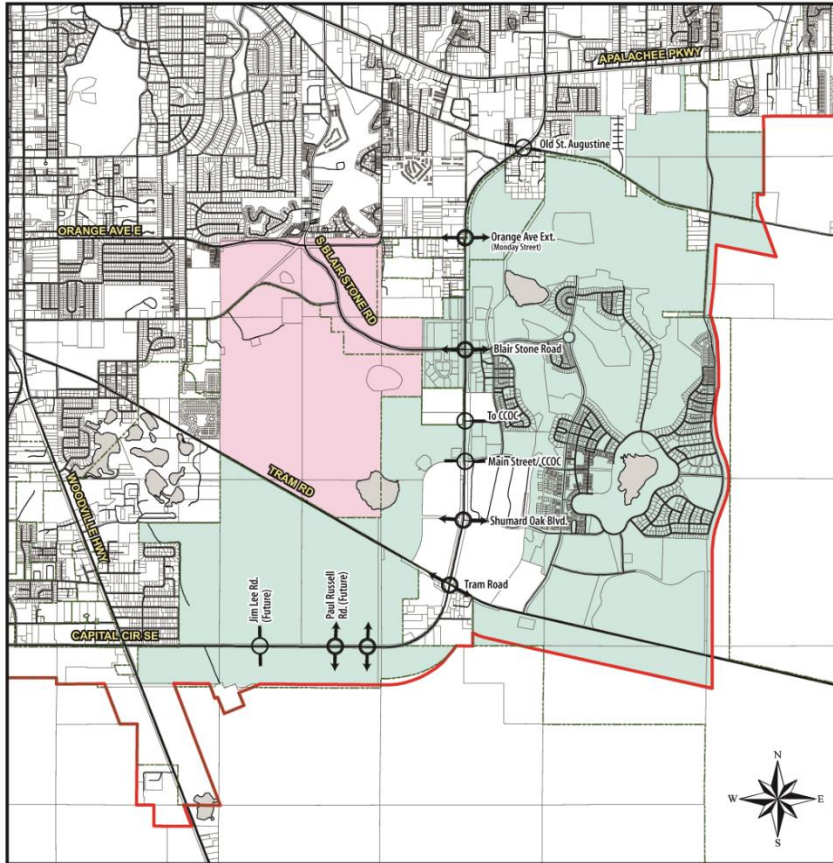


FIGURE 10.B  
 (Rev. Original 8-25-08)

Tallahassee-Leon County Planning Department

### SOUTHEAST SECTOR PLAN PLANNED DEVELOPMENT

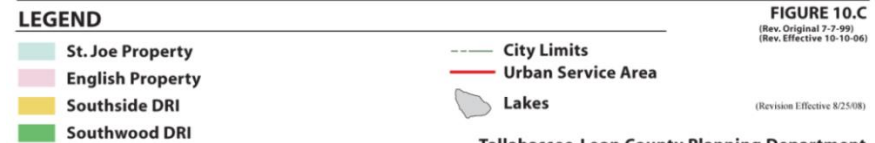
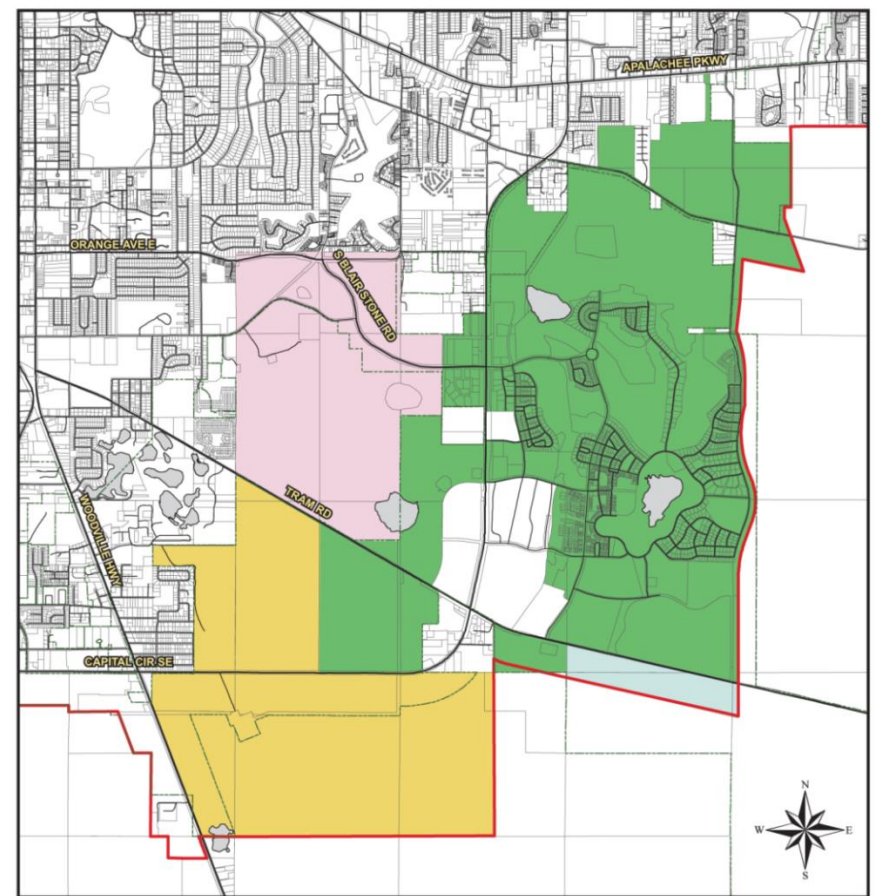
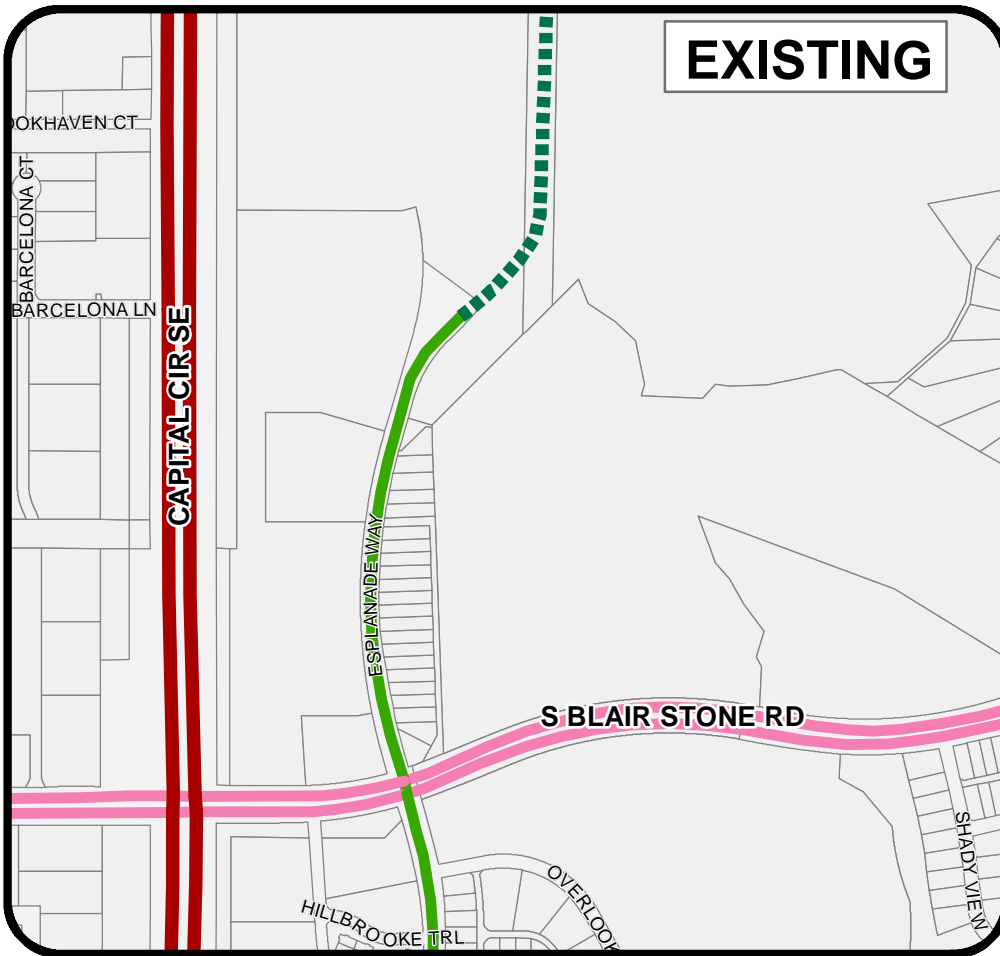


FIGURE 10.C  
 (Rev. Original 7-7-99)  
 (Rev. Effective 10-10-06)

(Revision Effective 8/25/08)

Tallahassee-Leon County Planning Department



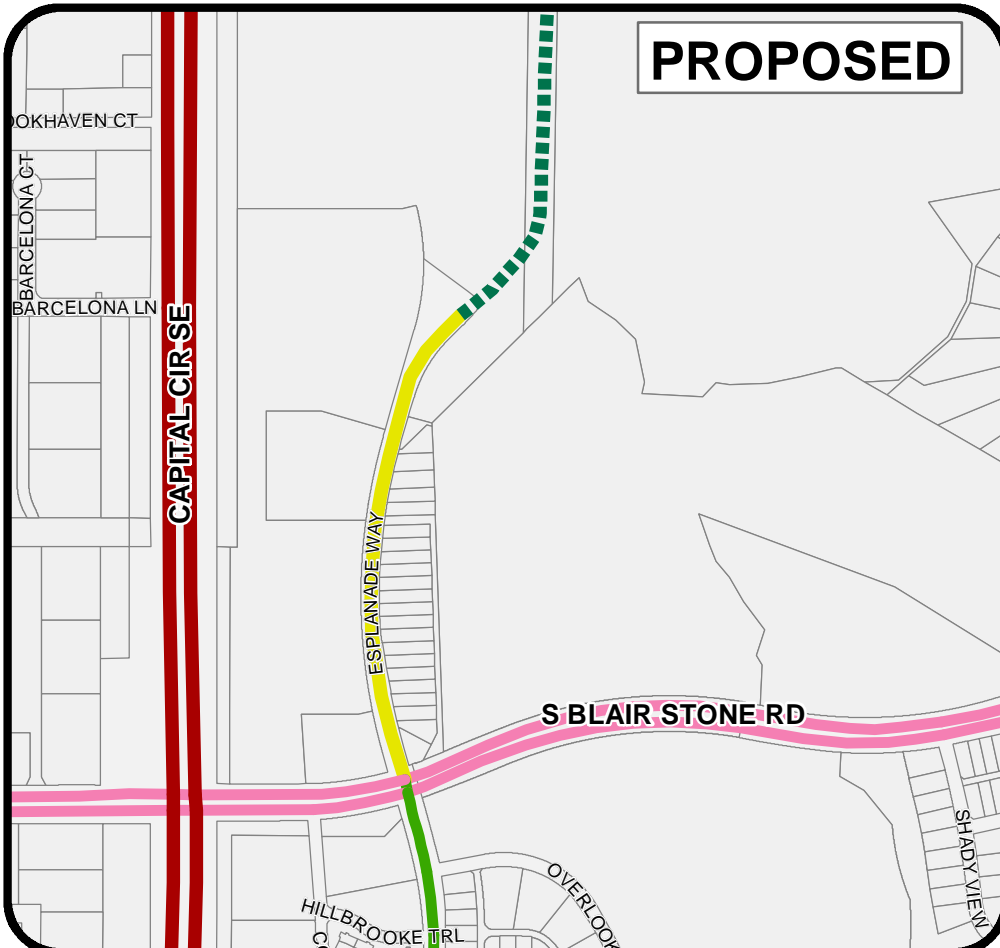
# Roadway Functional Classification

**Southeast Sector Plan  
TTA2020003**

**That portion of Esplanade Way  
between S. Blair Stone Rd and  
the North termination of  
Esplanade Way at  
Delaney Apartments**

**Existing Roadway  
Functional Classification  
Major Collector**

**Proposed Roadway  
Functional Classification  
Minor Collector**



## Roadway Functional Classification

- █ Minor Collector
- █ Major Collector
- █ Minor Arterial
- █ Principle Arterial
- █ PA Limited Access
- █ Proposed Local
- █ Proposed Minor Collector
- █ Proposed Major Collector
- █ Proposed Minor Arterial
- █ Proposed Principle Arterial



16. Housing

- a. During regional review, an unmet need for 48 very low income units (VLI) (18 in Phase 1 and 30 in Phase 2) was determined based on the development program in the Application for Development Approval and Sufficiency Response. Subsequent to regional review, the Developer revised the development program by moving MUOC-3 to Phase 2 and reducing the school on MUEI-2 from 225,000 SF to 200,000 SF. A revised housing analysis submitted on January 22, 1999, determined an unmet need for 43 VLI units all in Phase 2. Based on these analyses, the Department of Community Affairs and Apalachee Regional Planning Council determined that the project will not cause a regionally significant impact on affordable housing.
- b. Housing Policy 1.2.4 of the Tallahassee-Leon County Comprehensive Plan does not require any affordable housing mitigation or contribution by the Developer for this project. However, the City has determined that some level of affordable housing mitigation is appropriate for this project and has requested that the Developer provide a mechanism to support the creation of additional affordable housing opportunities. The Developer has offered to provide voluntary affordable housing assistance subject to the terms of this condition and with cooperation of the City and County.
- c. The Developer has paid the total sum of \$150,000.00 into escrow which constituted prepayment of the voluntary housing assistance fee for the first 1,000 single family residential units constructed and developed on the DRI Property. The Developer shall pay these monies as directed by the local government(s) on or before December 31, 2005.
- d. After the first 1,000 units have received a certificate of occupancy, a voluntary fee of \$160.00 per single family residential unit constructed and developed for sale on the DRI property shall be paid by the Developer. Such payments shall be based on the number of certificates of occupancy

received on a calendar year basis and shall be paid by the Developer, in arrears, at the time of filing of the Annual Report. The Developer shall pay these monies as directed by the local government(s).

- e. The fees from subsections c. and d. shall be used for programs which encourage affordable housing in proximity to the project. The program(s) may include but need not be limited to:
  - (1) The acquisition of land;
  - (2) A program for down payment assistance to Low Income or Very Low Income homebuyers;
  - (3) Prepayment of points for LI or VLI homebuyers;
  - (4) The rehabilitation of existing LI or VLI housing; or
  - (5) Construction of new LI or VLI housing by private Developers or not-for-profit housing agencies.
  
- f. An affordable housing supply inventory was conducted by the Developer in accordance with the East Central Florida Regional Planning Council Housing Demand, Supply and Need Methodology for Assessing the Affordable Housing Impact of Developments of Regional Impact, April, 1996, and was accepted in the regional report. This inventory identified the following supply within a 10-mile/20 minute housing accessibility area:
  - 500 Very Low Income Units
  - 561 Low Income Units
  - 253 Middle Income Units
  
- g. The Developer proposed to develop on-site housing to augment the existing supply of affordable housing. When a residential unit is constructed on-site and is within the affordable housing cost range, the existing supply identified in the affordable housing supply inventory shall be increased by 1.5 units in accordance with Rule 9J-2.048(8)(c)1., F.A.C. Each year in the Annual Report required by Section 3.A.23., the Developer shall report the number of units constructed and sold or offered for rent within the DRI Property, during the preceding 12 months and cumulatively, within the housing cost ranges utilized in the regional report.

- h. The following demand ratios shall be used to determine when nonresidential development on the DRI Property creates a demand for affordable housing:

1,000 square feet Retail/Commercial	0.298 very low income units 0.338 low income units 0.114 middle income units
-------------------------------------	--

1,000 square feet Office	0.031 very low income units 0.510 low income units 0.774 middle income units
--------------------------	--

1,000 square feet Industrial	0.010 very low income units 0.122 low income units 0.222 middle income units
------------------------------	--

1 acre Educational/Institutional	0.021 very low income units 0.277 low income units 0.437 middle income units
----------------------------------	--

1 18-hole Golf Course (club house, pro shop, snack bar)	10 very low income units 5 low income units 3 middle income units
--	---

Examples:

200,000 square feet Retail will require:	60 very low income units 68 low income units 23 middle income units
--	---

200,000 square feet Office will require:	6 very low income units 102 low income units 155 middle income units
--	--

- i. If, at the conclusion of a phase, the nonresidential development constructed during that phase creates a demand for affordable housing at the demand ratios provided by paragraph h., which demand is in excess of the available supply inventory as provided by paragraphs f. and g., the Developer may mitigate for such unmet need by making a payment to the escrow account identified in paragraph c. based on the payment schedule in paragraph j.

- j. The initial payment of \$150,000.00 shall constitute prepayment of voluntary mitigation for the 43-unit unmet need of very low income housing projected for Phase 2. All additional funds from the Developer's voluntary housing assistance fee shall constitute a credit against any additional unmet need for affordable housing pursuant to Rule 9J-2.048, F.A.C., at a rate of \$3,542.00 for very low income units, \$2,416.00 for low income units and \$1,063.00 for middle income units.
- k. This condition shall govern affordable housing impacts and mitigation for the project for purposes of the local comprehensive plan and DCA's Adequate Housing Uniform Standard Rule through Phase 2.

17. Recreation

- a. The Developer has conveyed a 62 acre +/- parcel to the City and this condition of the development order has been satisfied. This area shall be counted toward St. Joe's obligation under the Urban Services Agreement on an acre-for-acre basis. The City will use its best efforts to negotiate an agreement on shared-use facilities with schools located on MUEI-2 and MUEI-3.
- b. The 62 acre +/- parcel shall be contiguous and, except for an existing stormwater management facility on the site, shall be exclusive of all easements and stormwater facilities for nonpark drainage.
- c. Paragraph b. is not intended to preclude the construction of joint stormwater management facilities for park and nonpark drainage on the site with the City's approval so long as such facilities are designed, constructed and located so as not to interfere with the active recreation use of the site. The Developer shall be responsible for any incremental design, construction, operation or maintenance costs of the joint facilities associated with nonpark drainage. If the Developer and the City are unable to agree on the concept or location of the joint stormwater management facilities, paragraph b. shall apply and nonpark drainage shall be accommodated outside of the 62-acre site in the adjacent open space buffer along Tram Road or other locations consistent with the approved SFMP and SESP.
- d. The remainder of St. Joe's obligation under the Urban Services Agreement to dedicate land for active recreation may be satisfied by offering to dedicate approximately 71 contiguous acres to the City for active recreation in



**PROPOSED DRI DEVELOPMENT ORDER AMENDMENTS**

**1. HOUSING – THE DEVELOPER IS PROPOSING TO REPLACE THE OUTDATED DRI DO HOUSING LANGUAGE AND REPLACE IT WITH A SIMPLE COMMITMENT FOR THE DEVELOPER TO PROVIDE A MINIMUM OF 144 WORKFORCE HOUSING UNITS ONSITE. THE PROPOSED EDITS ARE IDENTIFIED BELOW.**

16. Housing

- a. The Developer has satisfied its housing obligations through its initial payment of \$150,000 to the City and its subsequent payments of \$160.00 for each unit built in the Project to date.
- b. The Developer has the option to build a minimum of 144 workforce housing units in the Project and will coordinate with the City prior to constructing the units. The Developer will continue to meet the requirements of 16.c. below unless the units are constructed and receive a certificate of occupancy.
- cd. After the first 1,000 units have received a certificate of occupancy, a A voluntary fee of \$160.00 per single family residential unit constructed and developed for sale on the DRI property shall be paid by the Developer. Such payments shall be based on the number of certificates of occupancy received on a calendar year basis and shall be paid by the Developer, in arrears, at the time of filing of the Annual Report. The Developer shall pay these monies as directed by the local government(s).

~~d. e.~~ The fees from subsections a. and c. ~~e. and d.~~ shall be used for programs which encourage affordable housing in proximity to the project. The program(s) may include but need not be limited to:

- (1) The acquisition of land;
- (2) A program for down payment assistance to Low Income or Very Low Income homebuyers;
- (3) Prepayment of points for LI or VLI homebuyers;
- (4) The rehabilitation of existing LI or VLI housing; or
- (5) Construction of new LI or VLI housing by private Developers or not-for-profit housing agencies.

~~a.~~ During regional review an unmet need for 48 very low income units (VLI) (18 in Phase 1 and 30 in Phase 2) was determined based on the development program in the Application for Development Approval and Sufficiency Response. Subsequent to regional review, the Developer revised the development program by moving MUOC 3 to Phase 2 and reducing the school on MUEI 2 from 225,000 SF to 200,000 SF. A revised housing analysis submitted on January 22, 1999, determined an unmet need for 43 VLI units all in Phase 2. Based on these analyses, the Department of Community Affairs and Apalachee Regional Planning

SCANNED

~~Council determined that the project will not cause a regionally significant impact on affordable housing.~~

- b. ~~Housing Policy 1.2.4 of the Tallahassee Leon County Comprehensive Plan does not require any affordable housing mitigation or contribution by the Developer for this project. However, the City has determined that some level of affordable housing mitigation is appropriate for this project and has requested that the Developer provide a mechanism to support the creation of additional affordable housing opportunities. The Developer has offered to provide voluntary affordable housing assistance subject to the terms of this condition and with cooperation of the City and County.~~
- e. ~~The Developer has paid the total sum of \$150,000.00 into escrow which constituted prepayment of the voluntary housing assistance fee for the first 1,000 single family residential units constructed and developed on the DRI Property. The Developer shall pay these monies as directed by the local government(s) on or before December 31, 2005.~~
- f. ~~An affordable housing supply inventory was conducted by the Developer in accordance with the East Central Florida Regional Planning Council Housing Demand, Supply and Need Methodology for Assessing the Affordable Housing Impact of Developments of Regional Impact, April, 1996, and was accepted in the regional report. This inventory identified the following supply within a 10-mile/20 minute housing accessibility area:~~

SCANNED

~~500 Very Low Income Units~~

~~561 Low Income Units~~

~~253 Middle Income Units~~

~~g. The Developer proposed to develop on-site housing to augment the existing supply of affordable housing. When a residential unit is constructed on-site and is within the affordable housing cost range, the existing supply identified in the affordable housing supply inventory shall be increased by 1.5 units in accordance with Rule 9J-2.048(8)(c)1., F.A.C. Each year in the Annual Report required by Section 3.A.23., the Developer shall report the number of units constructed and sold or offered for rent within the DRI Property, during the preceding 12 months and cumulatively, within the housing cost ranges utilized in the regional report.~~

~~h. The following demand ratios shall be used to determine when nonresidential development on the DRI Property creates a demand for affordable housing:~~

~~1,000 square feet Retail/Commercial ————— 0.298 very low  
income units~~

~~0.338 low income units~~

~~0.114 middle income units~~

~~1,000 square feet Office ————— 0.031 very low  
income units~~

SCANNED

0.510 low income units

0.774 middle income units

1,000 square feet Industrial ————— 0.010 very low  
income units

0.122 low income units

0.222 middle income units

1 acre Educational/Institutional ————— 0.021 very low  
income units

0.277 low income units

0.437 middle income units

1 18 hole Golf Course ————— 10 very low income  
units

(club house, pro shop, snack bar) ————— 5 low income units

3 middle income units

Examples:

200,000 square feet Retail will require: ————— 60 very low income units

68 low income units

23 middle income units

200,000 square feet Office will require: ————— 6 very low income units

102 low income units

155 middle income units

~~i. If, at the conclusion of a phase, the nonresidential development constructed during that phase creates a demand for affordable housing at the demand ratios provided by paragraph h., which demand is in excess of the available supply inventory as provided by paragraphs f. and g., the Developer may mitigate for such unmet need by making a payment to the escrow account identified in paragraph c. based on the payment schedule in paragraph j.~~

~~j. The initial payment of \$150,000.00 shall constitute prepayment of voluntary mitigation for the 43-unit unmet need of very low income housing projected for Phase 2. All additional funds from the Developer's voluntary housing assistance fee shall constitute a credit against any additional unmet need for affordable housing pursuant to Rule 9J-2.048, F.A.C., at a rate of \$3,542.00 for very low income units, \$2,416.00 for low income units and \$1,063.00 for middle income units.~~

~~k. This condition shall govern affordable housing impacts and mitigation for the project for purposes of the local comprehensive plan and DCA's Adequate Housing Uniform Standard Rule through Phase 2.~~

**SCANNED**

**TRANSPORTATION** - As a result of the current proposed land use changes to the DRI and PUD, a balancing of trips, additions and subtractions, is taking place to keep the overall impacts trip neutral when compared to the original analyses. The balancing of residential trips and non-residential trips are also being documented so as not to significantly impact the internal capture assumptions in the original analyses. In addition, the simplification on the reporting of future changes to land uses and resulting trips is being proposed. For example, the basis of the original traffic analyses was the identification of land uses and calculation of trips by sub-area or traffic analysis zone (TAZ), and there are 42 TAZs. This has made changes to land uses and traffic, even if very minor, unnecessarily cumbersome. The proposed "Fix" is to use the overall summary table of land uses and trips (Exhibit B-1) as the basis for the changes to the PUD/DRI. This will still ensure that changes to land uses and resulting traffic are adequately analyzed and reviewed so the overall impacts are not greater than originally identified. The Exhibit F in the DRI DO is amended to incorporate the transportation evaluation summary table (see **Exhibit 8**).

### **CHANGES TO THE DRI DEVELOPMENT ORDER**

1. Housing – The Developer proposes to delete the existing housing conditions in the DRI development order [Section A.16 in DRI DO] and replace the conditions with a developer option to build 144 workforce units within Southwood or continue to pay the \$160.00 fee. The proposed development order language is attached as **Exhibit 6**.

The Developer is proposing the deletion of these policies for the following reasons:

- a. DRI statutes Repealed – The Southwood DRI was adopted in 1999 when Chapter 380 was still in effect which required the analysis of housing impacts and mitigation if a significant impact is created. This process included the review of the former Department of Community Affairs and the Apalachee Regional Planning Council. This DRI review process has been repealed in state law and only local review is now required. However, the Southwood DRI still reflects this archaic process.
- b. DRI Housing Methodology Repealed – The Southwood housing conditions are based on the East Central Florida Housing methodology which was the standard in 1999. However, shortly thereafter East Central Florida's methodology was questioned to the point that the Region repealed its requirements. Since 1999 all of the DRI rules including housing methodology has been repealed. However, the Southwood DRI still incorporates the ECFRPC methodology and the studies based on those repealed rules.
- c. Developer adding option to build workforce housing – The Developer is in discussions with builders to construct workforce housing within the community rather than continue to pay \$160.00 per remaining unit. The provision of a minimum of 144 workforce units is a bigger community benefit than continuing to provide the unit fee. The Developer proposes to add the 144 units as a

**SCANNED**

developer option. The Developer would continue to pay the fee in accordance with the development order until or if the units are not constructed.

- d. No future phase under existing DRI – The Southwood DRI housing analysis considered Project impacts through Phase 2. Southwood has only been approved for development through Phase 2a and will never develop Phase 2b under the existing DRI development order conditions. In addition, since the housing methodology was based on non-residential construction and the entitlements in Phase 2b were all non-residential, the 1999 housing methodology included impacts that will never be created since Phase 2b will never be constructed under the existing DRI conditions.
2. Transportation – The Developer proposes the following changes to the transportation conditions in the DRI DO [Sections 2F, 3.A.14.j and Exhibits F and G]:
    - a. Phase 2b – Amend the development order to permit the commencement of Phase 2b if concurrency approval is received from the City of Tallahassee. The current development order requires a comprehensive traffic analysis before Phase 2b can be commenced. This requirement was based on the previous DRI laws and rules which have now been repealed. Under the current law the DRI must meet the local government requirements which is a concurrency approval. Additionally, the Developer will never build Phase 2b under the current transportation requirements because it is cost prohibitive to do so. The proposed language is attached as Exhibit 6.
    - b. Exhibit F – The Developer is proposing to amend Exhibit F to incorporate the spreadsheet that summarizes the land use changes included in the transportation evaluation.
    - c. Exhibit G – The Developer is proposing to update Exhibit G by removing completed projects, update projected completion dates and clarify which roads will be completed at the time a site plan is proposed.
  3. Land Use – The nine land use amendments results in the following cumulative changes as reflected in Section 2.E and the amended Exhibit B-1:
    - a. Residential – Reduce by 110 units from 5,170 to 5,060
    - b. Commercial – Reduce by 107,549 SF from 780,230 SF to 672,681 SF
    - c. Industrial – Reduce by 153,000 SF from 2,630,381 to 2,477,381 SF
    - d. Hotel – Reduce by 27 rooms from 162 rooms to 135 rooms
    - e. Office – Reduce by 193,000 SF from 2,194,117 SF to 2,001,117 SF
    - f. Assisted Living Facility – Add Assisted Living Facility at 116 beds. This is not a new use but is a clarification of the DRI entitlements.
    - g. Education – Increase by 131,000 SF from 544,000 SF to 675,000 SF.
    - h. Other uses – Clarify that there is 29,354 SF of daycare center, 12,800 SF of community center and both is counted as education/institutional. Also, clarify that the Southwood House adds 17,000 SF in entitlements.
  4. Air Quality – The Developer is proposing to delete the requirement to conduct an air quality study before commencing Phase 2b in Section 3.A.1.b of the DRI DO. The air



## **Citizens Comments**

# **TTA 2020 003**

# **Southeast Sector Plan**

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



**2020 Comprehensive Plan Amendment Cycle**  
TTA 2020 011  
Neighborhood Boundary

<b>SUMMARY</b>		
<b>Applicant:</b>	<b>Proposed Change</b>	<b>TLCPD Recommendation:</b>
Tallahassee-Leon County Planning Department	Text Amendment to Neighborhood Boundary FLUC	<b>Approve</b>
<b>TLCPD Staff:</b>	<b>Comprehensive Plan Element</b>	<b>LPA Recommendation:</b>
Artie White	Land Use [L]	<b>Approve</b>
<b>Contact Information:</b>	<b>Policy Number(s)</b>	
<a href="mailto:Artie.white@talgov.com">Artie.white@talgov.com</a> (850) 891-6432	2.2.21 [L], Table 5, and Table 6	
<b>Date:</b> 11/14/2019	<b>Updated:</b> 09/21/2020	

**A. SUMMARY:**

This is a text amendment request to amend the Neighborhood Boundary Land Use Category (Policy 2.2.21) in the Land Use Element of the Tallahassee-Leon County 2030 Comprehensive Plan to allow the land use category to be applied in a manner that creates mixed use corridors or nodes, when recommended in a City or County coordinated placemaking, sense of place, neighborhood, or sector plan. This amendment is related to Map Amendment TMA 2020 010.

**B. RECOMMENDATION:**

Approve

**C. PROPOSED POLICY CHANGE:**

This text amendment would change the language of Policy 2.2.21 [L] as reflected in the strike-through/underlined edits in Attachment #1. This amendment would also update the Land Use Development Matrices for the City (Table 5) and County (Table 6) as reflected in the strike-through/underlined edits in Attachment #2.

**D. APPLICANT’S REASON FOR THE AMENDMENT:**

This proposed text amendment to the Tallahassee-Leon County 2030 Comprehensive Plan is submitted along with a concurrent map amendment to apply the Neighborhood Boundary (NB) Future Land Use Category (FLUC) along the Floral and Alabama Street corridors in the Greater Bond and Griffin Heights neighborhoods. The Greater Bond Neighborhood First Plan was adopted by the Greater Frenchtown/Southside Community

Redevelopment Agency on December 13, 2018. This plan identifies land use changes, specifically adjustments that allow increased commercial opportunities along Floral Street, among other corridors. The recommendation from the Bond Neighborhood First Plan is included as Attachment #3. The Griffin Heights Neighborhood Association is also in the process of formalizing a Neighborhood First Plan. The first draft of this plan identifies land use changes to allow Alabama Street to become a Main Street for the neighborhood, and to allow for neighborhood-scale non-residential uses, including retail uses. The draft recommendation from the Griffin Heights Neighborhood First Plan is included as Attachment #4.

Currently, the Neighborhood Boundary Land Use Category contains language that would not be consistent with the application of the FLUC on Alabama Street and in Bond. This proposed amendment seeks to remedy that conflict in a way that shall have no impact on any lands currently designated NB, or any property that might be suitable for application.

The proposed amendments to Policy 2.2.21 would maintain the intent of maintaining a buffer between residential development and more intensive development. Language would be added to allow NB to be applied as part of a City or County coordinated placemaking, sense of place, neighborhood, or sector plan to create.

Additional amendments to the land use category would remove outdated language requiring the creation of one or more zoning districts to implement the NB land use category (as this has occurred since the time the FLUC was adopted), and align the non-residential development with standards identified in the C-1 Neighborhood Commercial District. The C-1 zoning district is intended to provide goods and services that people frequently use, in close proximity to their homes. The C-1 district is intended to encourage commercial development that is compatible in scale and design with surrounding residential uses and therefore limits the size of buildings to 20,000 square feet per acre. This amendment reflects that intensity standard. The amendment also removes orientation and design requirements from the FLUC to leave that type of detail to the land development regulations, wherein standards will be included to ensure compatibility with surrounding existing land uses.

Lastly, the amendment would increase the allowable density from eight (8) dwelling units per acre to eighteen (18) dwelling units per acre, which reflects the max density allowed under the Central Urban-18 (CU-18) zoning district. CU-18 is intended to provide a variety of low to medium density housing types, promote infill development of existing residential areas, promote compatibility and encourage the maintenance of residential enclaves, and promote pedestrian and bicycle mobility. This would bring into conformity many of the existing residential uses that, largely due to lot size, have densities that exceed 8 dwelling units per acre. Additionally, this would more closely reflect the scale of non-residential development that would be allowed under the revised NB FLUC.

This proposed amendment also updates the Land Use Development Matrices for the City (Table 5) and County (Table 6), to reflect these described text changes. The Land Use

Development Matrices are intended to be a pictorial representation of existing policies in the Comprehensive Plan.

## **E. STAFF ANALYSIS**

### History and Background

The Neighborhood Boundary Land Use Category was adopted into the Comprehensive Plan in July 2003 (Amendment 2003-1-T-006). The purpose of this amendment was to create the Neighborhood Boundary future land use category that creates a transition between low-density residential development and more intensive development. The land use category was renumbered in both 2006 and 2007. Since adoption, the land use category has only been applied to the following locations:

- Two properties on Thomasville Road at the intersection of E 9<sup>th</sup> Avenue.
- One parcel at 413 N Meridian Street.

Staff has been working with the Greater Bond Neighborhood Association and Griffin Heights Neighborhood Association to address issues relating to the current land use regulations in place in their neighborhoods. Specifically, the neighborhoods have issues with the designation of Residential Preservation on certain neighborhood corridors that they desire to have increased opportunities for neighborhood scale non-residential uses.

Currently, there are no FLUC that allow the type and intensity of non-residential uses the neighborhoods desire, while still protecting against development that is out of character of the neighborhood. This text amendment, along with a concurrent map amendment (TMA 2020 011), seeks to remedy this situation.

The current language of Policy 2.2.21 [L] indicates that the NB FLUC is intended to provide a transition area between residential development and more intensive development such as higher density multi-family and higher intensity non-residential development while still preserving roadway capacity through access management practices. Additionally, the FLUC describes that the NB category shall be applied adjacent to residential neighborhoods, on roads with high traffic volumes, not within the interior of an existing neighborhood.

This text amendment would supplement the intent of the NB category to allow the establishment of neighborhood-scale mixed use corridors as part of City or County coordinated neighborhood planning efforts.

The text amendment would also amend the intensity limitations of the land use category to more closely reflect minor commercial standards, and remove language that would conflict with Multimodal Transportation District (MMTD) development standards. The amendment also reduces the depth allowance for application of the land use category.

The amendment would also remove language containing specificities that are more appropriate for Land Development Regulations. This change is consistent with the intent of Policy 1.1.9 [M] which requires designation of a Multimodal Transportation District to

promote walking, bicycling and transit use in order to reduce dependence on the automobile. This text amendment would allow application of NB within the Bond and Griffin Heights Neighborhoods (both of which reside within the MMTD) to increase the availability of walk-to commercial and office opportunities.

Per Section 163.3202 (1), Florida Statutes, within 1 year after submission of its comprehensive plan or revised comprehensive plan for review pursuant to s. 163.3191, each county and each municipality shall adopt or amend and enforce land development regulations that are consistent with and implement their adopted comprehensive plan. Tallahassee-Leon County Planning Department staff is currently working with neighborhood representatives and staff from the Growth Management Department to finalize implementing zoning for the revised Neighborhood Boundary Land Use Category. Within one year, the City of Tallahassee Land Development Code will need to be amended to include this implementing zoning district.

Previous Commission Consideration

- The Greater Bond Neighborhood First Plan was adopted by the Greater Frenchtown/Southside Community Redevelopment Agency on December 13, 2018.

**F. 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
X	Joint City-County Transmittal Public Hearing	May 26, 2020	6:00 PM Virtual meeting
	Joint City-County Adoption Public Hearing	October 13, 2020	6:00 PM Virtual Meeting

**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 amendment. There were no citizen speakers on this amendment.

**Joint City-County Commission Workshop – February 25, 2020:** A joint workshop was held on February 25, 2020 to discuss the proposed 2020 Cycle amendments. Commissioners asked about whether the amendment could be applied in areas where the land use would not be desirable. Staff explained that the application of the land use category in the manner proposed by the changes would require a City or County coordinated placemaking, sense of place, neighborhood, or sector plan. Commissioners expressed concern about high-rise apartments being allowed in the land use category. Staff explained that high-rise apartments are not an allowable use in the proposed land use category. Commissioners asked if there would be continued meeting and coordination with the Bond and Griffin Heights Neighborhoods. Staff explained that coordination with the neighborhoods would continue as implementing zoning is developed.

**Joint City-County Transmittal Hearing - May 26, 2020:** A joint transmittal hearing was held on May 26, 2020. Both Commissions voted to transmit the proposed amendment to the State Land Planning Agency and Review Agencies.

#### **G. CONCLUSION:**

Based on the above analysis, Planning Department staff recommends approval of the amendment request for the following reasons:

Include reasons for recommendation including:

- This amendment would be consistent with the intent of Policy 1.1.9 [L]
- The proposed amendment would be consistent with the actions of the Greater Frenchtown/Southside Community Redevelopment Agency that adopted the Greater Bond Neighborhood First Plan.
- The proposed amendment is consistent with Planning Department projects to address land use issues identified by in-town neighborhoods as part of their Neighborhood First planning efforts.
- The proposed amendment would allow the creation of a neighborhood-scale mixed use corridor to provide commercial opportunities in the Greater Bond and Griffin Heights neighborhoods. The amendment would be consistent with identified land use changes in the Greater Bond Neighborhood First Plan, and early Neighborhood First planning efforts of the Griffin Heights Neighborhood Association.

#### **H. ATTACHMENTS:**

1. Attachment #1 – Proposed Amendments to NB Policy 2.2.21
2. Attachment #2 – Proposed changes to the Land Use Development Matrices for the City and County
3. Attachment #3 – Relevant sections of the Greater Bond Neighborhood First Plan
4. Attachment #4 – Neighborhood Infrastructure Section from the Draft Griffin Heights Neighborhood First Plan

**Policy 2.2.21: [L]**

NEIGHBORHOOD BOUNDARY (EFF. 7/25/03; REV. EFF. 7/26/06;  
RENUMBERED 3/14/07)

*Intent:* This future land use category is intended to create a transition area between residential development and more intensive development such as higher density multi-family and higher intensity non-residential development while still preserving roadway capacity through access management practices. Where identified in a City or County coordinated placemaking, sense of place, neighborhood, or sector plan, this future land use category may also be used to establish mixed-use corridors, or nodes, with neighborhood-scale, non-residential uses and a variety of residential uses.

*Allowable Uses:* Low-density residential including duplexes, townhomes, triplexes, and quadplexes; and non-residential development scaled to serve the surrounding neighborhood such as limited retail, offices, bed and breakfast inns and community services. The implementing zoning district(s) within the land development regulations shall further specify the allowable uses. The use must not cause excessive traffic, noise, light, odor, or dust impacts. Auto-oriented uses, such as gas stations or any other use having drive-through facilities, are not allowed in order to protect neighborhoods from ~~any~~ negative impacts associated with increased vehicular traffic.

*Intensity/Density:* Density and intensity standards for residential and non-residential development shall be established within the implementing zoning district's development standards. In no case shall the maximum density established exceed ~~eight (8)~~ eighteen (18) dwelling units per acre. ~~Residential and non-residential structures shall not exceed 2 stories in height including floors devoted to parking facilities.~~ Non-residential structures are permitted up to a maximum of ~~5,000 square feet of gross building floor area per parcel and 210,000~~ 210,000 square feet of gross building floor area per acre.

*Design Standards:* The land development regulations shall establish design standards to promote compatibility with adjacent residential development. ~~These standards shall address elements such as roof, building scale, color, exterior building materials, building front setback, architectural style, buffering, landscaping, solid waste disposal, parking, lighting, and signs.~~

*Location and Orientation:* ~~The location of this land use category shall either serve as a buffer between residential development and more intensive development or to establish mixed-use corridors, or nodes, with neighborhood-scale, non-residential uses and a variety of residential uses where identified in a City or County coordinated placemaking, sense of place, neighborhood, or sector plan. This category shall be located adjacent to residential neighborhoods and is limited to locations on roads with high traffic volumes, and on the edges of existing and future residential neighborhoods. This land use category shall not be applied within the interior of an existing neighborhood. Those properties currently within the Lake Protection land use category may not be amended to the Neighborhood Boundary land use category. The geographic extent of this category shall not exceed a depth greater than 250 feet or one lot whichever is less. For properties located at an arterial/local, arterial/major collector, or arterial/minor collector intersection, non-residential development must front the arterial road~~

*Access Management:* The land development regulations shall specify specific vehicular access management requirements that will serve to mitigate possible negative impacts to roadways associated with the implementation of this category.

*Implementation:* ~~The provisions of this land use category shall be implemented through the creation of one or more zoning districts and this land use category shall not become effective until such time as the implementing zoning districts are adopted. These zoning districts may further define and limit the provisions contained within the Comprehensive Plan regarding this land use category as well as establish criteria governing the permitted location of this category. Applicants seeking to amend the Future Land Use Map designation for a requested parcel to the Neighborhood Boundary land use category shall specify the~~

~~appropriate zoning district at the time application is made for a Comprehensive Plan amendment.~~







# Greater Bond



## Neighborhood First Plan



## LAND USE

*Goal: Integrate residential, commercial, and industrial development through land use and zoning mechanisms that address historic preservation, protect the natural environment, and enhance the livability of the Greater Bond neighborhood.*



Land use shapes the character of a neighborhood and can present significant challenges or great opportunities for neighborhood revitalization efforts. The Greater Bond neighborhood has a mixture of existing land uses. The neighborhood is home to corner stores, community churches, two community centers, child care/preschool centers, an elementary school, a cement plant, automotive repair shops, and several personal care businesses. Approximately 30 percent of the neighborhood's 468 acres is developed as residential.

The land use challenges identified by the residents include incompatible land uses, limited availability of areas for neighborhood scale commercial development, overgrown vacant lots, dilapidated structures, lack of bicycle and pedestrian connectivity to the broader community, and lack of visually appealing streetscapes. The residents of Greater Bond want to preserve and enhance the residential core

of their neighborhood; however, they are also amenable to creating opportunities for neighborhood scale commercial development within their community.

The recent survey of Greater Bond residents and stakeholders revealed that 95 percent of respondents felt that it was very important to have well-maintained, single-family homes in the neighborhood. Residents were also supportive of pedestrian pathways and bike lanes. The survey also shows that there is support for student housing in the neighborhood and opportunities for neighborhood scale development on three major neighborhood thoroughfares. The following strategies were developed by the Land Use Priority Area Team to support the creation of a land use mix that supports the new vision for the community.



## NEIGHBORHOOD CONCERN 1: Incompatible existing land uses

**Desired Outcome: Zoning adjustments allow for residential, commercial, and light industrial uses while preserving the character of the neighborhood.**

### Strategy 1.1:

Preserve single-family residential character in areas zoned Residential Preservation while creating opportunities to develop new and enhance existing commercial areas in the neighborhood.

### Action Item 1.1.1:

Coordinate with Planning through a Greater Bond Land Use Committee (comprised of residents, realtors, and developers) to address policy changes.



Lead: City of Tallahassee

Potential Partners: City of Tallahassee (Growth Management; Planning; Parks, Recreation and Neighborhood Affairs), Greater Bond Neighborhood Association, realtors, and developers.

### Action Item 1.1.2:

Develop and present recommendations to Planning that address non-conforming businesses, compatible home businesses, and new businesses that serve neighbors and students. This may include new commercial opportunities along Osceola Street, Floral Street, Gamble Street, Mill Street, Lake Bradford Road, Orange Avenue; the Villa Mitchell area; and connections for Greater Bond to the FAMU Gateway corridor.

Lead: City of Tallahassee

Potential Partners: City of Tallahassee (Growth Management; Planning; Parks, Recreation and Neighborhood Affairs), Greater Bond Neighborhood Association

Comprehensive neighborhood revitalization involves an evaluation of existing land uses and current zoning and development patterns with the aim of identifying opportunities for the creation of a land use mix that supports the new vision for the community.



### Action Item 1.1.3:

Involve Greater Bond residents in the Comprehensive Plan update process that addresses the development of the area between Mill Street and Lake Bradford Road for commercial, entrepreneur/innovation facilities, entertainment, and light industrial uses, which will contribute to significant economic opportunities for current and future neighborhood residents.

Lead: City of Tallahassee

Potential Partners: City of Tallahassee (Growth Management; Planning; Parks, Recreation and Neighborhood Affairs), Greater Bond Neighborhood Association

## NEIGHBORHOOD CONCERN 2: Vacant lots and dilapidated structures

**Desired Outcome: Dilapidated and abandoned structures in the neighborhood are redeveloped, and local historically significant neighborhood structures are preserved.**

### Strategy 2.1:

Develop City-owned properties in the neighborhood.

#### Action Item 2.1.1:

Sell City-owned properties with contractual conditions that assure new development is affordable and consistent with the character of the community.

Lead: City of Tallahassee  
Potential Partners: City of Tallahassee (Community Housing and Human Services, Real Estate)

#### Action Item 2.1.2:

Explore the feasibility of implementing a community land trust model on City-owned properties in the Greater Bond neighborhood.

Lead: City of Tallahassee  
Potential Partners: City of Tallahassee (Community Housing and Human Services, Real Estate)

### Strategy 2.2:

Rehabilitation of renter-occupied homes throughout the neighborhood.

#### Action Item 2.2.1:

Implement an education program that informs residents about tenant rights regarding requesting repairs and how to properly report code enforcement issues, if necessary.

Lead: City of Tallahassee  
Potential Partners: City of Tallahassee (Growth Management)

#### Action Item 2.2.2:

Educate landlords about obtaining rehabilitation loans, rental assistance programs, renter rehabilitation agreements (for example, renters agree to paint and make repairs if landlord pays for materials, a lease that reduces rent for a set period, or a lease-to-own agreement), etc.

Lead: City of Tallahassee  
Potential Partners: City of Tallahassee (Community Housing and Human Services)

### Strategy 2.3:

Encourage the development of privately owned, dilapidated buildings, and vacant lots.

#### Action Item 2.3.1:

Through the GBNA Land Use Committee (comprised of residents, realtors, and developers), survey, prioritize, and promote properties available for development.

Lead: Greater Bond Neighborhood Association  
Potential Partners: City of Tallahassee (Community Housing and Human Services)

### Strategy 2.4:

Preserve historic structures throughout the neighborhood.

#### Action Item 2.4.1:

Create an inventory of the neighborhood's significant historic structures.

Lead: Greater Bond Neighborhood Association  
Potential Partners: Riley House Museum, Black Archives

#### Action Item 2.4.2:

Identify incentives that promote the preservation of the neighborhood's historically significant structures.

Lead: Greater Bond Neighborhood Association  
Potential Partners: Riley House Museum, Black Archives

### NEIGHBORHOOD CONCERN 3: Lack of bicycle/pedestrian connectivity to neighborhood resources and the broader community

**Desired Outcome: Bicycle/pedestrian connectivity throughout the neighborhood is improved.**

#### Strategy 3.1:

Identify potential bicycle/pedestrian connections to surrounding development, proposed linear park, gateways to the neighborhood, and FAMU.

#### Action Item 3.1.1:

Develop a bicycle/pedestrian plan for Greater Bond that identifies needed facilities and routes to nearby destinations.

Lead: City of Tallahassee

Potential Partners: City of Tallahassee (Planning; Parks, Recreation and Neighborhood Affairs), Greater Bond Neighborhood Association, CRTPA, Blueprint, FDOT, FAMU

#### Action Item 3.1.2:

Identify potential enhancements to existing neighborhood amenities (i.e., Speed-Spencer-Stephens Park, the linear park, St. Marks Trail, and Tallahassee Junction).

Lead: City of Tallahassee

Potential Partners: City of Tallahassee (Planning; Parks, Recreation and Neighborhood Affairs), Greater Bond Neighborhood Association, CRTPA, Blueprint, FDOT, FAMU

#### Action Item 3.1.3:

Provide traffic calming and bike lanes throughout the neighborhood.

Lead: City of Tallahassee

Potential Partners: City of Tallahassee (Parks, Recreation and Neighborhood Affairs; Underground Utilities and Public Infrastructure; Electric Utility), Greater Bond Neighborhood Association





## NEIGHBORHOOD CONCERN 4: Lack of visually appealing streetscapes in the neighborhood

**Desired Outcome: Improved streetscaping on targeted corridors that enhances public safety and mobility while also beautifying the surrounding neighborhood.**

### Strategy 4.1:

Develop and implement a comprehensive streetscaping plan that focuses on four key corridors within the Greater Bond neighborhood.

#### Action Item 4.1.1:

Identify priority streets for enhanced streetscaping. Options include Gamble Street, Saxon Street, Holton Street, Osceola Street, Floral Street, Perry Street, and Eugenia Street.



Lead: Greater Bond Neighborhood Association

Potential Partners: City of Tallahassee (Planning, Community Beautification and Waste Management, Underground Utilities and Public Infrastructure, CRA)

#### Action Item 4.1.2:

Develop and implement a comprehensive streetscaping plan for the four priority streets that includes improved lighting, appropriate tree plantings, sidewalk improvements, additional street/way-finding signs, historical markers, and other landscaping opportunities.

Lead: City of Tallahassee (Planning)

Potential Partners: Greater Bond Neighborhood Association, City of Tallahassee (Community Beautification and Waste Management, Underground Utilities and Public Infrastructure, CRA)





## Griffin Heights DRAFT PLAN

### Neighborhood Infrastructure

**Concern: Riley Park is underutilized.**

**Desired Outcome: Riley Park is a safe and well-used community resource.**

**Strategy 1:** Explore options for enhancing and increasing utilization of Riley Park.

**Action Item 1.1:** Establish a working group comprised of residents and other stakeholders to partner with COT Parks, Recreation & Neighborhood Affairs Department to determine what kind of park the neighborhood wants and what improvements can be made to the park to increase utilization given its topographic and environmental constraints.

**Potential Partners:** COT Parks, Recreation & Neighborhood Affairs, GHNA,

**Action Item 1.2:** Pursue funding opportunities to support implementation of the working groups' recommendations.

**Potential Partners:** COT Parks, Recreation & Neighborhood Affairs, GHNA

**Action Item 1.3:** Improve and stabilize the footpaths on south entrance to increase park usage.

**Potential Partners:** COT Parks, Recreation & Neighborhood Affairs

**Concern: Lack of bicycle and pedestrian connectivity to neighborhood resources and the broader community**

**Desired Outcome: Increased sidewalk coverage and bike/pedestrian infrastructure**

**Strategy 1:** Identify and address gaps in bicycle/pedestrian connections to neighborhood features such as area schools, Riley Park, and major connector streets (Alabama, Tennessee, and Old Bainbridge)

**Action Item 1.1:** Conduct a Walk A Block assessment on current sidewalks and bike lanes.

**Potential Partners:** COT (PRNA, UUPI), GHNA

**Action Item 1.2:** Conduct a Neighborhood Blitz to repair sidewalk issues identified in the Walk A Block Assessment.

**Potential Partners:** GHNA, COT (PRNA, UUPI)

**Action Item 1.3:** Install/complete sidewalks on two priority streets: Preston St (from Clay to Woodward) and Colorado Street.

**Potential Partners:** COT (UUPI)

**Action Item 1.4:** Install signage to encourage vehicles to share the road with bicycles.

**Potential Partners:** COT (UUPI)

**Action Item 1.5:** Install a lighted crosswalk across Basin Street at Arizona to facilitate the safety of kids walking to the bus stop at Basin and Arizona

**Potential Partners:** COT (UUPI)

### Concern: Lack of visually appealing streetscapes and signage in the neighborhood

**Desired Outcome: Improved streetscaping on targeted streets that enhances public safety and mobility while also beautifying the surrounding neighborhood**

**Strategy 1:** Enhance streetscaping on key neighborhood gateway streets.

**Action Item 1.1:** Develop a streetscape plan for neighborhood gateway streets (Basin, Alabama, Colorado, Volusia). Support the Main Street concept for Alabama Street (from Basin Street to North Abraham Street)

**Potential Partners:** COT (UUPI), GHNA, FSU (DURP)

Note: This strategy also ties into the Community Beautification strategies previously discussed for individual property clean-up/maintenance

**Strategy 2:** Increase/enhance streetlight coverage in the neighborhood.

**Action Item 2.1:** Work with COT Electric Utilities to determine streetlight enhancement needs and solutions.

**Potential Partners:** COT (Electric), GHNA

**Action Item 2.2:** Report streetlight outages via DigiTally.

**Potential Partners:** COT (Electric), GHNA

**Strategy 3:** Implement signage and other creative projects to highlight the unique character of the neighborhood.

**Action Item 3.1:** Identify locations for additional/enhanced neighborhood signage on gateway streets and construct signage at these locations. Possible locations include Basin and Preston, Basin and Charlotte, Colorado and Indiana or Colorado and Tharpe.

**Potential Partners:** GHNA, COT (UUPI, PRNA, Growth Mgmt)

**Action 3.2:** Apply for and use funds from the City's Vibrant Neighborhood Grant program to construct neighborhood signs.

**Potential Partners:** COT (PRNA), GHNA

**Action Item 3.3:** Develop a community art project that can involve the neighborhood (ex: mural, etc.)

**Potential Partners:** GHNA, PRNA, COCA, FSU, FAMU

**Concern: Maintenance & appearance of stormwater features**

**Desired Outcome: Neighborhood stormwater features are a safe, clean and attractive amenity.**

**Strategy 1:** Stormwater ditches are regularly maintained and cleared of litter.

**Action Item 1.1:** Encourage residents to report litter in ditches immediately via DigiTally or COT phone number.

**Potential Partners:** GHNA, residents, COT (UUPI)

**Strategy 2:** Enhance the stormwater facility on Alabama between Calloway and Joe Louis Streets.

**Action Item 2.1:** Work with the COT Stormwater Division to determine possible enhancements including fencing and landscaping.

**Potential Partners:** GHNA, COT (UUPI)

**Strategy 3:** Encourage individual homeowners to reduce erosion using landscaping techniques

**Action Item 3.1:** Work with the COT Stormwater Division to target properties in need of erosion mitigation and educate residents about effective strategies for controlling erosion.

**Action Item 3.2:** Promote the TAPP Program's Rain Garden grant

**Potential Partners:** GHNA, COT (UUPI), TAPP

**Concern: Public transportation options are limiting and expensive.**

**Desired Outcome: Residents have reliable and affordable public transportation options.**

**Strategy 1:** Educate residents about ways to access existing StarMetro and other transportation supports.

**Action Item 1.1:** Invite StarMetro to community events to demonstrate ways to access bus schedule

**Potential Partners:** GHNA, StarMetro

**Action Item 1.2:** Promote the STAR program and other resources for transportation

**Potential Partners:** Star Metro, Big Bend Transit, Elder Care Services

**Action Item 1.3:** Create a program to connect residents to bicycle donation or purchase.

**Potential Partners:** GHNA, COT (PRNA), Bicycle House

**Strategy 2:** Increase and enhance the availability of services and support facilities for public transportation in the neighborhood.

**Action Item 2.1:** Advocate for route changes to better service the neighborhood. Ask StarMetro to explore feasibility of providing services that increase coverage of streets.

**Potential Partners:** GHNA, StarMetro

**Action Item 2.2:** Enhance bus stops and shelters at these locations: Preston and Richmond; Basin and Arizona (across from Griffin Heights Apts.)

**Potential Partners:** GHNA, StarMetro

**Action Item 2.3:** Advocate for the creation of a bus stop that provides Miracle Village (Alabama and Birmingham) residents a closer stop.

**Potential Partners:** GHNA, Miracle Village, StarMetro

**Action Item 2.4:** Find resources to allow seniors to get fee waivers or discounts for Dial-A-Ride.

**Potential Partners:** GHNA, StarMetro

**Action Item 2.5:** Create a neighborhood-based volunteer program to give rides to seniors.

**Potential Partners:** GHNA, Churches

## Concern: Vacant lots and dilapidated structures

Desired Outcome: Vacant properties are well-maintained or are re-developed for community benefits.

**Strategy 1:** Develop vacant lots for community benefit.

**Action Item 1.1:** Develop an inventory of all vacant lots and dilapidated homes within the neighborhood

**Potential Partners:** COT (Sustainability & Community Preservation, PRNA), GHNA

**Action Item 1.2:** Support the development of land north of Volusia for affordable/workforce housing.

**Potential Partners:** GHNA, COT (Housing, PRNA), nonprofit and private developers

**Action Item 1.3:** Assess lots for feasibility for conversion to workforce housing. Identify funding sources for purchase.

**Potential Partners:** GHNA, COT (Housing, PRNA), nonprofit and private developers

**Action Item 1.4:** Assess city- and county-owned lots for feasibility for community gardens or other creative uses (permanent or temporary)

**Potential Partners:** GHNA, COT (Housing, PRNA)

**Action Item 1.5:** Support the creation of a community land trust.

**Potential Partners:** GHNA, COT (Housing, PRNA)

**Action Item 1.6:** Develop a database of publicly-owned lots that are for sale.

**Potential Partners:** COT (Sustainability & Community Preservation, Real Estate, Housing), Leon County

**Strategy 2:** Promote voluntary compliance with city codes.

**Action Item 2.1:** Work with code enforcement to provide a bi-monthly report on active cases at neighborhood association meetings.

**Potential Partners:** COT (Sustainability & Community Preservation, PRNA), GHNA

**Action Item 2.2:** Encourage residents to promptly report potential code violations.

**Potential Partners:** COT (Sustainability & Community Preservation, PRNA), GHNA

**Action Item 2.3:** Host a workshop where code enforcement provides education about code violations and ways to report them.

**Potential Partners:** COT (Sustainability & Community Preservation, PRNA), GHNA

**Action Item 2.4:** Neighborhood residents find and talk to absentee owners about keeping up homes/land.

**Potential Partners:** GHNA, churches

**Action Item 2.5:** Develop and implement a code enforcement amnesty program to waive liens for property owners that do address violations.

**Potential Partners:** COT (Sustainability & Community Preservation, PRNA), GHNA

**Strategy 3: Promote the repair and reuse of existing structures**

**Action Item 3.1:** Develop and implement a housing assistance program that offers financial (grants and/or loans) and regulatory incentive for owners to repair and remodel existing structures.

**Potential Partners:** COT (Housing, PRNA), GHNA

### Concern: Incompatible land uses

**Desired Outcome: The neighborhood has land uses that allow for a mix of neighborhood-scale commercial development while also preserving the residential character of the neighborhood.**

**Strategy 1:** Develop land use mechanisms to preserve the single-family residential character of the neighborhood while also creating opportunities for neighborhood-scale commercial development in designated areas.

**Action Item 1.1:** Designate Alabama Street (from Basin Street to North Abraham Street) as a Main Street corridor, providing opportunities for neighborhood-scale commercial development.

**Potential Partners:** Tallahassee Leon County Planning Department, GHNA, OEV

**Action Item 1.2:** Develop and present recommendations for density and nonconforming land uses within the neighborhood to the Tallahassee Leon County Department

**Potential Partners:** GHNA, Tallahassee Leon County Planning Department

**Action Item 1.3:** Work with the Tallahassee Leon County Planning Department to refine the proposed General Urban Neighborhood land use category for application within the neighborhood.

**Potential Partners:** GHNA, Tallahassee Leon County Planning Department

DRAFT



**Citizens Comments**

**TTA 2020 011**

**Neighborhood**

**Boundary**

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



**2020 Comprehensive Plan Amendment Cycle**  
TTA 2020 006  
Pine Cone Woods Urban Services Area

<b>SUMMARY</b>		
<b>Applicant:</b>	<b>Proposed Change</b>	<b>TLCDP Recommendation:</b>
Pine Cone Woods, LLC	Extending the Tallahassee-Leon County Urban Services Boundary	<b>Approve</b>
<b>TLCDP Staff:</b>	<b>Comprehensive Plan Element</b>	<b>LPA Recommendation:</b>
Mike Alfano	Land Use	<b>Approve</b>
<b>Contact Information:</b>	<b>Policy Number(s)</b>	
Artie.White@Talgov.com (850) 891-6432	Urban Services Area as shown on Map 2 and Map 3	
<b>Date:</b> 10/23/2019	<b>Updated:</b> 09/21/2020	

**A. SUMMARY:**

The proposed amendment to the Land Use Element of the Tallahassee-Leon County Comprehensive Plan would extend the Urban Services Area (USA) to include approximately 182 acres of land surrounding Chiles High School on the northwest side of Thomasville Road in Leon County. The properties within the area that would be included in the Urban Services Area (Subject Site) are owned by Pine Cone Woods, LLC and are the subject of a concurrent application to change their designation on the Future Land Use Map.

**B. STAFF RECOMMENDATION:**

Approve.

**C. PROPOSED POLICY CHANGE:**

See attached new map of the Tallahassee-Leon County Urban Services Area that would replace Map 2 and Map 3 in the Land Use Element of the Tallahassee-Leon County Comprehensive Plan.

**D. APPLICANT’S REASON FOR THE AMENDMENT:**

The applicant highlights that in the 29 years since the Tallahassee-Leon County Comprehensive Plan was adopted, development activity has occurred around the area proposed for inclusion in the Urban Services Area, bringing many commercial activities and some new housing to the area. They propose that this USA expansion will allow limited development to occur on the unconstrained portions of the parcel, where existing roads and infrastructure already exist. This USA expansion, they reason, will enable a potential school site expansion and will serve the broader area of the community in the most efficient manner.

**E. STAFF ANALYSIS**

History and Background

The original Urban Services Area was established in 1990. Since 1997, it has been amended 10 times. In 1997, the USA was extended to incorporate 13.55 acres that includes the land where Chiles High School is now located. This proposed amendment would expand the Urban Services Area in this area to include the parcels immediately adjacent to Chiles High School.

***Amendments to the Urban Services Area Boundary Since 1997***

<b>Cycle</b>	<b>Area</b>	<b>Acreage Added</b>	<b>Acreage Deleted</b>
1997-1	Thomasville Road	13.55	
1997-1	Bradfordville Road		-1,600.80
1997-1	Capital Circle SE	250.94	
1999-1	Buck Lake Road		-294.37
2000-1	Centerville Road	39.78	-34.52
2000-2	Blountstown Highway	2.48	
2003-2	Meridian Road	28.90	
2004-2	Tower Road	78.02	
2005-2	Woodville Highway	17.59	
2010-2	TLH Airport	858.89	
	<b>Totals</b>	<b>1290.15</b>	<b>-1,929.69</b>

Objective 1.1 [L] of the Tallahassee-Leon County Comprehensive Plan directs development to those areas which have in place, or have agreements to provide, the land and water resources, fiscal abilities, and the service capacity to accommodate growth in an environmentally acceptable manner. To accomplish this, Objective 1.1 [L] directs the establishment and maintenance of an Urban Service Area, which is based upon a desire to have Tallahassee and Leon County to grow in a responsible manner, with infrastructure provided economically and efficiently, and surrounding forest and agricultural lands protected from unwarranted and premature conversion to urban land use. The location and size of the USA shall be depicted on the Future Land Use Map

(FLUM) and is based upon the area necessary to accommodate 90% of new residential dwelling units within the County; the ability to provide the urban infrastructure; and the presence of environmentally sensitive lands and water bodies, requiring protection from the impacts of urban development.

Policy 1.1.1 [L] indicates that new development should be concentrated in the urban service area, in order to discourage urban sprawl.

Policy 1.1.11 [L] indicates that the growth management strategy of the Tallahassee-Leon County Comprehensive Plan is designed to be implemented by a series of instruments which include: 1) An Urban Service Area strategy to guide and coordinate land use densities and intensities with the availability of capital infrastructure and to discourage urban sprawl.

The Objective and Policies listed above indicate, in summary:

- 1) A significant majority of development in Tallahassee and Leon County should be directed to areas within the Urban Services Area.
- 2) The Urban Services Area should contain areas which have in place, or have agreements to provide, land and water resources and other service capacities to accommodate growth in an environmentally acceptable manner.
- 3) The Urban Services Area is intended to coordinate development with the availability of capital infrastructure, and to discourage urban sprawl.

As highlighted by the applicant, the areas near to the subject site have been developed to a significantly higher degree than they were at the inception of the Tallahassee-Leon County Comprehensive Plan. There is a larger presence of both residential and non-residential development in the area. In other words, the area has become more urbanized.

As indicated above, the Urban Services Area is designed to prevent the premature conversion of land to urbanized development and to constrain the areas to which urban services are extended.

The subject site is currently in the Talquin Electric Cooperative (Talquin) franchise area for water, sewer, and electricity, and is served by water and sanitary sewer provided by Talquin. Talquin has indicated a commitment to expand capacity to meet any increase in need due to development. The subject site has access to the principal arterial Thomasville Road from Lawton Chiles Lane via Wolfpack Way and Rhea Road.

As there is existing capital infrastructure available on the subject site, a purpose of the Urban Service Area (directing development away from areas without or not intended to have urban services, and to areas that do) would be furthered by expanding the USA to include the subject site.

Lastly, at the August 27, 2019 Business Meeting of the Leon County School Board, the School Board voted unanimously to support expanding the USA, to include both additional properties that are owned by Leon County, Leon County Schools, and the subject properties owned by Pine Cone Woods, LLC. There was also discussion at this meeting that this expansion would allow the school an opportunity for on-site bus parking, school expansion, or additional school parking.

Previous Commission Consideration

The Urban Services Area has been altered 10 times since 1997; at times additional lands were brought into the USA, and at times additional lands were removed. In the subject area, the USA was extended in 1997 to encompass the area where Chiles High School is sited.

**F. 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
X	Joint City-County Transmittal Public Hearing	May 26, 2020	6:00 PM Virtual Meeting
	Joint City-County Adoption Public Hearing	October 13, 2020	6:00 PM Virtual Meeting

**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:** After a staff presentation and public testimony, the Local Planning Agency voted to recommend approval of the proposed amendment.

**Joint City-County Commission Workshop- February 25, 2020:** A joint workshop was held on February 25, 2020 to discuss the proposed 2020 Cycle amendments. Commissioners asked if development was planned for the subject site. Staff explained that the Urban Services Area expansion would be one step, a map amendment to change the designation of the subject area to Bradfordville Mixed Use would be the next step, and a Planned Unit Development is proposed before development could begin. The Commissioners also noted that the School Board is supportive of the proposed amendment.

**Joint City-County Transmittal Hearing - May 26, 2020:** A joint transmittal hearing was held on May 26, 2020. Both Commissions voted to transmit the proposed amendment to the State Land Planning Agency and Review Agencies.

#### **G. CONCLUSION:**

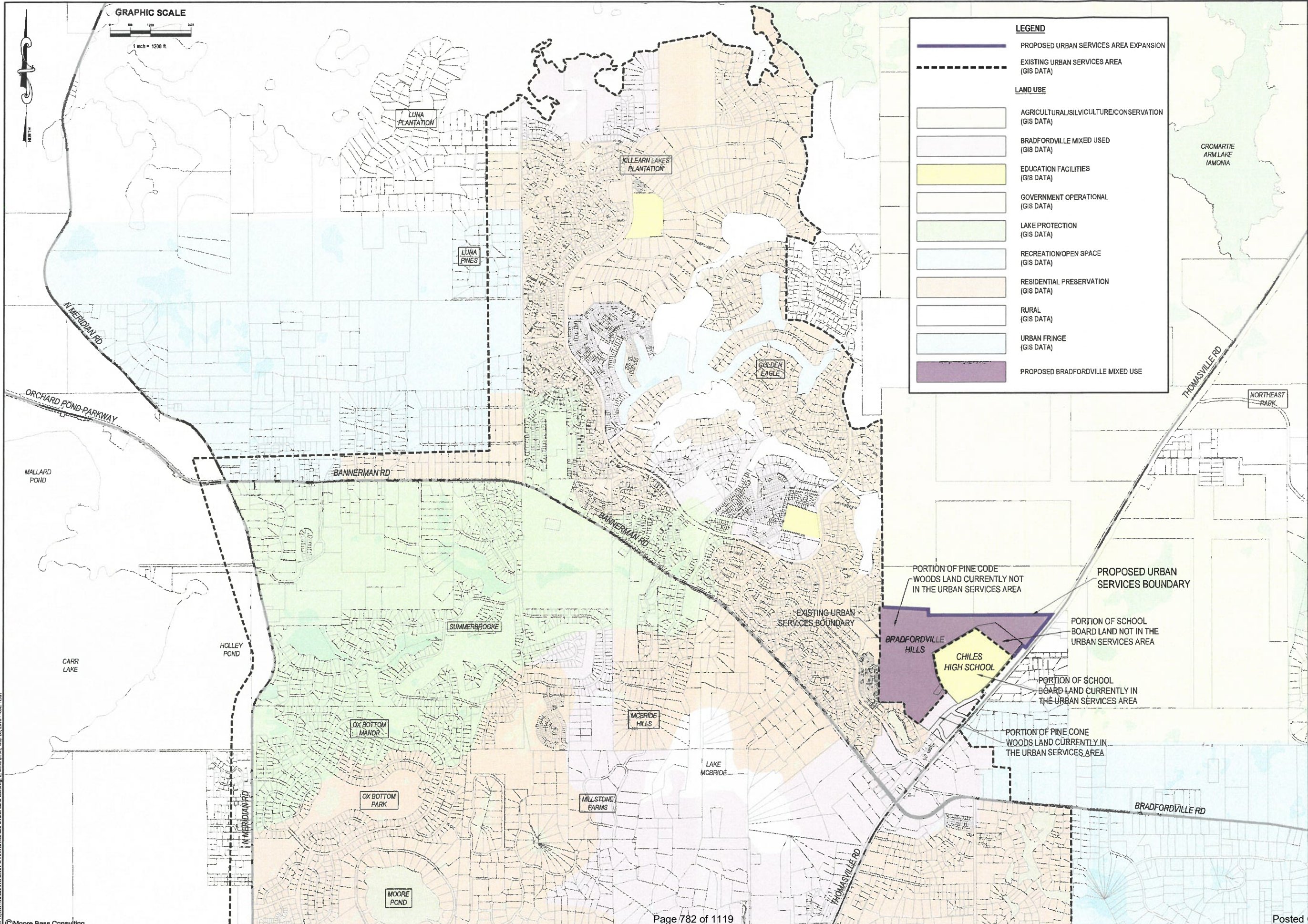
Based on the above analysis, Planning Department staff recommends approval of the amendment request for the following reasons:

Include reasons for recommendation including:

- Amending the Future Land Use Map (Map 2 and Map 3) of the Tallahassee-Leon County Comprehensive Plan to extend the Urban Services Area to include the subject site would be consistent with Objective 1.1 [L], Policy 1.1.1 [L], and Policy 1.1.11 [L] of the Tallahassee Leon County Comprehensive Plan.

#### **H. ATTACHMENTS:**

1. Map of the Proposed Urban Services Area



**LEGEND**

- PROPOSED URBAN SERVICES AREA EXPANSION
- EXISTING URBAN SERVICES AREA (GIS DATA)

**LAND USE**

- AGRICULTURAL/SILVICULTURE/CONSERVATION (GIS DATA)
- BRADFORDVILLE MIXED USED (GIS DATA)
- EDUCATION FACILITIES (GIS DATA)
- GOVERNMENT OPERATIONAL (GIS DATA)
- LAKE PROTECTION (GIS DATA)
- RECREATION/OPEN SPACE (GIS DATA)
- RESIDENTIAL PRESERVATION (GIS DATA)
- RURAL (GIS DATA)
- URBAN FRINGE (GIS DATA)
- PROPOSED BRADFORDVILLE MIXED USE

**Moore Bass**  
CONSULTING  
ATLANTA  
TALLAHASSEE

PROJECT NAME	BRADFORDVILLE PROPERTY
CLIENT NAME	PINE CONE WOODS, LLC

NO.	DESCRIPTION	DATE



102_023-Overall Land Use.dwg	
DATE	2019.09.25
FILE #	2003-164
CONTRACT #	102.023

**DRAWN BY**  
The Drawings, Specifications and other documents prepared by Moore Bass Consulting, Inc. (MBC) for this Project are instruments of professional service provided to the Client for use only in connection with the Project and shall not be used for any other purpose without the written consent of Moore Bass Consulting, Inc. All rights reserved, including the copyright.

**SEAL**  
805 N. GADSDEN STREET  
TALLAHASSEE, FL 32303  
CERTIFICATE OF AUTHORIZATION NO. 00036106

**SHEET TITLE**  
PROPOSED URBAN SERVICES BOUNDARY

**SHEET**  
250  
Posted October 25, 2020

C:\Projects\102\_023\Working\PLANNING\102\_023-Overall Land Use.dwg, 2, 10/25/2019, 4:32:11pm

## **Citizens Comments**

# **LMA 2020 06**

## **Pine Cone Woods Map Amendment and**

# **TTA 2020 006**

## **Pine Cone Woods Urban Services Area**



**From:** [Calhoun, Sherri](#)  
**To:** [White, Artie](#)  
**Subject:** FW: 2020 Comp Plan Public Comment Submission  
**Date:** Thursday, January 09, 2020 12:19:54 PM  
**Attachments:** [image001.png](#)

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Sherri Calhoun  
Staff Assistant  
Comprehensive Planning & Urban Design  
300 S. Adams Street. Tallahassee, Florida  
Ph#: (850) 891-6413  
Fax: (850) 891-6404  
[Sherri.calhoun@talgov.com](mailto:Sherri.calhoun@talgov.com)  
<http://www.talgov.com/planning/PlanningHome.aspx>



Please note that under Florida's Public Records laws, most written communications to or from city and county staff or officials regarding public business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.

**From:** dropco@yahoo.com <dropco@yahoo.com>  
**Sent:** Tuesday, January 7, 2020 10:46 AM  
**To:** CMP\_PLN\_AMND <cmpplnammd@talgov.com>  
**Cc:** Calhoun, Sherri <Sherri.Sullivan@talgov.com>  
**Subject:** 2020 Comp Plan Public Comment Submission

- **Amendment:** LMA202006 Map
- **Name:** Jon Dropco
- **Address:** 7147 Beech Ridge Trl
- **City:** Tallahassee
- **State:** FL
- **Zip:** 32312
- **Email Address:** [dropco@yahoo.com](mailto:dropco@yahoo.com)
- **Comments:** I'm concerned with the proposal and what effect it would have on traffic and water management/runoff on Beech Ridge Trail. When the plantation would clear cut the pine trees, the water coming down from the plantation was a flood into Arrowhead Lake. A loss of those trees and the ability to suck up rain would be devastating to my property. Also, Lawton Chiles Ln can barely handle the morning and afternoon traffic from the high school. Development of 175 acres would not be beneficial to the two lane roadways. This proposal should be further limited.

**From:** [Calhoun, Sherri](#)  
**To:** [White, Artie](#)  
**Subject:** FW: 2020 Comp Plan Public Comment Submission  
**Date:** Thursday, January 09, 2020 12:19:48 PM  
**Attachments:** [image001.png](#)

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Sherri Calhoun  
Staff Assistant  
Comprehensive Planning & Urban Design  
300 S. Adams Street, Tallahassee, Florida  
Ph#: (850) 891-6413  
Fax: (850) 891-6404  
[Sherri.calhoun@talgov.com](mailto:Sherri.calhoun@talgov.com)  
<http://www.talgov.com/planning/PlanningHome.aspx>



Please note that under Florida's Public Records laws, most written communications to or from city and county staff or officials regarding public business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.

**From:** Blakeboy78@gmail.com <Blakeboy78@gmail.com>  
**Sent:** Thursday, January 9, 2020 2:01 AM  
**To:** CMP\_PLN\_AMND <cmpplnammd@talgov.com>  
**Cc:** Calhoun, Sherri <Sherri.Sullivan@talgov.com>  
**Subject:** 2020 Comp Plan Public Comment Submission

- **Amendment:** LMA202006 Map
- **Name:** Kyle Blake
- **Address:** 3509 OAK HILL TRL
- **City:** TALLAHASSEE
- **State:** FL
- **Zip:** 32312
- **Email Address:** Blakeboy78@gmail.com
- **Comments:** Please reconsider this development. We recently moved here because of the location. We have an abundance of wildlife and enjoy nearly zero noise pollution. Please dont add more homes that will destroy this ecosystem, create noise, and strain the infrastructure. I vote NO on changing the land from Rural to PUD.

## Perrine, Beth

---

**From:** Hardcastle.ron@gmail.com  
**Sent:** Thursday, January 09, 2020 9:35 PM  
**To:** CMP\_PLN\_AMND  
**Cc:** Perrine, Beth  
**Subject:** 2020 Comp Plan Public Comment Submission

- **Amendment:** LMA202006 Map
- **Name:** Ron Hardcastle
- **Address:** 3448 Briar Branch Trail
- **City:** Tallahassee
- **State:** FL
- **Zip:** 32312
- **Email Address:** Hardcastle.ron@gmail.com
- **Comments:** A significant portion (approximately 10 acres on the western boundary) of the land associated with this amendment request is located in a FEMA flood zone. Furthermore the majority of the homes in Killlearn Lakes that border the western boundary are on septic service. The land behind these homes slopes downward into the land designated a flood zone. The septic systems of these homes percolate waste water into this area, the western edge of the property in question for transition from rural to mixed use designation. Any approval should mandate that development may not occur in the area of the property within the flood zone.

2020 Comprehensive Plan Amendment Cycle

Public Open House

January 6, 2020

Ways to provide input on proposed amendments:

Online form at [www.Talgov.com/CompPlan2020](http://www.Talgov.com/CompPlan2020)

Email to [Planning@Talgov.com](mailto:Planning@Talgov.com)

Mail to: Tallahassee-Leon County Planning Department, ATTN: Comprehensive Planning Division,  
300 South Adams Street, Tallahassee, Florida 32301

Comment Form

Amendment name/number: LMA 2020 06 / TTA 2020 006

- Concerns: (not necessarily in any order)
- ① traffic
  - ② schools
  - ③ water/run off
  - ④ density
  - ⑤ wildlife protection - gopher tortoise, etc.
  - ⑥ ~~concerned regarding expanding USA~~

2020 Comprehensive Plan Amendment Cycle

Public Open House

January 6, 2020

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Email to [Planning@Talgov.com](mailto:Planning@Talgov.com)

Mail to: Tallahassee-Leon County Planning Department, ATTN: Comprehensive Planning Division,  
300 South Adams Street, Tallahassee, Florida 32301

Comment Form

Amendment name/number: LMA 2020 06 and

TIA 2020 006

Keep the residential density  
similar to that in Killbuck Lakes  
2 to 3 units per acre maximum.

Art Berger

3252 Horseshoe Trail  
Tallahassee, FL

32312

2020 Comprehensive Plan Amendment Cycle

Public Open House

January 6, 2020

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Online form at [www.Talgov.com/CompPlan2020](http://www.Talgov.com/CompPlan2020)

Email to [Planning@Talgov.com](mailto:Planning@Talgov.com)

Mail to: Tallahassee-Leon County Planning Department, ATTN: Comprehensive Planning Division,  
300 South Adams Street, Tallahassee, Florida 32301

Comment Form

Amendment name/number: LMA 2020 06 / TTA 2020 06

\* We are concerned about  
TRAFFIC onto Beech Ridge TRAIL  
We already have substantial  
water sheet flow on to our  
property at 7136 Beech Ridge  
TRAIL,

Also a larger concern is the  
old CURB STOP ACROSS FROM OUR  
HOME AND HOW THIS WILL  
AFFECT OUR QUALITY OF LIFE  
AND OUR CURRENT SIMPLE  
Street.

Scott & Vicki McLUCKIE  
McLuckies@aol.com

2020 Comprehensive Plan Amendment Cycle

Public Open House

January 6, 2020

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Email to [Planning@Talgov.com](mailto:Planning@Talgov.com)

Mail to: Tallahassee-Leon County Planning Department, ATTN: Comprehensive Planning Division,  
300 South Adams Street, Tallahassee, Florida 32301

Comment Form

Amendment name/number: LMA202006

NOT PLEASED WITH CURRENT TRAFFIC. MORE DEVELOPMENT  
WILL BRING MORE AUTO TRAFFIC.

NOT PLEASED WITH COMMERCIAL DEVELOPMENT SITES  
ALONG THOMASVILLE ROAD NEXT TO CARLOS HIGH

DO NOT WANT GAS STATIONS + FAST FOOD RESTAURANTS  
ALONG THOMASVILLE ROAD. BY CARLOS HIGH. WILL BE  
TOO MUCH CONGESTION IN TRAFFIC.

MORE DEVELOPMENT WILL BRING MORE STUDENTS TO AREA  
THAT WILL IMPACT ALL TRAFFIC ON THOMASVILLE ROAD

ALL ABOVE WILL IMPACT THE QUALITY OF LIFE ON  
MILLWOOD CANY, DIRECTLY ACROSS THOMASVILLE ROAD  
FROM PLANNED COMMERCIAL USES.

## 2020 Comprehensive Plan Amendment Cycle

Public Open House

January 6, 2020

### Ways to provide input on proposed amendments:

Online form at [www.Talgov.com/CompPlan2020](http://www.Talgov.com/CompPlan2020)

Email to [Planning@Talgov.com](mailto:Planning@Talgov.com)

Mail to: Tallahassee-Leon County Planning Department, ATTN: Comprehensive Planning Division,  
300 South Adams Street, Tallahassee, Florida 32301

### Comment Form

Amendment name/number: PINE CONE WOODS

Is this project needed? needed buy Leon county

IS so, why not look to areas more north of cities high school

why change the land use

From Rural...? I'm thinking it is rural for a reason...

The owner/developer has probably

paid reasonable taxes for

years - maybe decades. Now they

want to transform a rural area,

collect the money and move on -

move to another project.

- David Flagg

850-264-5222

Scottsdale resident,  
23 years



2020 Comprehensive Plan Amendment Cycle

Public Open House

January 6, 2020

Ways to provide input on proposed amendments:

Online form at [www.Talgov.com/CompPlan2020](http://www.Talgov.com/CompPlan2020)

Email to [Planning@Talgov.com](mailto:Planning@Talgov.com)

Mail to: Tallahassee-Leon County Planning Department, ATTN: Comprehensive Planning Division,  
300 South Adams Street, Tallahassee, Florida 32301

Comment Form

Amendment name/number:

Pine cone Woods

- ① need buffer fronting Thomasville Road.
- ② 20 units per acre is way to dense.
- ③ concerned about what type of commercial goes in on Thomasville Road.
- ④ concerned about increased traffic congestion.

## 2020 Comprehensive Plan Amendment Cycle

Public Open House

January 6, 2020

### Ways to provide input on proposed amendments:

Online form at [www.Talgov.com/CompPlan2020](http://www.Talgov.com/CompPlan2020)

Email to [Planning@Talgov.com](mailto:Planning@Talgov.com)

Mail to: Tallahassee-Leon County Planning Department, ATTN: Comprehensive Planning Division,  
300 South Adams Street, Tallahassee, Florida 32301

### Comment Form

Amendment name/number: LMA 2020 06

It seems very developer friendly to have land zoning put first and fore front before any kind of impact studies are done. Unfortunately, this is ~~to~~ to the detriment of the citizens. More transparency to this entire process would be appreciated.

## 2020 Comprehensive Plan Amendment Cycle

Public Open House

January 6, 2020

### Ways to provide input on proposed amendments:

Online form at [www.Talgov.com/CompPlan2020](http://www.Talgov.com/CompPlan2020)

Email to [Planning@Talgov.com](mailto:Planning@Talgov.com)

Mail to: Tallahassee-Leon County Planning Department, ATTN: Comprehensive Planning Division,  
300 South Adams Street, Tallahassee, Florida 32301

### Comment Form

Amendment name/number:

LMA 2020 06  
~~LMA 2020 06~~ + TTA 2020 006

I have major concerns about traffic on  
Thomasville Rd. + Bannerman Rd. if the zoning  
continues to allow more + more development  
in this beautiful Bradfordville neighborhood!  
Schools to capacity already + the traffic  
is already scary!! we want it to stay rural!

Judy A. Stone

7499 Anglewood Lane

e-mail - [jastone13@AOL.com](mailto:jastone13@AOL.com)

## 2020 Comprehensive Plan Amendment Cycle

Public Open House

January 6, 2020

### Ways to provide input on proposed amendments:

Online form at [www.Talgov.com/CompPlan2020](http://www.Talgov.com/CompPlan2020)

Email to [Planning@Talgov.com](mailto:Planning@Talgov.com)

Mail to: Tallahassee-Leon County Planning Department, ATTN: Comprehensive Planning Division,  
300 South Adams Street, Tallahassee, Florida 32301

### Comment Form

Amendment name/number: Pine Cone Woods

Can a serious Buffer be established between the future development & homes in the Killeam Lakes Plantation Homes.

- Too many homes per acre

- WE WANT THIS AREA TO STAY RURAL!

Fred & Cindy Fisher

Valley Creek Drive

Killeam Lakes Plantation

Resident

## 2020 Comprehensive Plan Amendment Cycle

Public Open House

January 6, 2020

### Ways to provide input on proposed amendments:

Online form at [www.Talgov.com/CompPlan2020](http://www.Talgov.com/CompPlan2020)

Email to [Planning@Talgov.com](mailto:Planning@Talgov.com)

Mail to: Tallahassee-Leon County Planning Department, ATTN: Comprehensive Planning Division,  
300 South Adams Street, Tallahassee, Florida 32301

### Comment Form

Amendment name/number: TIA 2020 006

The current use is Rural & should not be changed to a more dense development. The infrastructure doesn't exist to support higher density. There are already 3 major projects proposed & approved for Bonnerman Road - with all 3 there will be added over 1,000 residential homes added in next five years. Enough is enough!

Ellen Hicks  
Bull Headly Rd

**From:** [vickieyoung823@gmail.com](mailto:vickieyoung823@gmail.com)  
**To:** [CMP\\_PLN\\_AMND](#)  
**Cc:** [Perrine, Beth](#)  
**Subject:** 2020 Comp Plan Public Comment Submission  
**Date:** Saturday, January 18, 2020 1:29:57 PM

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- **Amendment:** LMA202006 Map
- **Name:** Vickie Young
- **Address:** 3564 Dogwood Valley Trl
- **City:** Tallahassee
- **State:** FL
- **Zip:** 32312
- **Email Address:** [vickieyoung823@gmail.com](mailto:vickieyoung823@gmail.com)
- **Comments:** We as property owners in Killearn Lakes, would like to see this property retain its Rural status. We have seen some of the areas around us already develop into commercial property, and adding more commercial property around the high school will increase traffic congestion that already exists due to high school traffic. Let's reserve this as rural, so we can maintain this area's beautiful and natural scenery, ecosystem function, home to our native animals and just keep Leon County's beauty. Consider purchasing the space across the street where Khol's use to be. This has been vacant for a while and may be a good space to add some light commercial shopping and walking areas, without having to bring down trees and harm our natural areas.

Visit the Planning Department website at: [www.talgov.com/compplan2020](http://www.talgov.com/compplan2020)

**NOTICE OF A REQUESTED AMENDMENT  
TO THE COMPREHENSIVE PLAN FUTURE LAND USE MAP**

An application has been filed to request a change of designation on the Comprehensive Plan Future Land Use Map for the property shown on the map on the reverse side of this notice. You are being notified of this requested change because public records indicate that you own property within approximately 1,000 feet of the subject site. A location map and a summary of the request are shown on the reverse side of this notice.

Listed below are the scheduled Workshops and Public Hearings on this request. The December 17<sup>th</sup> Open House event is an opportunity for you to come and ask questions in a less formal setting prior to the start of the more formalized public hearing process. Prior to each meeting, please check [www.talgov.com/compplan2020](http://www.talgov.com/compplan2020) to confirm there have been no changes to this meeting schedule.

The Local Planning Agency, City Commission, and Board of County Commissioners appreciate any information that would be useful to them in their deliberations on the amendment request. In addition to the public hearings, the Local Planning Agency and City and County Commissions will hold workshops on the proposed amendments. The public is invited to attend, but no public comments will be taken at the workshops.

Date	Meeting	Purpose	Time	Location
February 4 (Tuesday)	Local Planning Agency	Local Planning Agency Public Hearing on Comprehensive Plan Amendment and Rezoning	6:00 PM	Renaissance Center 2nd Floor 435 North Macomb Street
February 25 (Tuesday)	County and City Commissions	Joint City-County Commission Workshop	1:30 PM	County Commission Chambers 5 <sup>th</sup> Floor, Leon County Courthouse
April 14 (Tuesday)	County and City Commissions	Joint City-County Transmittal Public Hearing	6:00 PM	County Commission Chambers 5 <sup>th</sup> Floor, Leon County Courthouse
May 26 (Tuesday)	County and City Commissions	Joint City-County Adoption Public Hearing and Rezoning Public Hearing	6:00 PM	County Commission Chambers 5 <sup>th</sup> Floor, Leon County Courthouse

**If you have a disability requiring accommodations, please call the Tallahassee-Leon County Planning Department at least forty-eight (48) hours prior to the hearing (excluding weekends and holidays). The Planning Department Telephone is (850) 891-6400. The Florida Relay TDD Service Telephone is 1-800-955-8771.**

If you have concerns that you wish to be considered by the City and County Commissions in regard to this application, you may submit written comments in response to this notice. You may submit your comments by letter, facsimile (fax), on the form below or through our website at [www.talgov.com/compplan2020](http://www.talgov.com/compplan2020). More detailed information on each proposed amendment is also available on the website.

**Tallahassee-Leon County Planning Department  
ATTN: Comprehensive Planning Division  
300 South Adams Street  
Tallahassee, Florida 32301  
Telephone: (850) 891-6400 Fax: (850) 891-6404**

Amendment # LMA202006

I/We as owner(s) of property at this address: 7136 BEECH RIDGE TRAIL, 32312 wish the information below to be considered by the Local Planning Agency and the City/County Commissions:

THAT NO ENTRY OR EXIT TO PINE CONE WOODS SHALL BE CONNECTED IN ANY WAY TO BEECH RIDGE TRAIL

SIGNED: \_\_\_\_\_

*Scott A. McLuckie*  
SCOTT A. MCLUCKIE

**Requested Map Amendment: Pine Cone Woods  
Reference Number: LMA202006  
Applicant: Pine Cone Woods, LLC.**



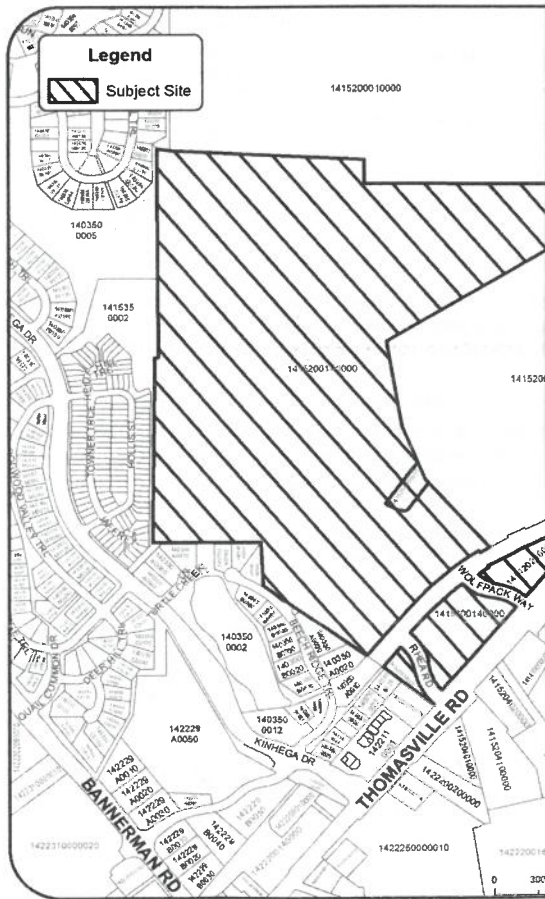
Large Scale Map Amendment: This is a request to change Rural (R) to Bradfordville Mixed Use (MU) on approxima Thomasville Road and surround Chiles High School. The promote agriculture, silviculture, and natural resource-bas ecosystem functions, and to protect the scenic vistas and p County's rural areas. Single family residential uses are all one (1) dwelling unit per ten (10) acres. Non-residential u agricultural silvicultural, and other natural resource-based maximum intensity of 2,000 sq. ft. per acre. The proposed create a village atmosphere with an emphasis on low to m commercial shopping opportunities for area residents, scho oriented amenities for the enjoyment of area residents.

Rezoning Application: A rezoning application will be proc change from Rural (R) to Planned Unit Development (PUI amendment to the Future Land Use Map.

Please direct questions regarding this amendment to: M

To view information on this amendment, go to [www.talga](http://www.talga)

### Pine Cone Woods Map



LOCATIO



TALLAHASSEE FL 323

16 JAN 2020 PM 2 L

Tallahassee - Leon Planning Department

Attn: Comprehensive Planning Division

300 South Adams Street

Tallahassee, FL 32301

+ LMA 202006

66161-10626



I/We as owner(s) of property at this address: 3572 Oak Hill Trail wish the information below to be considered by the Local Planning Agency and the City/County Commissioners:

Please consider that I, & many other neighbors, purchased our property with the ~~assumption~~ presumption of the Platification  
SIGNED: Regina their land, which runs behind my home, could

remain natural. The proposed amendment now brings your development too close. What about run-off from parking lots & sewage? Killdeer lakes already has a problem with that.

Requested Map Amendment: Pine Cone Woods

Also, please consider increased

traffic with very little road access to Sargent St. Months  
Construction would only disrupt natural environment. Mott  
Aest



Martha Scott  
3572 Oak Hill Trl  
Tallahassee, FL 32312

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

32301-1731 99

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TALLAHASSEE FL 323  
23:00PM 2020 PM 3 L



**NOTICE OF A REQUESTED AMENDMENT  
TO THE COMPREHENSIVE PLAN FUTURE LAND USE MAP**

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**Tallahassee-Leon County Planning Department**  
**ATTN: Comprehensive Planning Division**  
 300 South Adams Street  
 Tallahassee, Florida 32301  
 Telephone: (850) 891-6400 Fax: (850) 891-6404

**Amendment # LMA202006**

I/We as owner(s) of property at this address: 7124 BEECH RIDGE TRAIL wish the information below to be considered by the Local Planning Agency and the City/County Commissions:

PLEASE SEE ATTACHED LETTER.

SIGNED:

Mike Mantei

MIKE & AMY MANTEI  
513-515-0417

**Requested Map Amendment: Pine Cone Woods**  
**Reference Number: LMA202006**  
**Applicant: Pine Cone Woods, LLC.**

Mike & Amy Mantei  
7124 Beech Ridge Trail  
Tallahassee FL 32312

Dear Sirs or madams,

In response to your notice to adjacent property owners concerning the amendment to zoning requested by Pine Cone Woods LLC reference # LMA202006.

While we do not oppose responsible development and growth, in our opinion, the maximum density proposed will be incongruent with the surrounding area. In our opinion, this would cause the area to be degraded aesthetically, environmentally and functionally.

Large areas of subject property include a steep slope with our homes directly below at the base of the slope on Beech Ridge Trail. We already suffer with problematic runoff due to zero drainage infrastructure. We have no ditches, culverts or storm sewers at the base of this large slope where our homes are located. Any additional water coming off that slope due to additional impermeable surfaces could be catastrophic for our homes and property. For this reason alone, we ask that density be restricted, and drainage is carefully planned, especially on the slopes adjacent to Beech Ridge Trail. Thomasville road is already very congested. The schools are already near or at capacity and the environment is already stressed. For example, The County routinely sets up "sand-bag" locations multiple times per year because of the mis handled planning of the past (sheet drainage) through all of Killlearn Lakes Plantation, which is directly adjacent the new development being proposed. Please recognize the critical need for high permeable area ratios, buffer zones and carefully designed drainage so as not to exacerbate our already tenuous drainage issues. Perhaps if done well, the new development could even reduce the runoff we experience from those slopes now. We are keenly aware of the immediate and egregious violations and flooding at the start of the "Canopy" development. Please plan for and anticipate similar abuses and prevent them from happening at this development.

Also, before deciding on this change to zoning, we ask that you require the expansion of the "TAPP water drop application map so we can all study and extrapolate the results of the proposed changes to the topography. As of now, this map's functional boundary stops just short of the affected area but could easily be expanded. This would also have educational value as Chiles HS campus would be included.

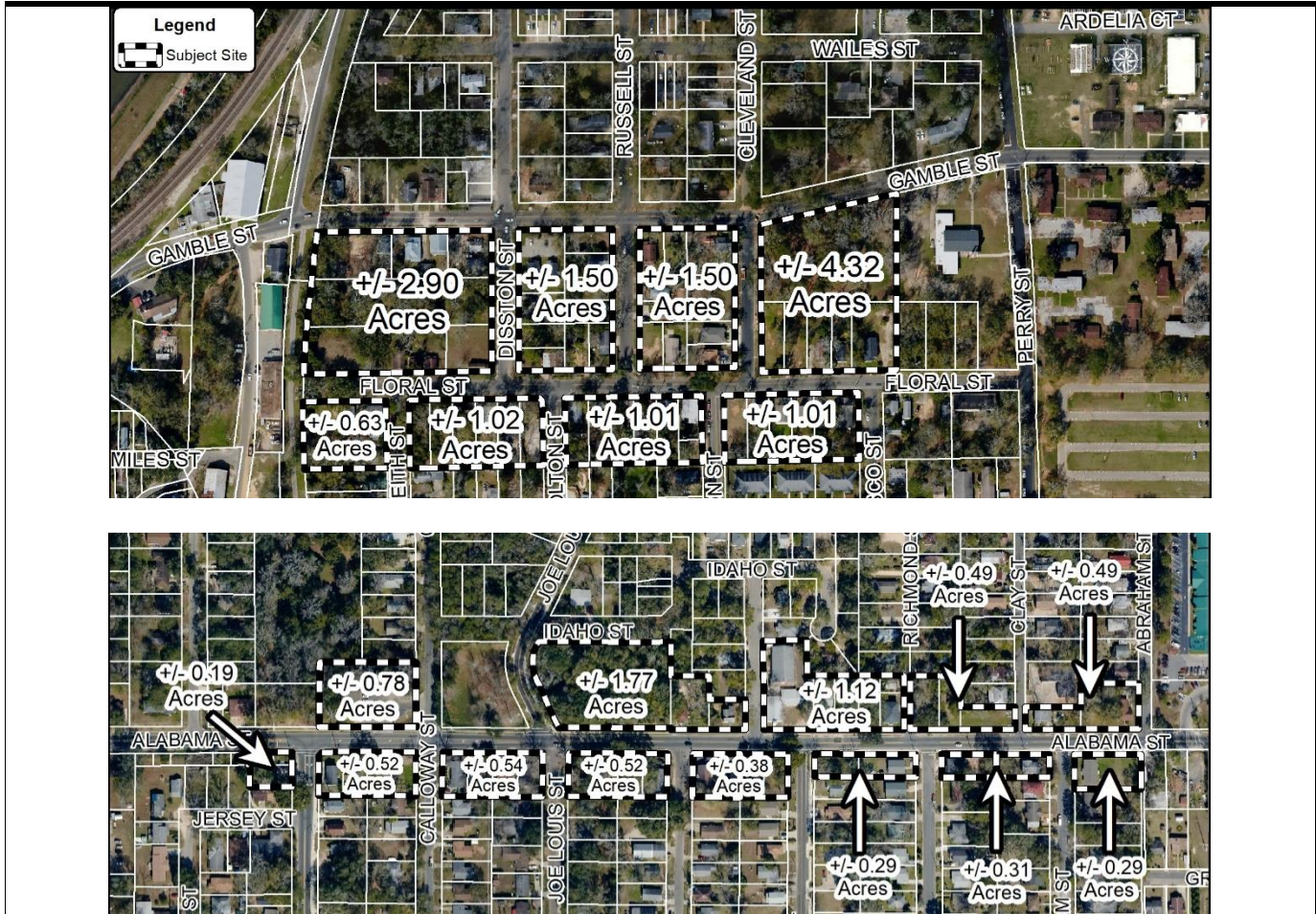
One final suggestion. Imagine if most of the new development was a restricted 55 and older community similar to The Villages. The land is at a higher elevation. The HS is already an evacuation shelter often used to house seniors evacuated from the coast. The crime is lower. The older residents would not impact the school system and contribute less to traffic congestion at peak periods. CVS, Walgreens and Publix within a mile. There are MANY older folks in Killlearn Lakes Plantation looking to downsize but stay in the area. Seems like this scenario would exemplify responsible, well planned development/growth and be very profitable for the developer.

Thank you

Mike and Amy Mantei. 513-515-0417



**2020 Comprehensive Plan Amendment Cycle**  
TMA 2020 010  
Bond and Griffin Heights NB



**SUMMARY**

Property Owners:	Property Location:	TLCPD Recommendation:
Various	Various: See included maps	<b>Approve</b>
<b>Applicant:</b> Tallahassee-Leon County Planning Dept.		
<b>TLCPD Staff:</b>	<b>Current Future Land Use &amp; Zoning:</b>	<b>LPA Recommendation:</b>
Artie White	<u>Future Land Use:</u> Residential Preservation <u>Zoning:</u> Residential Preservation-2	<b>Approve</b>
<b>Contact Information:</b>	<b>Proposed Future Land Use &amp; Zoning:</b>	
<a href="mailto:Artie.White@Talgov.com">Artie.White@Talgov.com</a> (850) 891-6432	<u>Future Land Use:</u> Neighborhood Boundary <u>Zoning:</u> No Change	
<b>Date:</b> November 14, 2019	<b>Updated:</b> 09/21/2020	

**A. REASON FOR REQUESTED CHANGE**

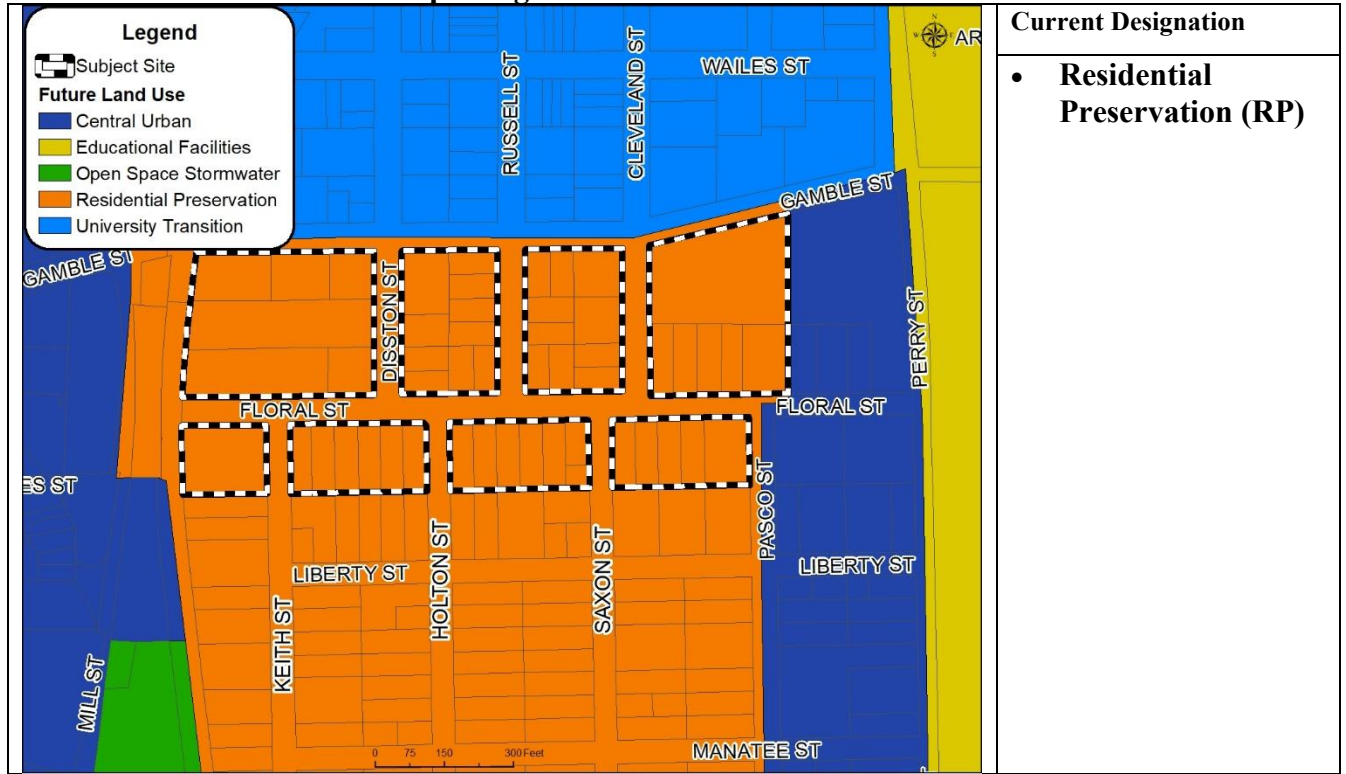
This is a request to change the Future Land Use Map (FLUM) designation of parcels along Alabama Street in the Griffin Heights Neighborhood and for a corridor in the Bond Neighborhood south of Gamble Street and along Floral Street from Residential Preservation to Neighborhood Boundary. This would allow these areas to become mixed use corridors with neighborhood-scale, non-residential uses and a variety of residential uses. This amendment is intended to implement recommendations from the Bond Neighborhood First Plan and the planning efforts of the Griffin Heights Neighborhood.

**B. CURRENT AND PROPOSED FUTURE LAND USE DESIGNATION**

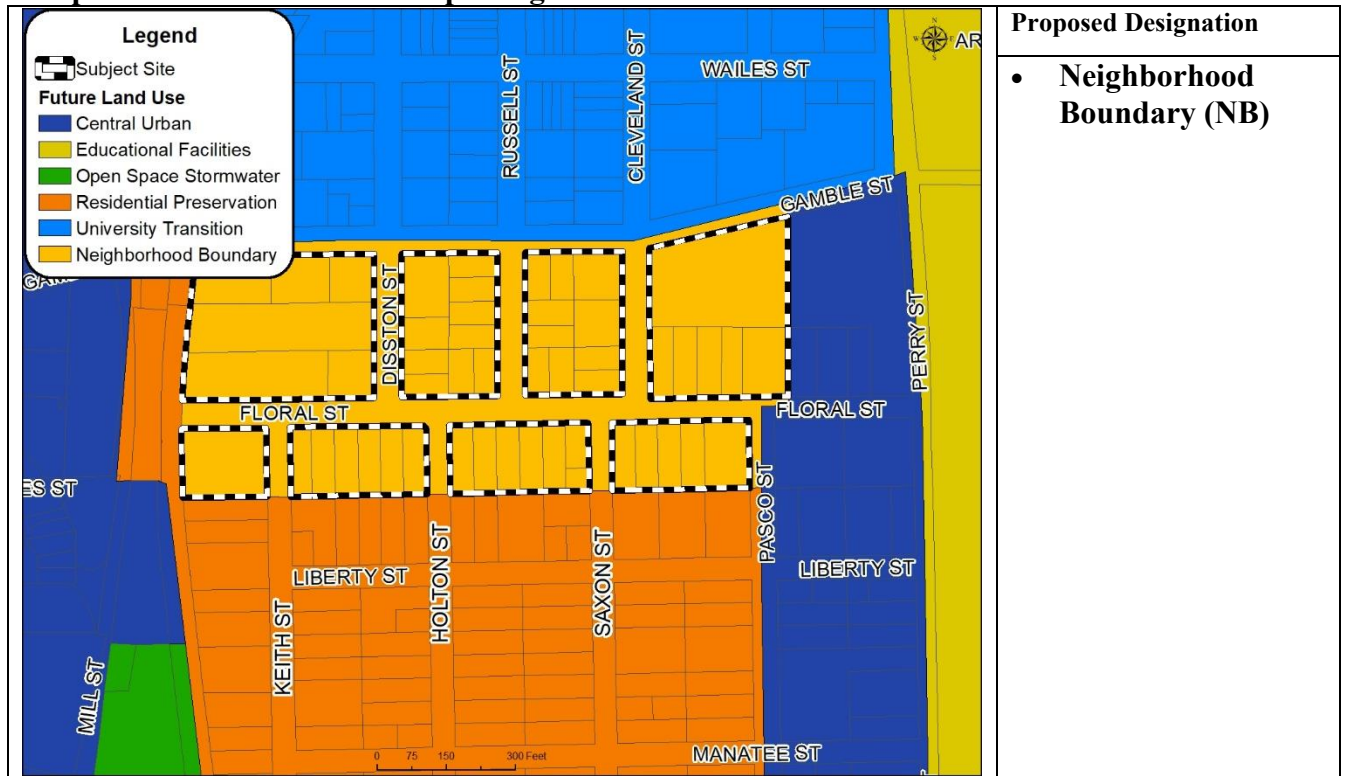
The Subject Areas are currently designated Residential Preservation on the FLUM. The proposed amendment would change the FLUM designation of the areas to Neighborhood Boundary.

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

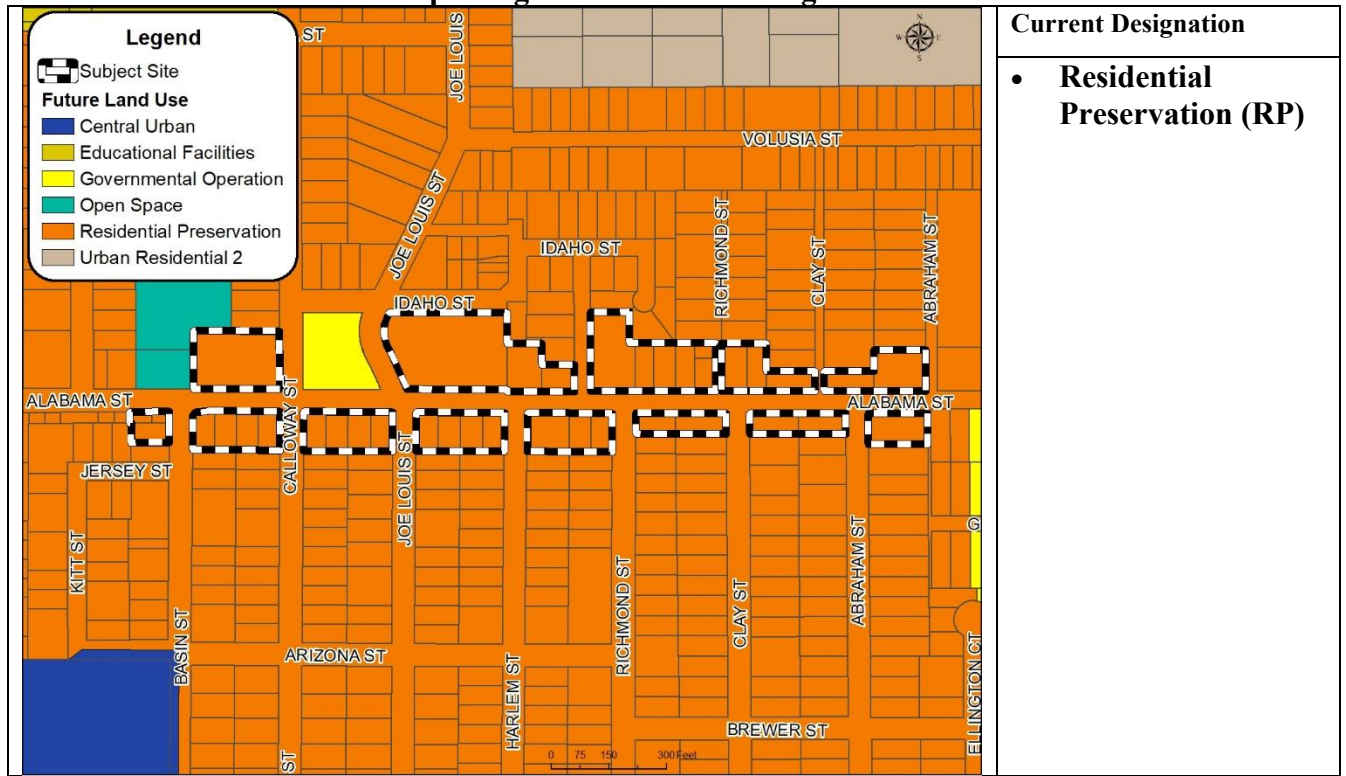
### Current Future Land Use Map Designation - Bond



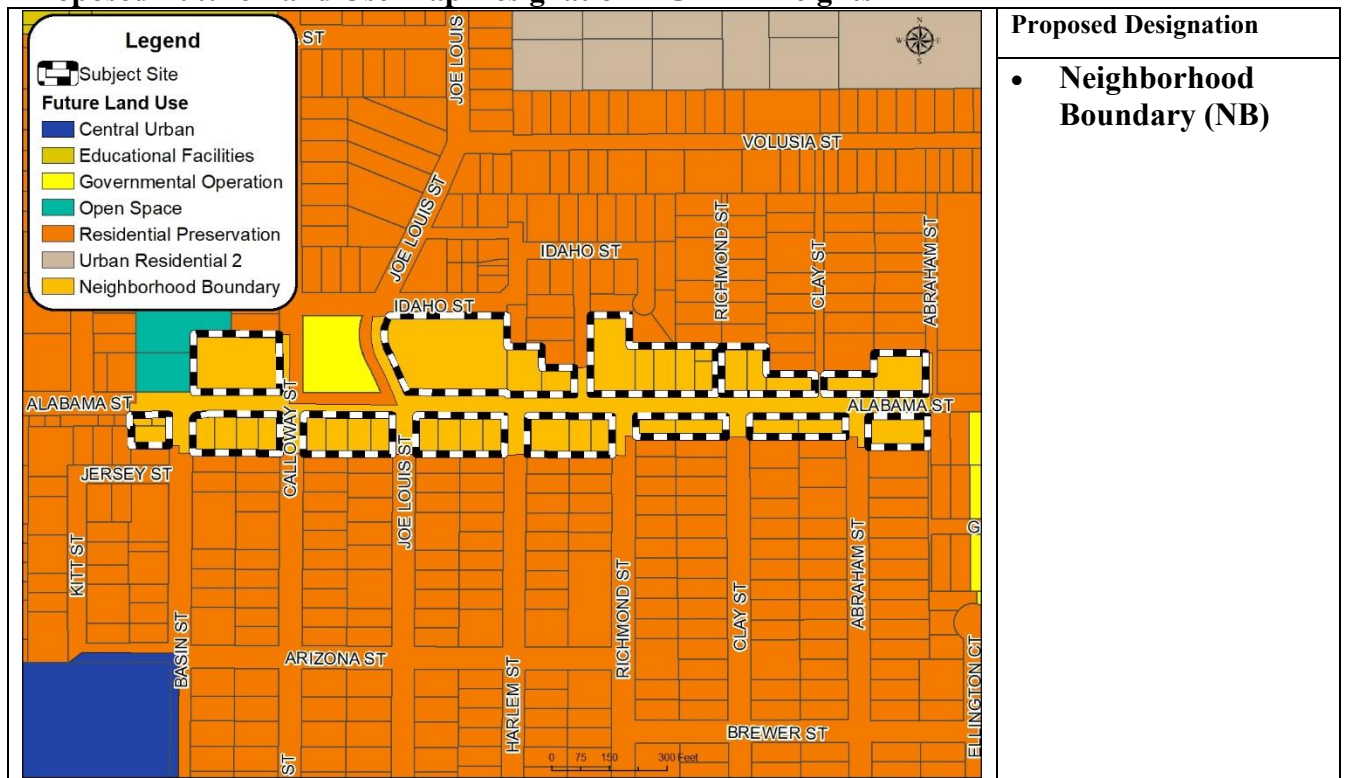
### Proposed Future Land Use Map Designation - Bond



### Current Future Land Use Map Designation – Griffin Heights



### Proposed Future Land Use Map Designation – Griffin Heights





### 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.

### 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.

### E. SUMMARY OF FINDINGS

Staff presents the following findings of fact:

1. The subject areas are not consistent with the intent of Policy 2.2.3 [L] and therefore a Residential Preservation designation is not appropriate.
2. The proposed amendment is consistent with the intent of Policy 2.2.21 [L] to create a transition area between residential development and more intensive development, such as higher intensity multi-family and higher intensity non-residential development. The subject area in Bond would create a section of Neighborhood Boundary (NB) between an area of the neighborhood that is designated University Transition and the remainder of the neighborhood that is designated Residential Preservation.
3. The proposed amendment is consistent with Policy 2.2.21 [L], which allows low-density residential uses including duplexes, townhomes, triplexes, and quadplexes. There are currently a number of residential properties in the subject areas in both Bond and Griffin Heights that are considered non-conforming under Residential Preservation. These uses would be consistent with the allowable uses under Policy 2.2.21 [L].
4. The proposed amendment is consistent with Policy 2.2.21 [L], which allows residential land uses up to 12.0 DU/Acre. The proposed text amendment to Policy 2.2.21 [L] would increase the max density allowed in the NB FLUC to 12.0 per acre. The majority of the residential properties in the subject areas in the Griffin Heights and Bond neighborhood have densities that are greater than 6.0 DU/Acre (the max allowed by Policy 2.2.3 [L]) These densities are more consistent with the max allowed under the current and proposed Policy 2.2.21 [L] than under Policy 2.2.3 [L].
5. Policy 2.2.21 [L] allows limited retail uses, among other non-residential uses. There are a number of properties in the subject areas that are neighborhood-scale retail uses that are currently non-conforming uses under Residential Preservation. These uses would be consistent with Policy 2.2.21 [L].
6. The proposed concurrent text amendment to Policy 2.2.21 [L] (proposed Amendment TTA 2020 011) would, in part, add additional language to the intent of the policy, indicating that NB may also be used to establish mixed-use corridors with neighborhood-scale, non-residential uses and a variety of residential uses where identified in a City or County

coordinated placemaking, sense of place, neighborhood, or sector plan. The application of NB on the subject areas in Griffin Heights and Bond, in response to their City-coordinated neighborhood planning efforts, would be consistent with this language.

7. The proposed amendment to Policy 2.2.21 [L] also would change the locational requirements of NB to further limit its application to 250 feet from the right-of-way (reduced from 350 feet). No part of the proposed application of NB in the subject area is greater than 250 feet from the right-of-way.
8. The existing land uses in the subject areas are not consistent with the max density or allowable uses under Section 10-170 of the Land Development Code, and are significantly more consistent with the density and uses allowed under the proposed Neighborhood Boundary Office-Retail section of the Land Development Code.

## **F. STAFF ANALYSIS**

### History and Background

This proposed amendment to the Future Land Use Map (FLUM) of the Tallahassee-Leon County Comprehensive Plan is submitted concurrently with a text amendment to Policy 2.2.21 of the Land Use Element, which is the policy for the Neighborhood Boundary Future Land Use Category (FLUC). This map amendment would apply the amended Neighborhood Boundary FLUC on the Floral and Gamble Street corridors in the Greater Bond Neighborhood (Bond) and on the Alabama Street corridor in the Griffin Heights Neighborhood to implement action items in the Greater Bond Neighborhood First Plan and early Neighborhood First planning efforts in the Griffin Heights neighborhood.

The Greater Bond Neighborhood traces its roots back to the late 1920s with the donation of a significant portion of what is now the Bond neighborhood to Benjamin J. Bond and Letitia J. Bond. Over the years this land was subdivided and sold to African American community members and the neighborhood was developed to include a mixture of residential and non-residential uses. Historically, along Floral Street there were a number of commercial businesses including grocery stores, barbershops, fish markets, and juke joints. Today, several of these properties continue to have commercial uses.

With the adoption of the 2030 Tallahassee-Leon County Comprehensive Plan in the early 1990s, the zoning and land use of the properties fronting Gamble Street and Floral Street changed substantially. Properties that were previously zoned for Residential Mixed Use, Commercial, and Industrial uses along Floral Street and Gamble Street (and throughout much of Bond) were redesignated and rezoned to Residential Preservation, creating many non-conformities throughout the neighborhood and, especially, along Floral Street. Between Gamble Street and Floral Street there were also several neighborhood businesses, some of these that existed at the time of the adoption of the Comprehensive Plan, also becoming non-conforming uses. This application of Residential Preservation also prevented any new neighborhood-scale commercial opportunities from being developed in the majority of the Bond neighborhood.

On September 24, 2018, the Greater Bond Neighborhood Association (GBNA), after working with the City of Tallahassee Neighborhood Public Safety Initiative, adopted a Neighborhood First Plan. The plan addresses four priority areas: Community Beautification, Economic Development and Residential Empowerment, Land Use, and Neighborhood Safety and Crime Prevention. The plan identifies zoning adjustments to allow for residential, commercial, and light industrial uses while preserving the character of the neighborhood as one desired outcome. The plan also indicates the neighborhood's desire to have commercial corridors, and specifically identifies Floral and Gamble Streets as two streets appropriate for such a corridor. This plan was adopted by the Greater Frenchtown/Southside Community Redevelopment Agency on December 13, 2018.

Griffin Heights is a neighborhood that also has many longtime residents and is a neighborhood with its own history and tradition. In 2019, the Griffin Heights Neighborhood began Neighborhood First planning efforts. Staff from the Planning Department have been a part of this effort and neighborhood residents have routinely identified the need for increased commercial opportunity along the Alabama Street corridor. Early drafts of the Griffin Heights Neighborhood First Plan

include language requesting land use changes, specifically the creation of a “main street” along Alabama street that allows for neighborhood-scale commercial development.

Like Bond, prior to the adoption of the 2030 Comprehensive Plan, the zoning in Griffin Heights was a mixture of Commercial, Residential Mixed Use, and Residential zoning districts. Alabama Street historically was a commercial thoroughfare, with a significant number of the properties being rezoned from C-2 to either C-1, RM-3, or R-3 in the mid 1970s, and then further downzoned with the adoption of the 2030 Comprehensive Plan. A number of commercial uses still remain along Alabama Street, but due to their non-conforming status, have been ineligible for improvements or redevelopment.

#### Current and Proposed Future Land Use Categories

The complete comprehensive plan policies for Residential Preservation (Policy 2.2.3) and the current and proposed Neighborhood Boundary Office (Policy 2.2.21 [L]) are included as Attachment #1.

#### ***Residential Preservation (RP) (Current)***

The Residential Preservation Future Land Use Category (FLUC) 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 and nearly all other non-residential land uses are prohibited.

#### ***Neighborhood Boundary (NB) (Current)***

The Neighborhood Boundary FLUC is intended to create a transition area between residential development and more intensive development such as higher density multi-family and higher intensity non-residential development while still preserving roadway capacity through access management practices.

#### ***Neighborhood Boundary (NB) (Proposed)***

The proposed Neighborhood Boundary FLUC is intended to create a transition area between residential development and more intensive development such as higher density multi-family and higher intensity non-residential development while still preserving roadway capacity through access management practices. Submitted concurrently with this map amendment is a text amendment to Policy 2.2.21 which would add that: this future land use category may also be used to establish mixed-use corridors with neighborhood-scale, non-residential uses and a variety of residential uses where identified in a City or County coordinated placemaking, sense of place, neighborhood, or sector plan.

#### Consistency with Comprehensive Plan

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

Policy 2.2.3 [L] prohibits commercial land uses within the Residential Preservation land use category. A number of properties along both Alabama Street and Floral Street are currently commercial uses and have been for many years. This designation is not appropriate for these

properties in light of the neighborhood requests for increased commercial opportunities, and their historic land use and zoning regulations.

Policy 2.2.21 [L] indicates that the Neighborhood Boundary FLUC is intended to create a transition area between residential development and more intensive development, such as higher intensity multi-family and higher intensity non-residential development. The subject area in Bond would create a section of NB between an area of the neighborhood that is designated University Transition, which allows up to 50 DU/Acre and similarly intense non-residential development. Applying the NB FLUC on the subject area in Bond would allow for a transition from UT to RP with a several block buffer of neighborhood-scale non-residential development and lower density residential development with a wider range of allowable residential uses.

Policy 2.2.21 [L] allows low-density residential uses including duplexes, townhomes, triplexes, and quadplexes. There are currently a number of properties in the subject areas that are considered non-conforming under Residential Preservation. These uses are consistent with the allowable uses under Policy 2.2.21 [L].

Policy 2.2.21 [L] allows residential land uses up to 8.0 DU/Acre. The proposed concurrent Text Amendment (TTA 2020 011) would increase the allowable density from 8.0 DU/Acre to 12.0 DU/Acre. Many of the residential properties in the subject areas have densities that are greater than 6.0 DU/Acre (the max allowed by Policy 2.2.3 [L]). Raising the density would bring many into conformity, others closer to conformity, and match the density of the CU-12 Zoning District, which more closely reflects the densities of the subject areas than the max allowed under Policy 2.2.3 [L]. The CU-12 Zoning District is intended to provide a variety of low to medium density housing types, promote infill development of existing residential areas, promote compatibility and encourage the maintenance of residential enclaves, and promote pedestrian and bicycle mobility.

Policy 2.2.21 [L] allows limited retail uses, among other non-residential uses. There are a number of properties in the subject areas that are neighborhood-scale retail uses that are currently non-conforming uses under Residential Preservation. These uses would be consistent with Policy 2.2.21 [L].

The proposed concurrent text amendment to Policy 2.2.21 [L] would, in part, add additional language to the intent of the policy, indicating that NB may also be used to establish mixed-use corridors, or nodes, with neighborhood-scale, non-residential uses and a variety of residential uses where identified in a City or County coordinated placemaking, sense of place, neighborhood, or sector plan. The application of NB on the subject areas in Griffin Heights and Bond in response to their neighborhood planning efforts would be consistent with this language.

The proposed amendment to Policy 2.2.21 [L] also would change the locational requirements of NB to further limit its application to 250 feet from the right-of-way (reduced from 350 feet). No part of the proposed application of NB in the subject area is greater than 250 feet from the right-of-way.

### Zoning

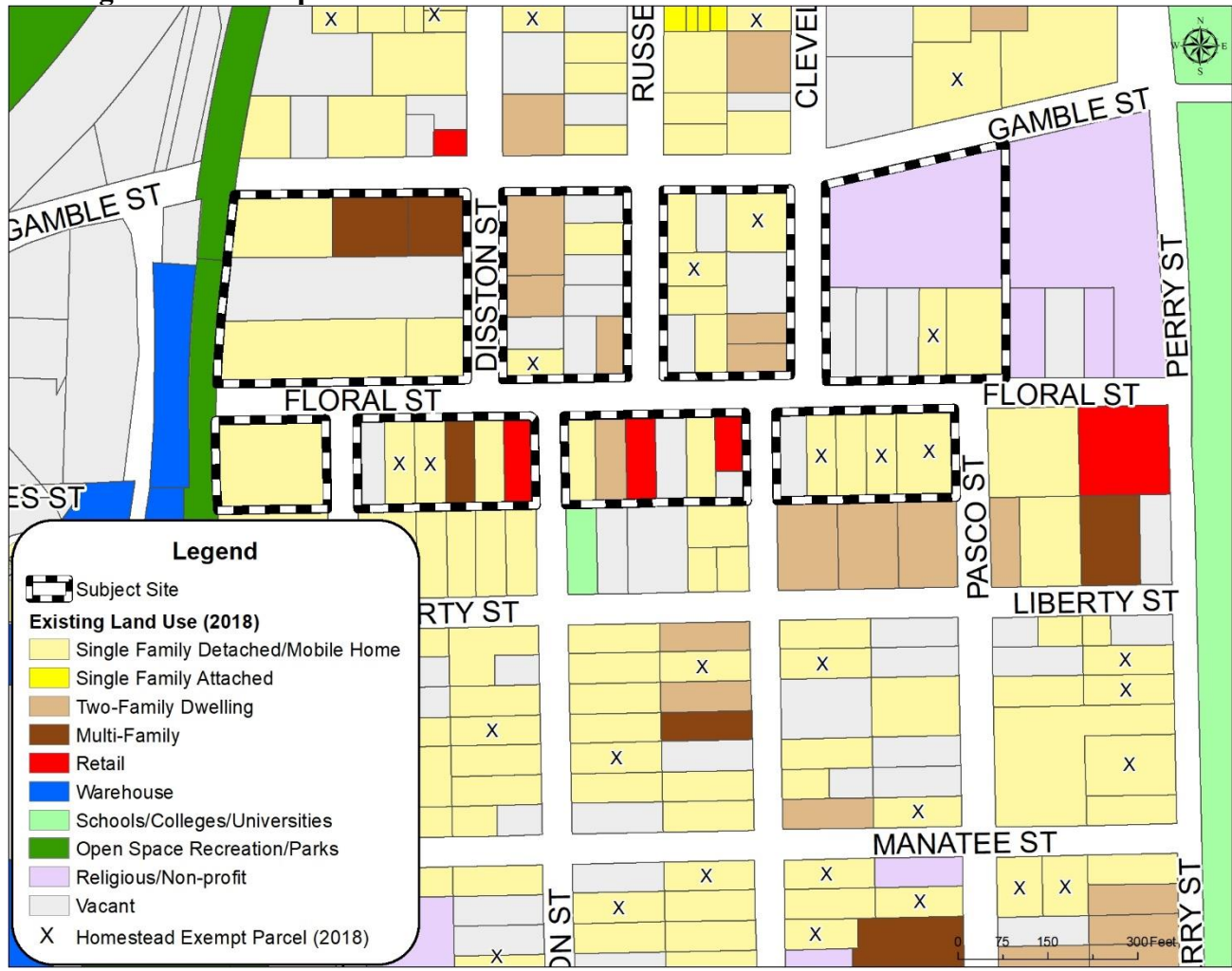
Per Section 163.3202 (1), Florida Statutes, within 1 year after submission of its comprehensive plan or revised comprehensive plan for review pursuant to s. 163.3191, each county and each municipality shall adopt or amend and enforce land development regulations that are consistent with and implement their adopted comprehensive plan.

Tallahassee-Leon County Planning Department staff is currently working with neighborhood representatives and staff from the Growth Management Department to finalize implementing zoning for the revised Neighborhood Boundary Land Use Category. Within one year, the City of Tallahassee Land Development Code will need to be amended to include this implementing zoning district. Additionally, the subject area will need to be rezoned with a district that implements the Land Use Category.

### Existing Land Uses

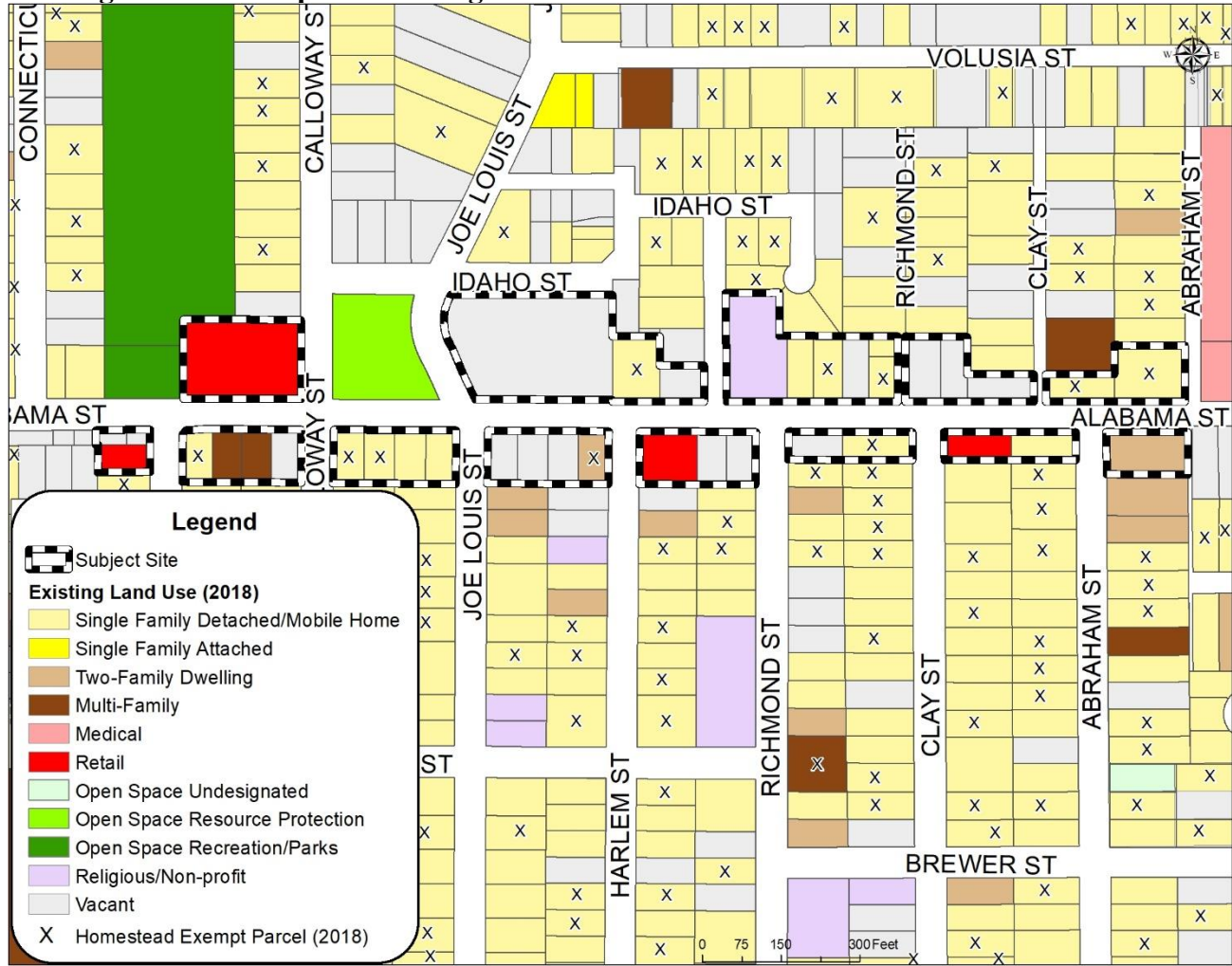
The existing land uses on the 51 parcels comprising approximately 12.1 acres in the Bond Neighborhood is a mixture of uses. There are 31 parcels with residential land uses; these are a mixture of single family detached, two-family, and multi-family properties. There are several retail properties and one property with religious/non-profit uses on it. There are also 16 properties that are vacant of any land use.

### Existing Land Use Map - Bond



The subject area in the Griffin Heights neighborhood encompasses approximately 7.7 acres and 38 parcels. 18 of these properties are residential land uses that are primarily single family detached uses, but also include two-family and multi-family uses. The remaining properties consist of four properties with retail land uses, one religious/non-profit land use, and 15 properties that are vacant of any land use.

**Existing Land Use Map-Griffin Heights**





### Residential Preservation Analysis

Policy 2.2.3 of the Land Use Element includes a set of criteria that properties should generally meet to be included in the Residential Preservation Land Use Category.

A) Existing land use within the area is predominantly residential.

**Bond Analysis:** The land use within the subject area is predominantly residential but there are a number of non-residential properties as well as vacant properties within the subject area in Bond. Immediately to the west of the subject area runs the St. Marks multi-use trail; to the west of the trail is an area of Bond that is predominantly warehouse uses. To the east of the subject area is a strip of the Bond neighborhood that has both residential, non-residential, and religious/non-profit uses. To the east of the neighborhood is Florida A&M University. To the north and south are areas that contain a mixture of residential land uses.

**Griffin Heights Analysis:** The subject area along Alabama Street in Griffin Heights does not have a predominant land use. It is a mixture of residential, non-residential, vacant, and religious/non-profit land uses. To the north and south of the subject area the predominant land use is residential.

B) Majority of traffic is local in nature.

i) Predominance of residential uses front on local streets.

**Bond Analysis:** The subject area in Bond contains residential uses that front on both major and minor collectors, as well as local streets. The majority of residential uses front on local streets.

**Griffin Heights Analysis:** The entirety of the subject area is sited on the north or south of Alabama Street, a minor collector. The majority of properties front Alabama Street. Of the properties that are residential, the majority front Alabama Street, though several that sit on the corner of Alabama Street and a local street front the local street.

ii) Relatively safe internal mobility.

**Bond Analysis:** The majority of the street segments in the subject area in Bond do not have sidewalks. Gamble Street which is the northern boundary of the subject area has sidewalk facilities on both sides of the road with painted crosswalks. Several segments of other streets in the subject area have sidewalks, but most do not. There is a lack of safe mobility in this section of Bond.

**Griffin Heights Analysis:** Alabama street has sidewalks on both sides of the road through the entirety of the subject area. There is relatively safe mobility for the subject area in Griffin Heights.

B) Densities within the area generally are six (6) units per acre or less.

**Bond Analysis:** The average density for the residential properties in the subject area in Bond is 8.2 units per acre. 13 residential properties have densities that are 6.0 units per acre or less, while 18 residential properties have densities that are greater than 6.0 units per acre. The average density for residential properties in Bond that are designated Residential Preservation is 8.4 units per acre.

**Griffin Heights Analysis:** The average density for the residential properties in the subject area in Griffin Heights is 9.6 units per acre. There are two single family properties that would be redesignated NB that are 6.0 units per acre or less. All the remaining residential properties (16 in total) have a density greater than 6.0 units per acre. The average density of all residential properties designated Residential Preservation in Griffin Heights is 7.2 units per acre. Therefore the residential properties in the subject area also exceed the average density for the neighborhood.

C) Existing residential type and density exhibits relatively homogeneous patterns.

**Bond Analysis:** The residential properties in the Bond subject area do not exhibit relatively homogenous patterns. 70% of residential properties in the Bond subject area are single family detached homes, just under 20% are duplexes, and just under 10% of residential properties in the subject area in Bond are multifamily properties. For comparison, the residential properties designated Residential Preservation in the Bond Neighborhood are 87% single family detached homes, 1.5% are single family attached homes, about 8% are duplexes, and about 4% are multifamily properties. The densities in the subject area range from under 3 units per acre to over 24 units per acre. Nearly 20% of the residential properties in the subject area have a density that is more than double the maximum allowed 6 units per acre.

**Griffin Heights Analysis:** The residential properties in the subject area in Griffin Heights exhibit relatively homogenous patterns, but far less homogenous than all Griffin Heights neighborhood residential properties that are designated Residential Preservation. In the subject area, approximately 78% of residential properties are single family homes, 11% are duplexes, and 11% are multifamily properties. For all Griffin Heights Residential Preservation residential properties, 93% are single family homes, less than 1% are single family attached homes, 4.7% are duplexes, and about 2% are multifamily properties. The majority of the densities in the subject area in Griffin Heights are above 6.0 units per acre but are below 8.0 units per acre; though, 27% have densities that are over 9.0 units per acre.

D) Assessment of stability of the residential area, including but not limited to:

i) Degree of home ownership.

**Bond Analysis:** Homestead exemptions are a strong indicator of home ownership. Approximately 29% of the residential properties in the Bond subject area have homestead exemptions, compared to 36% on all residential properties designated Residential Preservation in the Bond neighborhood.

**Griffin Heights Analysis:** Approximately 55% of the residential properties in the subject area in Griffin Heights have homestead exemptions, which is a strong indicator of homeownership. 44% of residential properties designated Residential Preservation in Griffin Heights have homestead exemptions.

ii) Existence of neighborhood organizations.

**Analysis:** Both Bond and Griffin Heights have active neighborhood associations which have undertaken neighborhood planning efforts. This amendment would implement the planning efforts by these neighborhood associations.

Infrastructure Analysis

*Water/Sewer*

Both subject areas are served by City of Tallahassee potable water and sewer.

*Schools*

The Subject Areas are zoned for Bond and Riley Elementary Schools, Nims and Griffin Middle Schools, and Leon and Godby High Schools.

On January 14, 2020, the Leon County School Board approved the school impact analyses. These preliminary analyses indicate that the proposed amendment could result in the following:

<b>Griffin Heights</b>			
	Riley	Griffin	Godby
Present Capacity	0	-66	599
Post-Development Capacity	-18	-74	590

<b>Bond</b>			
	Bond	Nims	Leon
Present Capacity	229	559	201
Post-Development Capacity	200	547	188

*Roadway Network*

The Bond subject area is served by Gamble Street, a major collector, to the north, a number of local streets, and Saxon Street, which is a minor collector. The Griffin Heights subject area is served primarily by Alabama Street, a minor collector, as well as Joe Louis and Basin Streets, both minor collectors, and a number of local streets that intersect Alabama Street.

*Pedestrian and Bicycle Network*

The majority of the street segments in the subject area in Bond do not have sidewalks. Gamble Street which is the northern boundary of the subject area has sidewalk facilities on both sides of the road with painted crosswalks. Several segments of other streets in the subject area have sidewalks, but most do not. Holton street which lies in a small portion of the subject area has on-street bike lanes. Gamble Street and Cleveland Street are rated “Medium Comfort” by the Bike Tallahassee Network. No other streets in the subject area in Bond are rated.

Alabama street has sidewalks on both sides of the road through the entirety of the subject area in Griffin Heights. A number of streets that intersect Alabama streets also have sidewalks, and there are a number of crosswalks throughout the corridor. Alabama Street is rated “Medium Comfort” by the Bike Tallahassee Network. There are no bike facilities in the subject area in Griffin Heights.

### *Transit Network*

The subject area in Bond is served by both the Dogwood and Moss StarMetro Routes during the week and on Saturdays. Both these routes run every 30 minutes during the week during peak times, with the Dogwood route running every 60 minutes during off-peak times. On Saturdays, both routes run every 60 minutes. On Sundays, the subject area is served by routes 3 and 5, which run every 60 minutes. There are numerous stops throughout the subject area.

The subject area in Griffin Heights is served by the Moss Route on weekdays and Saturdays, and route 5 on Sundays with several stops along the Alabama Street corridor.

### Environmental Analysis

There are no sensitive environmental features in the Bond subject area. The Griffin Heights subject area runs immediately south of a City of Tallahassee Stormwater Pond and surrounding wetland at the corner of Alabama Street and Calloway Street. Additionally, Parcel 212664 I0260 is partially encumbered by a watercourse buffer, the extent to which is undetermined. Both subject areas are located within the Lake Munson Basin.

**F. PUBLIC OUTREACH AND NOTIFICATION**

An initial mailing was sent to 1,596 property owners and tenants within 1,000 feet of Subject Sites.

Public Outreach		Date	Details
X	Outreach to Neighborhood Associations	November 25-26, 2019	Email communication sent to Neighborhood Associations via Neighborhood Affairs detailing proposed changes and meeting schedule.
X	Mail Notification of Proposed Changes	December 6, 2019	Notices Mailed to Property Owners within 1000 feet.
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 public open house to discuss the 2020 Cycle amendments. Citizens asked questions about the proposed land use and zoning changes. Several attendees stated they were opposed to the amendment, while others said they supported it. One written comment left in support from an attendee is included in the Citizen Comments attachment.

**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
X	Joint City-County Transmittal Public Hearing	May 26, 2020	6:00 PM Virtual meeting
	Joint City-County Adoption Public Hearing	October 13, 2020	6:00 PM Virtual Meeting

**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. There was one citizen speakers on this amendment who expressed opposition to the proposal.

**Joint City-County Commission Workshop – February 25, 2020:** A joint workshop was held on February 25, 2020 to discuss the proposed 2020 Cycle amendments. Commissioners asked for clarification on whether the amendment applied to both side of Alabama Street, whether the amendment would encroach into residential neighborhoods, and about the scale of non-residential allowed. Staff confirmed that the amendment applies to both side of Alabama Street, acknowledged that both residential and non-residential uses exist where the amendment is proposed, confirmed that the proposed land use category would allow both residential and non-residential uses such that existing residential development would not be made non-conforming, and noted that non-residential uses would be of the same scale as the existing non-residential uses.

**Joint City-County Transmittal Hearing - May 26, 2020:** A joint transmittal hearing was held on May 26, 2020. Both Commissions voted to transmit the proposed amendment to the State Land Planning Agency and Review Agencies.

## H. ATTACHMENTS

- Attachment #1: Comprehensive Plan policies for Residential Preservation (Policy 2.2.3) and the current and proposed Neighborhood Boundary (Policy 2.2.21 [L])
- Attachment#2: Relevant sections of the Greater Bond Neighborhood First Plan
- Attachment #3: Relevant sections of the working draft of the Neighborhood Infrastructure section of the Griffin Heights Neighborhood First Plan from September 2019.
- Attachment #4: Supplemental Traffic Analysis



**2020 Comprehensive Plan Amendment Cycle**  
**TMA 2020 010**  
**Bond – Griffin Heights NB**

**Attachment #1**

**Policy 2.2.3: [L] Residential Preservation**

(EFF. 7/16/90; REV. EFF. 7/26/06; RENUMBERED 4/10/09)

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.

New, expanding or redeveloped light industrial uses adjoining low density residential areas within the residential preservation land use category shall mitigate potential negative impacts by providing 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 adjoining light industrial uses 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 land uses shall not be designated next to a residential preservation area.

- 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:

<b><u>Existing land use character of the subdivision</u></b>	<b><u>Gross Residential Density</u></b>
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 <u>townhomes and duplexes</u> )	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.

**Current Policy 2.2.8: [L] Neighborhood Boundary**  
(EFF. 7/25/03; REV. EFF. 7/26/06; RENUMBERED 3/14/07)

*Intent:* This future land use category is intended to create a transition area between residential development and more intensive development such as higher density multi-family and higher intensity non-residential development while still preserving roadway capacity through access management practices.

*Allowable Uses:* Low-density residential including duplexes, townhomes, triplexes, and quadplexes; and non-residential development scaled to serve the surrounding neighborhood such as limited retail, offices, bed and breakfast inns and community services. The implementing zoning district(s) within the land development regulations shall further specify the allowable uses. The use must not cause excessive traffic, noise, light, odor, or dust impacts. Auto-oriented uses, such as gas stations or any other use having drive-through facilities, are not allowed in order to protect neighborhoods from any negative impacts associated with increased vehicular traffic.

*Intensity/Density:* Density and intensity standards for residential and non-residential development shall be established within the implementing zoning district's development standards. In no case shall the maximum density established exceed eight (8) dwelling units per acre. Residential and non-residential structures shall not exceed 2 stories in height including floors devoted to parking facilities. Non-residential structures are permitted up to a maximum of 5,000 square feet of gross building floor area per parcel and 10,000 square feet of gross building floor area per acre provided that both standards are met.

*Design Standards:* The land development regulations shall establish design standards to promote compatibility with adjacent residential development. These standards shall address elements such as roof, building scale, color, exterior building materials, building front setback, architectural style, buffering, landscaping, solid waste disposal, parking, lighting, and signs.

*Location and Orientation:* This category shall be located adjacent to residential neighborhoods and is limited to locations on roads with high traffic volumes, and on the edges of existing and future residential neighborhoods. This land use category shall not be applied within the interior of an existing neighborhood. Those properties currently within the Lake Protection land use category may not be amended to the Neighborhood Boundary land use category. The geographic extent of this category shall not exceed a depth greater than 350 feet or one lot whichever is less. For properties located at an arterial/local, arterial/major collector, or arterial/minor collector intersection, non-residential development must front the arterial road.

*Access Management:* The land development regulations shall specify specific vehicular access management requirements that will serve to mitigate possible negative impacts to roadways associated with the implementation of this category.

*Implementation:* The provisions of this land use category shall be implemented through the creation of one or more zoning districts and this land use category shall not become effective until such time as the implementing zoning districts are adopted. These zoning districts may further define and limit the provisions contained within the Comprehensive Plan regarding this land use category as well as establish criteria governing the permitted location of this category. Applicants seeking to amend the

Future Land Use Map designation for a requested parcel to the Neighborhood Boundary land use category shall specify the appropriate zoning district at the time application is made for a Comprehensive Plan amendment.

**Proposed Policy 2.2.21: [L] Neighborhood Boundary**  
(EFF. 7/25/03; REV. EFF. 7/26/06; RENUMBERED 3/14/07)

*Intent:* This future land use category is intended to create a transition area between residential development and more intensive development such as higher density multi-family and higher intensity non-residential development while still preserving roadway capacity through access management practices. This future land use category may also be used to establish mixed-use corridors, or nodes, with neighborhood-scale, non-residential uses and a variety of residential uses where identified in a City or County coordinated placemaking, sense of place, neighborhood, or sector plan.

*Allowable Uses:* Low-density residential including duplexes, townhomes, triplexes, and quadplexes; and non-residential development scaled to serve the surrounding neighborhood such as limited retail, offices, bed and breakfast inns and community services. The implementing zoning district(s) within the land development regulations shall further specify the allowable uses. The use must not cause excessive traffic, noise, light, odor, or dust impacts. Auto-oriented uses, such as gas stations or any other use having drive-through facilities, are not allowed in order to protect neighborhoods from ~~any~~ negative impacts associated with increased vehicular traffic.

*Intensity/Density:* Density and intensity standards for residential and non-residential development shall be established within the implementing zoning district's development standards. In no case shall the maximum density established exceed ~~eight (8)~~ twelve (12) dwelling units per acre. ~~Residential and non-residential structures shall not exceed 2 stories in height including floors devoted to parking facilities.~~ Non-residential structures are permitted up to a maximum of ~~5,000 square feet of gross building floor area per parcel and~~ 210,000 square feet of gross building floor area per acre.

*Design Standards:* The land development regulations shall establish design standards to promote compatibility with adjacent residential development. ~~These standards shall address elements such as roof, building scale, color, exterior building materials, building front setback, architectural style, buffering, landscaping, solid waste disposal, parking, lighting, and signs.~~

*Location and Orientation:* The location of this land use category shall either serve as a buffer between residential development and more intensive development or to establish mixed-use corridors, or nodes, with neighborhood-scale, non-residential uses and a variety of residential uses where identified in a City or County coordinated placemaking, sense of place, neighborhood, or sector plan. This category shall be located adjacent to residential neighborhoods and is limited to locations on roads with high traffic volumes, and on the edges of existing and future residential neighborhoods. This land use category shall not be applied within the interior of an existing neighborhood. Those properties currently within the Lake Protection land use category may not be amended to the Neighborhood Boundary land use category. The geographic extent of this category shall not exceed a depth greater than 2350 feet ~~from the right-of-way line or one lot whichever is less. For properties located at an arterial/local, arterial/major collector, or arterial/minor collector intersection, non-residential development must front the arterial road.~~

*Access Management:* The land development regulations shall specify specific vehicular access management requirements that will serve to mitigate possible negative impacts to roadways associated with the implementation of this category.

~~*Implementation:* The provisions of this land use category shall be implemented through the creation of one or more zoning districts and this land use category shall not become effective until such time as the implementing zoning districts are adopted. These zoning districts may further define and limit the provisions contained within the Comprehensive Plan regarding this land use category as well as establish criteria governing the permitted location of this category. Applicants seeking to amend the Future Land Use Map designation for a requested parcel to the Neighborhood Boundary land use category shall specify the appropriate zoning district at the time application is made for a Comprehensive Plan amendment.~~

# Greater Bond



## Neighborhood First Plan



## LAND USE

*Goal: Integrate residential, commercial, and industrial development through land use and zoning mechanisms that address historic preservation, protect the natural environment, and enhance the livability of the Greater Bond neighborhood.*



Land use shapes the character of a neighborhood and can present significant challenges or great opportunities for neighborhood revitalization efforts. The Greater Bond neighborhood has a mixture of existing land uses. The neighborhood is home to corner stores, community churches, two community centers, child care/preschool centers, an elementary school, a cement plant, automotive repair shops, and several personal care businesses. Approximately 30 percent of the neighborhood's 468 acres is developed as residential.

The land use challenges identified by the residents include incompatible land uses, limited availability of areas for neighborhood scale commercial development, overgrown vacant lots, dilapidated structures, lack of bicycle and pedestrian connectivity to the broader community, and lack of visually appealing streetscapes. The residents of Greater Bond want to preserve and enhance the residential core

of their neighborhood; however, they are also amenable to creating opportunities for neighborhood scale commercial development within their community.

The recent survey of Greater Bond residents and stakeholders revealed that 95 percent of respondents felt that it was very important to have well-maintained, single-family homes in the neighborhood. Residents were also supportive of pedestrian pathways and bike lanes. The survey also shows that there is support for student housing in the neighborhood and opportunities for neighborhood scale development on three major neighborhood thoroughfares. The following strategies were developed by the Land Use Priority Area Team to support the creation of a land use mix that supports the new vision for the community.





## NEIGHBORHOOD CONCERN 1: Incompatible existing land uses

**Desired Outcome: Zoning adjustments allow for residential, commercial, and light industrial uses while preserving the character of the neighborhood.**

### Strategy 1.1:

Preserve single-family residential character in areas zoned Residential Preservation while creating opportunities to develop new and enhance existing commercial areas in the neighborhood.

### Action Item 1.1.1:

Coordinate with Planning through a Greater Bond Land Use Committee (comprised of residents, realtors, and developers) to address policy changes.



Lead: City of Tallahassee

Potential Partners: City of Tallahassee (Growth Management; Planning; Parks, Recreation and Neighborhood Affairs), Greater Bond Neighborhood Association, realtors, and developers.

### Action Item 1.1.2:

Develop and present recommendations to Planning that address non-conforming businesses, compatible home businesses, and new businesses that serve neighbors and students. This may include new commercial opportunities along Osceola Street, Floral Street, Gamble Street, Mill Street, Lake Bradford Road, Orange Avenue; the Villa Mitchell area; and connections for Greater Bond to the FAMU Gateway corridor.

Lead: City of Tallahassee

Potential Partners: City of Tallahassee (Growth Management; Planning; Parks, Recreation and Neighborhood Affairs), Greater Bond Neighborhood Association

Comprehensive neighborhood revitalization involves an evaluation of existing land uses and current zoning and development patterns with the aim of identifying opportunities for the creation of a land use mix that supports the new vision for the community.



### Action Item 1.1.3:

Involve Greater Bond residents in the Comprehensive Plan update process that addresses the development of the area between Mill Street and Lake Bradford Road for commercial, entrepreneur/innovation facilities, entertainment, and light industrial uses, which will contribute to significant economic opportunities for current and future neighborhood residents.

Lead: City of Tallahassee

Potential Partners: City of Tallahassee (Growth Management; Planning; Parks, Recreation and Neighborhood Affairs), Greater Bond Neighborhood Association

## NEIGHBORHOOD CONCERN 2: Vacant lots and dilapidated structures

**Desired Outcome: Dilapidated and abandoned structures in the neighborhood are redeveloped, and local historically significant neighborhood structures are preserved.**

### Strategy 2.1:

Develop City-owned properties in the neighborhood.

#### Action Item 2.1.1:

Sell City-owned properties with contractual conditions that assure new development is affordable and consistent with the character of the community.

Lead: City of Tallahassee  
Potential Partners: City of Tallahassee (Community Housing and Human Services, Real Estate)

#### Action Item 2.1.2:

Explore the feasibility of implementing a community land trust model on City-owned properties in the Greater Bond neighborhood.

Lead: City of Tallahassee  
Potential Partners: City of Tallahassee (Community Housing and Human Services, Real Estate)

### Strategy 2.2:

Rehabilitation of renter-occupied homes throughout the neighborhood.

#### Action Item 2.2.1:

Implement an education program that informs residents about tenant rights regarding requesting repairs and how to properly report code enforcement issues, if necessary.

Lead: City of Tallahassee  
Potential Partners: City of Tallahassee (Growth Management)

#### Action Item 2.2.2:

Educate landlords about obtaining rehabilitation loans, rental assistance programs, renter rehabilitation agreements (for example, renters agree to paint and make repairs if landlord pays for materials, a lease that reduces rent for a set period, or a lease-to-own agreement), etc.

Lead: City of Tallahassee  
Potential Partners: City of Tallahassee (Community Housing and Human Services)

### Strategy 2.3:

Encourage the development of privately owned, dilapidated buildings, and vacant lots.

#### Action Item 2.3.1:

Through the GBNA Land Use Committee (comprised of residents, realtors, and developers), survey, prioritize, and promote properties available for development.

Lead: Greater Bond Neighborhood Association  
Potential Partners: City of Tallahassee (Community Housing and Human Services)

### Strategy 2.4:

Preserve historic structures throughout the neighborhood.

#### Action Item 2.4.1:

Create an inventory of the neighborhood's significant historic structures.

Lead: Greater Bond Neighborhood Association  
Potential Partners: Riley House Museum, Black Archives

#### Action Item 2.4.2:

Identify incentives that promote the preservation of the neighborhood's historically significant structures.

Lead: Greater Bond Neighborhood Association  
Potential Partners: Riley House Museum, Black Archives

### NEIGHBORHOOD CONCERN 3: Lack of bicycle/pedestrian connectivity to neighborhood resources and the broader community

**Desired Outcome: Bicycle/pedestrian connectivity throughout the neighborhood is improved.**

#### Strategy 3.1:

Identify potential bicycle/pedestrian connections to surrounding development, proposed linear park, gateways to the neighborhood, and FAMU.

#### Action Item 3.1.1:

Develop a bicycle/pedestrian plan for Greater Bond that identifies needed facilities and routes to nearby destinations.

Lead: City of Tallahassee

Potential Partners: City of Tallahassee (Planning; Parks, Recreation and Neighborhood Affairs), Greater Bond Neighborhood Association, CRTPA, Blueprint, FDOT, FAMU

#### Action Item 3.1.2:

Identify potential enhancements to existing neighborhood amenities (i.e., Speed-Spencer-Stephens Park, the linear park, St. Marks Trail, and Tallahassee Junction).

Lead: City of Tallahassee

Potential Partners: City of Tallahassee (Planning; Parks, Recreation and Neighborhood Affairs), Greater Bond Neighborhood Association, CRTPA, Blueprint, FDOT, FAMU

#### Action Item 3.1.3:

Provide traffic calming and bike lanes throughout the neighborhood.

Lead: City of Tallahassee

Potential Partners: City of Tallahassee (Parks, Recreation and Neighborhood Affairs; Underground Utilities and Public Infrastructure; Electric Utility), Greater Bond Neighborhood Association



## NEIGHBORHOOD CONCERN 4: Lack of visually appealing streetscapes in the neighborhood

**Desired Outcome: Improved streetscaping on targeted corridors that enhances public safety and mobility while also beautifying the surrounding neighborhood.**

### Strategy 4.1:

Develop and implement a comprehensive streetscaping plan that focuses on four key corridors within the Greater Bond neighborhood.

#### Action Item 4.1.1:

Identify priority streets for enhanced streetscaping. Options include Gamble Street, Saxon Street, Holton Street, Osceola Street, Floral Street, Perry Street, and Eugenia Street.



Lead: Greater Bond Neighborhood Association

Potential Partners: City of Tallahassee (Planning, Community Beautification and Waste Management, Underground Utilities and Public Infrastructure, CRA)

#### Action Item 4.1.2:

Develop and implement a comprehensive streetscaping plan for the four priority streets that includes improved lighting, appropriate tree plantings, sidewalk improvements, additional street/way-finding signs, historical markers, and other landscaping opportunities.

Lead: City of Tallahassee (Planning)

Potential Partners: Greater Bond Neighborhood Association, City of Tallahassee (Community Beautification and Waste Management, Underground Utilities and Public Infrastructure, CRA)





## Griffin Heights DRAFT PLAN

### Neighborhood Infrastructure

**Concern: Riley Park is underutilized.**

**Desired Outcome: Riley Park is a safe and well-used community resource.**

**Strategy 1:** Explore options for enhancing and increasing utilization of Riley Park.

**Action Item 1.1:** Establish a working group comprised of residents and other stakeholders to partner with COT Parks, Recreation & Neighborhood Affairs Department to determine what kind of park the neighborhood wants and what improvements can be made to the park to increase utilization given its topographic and environmental constraints.

**Potential Partners:** COT Parks, Recreation & Neighborhood Affairs, GHNA,

**Action Item 1.2:** Pursue funding opportunities to support implementation of the working groups' recommendations.

**Potential Partners:** COT Parks, Recreation & Neighborhood Affairs, GHNA

**Action Item 1.3:** Improve and stabilize the footpaths on south entrance to increase park usage.

**Potential Partners:** COT Parks, Recreation & Neighborhood Affairs

**Concern: Lack of bicycle and pedestrian connectivity to neighborhood resources and the broader community**

**Desired Outcome: Increased sidewalk coverage and bike/pedestrian infrastructure**

**Strategy 1:** Identify and address gaps in bicycle/pedestrian connections to neighborhood features such as area schools, Riley Park, and major connector streets (Alabama, Tennessee, and Old Bainbridge)

**Action Item 1.1:** Conduct a Walk A Block assessment on current sidewalks and bike lanes.

**Potential Partners:** COT (PRNA, UUPI), GHNA

**Action Item 1.2:** Conduct a Neighborhood Blitz to repair sidewalk issues identified in the Walk A Block Assessment.

**Potential Partners:** GHNA, COT (PRNA, UUPI)

**Action Item 1.3:** Install/complete sidewalks on two priority streets: Preston St (from Clay to Woodward) and Colorado Street.

**Potential Partners:** COT (UUPI)

**Action Item 1.4:** Install signage to encourage vehicles to share the road with bicycles.

**Potential Partners:** COT (UUPI)

**Action Item 1.5:** Install a lighted crosswalk across Basin Street at Arizona to facilitate the safety of kids walking to the bus stop at Basin and Arizona

**Potential Partners:** COT (UUPI)

### Concern: Lack of visually appealing streetscapes and signage in the neighborhood

**Desired Outcome: Improved streetscaping on targeted streets that enhances public safety and mobility while also beautifying the surrounding neighborhood**

**Strategy 1:** Enhance streetscaping on key neighborhood gateway streets.

**Action Item 1.1:** Develop a streetscape plan for neighborhood gateway streets (Basin, Alabama, Colorado, Volusia). Support the Main Street concept for Alabama Street (from Basin Street to North Abraham Street)

**Potential Partners:** COT (UUPI), GHNA, FSU (DURP)

Note: This strategy also ties into the Community Beautification strategies previously discussed for individual property clean-up/maintenance

**Strategy 2:** Increase/enhance streetlight coverage in the neighborhood.

**Action Item 2.1:** Work with COT Electric Utilities to determine streetlight enhancement needs and solutions.

**Potential Partners:** COT (Electric), GHNA

**Action Item 2.2:** Report streetlight outages via DigiTally.

**Potential Partners:** COT (Electric), GHNA

**Strategy 3:** Implement signage and other creative projects to highlight the unique character of the neighborhood.

**Action Item 3.1:** Identify locations for additional/enhanced neighborhood signage on gateway streets and construct signage at these locations. Possible locations include Basin and Preston, Basin and Charlotte, Colorado and Indiana or Colorado and Tharpe.

**Potential Partners:** GHNA, COT (UUPI, PRNA, Growth Mgmt)

**Action 3.2:** Apply for and use funds from the City's Vibrant Neighborhood Grant program to construct neighborhood signs.

**Potential Partners:** COT (PRNA), GHNA

**Action Item 3.3:** Develop a community art project that can involve the neighborhood (ex: mural, etc.)

**Potential Partners:** GHNA, PRNA, COCA, FSU, FAMU

**Concern: Maintenance & appearance of stormwater features**

**Desired Outcome: Neighborhood stormwater features are a safe, clean and attractive amenity.**

**Strategy 1:** Stormwater ditches are regularly maintained and cleared of litter.

**Action Item 1.1:** Encourage residents to report litter in ditches immediately via DigiTally or COT phone number.

**Potential Partners:** GHNA, residents, COT (UUPI)

**Strategy 2:** Enhance the stormwater facility on Alabama between Calloway and Joe Louis Streets.

**Action Item 2.1:** Work with the COT Stormwater Division to determine possible enhancements including fencing and landscaping.

**Potential Partners:** GHNA, COT (UUPI)

**Strategy 3:** Encourage individual homeowners to reduce erosion using landscaping techniques

**Action Item 3.1:** Work with the COT Stormwater Division to target properties in need of erosion mitigation and educate residents about effective strategies for controlling erosion.

**Action Item 3.2:** Promote the TAPP Program's Rain Garden grant

**Potential Partners:** GHNA, COT (UUPI), TAPP

**Concern: Public transportation options are limiting and expensive.**

**Desired Outcome: Residents have reliable and affordable public transportation options.**

**Strategy 1:** Educate residents about ways to access existing StarMetro and other transportation supports.

**Action Item 1.1:** Invite StarMetro to community events to demonstrate ways to access bus schedule

**Potential Partners:** GHNA, StarMetro

**Action Item 1.2:** Promote the STAR program and other resources for transportation

**Potential Partners:** Star Metro, Big Bend Transit, Elder Care Services

**Action Item 1.3:** Create a program to connect residents to bicycle donation or purchase.

**Potential Partners:** GHNA, COT (PRNA), Bicycle House

**Strategy 2:** Increase and enhance the availability of services and support facilities for public transportation in the neighborhood.



**Action Item 2.1:** Advocate for route changes to better service the neighborhood. Ask StarMetro to explore feasibility of providing services that increase coverage of streets.

**Potential Partners:** GHNA, StarMetro

**Action Item 2.2:** Enhance bus stops and shelters at these locations: Preston and Richmond; Basin and Arizona (across from Griffin Heights Apts.)

**Potential Partners:** GHNA, StarMetro

**Action Item 2.3:** Advocate for the creation of a bus stop that provides Miracle Village (Alabama and Birmingham) residents a closer stop.

**Potential Partners:** GHNA, Miracle Village, StarMetro

**Action Item 2.4:** Find resources to allow seniors to get fee waivers or discounts for Dial-A-Ride.

**Potential Partners:** GHNA, StarMetro

**Action Item 2.5:** Create a neighborhood-based volunteer program to give rides to seniors.

**Potential Partners:** GHNA, Churches

## Concern: Vacant lots and dilapidated structures

Desired Outcome: Vacant properties are well-maintained or are re-developed for community benefits.

**Strategy 1:** Develop vacant lots for community benefit.

**Action Item 1.1:** Develop an inventory of all vacant lots and dilapidated homes within the neighborhood

**Potential Partners:** COT (Sustainability & Community Preservation, PRNA), GHNA

**Action Item 1.2:** Support the development of land north of Volusia for affordable/workforce housing.

**Potential Partners:** GHNA, COT (Housing, PRNA), nonprofit and private developers

**Action Item 1.3:** Assess lots for feasibility for conversion to workforce housing. Identify funding sources for purchase.

**Potential Partners:** GHNA, COT (Housing, PRNA), nonprofit and private developers

**Action Item 1.4:** Assess city- and county-owned lots for feasibility for community gardens or other creative uses (permanent or temporary)

**Potential Partners:** GHNA, COT (Housing, PRNA)

**Action Item 1.5:** Support the creation of a community land trust.

**Potential Partners:** GHNA, COT (Housing, PRNA)

**Action Item 1.6:** Develop a database of publicly-owned lots that are for sale.

**Potential Partners:** COT (Sustainability & Community Preservation, Real Estate, Housing), Leon County

**Strategy 2:** Promote voluntary compliance with city codes.

**Action Item 2.1:** Work with code enforcement to provide a bi-monthly report on active cases at neighborhood association meetings.

**Potential Partners:** COT (Sustainability & Community Preservation, PRNA), GHNA

**Action Item 2.2:** Encourage residents to promptly report potential code violations.

**Potential Partners:** COT (Sustainability & Community Preservation, PRNA), GHNA

**Action Item 2.3:** Host a workshop where code enforcement provides education about code violations and ways to report them.

**Potential Partners:** COT (Sustainability & Community Preservation, PRNA), GHNA

**Action Item 2.4:** Neighborhood residents find and talk to absentee owners about keeping up homes/land.

**Potential Partners:** GHNA, churches

**Action Item 2.5:** Develop and implement a code enforcement amnesty program to waive liens for property owners that do address violations.

**Potential Partners:** COT (Sustainability & Community Preservation, PRNA), GHNA

**Strategy 3: Promote the repair and reuse of existing structures**

**Action Item 3.1:** Develop and implement a housing assistance program that offers financial (grants and/or loans) and regulatory incentive for owners to repair and remodel existing structures.

**Potential Partners:** COT (Housing, PRNA), GHNA

### Concern: Incompatible land uses

**Desired Outcome: The neighborhood has land uses that allow for a mix of neighborhood-scale commercial development while also preserving the residential character of the neighborhood.**

**Strategy 1:** Develop land use mechanisms to preserve the single-family residential character of the neighborhood while also creating opportunities for neighborhood-scale commercial development in designated areas.

**Action Item 1.1:** Designate Alabama Street (from Basin Street to North Abraham Street) as a Main Street corridor, providing opportunities for neighborhood-scale commercial development.

**Potential Partners:** Tallahassee Leon County Planning Department, GHNA, OEV

**Action Item 1.2:** Develop and present recommendations for density and nonconforming land uses within the neighborhood to the Tallahassee Leon County Department

**Potential Partners:** GHNA, Tallahassee Leon County Planning Department

**Action Item 1.3:** Work with the Tallahassee Leon County Planning Department to refine the proposed General Urban Neighborhood land use category for application within the neighborhood.

**Potential Partners:** GHNA, Tallahassee Leon County Planning Department

DRAFT



**2020 Comprehensive Plan Amendment Cycle  
TMA 2020 010  
Bond – Griffin Heights NB**

**Attachment #4**

**Supplemental Traffic Analysis**

The numbers below depict preliminary calculations based on the maximum residential development and maximum commercial development allowed under the requested future land use category. Trip generation rates and entering/exiting trip percentages for residential and commercial buildouts are based on Single Family Detached (210) and Variety Retail (814), respectively, as determined by the Institute of Transportation Engineers' *Trip Generation Manual, 10<sup>th</sup> Edition*. Final transportation concurrency calculations will be conducted in the future when a site plan for proposed development is submitted. It is to be noted that the land within the subject sites are previously developed, with this amendment allowing for redevelopment at an incrementally higher intensity/density.

**Bond Neighborhood Boundary**

Based on maximum residential and commercial development allowed under the requested land use category, this amendment could result in 827 (commercial) or 142 (residential) new trips. The subject site consists of several blocks fronting Floral Street (local road) and Gamble Street (major collector). Saxon Street (minor collector) traverses south from its origin at its intersection with Floral Street, while Cleveland Street (minor collector) traverses north from its origin at its intersection with Floral Street. At this time the adjacent roadways do not have capacity for maximum buildout, but it is important to note that the total trips outlined in this paragraph are substantially higher than will be allowed due to requirements such as stormwater mitigation and other restrictions, in addition to the fact that the site is currently developed. We expect any changes to come incrementally. The actual traffic impacts and concurrency will be calculated at the time of site plan. Transportation concurrency will be determined and paid at time of site plan.

**Griffin Heights Neighborhood Boundary**

Based on maximum residential and commercial development allowed under the requested land use category, this amendment could result in 526 (commercial) or 90 (residential) new trips. The subject site consists of several blocks fronting Alabama Street (minor collector). At this time Alabama Street does not have capacity for maximum buildout, but it is important to note that the total trips outlined in this paragraph are substantially higher than will be allowed due to requirements such as stormwater mitigation and other restrictions, in addition to the fact that the site is currently developed. We expect any changes to come incrementally. The actual traffic impacts and concurrency will be calculated at the time of site plan. Transportation concurrency will be determined and paid at time of site plan.

**Citizens Comments**

**TMA 2020 010**

**Bond and Griffin**

**Heights Neighborhood**

**Boundary**

2020 Comprehensive Plan Amendment Cycle

Public Open House

December 17, 2019

Ways to provide input on proposed amendments:

Online form at [www.Talgov.com/CompPlan2020](http://www.Talgov.com/CompPlan2020)

Email to [Planning@Talgov.com](mailto:Planning@Talgov.com)

Mail to: Tallahassee-Leon County Planning Department, ATTN: Comprehensive Planning Division,  
300 South Adams Street, Tallahassee, Florida 32301

Comment Form

Amendment name/number: 2020010

I am very happy - CITY IS TAKING THIS STEPS.  
All the best -

*[Handwritten Signature]*

850 821-3937

December 16, 2019

I am 100% AGAINST rezoning Griffin Heights! We are a very old and proud community that looks out for one another. Yes, we have had our share of crime but what neighborhood hasn't. I love our community the way it is!

The property that I reside on has been in my family for YEARS! First, my Grandparents lived here, then my parents, followed by my brother which is 12 years older than I am. Now it is my home once more. I designed and built my home on Alabama Street in 2006. I built my home here not because I couldn't afford to build somewhere else. I chose to live in Griffin Heights because of the love of the community. To change the zoning to commercial will DESTROY the community love and bond we have. There are several empty commercial places and lots that already zoned commercial in Tallahassee... GO THERE! Nothing on Alabama Street need to be rezoned! I did not move back to my first home to be surrounded by "strangers" moving in and out every 3 to 12 months. Nor did I sign up to live next to or across the street to a "Coffee Shop" or business. No one in my family or my friends even drink coffee on a regular basis. I have a small business and I don't want to put in my neighborhood. I moved back to the neighborhood because it was my first home and where I would be surrounded by long term family and extended family. I can literally go outside in my yard or walk down the street and people would recognize me and tell me stories of my Grandparents, Father, Brother (Which are all deceased know) and myself when I was a little girl.

If you rezone Griffin Heights to commercial property, we will lose the essence of what a community should be. I feel that rezoning Griffin Heights would run generations of families out the community. With Social Media being such a big part of our life people are starting to lose what it is to have a real bond, and a true feel of community. We have that here.

In Griffin Heights it is a community not a business. We are real people and we want to keep it zoned as is... FAMILY! We do need a coffee shop or any extra businesses on Alabama Street. Just help and beautify the businesses we already have available. Put actual swing sets, and more in the park we have! Add better sidewalks, retaining walls, lighting, cut the grass more often and better than it is usual maintained etc.... but don't, I repeat don't change the zoning!!!! We do not need another "Frenchtown". That is not what I moved to Griffin Heights for!!! With all the crime everywhere including Yoga Studios I am totally against "Strangers" coming in and out my neighborhood on an hourly bases for "coffee".

I am really offended that this petition has come this far and NO ONE or PARTY has invited or informed me an actual resident who lives on Alabama Street of this ridiculous plan until last Saturday through the mail January 14<sup>th</sup>! The first meeting is scheduled on the 17<sup>th</sup> but nothing on the City website is ready for reading regarding the actual plans!

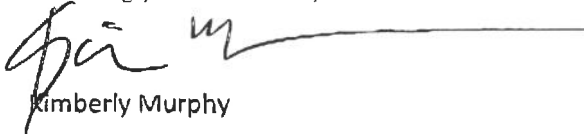
This impact will be to Griffin Heights neighborhood, but it will directly affect me personally because the changes will be mainly to Alabama Street. My home is on Alabama Street. I live on Alabama Street and I am appalled by the lack of effort made to include me in the process! The people who are making these big decisions do not live on Alabama Street, and or no longer live in Griffin Heights. They don't represent what I want and should not have the right to decide what Alabama Street needs! They should not have a say on anything considering it doesn't impact them directly!

Ask yourself do you want to live next to a Coffee shop or business or do you want to live across the street from a family home? Most of you who are deciding on this plan probably have a house beside another house and probably would not have purchased your home if there was a business across the street or next door. Do me the same courtesy leave the zoning as is!

Tharpe Street and Tennessee Street are less than 1 minute away from Alabama Street. Both streets are in walking distance, a bike ride, a bus ride, and a car drive away. Leave the businesses there, get your coffee there!

I have 2 girls age 10 and 11 on the Autism Spectrum. The last thing my husband and I need are my girls being approach by a stranger from the coffee shop across the street offering to buy my girls a cocoa. With all the pedophiles in the neighborhood a coffee shop will be a great set up for human trafficking in our neighborhood. Therefore, I STRONGLY SAY A HARD NO to any additional commercial properties in the neighborhood and rezoning!!!!!! Help build up what we already have!

Thanking you in advance,



Kimberly Murphy

1222 Alabama St

Tallahassee, Florida 32304

(850)345-1445



**From:** [kjephy@yahoo.com](mailto:kjephy@yahoo.com)  
**To:** [Alfano, Michael](#)  
**Cc:** [Wainner, Robyn](#); [Bryant, Cherie \(Planning\)](#); [White, Artie](#); [Megan Doherty](#); [Autumn Calder](#); [Baker, John](#)  
**Subject:** Re: Griffin Heights - Amendment #TMA202010  
**Date:** Monday, January 27, 2020 10:11:01 AM

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**\*\*\*EXTERNAL EMAIL\*\*\***

Please report any suspicious attachments, links, or requests for sensitive information.

Hello,

Thank you for the update. As I read the email I noticed you meet in different places for "Griffin Heights input" will you please send me those locations and or the contact persons therefore I will have a starting point to meet/speak with those people who are claiming to speak for the neighborhood. I would also like any public notes taken on those meetings. Thank you.

Kimberly M.

On Mon, Jan 27, 2020 at 9:52 AM, Alfano, Michael  
<[Michael.Alfano@talgov.com](mailto:Michael.Alfano@talgov.com)> wrote:

Hello Ms. Murphy,

I reached out to you Friday afternoon after receiving your email, and left you a voicemail; I believe that John Baker from Neighborhood Affairs has also reached out to you. I am sorry that you feel as though you have not had a sufficient opportunity to provide input on this Comprehensive Plan Amendment.

We have included your original letter dated December 16<sup>th</sup>, 2019 as part of the public comments received on the amendment and will add your Friday email to the record, as well. As a reminder, these comments are provided to the LPA in advance of the public hearings on proposed comp plan amendments to take into account when considering whether to recommend approval or denial.

In regards to the meeting later today, you are welcome to attend and participate if you would like. It will be today at 4:30 PM on the third floor of the Renaissance Center in the Planning Department. We asked Neighborhood Affairs staff to reach out to members of the Bond and Griffin Heights neighborhoods to invite them to help us understand what buildings (residential and non-residential) they believe match the character of their neighborhood.

We are asking folks to come to the meeting with specific examples of buildings from the neighborhoods (or the community at large if they believe they would fit), and then will develop *additional* development regulations based on this input for where we are proposing to implement Neighborhood Boundary in Bond and Griffin Heights. This is an initial meeting on this process and we will be recommending that the LPA postpone their vote on this amendment on

February 4<sup>th</sup>, to March 3<sup>rd</sup>, to ensure we can get the additional development standards right. Please note, the meeting today is an informal working meeting, not a meeting with any sort of governing body where votes will be taken, etc.

Today's meeting was not set when notices went out, nor would a meeting like it be included on the public notices that we send out because it is not one of the public meetings that make up the Comprehensive Plan Amendment Cycle (Public Open House, LPA Workshop, LPA Public Hearing, Joint City/County Workshop, etc.).

I won't presume to speak for Neighborhood Affairs, but I believe the January 22nd meeting that you reference in your email was a meeting with members of the Frenchtown Neighborhood, who are also developing a neighborhood plan.

Additionally, I cannot answer your questions about the development of the Griffin Heights neighborhood planning efforts (how residents were organized/notified, etc.), but I am sure that John and his team will be happy to talk through that with you. However, I have included below a general overview of Planning's involvement in this project, in the event it helps give a sense how much public input we have taken into account.

Please feel free to give me a call to discuss this further, if you wish, you can reach me on my new desk line at (850) 219-1075, or my personal cell is (850) 212-3476. Additionally, my new email with Blueprint is michael.alfano@blueprintia.org. I am sorry if you feel you have been misled at any point, and I hope that this email helps to clarify some of the issues you have raised.

All the best,  
Mike Alfano

### ***Project Background***

Since May of last year, Planning has been coordinating with Neighborhood Affairs to work with Neighborhood Association Residents to implement land use changes requested in the Greater Bond Neighborhood First Plan, and in the first draft of the Griffin Heights Neighborhood First Plan.

Below is a list of all the engagement with Bond and Griffin Heights that Planning Staff undertook on this project, in addition to our normal noticing and public meetings that are part of the Comp. Plan Amendment Cycle:

- May 30, 2019 – Presentation to Greater Bond Neighborhood Association
- June 3, 2019 – Presentation to Griffin Heights “Places” Subcommittee
- June 10, 2019 – Meeting w/Bond NA member Rhett Turnquest
- June 24, 2019 – Attended Griffin Heights “Places” subcommittee and answered questions about land use in Griffin Heights

- August 22, 2019 – Engagement at Southside Farmer’s Market
- August 29, 2019 – Update to Greater Bond Neighborhood Association
- September 9, 2019 – Update to Griffin Heights Neighborhood Association
- September 19, 2019 – Griffin Heights Community Action Team (CAT) Meeting
- November 12, 2019 – Participated in Griffin Heights Neighborhood First Open House
- November 26, 2019 – Email to Bond and Griffin Heights Neighborhood Association leadership through Neighborhood Affairs giving an overview of the final proposal of land use changes, noticing procedure, and a request to spread the word to fellow residents.
- January 14, 2020 – Update to Greater Bond CAT Team
- *Upcoming: January 27, 2020* – Initial meeting with neighborhood residents to identify buildings that represent the character of the neighborhood to serve as the basis for additional development standards
- *Upcoming: January 28, 2020* – Update to Griffin Heights CAT Team

The proposed land use amendments in Bond and Griffin Heights will accomplish, at least in part, the below action items from the Bond Neighborhood First Plan and Draft Griffin Heights Plan:

- *Bond Plan*
  - Economic Development and Community Empowerment Concern #1: Lack of areas targeted for neighborhood-scale commercial development in the areas zoned “Residential Preservation”
    - Specifically addresses creating a commercial corridor on Floral and Gamble Streets
  - Land Use Neighborhood Concern #1: Incompatible Land Uses
    - Specifically addresses the request for land use/zoning adjustments to allow for residential and commercial land uses, while preserving the character of the neighborhood, though admittedly, only in the northern portion of the neighborhood.
- *Draft Griffin Heights Plan*
  - *Concern: Incompatible land uses*
    - *Desired Outcome: The neighborhood has land uses that allow for a mix of neighborhood-scale commercial development while also preserving the residential character of the neighborhood*
      - *Strategy 1: Develop land use mechanisms to preserve the single-family residential character of the neighborhood while also creating opportunities for neighborhood-scale commercial development in designated areas.*
        - *Action Item 1.1: Designate Alabama Street (from Basin Street to North Abraham Street) as a Main Street corridor, providing opportunities for neighborhood-scale commercial development.*

**From:** kjephy@yahoo.com <kjephy@yahoo.com>  
**Sent:** Thursday, January 23, 2020 11:35 PM  
**To:** Alfano, Michael <Michael.Alfano@talgov.com>  
**Cc:** Wainner, Robyn <Robyn.Wainner@talgov.com>  
**Subject:** Griffin Heights - Amendment #TMA202010

**\*\*\*EXTERNAL EMAIL\*\*\***

Please report any suspicious attachments, links, or requests for sensitive information.

Visit the Planning Department website at: [www.talgov.com/compplan2020](http://www.talgov.com/compplan2020)

**NOTICE OF A REQUESTED AMENDMENT  
TO THE COMPREHENSIVE PLAN FUTURE LAND USE MAP**

An application has been filed to request a change of designation on the Comprehensive Plan Future Land Use Map for the property shown on the map on the reverse side of this notice. You are being notified of this requested change because public records indicate that you own property within approximately 1,000 feet of the subject site. A location map and a summary of the request are shown on the reverse side of this notice.

Listed below are the scheduled Workshops and Public Hearings on this request. The December 17<sup>th</sup> Open House event is an opportunity for you to come and ask questions in a less formal setting prior to the start of the more formalized public hearing process. Prior to each meeting, please check [www.talgov.com/compplan2020](http://www.talgov.com/compplan2020) to confirm there have been no changes to this meeting schedule.

The Local Planning Agency, City Commission, and Board of County Commissioners appreciate any information that would be useful to them in their deliberations on the amendment request. In addition to the public hearings, the Local Planning Agency and City and County Commissions will hold workshops on the proposed amendments. The public is invited to attend, but no public comments will be taken at the workshops.

Date	Meeting	Purpose	Time	Location
December 17 (Tuesday)	Planning Department Staff	Open House 2020 Cycle Amendments	5:30 PM	Renaissance Center 2nd Floor 435 North Macomb Street
January 7 (Tuesday)	Local Planning Agency	Local Planning Agency Workshop	6:00 PM	Renaissance Center 2nd Floor 435 North Macomb Street
February 4 (Tuesday)	Local Planning Agency	Local Planning Agency Public Hearing on Comprehensive Plan Amendment and Rezoning	6:00 PM	Renaissance Center 2nd Floor 435 North Macomb Street
February 25 (Tuesday)	County and City Commissions	Joint City-County Commission Workshop	1:30 PM	County Commission Chambers 5 <sup>th</sup> Floor, Leon County Courthouse
March 11 (Wednesday)	City Commission	Introduction of Adoption Ordinance for Comprehensive Plan Amendment and Rezoning Ordinance	4:00 PM	City Hall 2 <sup>nd</sup> Floor Commission Chambers
April 14 (Tuesday)	County and City Commissions	Joint City-County Comprehensive Plan Amendment Transmittal Public Hearing	6:00 PM	County Commission Chambers 5 <sup>th</sup> Floor, Leon County Courthouse
May 26 (Tuesday)	County and City Commissions	Joint City-County Adoption Public Hearing and First of Two Rezoning Public Hearing	6:00 PM	County Commission Chambers 5 <sup>th</sup> Floor, Leon County Courthouse
June 17	City Commission	Second and Final Rezoning Public Hearing	6:00 PM	City Hall 2 <sup>nd</sup> Floor Commission Chambers

If you have a disability requiring accommodations, please call the Tallahassee-Leon County Planning Department at least forty-eight (48) hours prior to the hearing (excluding weekends and holidays). The Planning Department Telephone is (850) 891-6400. The Florida Relay TDD Service Telephone is 1-800-955-8771.

If you have concerns that you wish to be considered by the City and County Commissions in regard to this application, you may submit written comments in response to this notice. You may submit your comments by letter, facsimile (fax), on the form below or through our website at [www.talgov.com/compplan2020](http://www.talgov.com/compplan2020). More detailed information on each proposed amendment is also available on the website.

Tallahassee-Leon County Planning Department  
ATTN: Comprehensive Planning Division  
300 South Adams Street  
Tallahassee, Florida 32301  
Telephone: (850) 891-6400 Fax: (850) 891-6404

Amendment # TMA202010

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

SIGNED \_\_\_\_\_

Hello,

I am very upset about how the rezoning of Alabama Street is being handled. The very first and only notification I received as a resident who actually live on Alabama Street about the rezoning was in December from the City of Tallahassee.

At that particular meeting we were told that we still had input and I should address my

concerns with Robyn W because she is over the neighborhood meetings. This was also the first time I heard Griffin Heights had a neighborhood association. (Note my family has owned and lived on Alabama Street for over 45+ years.) I responded to you Mike, Robyn has a COT email address, so who from my neighborhood is hosting neighborhood meetings? I was again given Robyn W. information. I contacted Robyn a few times to see when the next meeting was being held. The date I was eventually given for our Griffin Heights meeting was January 28th.

Yesterday I was informed from a concern neighbor that there will be a meeting on January 27th at COT at 4:30pm ( Which is not on the meeting agenda we received in December). At that meeting you, Mike A. Will be hosting a meeting to hear from Representatives of Griffin Heights (which I am still unfamiliar with) to draft guidelines for the amendment but before that Wednesday, January 22, Robyn W. Held a pre-meeting with certain people in the neighborhood about the amendment to prep for the meeting.

All this seems very shady to me. For one who are these Representatives? Two why wasn't I or my neighbors notified before the amendment was put in action, and three why is there a neighborhood meeting being held after the amendment guidelines are being set and finalized? If you really wanted the neighborhood input, or at least the homeowners input of what we wanted we should have been notified in advance of the "neighborhood" meetings and pre-meetings. None of my homeowner neighbors I'm familiar with know about these neighborhood meetings or the amendment that COT is trying to put in effect. I don't know if when you say representatives of the neighborhood if you are referring to the churches in the neighborhood. Either way I do not belong to a church in this neighborhood and therefore they don't represent my needs. Plus, majority of churches congregation aren't filled with people from the same neighborhood. Most are visitors to the neighborhood.

Again I actually live on Alabama Street in Griffin Heights therefore I will be directly effected by the changes you are trying to make. I am strongly against this amendment. Yes, the area can benefit from a beautification but adding more renters and businesses is not the way to do it. Promoting homeownership, making our park an actual family friendly park, closing both convenient stores, help relocate or get the Joe Louis residents on their feet and off of housing, putting a sidewalk around the entire holding pond, take down the fence and making it a place of enjoyment like Lake Ella or Betton hills. You diminish crime by promoting family friendly environments. We don't need more businesses in this area. If so put them on an actual busy street like Old Bainbridge where they belong not the middle of a neighborhood to bring loud unwanted traffic.

Don't change Alabama Street Zoning. Businesses on this street have never enhanced the neighborhood. They eventually go out of business or become crime infested. Both my parents and grandparents have had businesses on this street and neither businesses have survived. I own a business and I don't want to bring it to a residential neighborhood. Therefore leave the zoning as is and help the neighborhood other ways and stop being shady and underhanded about it. Actually include the residential homeowner's input.

Kimberly M.  
1222 Alabama St

Jan 4, 20 / Orally Posters  
Ph 284 7240  
2020 Comprehensive Plan Amendment  
Cycle

This letter explains why the  
Duffin Heights area doesn't need additional  
complexes, Duplex, or Triplex. This area  
should be considered a historical location.  
The people living in this area are citizens  
who has lived in their homes for forty  
years or better. Most of the seniors are  
on a fixed income who barely get by  
on a set income. The other people are  
old churches who barely have a congregation,  
those few that attend church are people  
from other locations. Student parking  
is another problem. These students have  
no respect for a home owner and their  
property, thanks to their dogs we have  
pick up dog droppings every day, because  
they don't care, when we get to see a popo  
bag in their hands. Adding commercial  
stores is another bad idea, these seniors  
can barely feed themselves. Beer + wine  
is all the drug guys and the students  
buy on a regular. Here's what we need

Below is a list of a few things we need to happen.

1. Steps & Pot Holes fix
2. Holding ponds maintained on a regular, before long, everyone in this area is going to become sick. The drain stop up on a regular. Trash & papers drain in from other areas.
3. Affordable Houses
4. Police protection ~~from~~ from the drug ~~gangs~~ guys. I see the student buying drugs all the time
5. Wooded areas need to be cleaned up so viewing is clear,
6. A law need to be set for young men boxers to be showing
7. law should be set for people setting in chairs along the streets in front of churches, residential areas, Our subdivisions need to be respected.
8. Need more security lights street lights
9. More land beautification in the area.
10. More Bus-stop covers & slatney, people are getting rained on at the bus stop,



More safe recreation for the children, fully equipped fenced in area.  
11. Better Schools

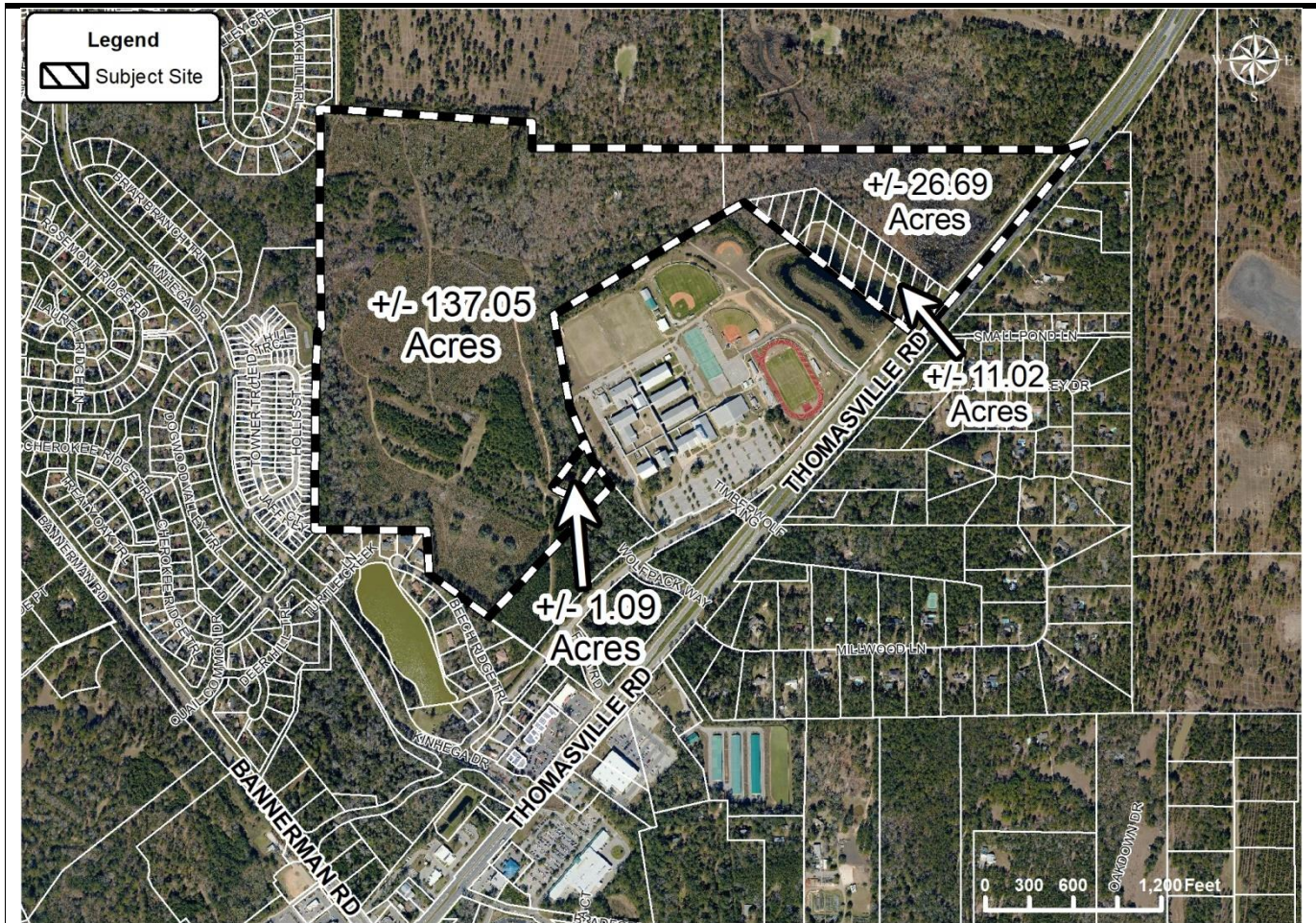
- D. Tree Trimming
- B. Electrical Pole change outs
- K. Additional side walk
- L. Additional Bus stopes

More apartment complex will creat more noise for home owners.  
Student Housing is all over Tallahassee and some of them are not affordable, with no tenants.

I have traveled to other subdivision like Lyl-~~OK~~ there the home owners are at place.

Tallahassee is becoming over crowded, this is what my area is about to become. I am objecting to this new plan. We are getting set up for higher taxes for these fixed income seniors.

The students go and then come.



**SUMMARY**

Property Owners:	Property Location:	TLCPD Recommendation:
Pine Cone Woods, LLC	6920 Lawton Chiles Lane Tallahassee, FL 32312	<b>Approve</b>
<b>Applicant:</b> Pine Cone Woods, LLC		
TLCPD Staff:	Current Future Land Use & Zoning:	LPA Recommendation:
<b>Artie White</b>	<u>Future Land Use:</u> <b>Rural</b> <u>Zoning:</u> <b>Rural and Bradfordville Commercial-1</b>	<b>Approve</b>
Contact Information:	Proposed Future Land Use & Zoning:	
artie.white@talgov.com (850) 891-6432	<u>Future Land Use:</u> <b>Bradfordville Mixed Use</b> <u>Zoning:</u> <b>No change</b>	
Date: 10/23/19	Updated: 09/21/2020	

## **A. REASON FOR REQUESTED CHANGE**

This Comprehensive Plan Map Amendment is also the subject of a concurrent application for a text amendment (LTA 2020 06) to extend the Urban Services Area (USA) to include the properties owned by the applicant, as well as part of a portion of Chiles High School owned by the Leon County School Board and a holding pond owned by Leon County that are currently outside of the USA.

The applicants wish to develop portions of the subject site for residential and non-residential uses at densities and intensities comparable to nearby areas, and potentially allow for some expansion of Chiles High School.

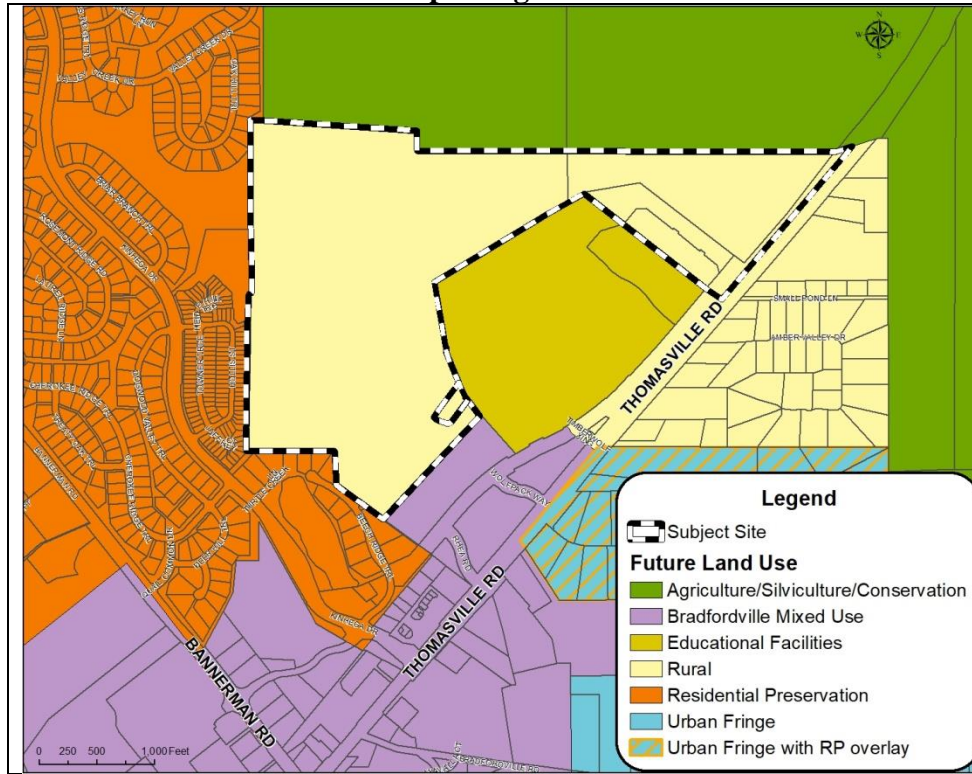
## **B. CURRENT AND PROPOSED FUTURE LAND USE DESIGNATION**

The Subject Area is currently designated Rural on the Future Land Use Map (FLUM). The proposed amendment would change the FLUM designation of the area to Bradfordville Mixed Use.

The applicant initially requested the Planned Development land use category. However, the subject site is less than 200 acres, the minimum acreage required for the Planned Development Land Use category. Because the subject site is within the Bradfordville Sector Plan study area, the requested land use category was changed to Bradfordville Mixed Use.

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

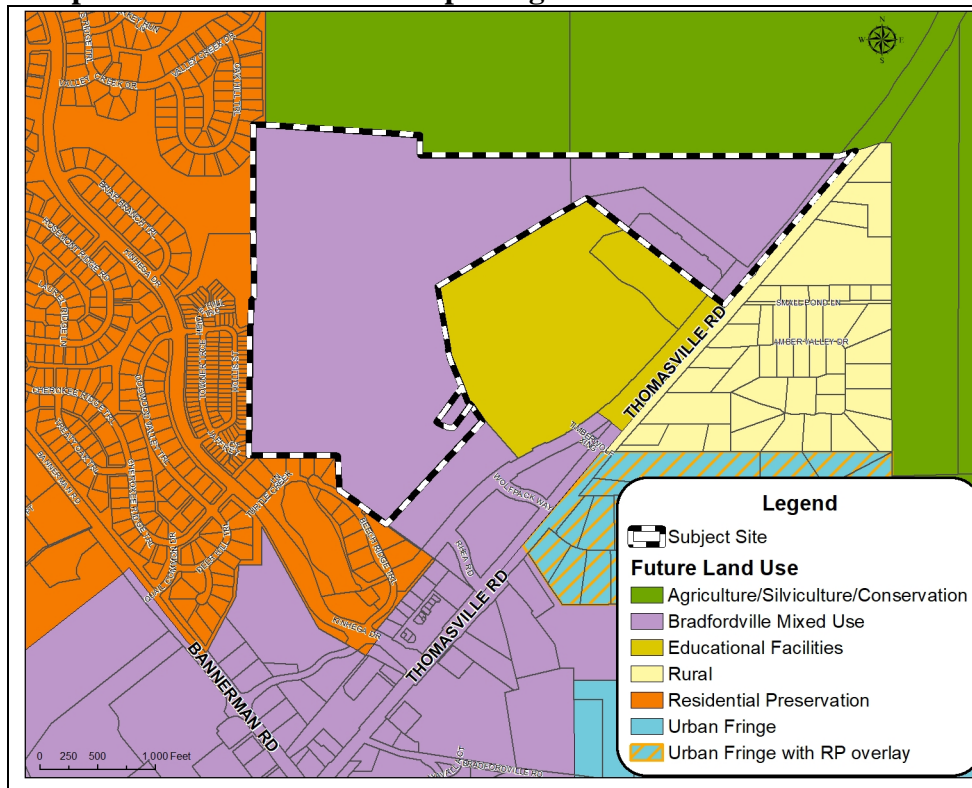
### Current Future Land Use Map Designation



#### Current Designation

- **Rural (R)**

### Proposed Future Land Use Map Designation



#### Proposed Designation

- **Bradfordville Mixed Use (MU)**

### 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.

### 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.

### E. SUMMARY OF FINDINGS

Staff presents the following findings of fact:

1. Policy 2.2.1 [L] indicates that urban services are not planned or programmed for lands in the Rural land use category. There is water and wastewater infrastructure available for the subject site, and a planned expansion of the wastewater capacity as well. Therefore, as these lands have urban services planned/in place, they are currently not consistent with Policy 2.2.1 [L].
2. Policy 2.2.1 [L] indicates a special condition that property within the Rural category shall not be converted to a more intense land use category unless the subject site adjoins the Urban Service Area or a designated Rural Community. The subject site immediately adjoins the USA to the west, surrounds Chiles High School which is in the USA, and a portion of the subject site owned by the applicant is within the USA, as well. Therefore, this special condition is satisfied.
3. Objective 1.7 [L] provides a number of intended purposes for future development patterns for the Bradfordville Mixed Use land use category. These purposes are furthered in part by the proposed development; or, through the PUD process, which will afford Leon County Development Support and Environmental Management the opportunity to ensure they are met/furthered.
4. Policy 2.2.6 [L] indicates that the Bradfordville Mixed Use Land Use Category is intended to create low to medium density residential land use, small scale commercial shopping opportunities, schools and churches, and recreation and leisure-oriented amenities for the enjoyment of area residents. The applicant has indicated that they wish to develop further residential land uses similar to those of other developments in the surrounding area, provide some additional non-residential commercial opportunities, and allow for the potential expansion of Chiles High School on part of the subject site. These uses are consistent with the uses intended for the Bradfordville Mixed Use land use category as described in Policy 2.2.6 [L].

## F. STAFF ANALYSIS

### History and Background

Planning for the future development of the northern portion of Leon County has been underway for over 30 years, with the appointment of the Bradfordville Citizen Task Force in August of 1989. This region of Leon County has been the subject of significant planning efforts and conflict over this time, with a Bradfordville Sector Plan ultimately being adopted by the Leon County Board of County Commissioners in July of 2000. The purpose of the Sector Plan is to achieve long-term planning for the Bradfordville Study Area in a manner which demonstrates compliance with the goals, objectives, and policies of the Tallahassee-Leon County Comprehensive Plan.

Over the life of the Bradfordville Sector Plan there has been a significant amount of residential and nonresidential development in the surrounding area. In the last 5 years, especially there has been an increase in nonresidential development at the Bradfordville Town Center.

The subject site is made up of approximately +/- 182 acres of undeveloped land owned by the applicant Pine Cone Woods, LLC, a 1.06 acre parcel owned by Talquin Water and Wastewater, Inc., and a 13.33 acre retention pond owned by Leon County that is surrounded by the 67.26 acre campus of Chiles High School. Portions of the applicant's property and Chiles High School are included in the Urban Services area, which was expanded in 1997 to expand to include Chiles High School.

### Current and Proposed Future Land Use Categories

The complete comprehensive plan policies for Rural (2.2.1 [L]) and Bradfordville Mixed Use (2.2.6)] are included as Attachment #1.

#### ***Rural (Current)***

The subject site is currently designated as Rural on the Tallahassee-Leon County Future Land Use Map (FLUM). The intent of the Rural land use category is to maintain and promote agriculture, silviculture, and natural resource-based activities, to preserve natural systems and ecosystem functions, and to protect the scenic vistas and pastoral development patterns that typify Leon County's rural areas. Typical land uses within this category shall include agriculture, silviculture, and natural resource-based activities. Due to the very low intensity development pattern that is intended for the category, urban services are not planned or programmed for the area.

#### ***Bradfordville Mixed Use (Proposed)***

The intended function of the Bradfordville Mixed Use category is to create a village atmosphere with an emphasis on low to medium density residential land use, small scale commercial shopping opportunities for area residents, schools and churches, and recreational and leisure-oriented amenities for the enjoyment of area residents.

### Consistency with Comprehensive Plan

The proposed amendment is consistent with the following goals, objectives, and policies of the Tallahassee-Leon County 2030 Comprehensive Plan.

Policy 2.2.1 [L] indicates that urban services are not planned or programmed for lands in the Rural land use category. There is currently water and wastewater services provided by Talquin on the subject site. This fact supports redesignating the subject site, as Rural lands are not intended to have urban services.

Policy 2.2.1 [L] indicates a special condition that property within the Rural category shall not be converted to a more intense land use category unless the subject site adjoins the Urban Service Area or a designated Rural Community. The subject site immediately adjoins the USA to the west, surrounds Chiles High School which is in the USA, and a portion of the subject site owned by the applicant is within the USA, as well. Therefore, this special condition is satisfied.

Objective 1.7 [L] describes the desired development pattern for the Bradfordville Mixed Use land use category. A number of intended purposes are described in Objective 1.7:

- a) Provide opportunity for residential, shopping, employment, education and recreation use within walking distance of each other

**Analysis:** The applicant has indicated they wish to develop additional residential and commercial land uses and provide the opportunity for the expansion of Chiles High School on the subject site. The size of the property and its proximity to other residential and non-residential uses promote, as well as the proximity to Chiles High School would promote increased pedestrian trips.

- b) Promote higher density housing and concentrations of nonresidential activity in close proximity to each other;

**Analysis:** The applicant wishes to develop additional residential and nonresidential uses similar to the density and intensity of the surrounding area. The environmental constraints on subject site would require development to largely be sited on the western portion of the property, closest to existing residential and nonresidential development.

- c) Provide for a range of housing opportunities which does not isolate families or individuals based upon age, income or race;

**Analysis:** At the August 27, 2019 Business Meeting of the Leon County School Board, applicants indicated their intention to include workforce housing as part of their residential development to help ensure individuals of all income levels have access to housing opportunities in this area of new development. This would satisfy Subsection C of Objective 1.7

- d) Ensure that mapping of zoning districts is consistent [with] the long-term protection of environmental features;

**Analysis:** The subject site is somewhat constrained by environmental features. Parcel 1414202060000 is significantly constrained by wetlands, a waterbody, and is in the 100-year flood plain. The western boundary of parcel 1415200140000 also is constrained from development by wetlands and a water course. The applicants have requested a rezoning to

Planned Unit Development (PUD), which will provide Leon County Development Support and Environmental Management (DSEM) to opportunity to ensure that the environmental features of the subject site are protected.

- e) Ensure that mapping of zoning districts will be appropriate to location, access and surrounding land use;  
**Analysis:** The applicant has requested a PUD rezoning. This will provide Leon County DSEM the opportunity to ensure development will be appropriate to location, access, and surrounding land use.
- f) Ensure that mapping of zoning districts is consistent with the phasing and availability of infrastructure.  
**Analysis:** The applicant has requested a PUD rezoning. This will provide Leon County DSEM to ensure that proposed development is consistent with the availability of infrastructure. The applicants submitted a letter from Talquin Electric Cooperative indicating that they have water capacity to serve the future development needs of the applicant and that they will be expanding their wastewater capacity and will be able to include the capacity needs of future potential development by the applicant, as well.

Policy 2.2.6 [L] indicates that the Bradfordville Mixed Use Land Use Category is intended to create low to medium density residential land use, small scale commercial shopping opportunities, schools and churches, and recreation and leisure-oriented amenities for the enjoyment of area residents. The applicant has indicated that they wish to develop further residential land uses similar to those of other developments in the surrounding area, provide some additional non-residential commercial opportunities, and allow for the potential expansion of Chiles High School on part of the subject site. These uses are consistent with the uses intended for the Bradfordville Mixed Use land use category as described in Policy 2.2.6 [L].

### Zoning

The applicants have submitted an application for a rezoning from Rural to Planned Unit Development concurrent with their Comprehensive Plan Amendment Application. Leon County DSEM will process and analyze their application for rezoning. While a PUD allows for customized and tailored development standards, it must still be consistent with the underlying Comprehensive Plan Future Land Use Designation, which would be Bradfordville Mixed Use should this amendment be approved.

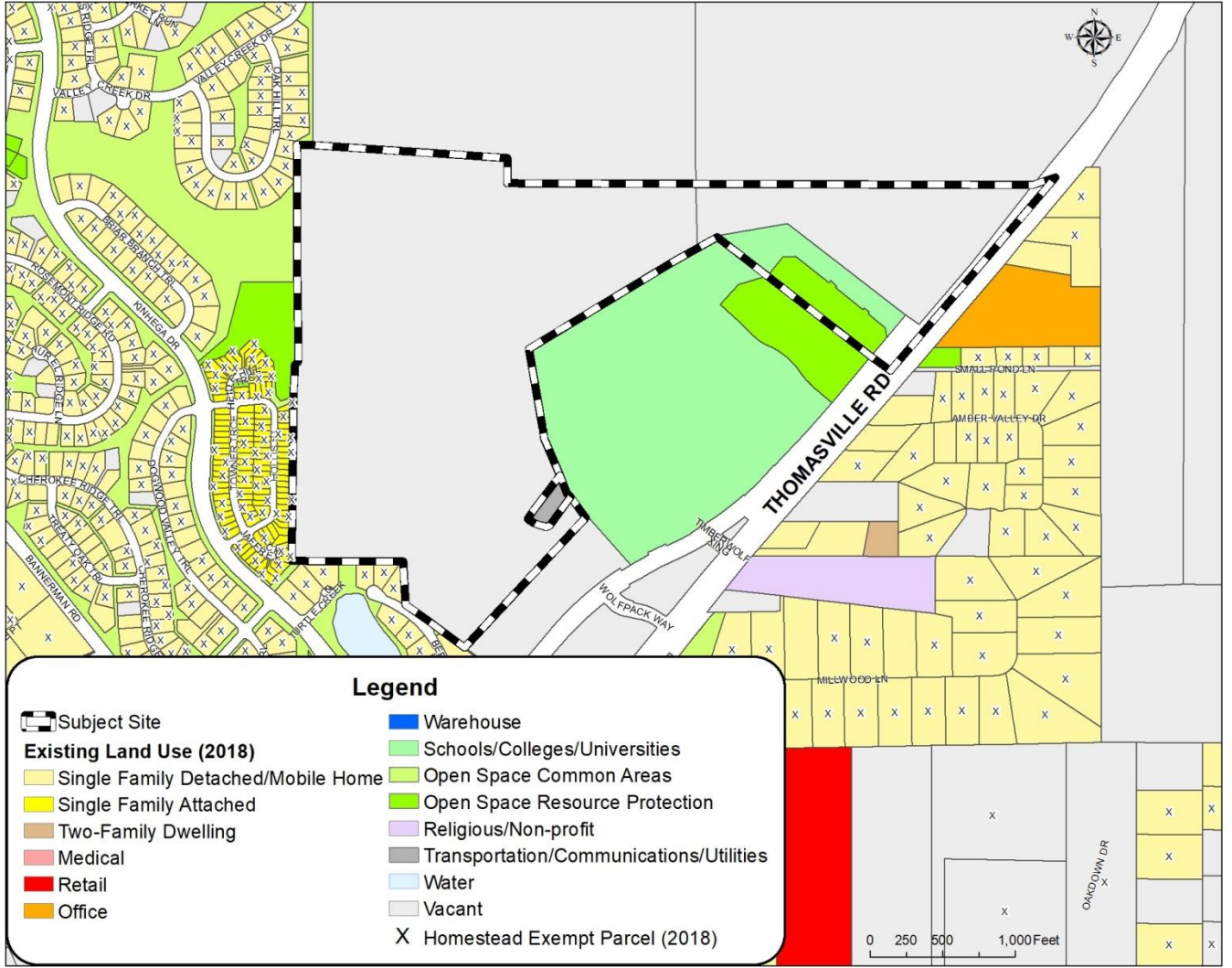
### Existing Land Uses

As illustrated in the following map, the 182.28 acres of properties owned by the applicant on the subject site are currently vacant/undeveloped land. Chiles High School is surrounded by the applicant's properties and is depicted below as Schools/Colleges/Universities. There is 13.33 acre a retention pond owned by Leon County on the Chiles High School site that is Open Space Resource Protection. Talquin Water and Wastewater Inc. owns a 1.09 acre property with a water tower that is classified as Transportation/Communications/Utilities. Across Thomasville Road to the east of the subject site there are primarily single family residential uses, with one large property that is Office. To the west of the subject property there is medium density residential in the form of single family attached housing, and



lower density single family detached housing. To the south of the subject site there is a mix of uses that are retail, office, and warehouse.

### Existing Land Use Map



## Infrastructure Analysis

### *Water/Sewer*

The Subject Site is within the Talquin water, wastewater, and electricity franchise area. The applicants have provided a letter from Talquin Electric Cooperative (Talquin) that indicates there is water capacity to meet the future development needs of this property. Talquin also indicates that they have plans to expand their wastewater capacity and can include the future capacity needs of the applicant in this expansion.

### *Schools*

The Subject Area is zoned for **Killearn Lakes** Elementary School, **Deer Lake** Middle School, and **Chiles** High School.

This proposed amendment was approved by the Leon County School Board at its November 19, 2019 meeting. School Board staff indicates that while no negative impact with Leon County Schools is anticipated, coordination with Leon County Schools would be necessary if the subject site was developed at its maximum potential.

### *Roadway Network*

The subject site fronts Thomasville Road a major arterial, as well as the local street Lawton Chiles Lane. Lawton Chiles Lane has access to Thomasville Road via the local streets Rhea Road and Wolfpack Way.

### *Pedestrian and Bicycle Network*

Lawton Chiles Lane has a sidewalk separated from the road by a buffer, as well as a paved shoulder. Neither Wolfpack Way nor Rhea road have sidewalks, but they have a paved shoulder. Thomasville Road has On-Street Bike Lanes for a portion of the arterial and paved shoulders traveling further north in Leon County.

### *Transit Network*

The site is not served by transit currently.

## Environmental Analysis

The subject site is somewhat constrained by environmental features. Parcel 1414202060000 is significantly constrained by wetlands, a waterbody, and is in the 100-year flood plain. The western boundary of parcel 1415200140000 also is constrained from development by wetlands and a water course, and lands that are in the 100-year flood plain. The applicants have requested a rezoning to Planned Unit Development (PUD), which will provide Leon County Development Support and Environmental Management (DSEM) the opportunity to ensure that the environmental features of the subject site are protected.

**F. PUBLIC OUTREACH AND NOTIFICATION**

An initial mailing was sent to **304** property owners within 1,000 feet of Subject Site.

Public Outreach		Date	Details
X	Mail Notification of Proposed Changes	December 23, 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, 2020	6 PM, Bradfordville Community Center
X	Supplemental Public Open House	January 6, 2020	6 PM, Bradfordville Community 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 an open house to discuss the 2020 Cycle amendments. None of the attendees had any questions or comments regarding this amendment.

**Public Open House – January 6, 2020:** 23 Citizens attended an open house to discuss this amendment. The attendees had questions relating to school concurrency/capacity, traffic congestion/capacity, and residential density.

**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
X	Joint City-County Transmittal Public Hearing	May 26, 2020	6:00 PM Virtual Meeting
	Joint City-County Adoption Public Hearing	October 13, 2020	6:00 PM Virtual Meeting

**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:** After a staff presentation and public testimony, the Local Planning Agency voted to recommend approval of the proposed map amendment.

**Joint City-County Commission Workshop – February 25, 2020:** A joint workshop was held on February 25, 2020 to discuss the proposed 2020 Cycle amendments. Commissioners did not have any questions for staff on the proposed amendment.

**Joint City-County Commission Transmittal – May 26, 2020:** A joint public hearing was held on May 26, 2020 to transmit the proposed amendment to the State Land Planning Agency and review agencies. Based on the technical assistance comments received by the State Land Planning Agency and review agencies the following modifications are proposed.

- The portion of the amendment to change the land use designation from Rural to Educational Facilities is modified to reflect a change from Rural to Bradfordville Mixed Use.
- As noted in the Infrastructure Analysis section of this staff report, Talquin Electric Cooperative indicates there is water capacity to meet the future development needs of this property. The letter from Talquin Electric Cooperative is added as Attachment #2. Also noted in the Infrastructure Analysis section of this staff report, Leon County Schools determined "no negative impact with Leon County Schools" at the November 19, 2019 School Board meeting. The approved analysis form is included as Attachment #3. The roadway analysis has been updated. School and Transportation concurrency is evaluated at the PUD and determined at site plan. Any additional infrastructure upgrades would be evaluated at the PUD and determined at site plan. Cultural and Historical Resources are identified along with the Natural Features Inventory as part of the PUD. This assessment requires clearance from the State of Florida prior to approval.

**H. ATTACHMENTS**

- Attachment #1: Comprehensive Plan policies for Rural (2.2.1 [L]) and Bradfordville Mixed Use (2.2.6)
- Attachment #2: #2: Letter from Talquin Electric Cooperative indicating sufficient water and sewer capacity to serve the proposed development.
- Attachment #3: School Impact Analysis approved by Leon County Schools indicating "No Negative Impact with Leon County Schools"
- Attachment #4 Supplemental Traffic Analysis



**2020 Comprehensive Plan Amendment Cycle**  
**LMA 2020 06**  
**Pine Cone Woods/Thomasville Road**

**Attachment #1**

**Policy 2.2.1: [L] RURAL/AGRICULTURE**

(REV. EFF. 8/17/92; REV. EFF. 7/26/06; REV. EFF. 12/24/10; REV. EFF. 7/6/15) INTENT Leon County's agricultural and silvicultural lands have a long and productive history. They have served as both a source of food and materials for urbanized areas of the County and as a significant economic engine for the region. Decades of suburbanization have dramatically reduced the amount of arable land available for agriculture and silviculture within the County. These lands are now at a premium and require protection to ensure that they remain viable, unfragmented, and productive for future generations. The intent of the Rural category is to maintain and promote agriculture, silviculture, and natural resource-based activities, to preserve natural systems and ecosystem functions, and to protect the scenic vistas and pastoral development patterns that typify Leon County's rural areas. Typical land uses within this category shall include agriculture, silviculture, and natural resource-based activities. Due to the very low intensity development pattern that is intended for the category, urban services are not planned or programmed for the area. To promote infill and redevelopment within the Urban Service Area (USA) and Rural Communities, higher density residential, and non-residential activities that are not functionally related to and supportive of agriculture, silviculture and other natural resource based activities shall be prohibited within the Rural category.

**ALLOWABLE USES, DENSITIES, AND INTENSITIES**

1. Residential The Rural category shall allow for single family residential uses at a maximum density of one (1) dwelling unit per ten (10) gross acres.
2. Non-residential Agriculture, silviculture, and other natural resource based activities shall comprise the primary non-residential uses within the Rural category. Consistent with Florida's Right to Farm Act, bona-fide agricultural uses, on land classified as agricultural land by the Leon County Property Appraiser, shall not be subject to a nonresidential intensity limitation. Non-residential uses functionally related to and directly in support of agricultural, silvicultural, and other natural resource based activities, including ecotourism activities, may be permitted at a maximum intensity of 2,000 sq. ft. per gross acre. The location of such uses shall be limited to the intersection of major collector and arterial or arterial and arterial designated roadways. Total development at any one intersection shall not exceed 10,000 sq. ft. To ensure that such uses are developed in a manner that is compatible with the rural nature of the area, additional standards and limitations shall be included in the land development code.
3. Community and Recreational Facilities Community services, light infrastructure, and recreational uses may be permitted provided they are compatible with the natural and rural surroundings. Facilities associated with these uses may be permitted at a maximum intensity of 2,000 sq. ft. per gross acre. Active recreational uses not functionally related to or supportive of agriculture, silviculture, natural resource based, or ecotourism activities, including, but not limited to golf courses, drag strips, and racetracks for motorized vehicles, are prohibited. To ensure that such uses are developed in a manner that is compatible with the rural nature of the area, additional design standards and limitations shall be included in the land development code.

**SPECIAL CONDITIONS** The following special conditions shall apply to the Rural future land use category:

1. Development proposals within the Rural area shall be evaluated for compatibility with adjacent agricultural uses and shall consider the land management activities associated with such uses. Development that is incompatible with agricultural uses, or has the potential to fragment, encroach upon, or displace such uses, shall not be permitted.
2. Property within the Rural category shall not be converted to a more intense land use category unless the subject site adjoins the Urban Service Area or a designated Rural Community.
3. Non-residential development shall be subject to design standards that preserve the scenic and rural character of this category and protect existing rural residential development from offsite impacts of non-residential development. Design standards shall include, but not be limited to, signage, lighting, parking, landscape buffers, and building materials.
4. Existing uses and structures listed on the local or national historic register at the time of adoption of this amendment shall be considered conforming.

**Policy 2.2.6: [L] BRADFORDVILLE MIXED USE**

(REV. EFF. 12/23/96; REV. EFF. 7/26/06; REV. EFF. 3/14/07) (APPLIES TO BRADFORDVILLE STUDY AREA ONLY) The Bradfordville Mixed Use Category is depicted on the Future Land Use Map. The category establishes differing proportions of allowed land uses and land use densities and intensities and is intended to be implemented by zoning districts which will reflect eight different development patterns which are described in Objectives 1.7 and 6.1. The Mixed Use Development patterns shall be applied through zoning and Land Development Regulations in a manner consistent with the Future Land Use Map delineation of Bradfordville Mixed Use. These eight different development patterns are not intended to be mapped as part of the Future Land Use Map, rather they are intended to serve as a mechanism to assure that the appropriate location and mixture of land uses occur within the category. Commercial development allocations in the Bradfordville Mixed Use Future Land Use Category are intended to limit gross leasable square footage per parcel as defined in the Land Development Regulations. Intended Function: Create a village atmosphere with an emphasis on low to medium density residential land use, small scale commercial shopping opportunities for area residents, schools and churches, and recreational and leisure-oriented amenities for the enjoyment of area residents.

The intensity of all nonresidential land uses shall be kept minimal to reduce the intrusive impact upon the residential land use. The intensity of all nonresidential land uses shall be kept minimal to reduce the intrusive impact upon the predominant residential land use. Traffic volumes and speeds shall be kept low, and parking for nonresidential uses shall be minimal. These characteristics are reflective of the village life-style. The essential component of Bradfordville Mixed Use is residential land use. The low to medium density residential development will be located to provide for maximum land use compatibility and enjoyment of recreational and leisure opportunities (recreational land uses are included in the description of Community Facilities). The village will also allow small shops and some services to serve nearby residents. Emphasis on commercial uses shall be limited to convenience, grocery, and small pharmacies and offices. Office and commercial development in scale with and meeting the needs of the surrounding predominately residential area are appropriate. It is also possible that appropriate sites within the area designated for Bradfordville Mixed Use may be developed for enclosed industrial uses. These are land uses that would usually be considered incompatible with the mixed use village, but due to site conditions, with careful design and facility planning, may be

successfully integrated. Compatibility is also protected by allowing few such uses and limiting their size (development intensity). All of the development patterns are appropriate within Bradfordville Mixed Use as described in Policy 1.7.9 [L]. The development pattern descriptions established under Objective 1.7 guide the density and intensity, location and access to areas of complementary land use.

Allowed land uses within the Bradfordville Mixed Use 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 Bradfordville Mixed Use 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.



Post Office Box 1679  
Quincy, Florida 32353-1679  
Quincy: (850) 627-7651



1640 West Jefferson Street  
Quincy, Florida  
32351-5679

September 17, 2019

Mr. Roger Wynn  
Moore Bass Consulting, Inc.  
805 N. Gadsden Street  
Tallahassee, FL 32303

Dear Mr. Wynn,

We recently met to discuss water and sewer service to property in northern Leon County, parcel ID# 1415200140000, currently owned by Pine Cone Woods, LLC, consisting of approximately 145.6 acres. You requested this letter stating whether Talquin has capacity to provide water and sewer service to this property.

You estimated a maximum daily flow of approximately 150,000 to 200,000 gallons per day (gdp) of water and sewer capacity needs and that development of this property could be several years away.

Talquin currently has adequate water capacity to serve the development of this property and we feel capacity should also be available in the near future.

We currently do not have available that amount of unused capacity in the wastewater treatment facility. However, we will soon be preparing preliminary plans to increase the capacity of the wastewater plant and can include the capacity needs of this property in support of its development. As we prepare for expansion we may want to discuss having re-use available for this development if our plans include adequate treatment for public use.

If you have any questions or need more information, please do not hesitate to contact us.

Sincerely,  
TALQUIN ELECTRIC COOPERATIVE, INC.

A handwritten signature in blue ink that reads "Timothy B. Waddle".

Timothy B. Waddle, PE  
Director of Water Services

/tw

*Serving Gadsden, Leon, Liberty and Wakulla Counties, Florida*

# SCHOOL IMPACT ANALYSIS FORM

<b>Agent Name:</b> Moore Bass Consulting, Inc.  <b>Applicant Name:</b> Pine Cone Woods, LLC  <b>Address:</b> C/o 805 N. Gadsden Street Tallahassee, FL 32302	<b>Date:</b> 9/1/19  <b>Telephone:</b> 850-222-5678 <b>Fax:</b> 850-681-2349 <b>Email:</b> <a href="mailto:tosteen@moorebass.com">tosteen@moorebass.com</a>
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① **Location of the proposed Comprehensive Plan Amendment or Rezoning:**

**Tax ID #:** 1415200140000, 1414202060000  
**Property address:** North Thomasville Road  
**Related Application(s):**

② **Type of requested change:**

Comprehensive plan land use amendment that permits residential development.  
 Rezoning that permits residential development.  
 Nonresidential land use amendment adjacent to existing residential development.  
 Nonresidential rezoning adjacent to existing residential development.  
 None of the above

③ **Proposed change in Future Land Use and Zoning classification:**

*Comprehensive plan land use* From: Rural To: Bradfordville Mixed Use  
 *Zoning* From: \_\_\_\_\_ To: \_\_\_\_\_

**Planning Department staff use only:**

④ **Maximum potential number of dwelling units allowed by the request:**  
 Number of acres: 162  
 Number of dwelling units allowed per acre: 20  
 Maximum number of dwelling units allowed: 3,240  
 Type(s) of dwelling units: Single family attached, single family detached, two-family, located one second floor above commercial

**Leon County Schools staff use only: Received 10/28/2019**

⑤ **School concurrency service areas (attendance zones) in which property is located.**  
**Unofficial until School Board approved-scheduled for the November 18, 2019 meeting**

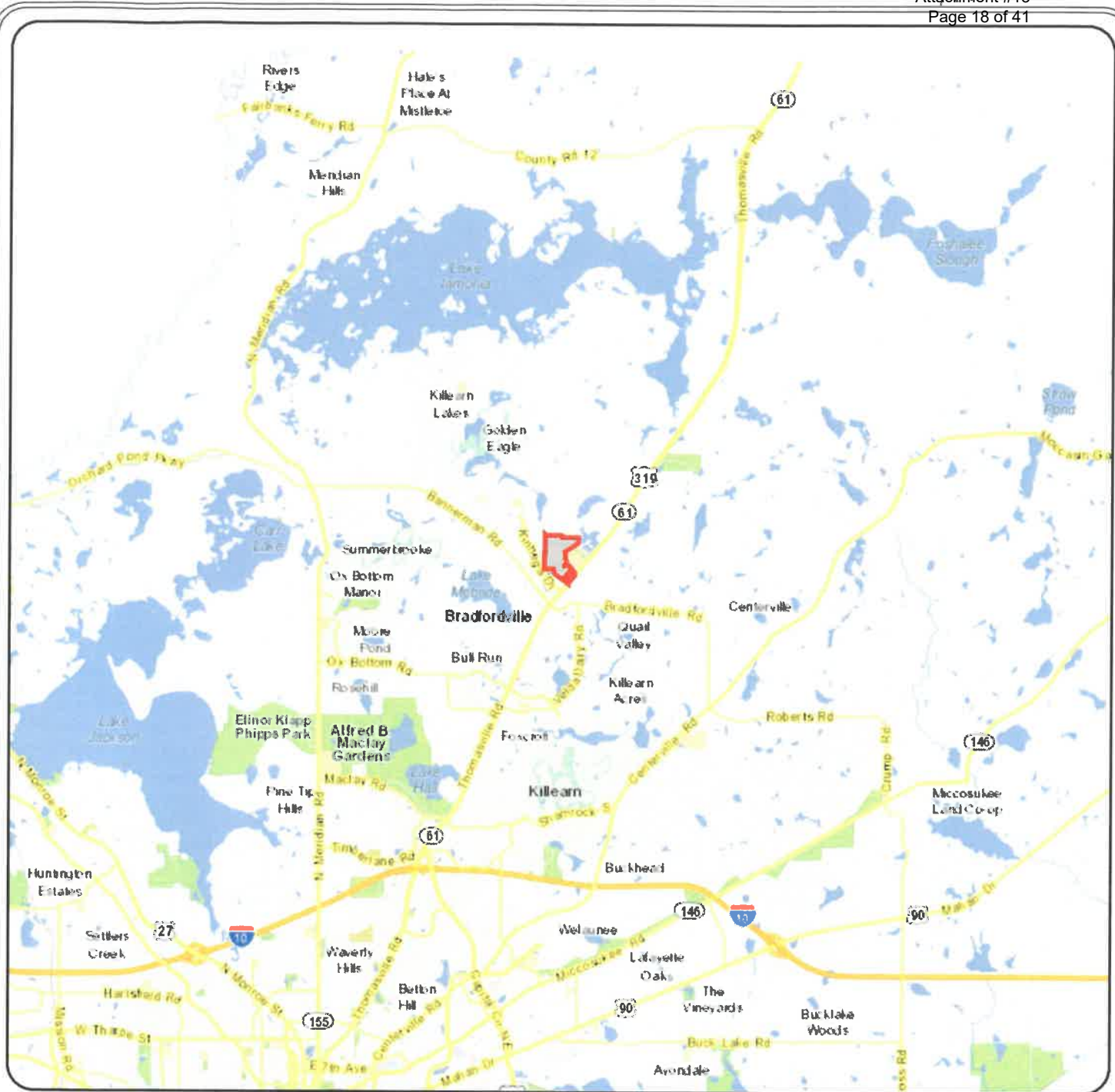
<b>Elementary:</b> <u>Killearn Lakes</u>	<b>Middle:</b> <u>Deerlake</u>	<b>High:</b> <u>Chiles</u>
Present capacity <u>232</u>	<u>331</u>	<u>114</u>
Post Development capacity <u>-400</u>	<u>51</u>	<u>-187</u>

Calculations based on maximum possible students <1000 base square feet

No negative impact with Leon County Schools-  
 High School Level- project is contiguous with Leon and Lincoln school zones  
 Elementary School Level-project is contiguous with Desoto Trail, Hawks Rise, and Roberts school zones













This form is required by §8.3 of the Public School Concurrency and Facility Planning Interlocal Agreement as adopted on September 1, 2006 by the City of Tallahassee, Leon County, and Leon County School Board. Pursuant to §6.4 of the Agreement, the City or County will transmit the School Impact Analysis Form to a designated employee of the School Board for review at the same time the application is submitted to all departments for review.

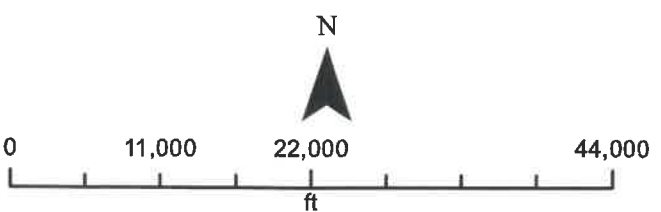




1415200140000

**Legend**

 Township	 Lot	 Building
 Section	 Access Easement	 Park
 Subdivision	 River	 City Limit
 Tax Parcel	 Waterbody	 Imagery 1/2015



Akin Akinoyemi, R.A.  
Leon County Property Appraiser

315 S. Calhoun St, Third Floor  
Tallahassee, FL 32301

Phone: (850) 606-6200  
Fax: (850) 606-6201

Email: [admin@leonpa.org](mailto:admin@leonpa.org)  
Website: [leonpa.org](http://leonpa.org)

**DISCLAIMER:** 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.

Date Drawn: Oct 29, 2019

School Impact Analysis Formulas

Project: North Thomsville Road

Proportionate Share = (# of proposed units)\(Student generation rate) - Available Capacity x Cost per student station

Cost Per Student Station According to Florida Department of Education's Student Station Cost Factors - January 2019

Elementary = 22,942

Middle = 24,775

High = 32,181

Student Generation Rate = Property Use Multiplier + Geographic Area Multiplier + Base Square Foot Multiplier / 3

School Impact Analysis 10/29/2019 Report

	Enter Number of Units	Enter Property Use	Enter Geographic Area	Enter BSF (for SFR only)	Student Generation Rate	Projected Students	Enter School Zone	Capacity Per FISH	Zoned Students	Current Available Capacity	Choice Students Entitled to remain	Cost per student station	Student Station Deficit	Student Deficit created by this project	Proportionate Share	Post Development Capacity
Elementary	3240	0.146	0.24	0.2	0.185333333	632.88	Killearn Lakes	959	727	232	97	\$22,942.00	400.88	400.88	\$9,196,988.96	-400.88
Middle	3240	0.077	0.11	0.072	0.086333333	279.72	Deerlake	1261	930	331	92	\$24,775.00	-51.28	-51.28	-\$1,270,462.00	51.28
High	3240	0.085	0.12	0.074	0.093	301.32	Chiles	1996	1882	114	169	\$32,181.00	187.32	187.32	\$6,028,144.92	-187.32



**2020 Comprehensive Plan Amendment Cycle  
LMA 2020 06  
Pine Cone Woods/Thomasville Road**

**Attachment #4 Supplemental Traffic Analysis**

The numbers below depict preliminary calculations based on the maximum residential development and maximum commercial development allowed under the requested future land use category. Trip generation rates and entering/exiting trip percentages for residential and commercial buildouts are based on Single Family Detached (210) and Variety Retail (814), respectively, as determined by the Institute of Transportation Engineers' Trip Generation Manual, 10th Edition. Final transportation concurrency calculations will be conducted in the future when a site plan for proposed development is submitted.

Based on maximum residential and commercial development allowed under the requested land use category, this amendment could result in 21,196 (commercial) or 3,573 (residential) new trips. The subject site fronts Thomasville Road, a major arterial, as well as the local street Lawton Chiles Lane. Lawton Chiles Lane has access to Thomasville Road via the local streets Rhea Road and Wolfpack Way. At this time Thomasville road does not have available capacity for maximum buildout, but it is important to note that the total trips noted in this analysis are substantially higher than will be allowed due to requirements such as stormwater mitigation and other restrictions. Following the Comprehensive Plan amendment, the site will be subject to a Planned Unit Development (PUD). The PUD will serve as the zoning and will establish entitlements that are likely lower than the maximum density and intensity allowed by the land use category. The actual traffic impacts and concurrency will be calculated at the time of site plan. Transportation concurrency will be determined and paid at time of site plan.

**Citizens Comments**

**LMA 2020 06**

Pine Cone Woods  
Map Amendment and

**TTA 2020 006**

Pine Cone Woods  
Urban Services Area

**From:** [Calhoun, Sherri](#)  
**To:** [White, Artie](#)  
**Subject:** FW: 2020 Comp Plan Public Comment Submission  
**Date:** Thursday, January 09, 2020 12:19:54 PM  
**Attachments:** [image001.png](#)

---

Sherri Calhoun  
Staff Assistant  
Comprehensive Planning & Urban Design  
300 S. Adams Street, Tallahassee, Florida  
Ph#: (850) 891-6413  
Fax: (850) 891-6404  
[Sherri.calhoun@talgov.com](mailto:Sherri.calhoun@talgov.com)  
<http://www.talgov.com/planning/PlanningHome.aspx>



Please note that under Florida's Public Records laws, most written communications to or from city and county staff or officials regarding public business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.

**From:** dropco@yahoo.com <dropco@yahoo.com>  
**Sent:** Tuesday, January 7, 2020 10:46 AM  
**To:** CMP\_PLN\_AMND <cmpplnammd@talgov.com>  
**Cc:** Calhoun, Sherri <Sherri.Sullivan@talgov.com>  
**Subject:** 2020 Comp Plan Public Comment Submission

- **Amendment:** LMA202006 Map
- **Name:** Jon Dropco
- **Address:** 7147 Beech Ridge Trl
- **City:** Tallahassee
- **State:** FL
- **Zip:** 32312
- **Email Address:** [dropco@yahoo.com](mailto:dropco@yahoo.com)
- **Comments:** I'm concerned with the proposal and what effect it would have on traffic and water management/runoff on Beech Ridge Trail. When the plantation would clear cut the pine trees, the water coming down from the plantation was a flood into Arrowhead Lake. A loss of those trees and the ability to suck up rain would be devastating to my property. Also, Lawton Chiles Ln can barely handle the morning and afternoon traffic from the high school. Development of 175 acres would not be beneficial to the two lane roadways. This proposal should be further limited.

**From:** [Calhoun, Sherri](#)  
**To:** [White, Artie](#)  
**Subject:** FW: 2020 Comp Plan Public Comment Submission  
**Date:** Thursday, January 09, 2020 12:19:48 PM  
**Attachments:** [image001.png](#)

---

Sherri Calhoun  
Staff Assistant  
Comprehensive Planning & Urban Design  
300 S. Adams Street, Tallahassee, Florida  
Ph#: (850) 891-6413  
Fax: (850) 891-6404  
[Sherri.calhoun@talgov.com](mailto:Sherri.calhoun@talgov.com)  
<http://www.talgov.com/planning/PlanningHome.aspx>



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**From:** Blakeboy78@gmail.com <Blakeboy78@gmail.com>  
**Sent:** Thursday, January 9, 2020 2:01 AM  
**To:** CMP\_PLN\_AMND <cmpplnammd@talgov.com>  
**Cc:** Calhoun, Sherri <Sherri.Sullivan@talgov.com>  
**Subject:** 2020 Comp Plan Public Comment Submission

- **Amendment:** LMA202006 Map
- **Name:** Kyle Blake
- **Address:** 3509 OAK HILL TRL
- **City:** TALLAHASSEE
- **State:** FL
- **Zip:** 32312
- **Email Address:** Blakeboy78@gmail.com
- **Comments:** Please reconsider this development. We recently moved here because of the location. We have an abundance of wildlife and enjoy nearly zero noise pollution. Please dont add more homes that will destroy this ecosystem, create noise, and strain the infrastructure. I vote NO on changing the land from Rural to PUD.



## Perrine, Beth

---

**From:** Hardcastle.ron@gmail.com  
**Sent:** Thursday, January 09, 2020 9:35 PM  
**To:** CMP\_PLN\_AMND  
**Cc:** Perrine, Beth  
**Subject:** 2020 Comp Plan Public Comment Submission

- **Amendment:** LMA202006 Map
- **Name:** Ron Hardcastle
- **Address:** 3448 Briar Branch Trail
- **City:** Tallahassee
- **State:** FL
- **Zip:** 32312
- **Email Address:** Hardcastle.ron@gmail.com
- **Comments:** A significant portion (approximately 10 acres on the western boundary) of the land associated with this amendment request is located in a FEMA flood zone. Furthermore the majority of the homes in Killlearn Lakes that border the western boundary are on septic service. The land behind these homes slopes downward into the land designated a flood zone. The septic systems of these homes percolate waste water into this area, the western edge of the property in question for transition from rural to mixed use designation. Any approval should mandate that development may not occur in the area of the property within the flood zone.

### 2020 Comprehensive Plan Amendment Cycle

Public Open House

January 6, 2020

#### Ways to provide input on proposed amendments:

Online form at [www.Talgov.com/CompPlan2020](http://www.Talgov.com/CompPlan2020)

Email to [Planning@Talgov.com](mailto:Planning@Talgov.com)

Mail to: Tallahassee-Leon County Planning Department, ATTN: Comprehensive Planning Division,  
300 South Adams Street, Tallahassee, Florida 32301

#### Comment Form

Amendment name/number: LMA 2020 06 / TTA 2020 006

- Concerns: (not necessarily in any order)
- ① traffic
  - ② schools
  - ③ water/run off
  - ④ density
  - ⑤ wildlife protection - gopher tortoise, etc.
  - ⑥ ~~concerned regarding expanding USA~~

2020 Comprehensive Plan Amendment Cycle

Public Open House

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Mail to: Tallahassee-Leon County Planning Department, ATTN: Comprehensive Planning Division,  
300 South Adams Street, Tallahassee, Florida 32301

Comment Form

Amendment name/number: LMA 2020 06 and

TIA 2020 006

Keep the residential density  
similar to that in Killbuck Lakes  
2 to 3 units per acre maximum.

Art Berger

3252 Horseshoe Trail  
Tallahassee, FL

32312

2020 Comprehensive Plan Amendment Cycle

Public Open House

January 6, 2020

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Mail to: Tallahassee-Leon County Planning Department, ATTN: Comprehensive Planning Division,  
300 South Adams Street, Tallahassee, Florida 32301

Comment Form

Amendment name/number: LMA 2020 06 / TTA 2020 06

\* We are concerned about  
TRAFFIC onto Beech Ridge TRAIL  
We already have substantial  
water sheet flow on to our  
property at 7136 Beech Ridge  
TRAIL,

Also a larger concern is the  
old CURB STOP ACROSS FROM OUR  
HOME AND HOW THIS WILL  
AFFECT OUR QUALITY OF LIFE  
AND OUR CURRENT SIMPLE  
STREET.

Scott & Vicki McLUCKIE  
McLuckies@aol.com

2020 Comprehensive Plan Amendment Cycle

Public Open House

January 6, 2020

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Email to [Planning@Talgov.com](mailto:Planning@Talgov.com)

Mail to: Tallahassee-Leon County Planning Department, ATTN: Comprehensive Planning Division,  
300 South Adams Street, Tallahassee, Florida 32301

Comment Form

Amendment name/number: LMA202006

NOT PLEASED WITH CURRENT TRAFFIC. MORE DEVELOPMENT  
WILL BRING MORE AUTO TRAFFIC.

NOT PLEASED WITH COMMERCIAL DEVELOPMENT SITES  
ALONG THOMASVILLE ROAD NEXT TO CARLOS HIGH

DO NOT WANT GAS STATIONS + FAST FOOD RESTAURANTS  
ALONG THOMASVILLE ROAD. BY CARLOS HIGH. WILL BE  
TOO MUCH CONGESTION IN TRAFFIC.

MORE DEVELOPMENT WILL BRING MORE STUDENTS TO AREA  
THAT WILL IMPACT ALL TRAFFIC ON THOMASVILLE ROAD

ALL ABOVE WILL IMPACT THE QUALITY OF LIFE ON  
MILLWOOD CANY, DIRECTLY ACROSS THOMASVILLE ROAD  
FROM PLANNED COMMERCIAL USES.

## 2020 Comprehensive Plan Amendment Cycle

Public Open House

January 6, 2020

### Ways to provide input on proposed amendments:

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Email to [Planning@Talgov.com](mailto:Planning@Talgov.com)

Mail to: Tallahassee-Leon County Planning Department, ATTN: Comprehensive Planning Division,  
300 South Adams Street, Tallahassee, Florida 32301

### Comment Form

Amendment name/number: PINE CONE WOODS

Is this project needed? needed buy Leon county

IS so, why not look to areas more north of cities high school

why change the land use

From Rural...? I'm thinking it is rural for a reason...

The owner/developer has probably

paid reasonable taxes for

years - maybe decades. Now they

want to transform a rural area,

collect the money and move on -

move to another project.

- David Flagg

850-264-5222

Scottswood resident,  
23 years

2020 Comprehensive Plan Amendment Cycle

Public Open House

January 6, 2020

Ways to provide input on proposed amendments:

Online form at [www.Talgov.com/CompPlan2020](http://www.Talgov.com/CompPlan2020)

Email to [Planning@Talgov.com](mailto:Planning@Talgov.com)

Mail to: Tallahassee-Leon County Planning Department, ATTN: Comprehensive Planning Division,  
300 South Adams Street, Tallahassee, Florida 32301

Comment Form

Amendment name/number:

Pine cone Woods

- ① need buffer fronting Thomasville Road.
- ② 20 units per acre is way to dense.
- ③ concerned about what type of commercial goes in on Thomasville Road.
- ④ concerned about increased traffic congestion.

## 2020 Comprehensive Plan Amendment Cycle

Public Open House

January 6, 2020

### Ways to provide input on proposed amendments:

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Email to [Planning@Talgov.com](mailto:Planning@Talgov.com)

Mail to: Tallahassee-Leon County Planning Department, ATTN: Comprehensive Planning Division,  
300 South Adams Street, Tallahassee, Florida 32301

### Comment Form

Amendment name/number: LMA 2020 06

It seems very developer friendly to have land zoning put first and fore front before any kind of impact studies are done. Unfortunately, this is ~~to~~ to the detriment of the citizens. More transparency to this entire process would be appreciated.



2020 Comprehensive Plan Amendment Cycle

Public Open House

January 6, 2020

Ways to provide input on proposed amendments:

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Email to [Planning@Talgov.com](mailto:Planning@Talgov.com)

Mail to: Tallahassee-Leon County Planning Department, ATTN: Comprehensive Planning Division,  
300 South Adams Street, Tallahassee, Florida 32301

Comment Form

Amendment name/number: <sup>LMA 2020 06</sup> ~~LMA 2020 06~~ + TTA 2020 006

I have major concerns about traffic on  
Thomasville Rd. + Bannerman Rd. if the zoning  
continues to allow more + more development  
in this beautiful Bradfordville neighborhood!  
Schools to capacity already + the traffic  
is already scary!! we want it to stay rural!

Judy A. Stone

7499 Anglewood Lane

e-mail - [jastone13@AOL.com](mailto:jastone13@AOL.com)

## 2020 Comprehensive Plan Amendment Cycle

Public Open House

January 6, 2020

### Ways to provide input on proposed amendments:

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Email to [Planning@Talgov.com](mailto:Planning@Talgov.com)

Mail to: Tallahassee-Leon County Planning Department, ATTN: Comprehensive Planning Division,  
300 South Adams Street, Tallahassee, Florida 32301

### Comment Form

Amendment name/number: Pine Cone Woods

Can a serious Buffer be established between the future development & homes in the Killeam Lakes Plantation Homes.

- Too many homes per acre

- WE WANT THIS AREA TO STAY RURAL!

Fred & Cindy Fisher

Valley Creek Drive

Killeam Lakes Plantation

Resident

## 2020 Comprehensive Plan Amendment Cycle

Public Open House

January 6, 2020

### Ways to provide input on proposed amendments:

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Email to [Planning@Talgov.com](mailto:Planning@Talgov.com)

Mail to: Tallahassee-Leon County Planning Department, ATTN: Comprehensive Planning Division,  
300 South Adams Street, Tallahassee, Florida 32301

### Comment Form

Amendment name/number: TIA 2020 006

The current use is Rural & should not be changed to a more dense development. The infrastructure doesn't exist to support higher density. There are already 3 major projects proposed & approved for Bonnerman Road - with all 3 there will be added over 1,000 residential homes added in next five years. Enough is enough!

Ellen Hicks  
Bull Headly Rd

**From:** [vickieyoung823@gmail.com](mailto:vickieyoung823@gmail.com)  
**To:** [CMP\\_PLN\\_AMND](#)  
**Cc:** [Perrine, Beth](#)  
**Subject:** 2020 Comp Plan Public Comment Submission  
**Date:** Saturday, January 18, 2020 1:29:57 PM

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- **Amendment:** LMA202006 Map
- **Name:** Vickie Young
- **Address:** 3564 Dogwood Valley Trl
- **City:** Tallahassee
- **State:** FL
- **Zip:** 32312
- **Email Address:** [vickieyoung823@gmail.com](mailto:vickieyoung823@gmail.com)
- **Comments:** We as property owners in Killearn Lakes, would like to see this property retain its Rural status. We have seen some of the areas around us already develop into commercial property, and adding more commercial property around the high school will increase traffic congestion that already exists due to high school traffic. Let's reserve this as rural, so we can maintain this area's beautiful and natural scenery, ecosystem function, home to our native animals and just keep Leon County's beauty. Consider purchasing the space across the street where Khol's use to be. This has been vacant for a while and may be a good space to add some light commercial shopping and walking areas, without having to bring down trees and harm our natural areas.

Visit the Planning Department website at: [www.talgov.com/compplan2020](http://www.talgov.com/compplan2020)

**NOTICE OF A REQUESTED AMENDMENT  
TO THE COMPREHENSIVE PLAN FUTURE LAND USE MAP**

An application has been filed to request a change of designation on the Comprehensive Plan Future Land Use Map for the property shown on the map on the reverse side of this notice. You are being notified of this requested change because public records indicate that you own property within approximately 1,000 feet of the subject site. A location map and a summary of the request are shown on the reverse side of this notice.

Listed below are the scheduled Workshops and Public Hearings on this request. The December 17<sup>th</sup> Open House event is an opportunity for you to come and ask questions in a less formal setting prior to the start of the more formalized public hearing process. Prior to each meeting, please check [www.talgov.com/compplan2020](http://www.talgov.com/compplan2020) to confirm there have been no changes to this meeting schedule.

The Local Planning Agency, City Commission, and Board of County Commissioners appreciate any information that would be useful to them in their deliberations on the amendment request. In addition to the public hearings, the Local Planning Agency and City and County Commissions will hold workshops on the proposed amendments. The public is invited to attend, but no public comments will be taken at the workshops.

Date	Meeting	Purpose	Time	Location
February 4 (Tuesday)	Local Planning Agency	Local Planning Agency Public Hearing on Comprehensive Plan Amendment and Rezoning	6:00 PM	Renaissance Center 2nd Floor 435 North Macomb Street
February 25 (Tuesday)	County and City Commissions	Joint City-County Commission Workshop	1:30 PM	County Commission Chambers 5 <sup>th</sup> Floor, Leon County Courthouse
April 14 (Tuesday)	County and City Commissions	Joint City-County Transmittal Public Hearing	6:00 PM	County Commission Chambers 5 <sup>th</sup> Floor, Leon County Courthouse
May 26 (Tuesday)	County and City Commissions	Joint City-County Adoption Public Hearing and Rezoning Public Hearing	6:00 PM	County Commission Chambers 5 <sup>th</sup> Floor, Leon County Courthouse

**If you have a disability requiring accommodations, please call the Tallahassee-Leon County Planning Department at least forty-eight (48) hours prior to the hearing (excluding weekends and holidays). The Planning Department Telephone is (850) 891-6400. The Florida Relay TDD Service Telephone is 1-800-955-8771.**

If you have concerns that you wish to be considered by the City and County Commissions in regard to this application, you may submit written comments in response to this notice. You may submit your comments by letter, facsimile (fax), on the form below or through our website at [www.talgov.com/compplan2020](http://www.talgov.com/compplan2020). More detailed information on each proposed amendment is also available on the website.

**Tallahassee-Leon County Planning Department**  
**ATTN: Comprehensive Planning Division**  
**300 South Adams Street**  
**Tallahassee, Florida 32301**  
**Telephone: (850) 891-6400 Fax: (850) 891-6404**

Amendment # LMA202006

I/We as owner(s) of property at this address: 7136 BEECH RIDGE TRAIL, 32312 wish the information below to be considered by the Local Planning Agency and the City/County Commissions:

THAT NO ENTRY OR EXIT TO PINE CONE WOODS SHALL BE CONNECTED IN ANY WAY TO BEECH RIDGE TRAIL

SIGNED:   
 SCOTT A. MCLUCKIE

**Requested Map Amendment: Pine Cone Woods**  
**Reference Number: LMA202006**  
**Applicant: Pine Cone Woods, LLC.**



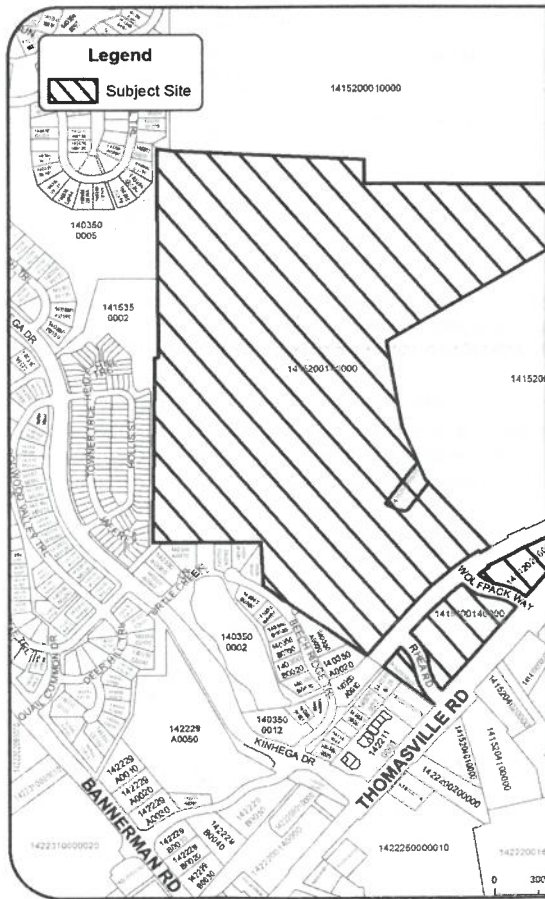
Large Scale Map Amendment: This is a request to change Rural (R) to Bradfordville Mixed Use (MU) on approxima Thomasville Road and surround Chiles High School. The promote agriculture, silviculture, and natural resource-bas ecosystem functions, and to protect the scenic vistas and p County's rural areas. Single family residential uses are all one (1) dwelling unit per ten (10) acres. Non-residential u agricultural silvicultural, and other natural resource-based maximum intensity of 2,000 sq. ft. per acre. The proposed create a village atmosphere with an emphasis on low to m commercial shopping opportunities for area residents, scho oriented amenities for the enjoyment of area residents.

Rezoning Application: A rezoning application will be proc change from Rural (R) to Planned Unit Development (PUI amendment to the Future Land Use Map.

Please direct questions regarding this amendment to: M

To view information on this amendment, go to [www.tal.gov](http://www.tal.gov)

### Pine Cone Woods Map



LOCATIO



Scott McLuckie  
PO Box 181057  
Tallahassee, FL 32318

TALLAHASSEE FL 323

16 JAN 2020 PM 2 L

Tallahassee - Leon Planning Department

Attn: Comprehensive Planning Division

300 South Adams Street

Tallahassee, FL 32301

+ LMA 202006

66161-10626  
32301-179199

I/We as owner(s) of property at this address: 3572 Oak Hill Trail wish the information below to be considered by the Local Planning Agency and the City/County Commissioners:

Please consider that I, & many other neighbors, purchased our property with the ~~assumption~~ presumption of the Platification  
SIGNED: Regina their land, which runs behind my home, could

remain natural. The proposed amendment now brings your development too close. What about run-off from parking lots & sewage? Killen Lakes already has a problem with that.

Requested Map Amendment: Pine Cone Woods

Also, please consider increased

traffic with very little road access to Sargent St. Months  
Construction would only disrupt natural environment. Mott  
Aest



Martha Scott  
3572 Oak Hill Trl  
Tallahassee, FL 32312

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

32301-173199

23 OCT 2020 PM 3 L

TALLAHASSEE FL 323  
23 OCT 2020 PM 3 L





**NOTICE OF A REQUESTED AMENDMENT  
TO THE COMPREHENSIVE PLAN FUTURE LAND USE MAP**

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Listed below are the scheduled Workshops and Public Hearings on this request. The December 17<sup>th</sup> Open House event is an opportunity for you to come and ask questions in a less formal setting prior to the start of the more formalized public hearing process. Prior to each meeting, please check [www.tal.gov.com/compplan2020](http://www.tal.gov.com/compplan2020) to confirm there have been no changes to this meeting schedule.

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**ATTN: Comprehensive Planning Division**  
 300 South Adams Street  
 Tallahassee, Florida 32301  
 Telephone: (850) 891-6400 Fax: (850) 891-6404

Amendment # LMA202006

I/We as owner(s) of property at this address: 7124 BEECH RIDGE TRAIL wish the information below to be considered by the Local Planning Agency and the City/County Commissions:

PLEASE SEE ATTACHED LETTER.

SIGNED:

Mike Mantei

MIKE & AMY MANTEI  
513-515-0417

Requested Map Amendment: Pine Cone Woods  
 Reference Number: LMA202006  
 Applicant: Pine Cone Woods, LLC.

Mike & Amy Mantei  
7124 Beech Ridge Trail  
Tallahassee FL 32312

Dear Sirs or madams,

In response to your notice to adjacent property owners concerning the amendment to zoning requested by Pine Cone Woods LLC reference # LMA202006.

While we do not oppose responsible development and growth, in our opinion, the maximum density proposed will be incongruent with the surrounding area. In our opinion, this would cause the area to be degraded aesthetically, environmentally and functionally.

Large areas of subject property include a steep slope with our homes directly below at the base of the slope on Beech Ridge Trail. We already suffer with problematic runoff due to zero drainage infrastructure. We have no ditches, culverts or storm sewers at the base of this large slope where our homes are located. Any additional water coming off that slope due to additional impermeable surfaces could be catastrophic for our homes and property. For this reason alone, we ask that density be restricted, and drainage is carefully planned, especially on the slopes adjacent to Beech Ridge Trail. Thomasville road is already very congested. The schools are already near or at capacity and the environment is already stressed. For example, The County routinely sets up "sand-bag" locations multiple times per year because of the mis handled planning of the past (sheet drainage) through all of Killlearn Lakes Plantation, which is directly adjacent the new development being proposed. Please recognize the critical need for high permeable area ratios, buffer zones and carefully designed drainage so as not to exacerbate our already tenuous drainage issues. Perhaps if done well, the new development could even reduce the runoff we experience from those slopes now. We are keenly aware of the immediate and egregious violations and flooding at the start of the "Canopy" development. Please plan for and anticipate similar abuses and prevent them from happening at this development.

Also, before deciding on this change to zoning, we ask that you require the expansion of the "TAPP water drop application map so we can all study and extrapolate the results of the proposed changes to the topography. As of now, this map's functional boundary stops just short of the affected area but could easily be expanded. This would also have educational value as Chiles HS campus would be included.

One final suggestion. Imagine if most of the new development was a restricted 55 and older community similar to The Villages. The land is at a higher elevation. The HS is already an evacuation shelter often used to house seniors evacuated from the coast. The crime is lower. The older residents would not impact the school system and contribute less to traffic congestion at peak periods. CVS, Walgreens and Publix within a mile. There are MANY older folks in Killlearn Lakes Plantation looking to downsize but stay in the area. Seems like this scenario would exemplify responsible, well planned development/growth and be very profitable for the developer.

Thank you

Mike and Amy Mantei. 513-515-0417

# Notice of Change of Land Use, Comprehensive Plan Amendment Public Hearing and Workshop

## City Commission Adoption Public Hearing and Workshop Tuesday, October 13, 2020 at 6 p.m., Fifth Floor, Leon County Courthouse

The Tallahassee City Commission will conduct a public hearing on Tuesday, October 13, 2020, at 6:00 p.m., or as soon thereafter as such matter may be heard, at the County Commission Chambers, 5th Floor, Leon County Courthouse, 301 South Monroe Street, Tallahassee, Florida. The public hearing will be broadcasted on Comcast channel 16, Prism channels 16 and 1016-HD, the Leon County Florida channel on Roku, the County's Facebook page (<https://www.facebook.com/LeonCountyFL/>), YouTube channel (<https://www.youtube.com/user/LeonCountyFL>), and web site ([www.LeonCountyFL.gov](http://www.LeonCountyFL.gov)).

### MAP AMENDMENT ADOPTION

*Requested Map Amendment:* Bond and Griffin Heights Neighborhood Boundary  
*Reference Number:* TMA 2020 011  
*Address:* Various properties along Alabama St. and in the Floral St. vicinity  
*Applicant:* City of Tallahassee

This is a request to change the Future Land Use Map (FLUM) designation of parcels along Alabama Street in the Griffin Heights Neighborhood and for a corridor in the Bond Neighborhood bounded by Gamble Street and Floral Street from Residential Preservation to Neighborhood Boundary Office. This would allow these areas to become mixed use corridors with neighborhood-scale, non-residential uses and a variety of residential uses. This amendment is intended to implement recommendations from the Bond Neighborhood First Plan and the planning efforts of the Griffin Heights Neighborhood.

### TEXT AMENDMENT ADOPTION

*Requested Text Amendment:* Southeast Sector Plan  
*Reference Number:* TTA 2020 003  
*Applicant:* The St. Joe Company

This is a text amendment request to amend portions of the Future Land Use Element Objective 6.1 and 10.1 and supporting policies to the Southeast Sector Plan in the Tallahassee-Leon Comprehensive Plan, specifically the Southwood and Colin English quadrant. The St. Joe Company proposes to modify/remove policy language that is out of date or no longer applies and clarify ambiguous language. The St. Joe Company also proposes to clarify the review requirements and to remove duplication in the review of a Planned Development.

*Requested Text Amendment:* Pine Cone Woods Urban Services Area  
*Reference Number:* TTA 2020 006  
*Applicant:* Pine Cone Woods, LLC

This is a text amendment request to extend the Urban Services Area (USA) to include a number of parcels located on Thomasville Road, surrounding Chiles High School. Two of the parcels are owned by the applicant, Pine Cone Woods, LLC, with the others being owned by Talquin Water and Wastewater, INC., Leon County, and the School Board of Leon County.

*Requested Text Amendment:* Neighborhood Boundary  
*Reference Number:* TTA 2020 011  
*Applicant:* City of Tallahassee

This is a text amendment request to amend the Neighborhood Boundary Land Use Category (Policy 2.2.21) in the Land Use Element to allow the land use category to be applied in a manner that creates mixed use corridors when recommended in a City or County coordinated placemaking, sense of place, neighborhood, or sector plan.

### WORKSHOP

*Requested Text Amendment:* Welaunee Arch Urban Services Area and Critical Area Plan  
*Reference Number:* TTA 2020 013  
*Applicant:* City of Tallahassee

This is a text amendment request to extend the Urban Services Area (USA) to include parcels that are within the City Limits, but currently outside of the Urban Services Area at the location of the Welaunee Arch. This text amendment would also update the Welaunee Critical Area Plan to include the development plan for the Welaunee Arch.

*Requested Map Amendment:* Welaunee Arch  
*Reference Number:* TMA 2020 012  
*Address:* 3100 Welaunee Road  
*Applicant:* City of Tallahassee

This is a request to change the Future Land Use Map (FLUM) designation for parcels totaling approximately 2,810.55 acres in the Welaunee Arch planning area from Rural (R) to Planned Development (PD).

The Planned Development designation is assigned to large, undeveloped tracts of land

more detailed planning is required to establish the most appropriate mix and arrangement of uses. Developments in this category are intended to have a mix of uses that result in greater internal capture of automotive trips and a net fiscal benefit for local governments. This category allows a mixture of office, commercial uses and residential densities up to 20 units per acre.

A zoning change from Rural (R), Critical Planning Area (CPA), and Single Family Detached (R-1) to Planned Development (PD) is requested to implement the proposed Future Land Use Map amendment. The purpose of the Planned Development (PD) District is to establish planning guidelines for large undeveloped areas, greater than 200 acres inside of the Urban Service Area, and whose development could have substantial impacts on the community as a whole. The Planned Development Master Plan is implemented through approval of a PUD(s). The PD zoning district will be replaced on the zoning map by PUD zoning. The PUD district replacing the PD zoning district shall be consistent with the allowable uses established in the Master Plan.

All interested parties are invited to present their comments at the public hearing at the time and place set out above. Interested parties are also invited to submit written public comments until 8:00 p.m. on Monday, October 12, 2020, by visiting <https://leoncountyfl.gov/PublicComments>. All submitted written comments will be distributed to the Commission prior to the public hearing and made a part of the record. Written comments received by the public will be posted on the City's website ([www.Talgov.com](http://www.Talgov.com)) 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](mailto:LCG_PublicComments@leoncountyfl.gov). Written public comments received after the 8:00 p.m., Monday, October 12, 2020, deadline will be made available to the Commission and entered into the record during the hearing, although the City 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 City's website prior to the hearing.

Interested parties may also provide virtual real-time public comments during the public hearing. Interested parties wishing to provide virtual real-time public comments must complete and submit the registration form provided at <https://www2.leoncountyfl.gov/coadmin/agenda/> by 8:00 p.m. on Monday, October 12, 2020. Following submittal of the registration form, further instructions for participating in the meeting will be provided. Persons needing assistance with registering or providing real-time comments may contact County Administration via telephone at (850) 606-5300, or via email at [LCG\\_PublicComments@leoncountyfl.gov](mailto:LCG_PublicComments@leoncountyfl.gov).

Anyone wishing to appeal the action of the Commission 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 City's web site ([www.Talgov.com](http://www.Talgov.com)). To receive copies of the ordinance by other means, such as email, mail, or facsimile transmittal, contact the Planning Department via telephone at 850-891-6400.

# Notice of Change of Land Use, Comprehensive Plan Amendment Public Hearing and Workshop

## County Commission Adoption Public Hearing and Workshop Tuesday, October 13, 2020 at 6 p.m., Fifth Floor, Leon County Courthouse

The Board of County Commissioners of Leon County, Florida will conduct a public hearing on Tuesday, October 13, 2020, at 6:00 p.m., or as soon thereafter as such matter may be heard, at the County Commission Chambers, 5th Floor, Leon County Courthouse, 301 South Monroe Street, Tallahassee, Florida. The public hearing will be broadcasted on Comcast channel 16, Prism channels 16 and 1016-HD, the Leon County Florida channel on Roku, the County's Facebook page (<https://www.facebook.com/LeonCountyFL/>), YouTube channel (<https://www.youtube.com/user/LeonCountyFL>), and web site ([www.LeonCountyFL.gov](http://www.LeonCountyFL.gov)).

### MAP AMENDMENT

*Requested Map Amendment:* Pine Cone Woods  
*Reference Number:* LMA 2020 06  
*Address:* North Thomasville Rd at Lawton Chiles Ln  
*Applicant:* Pine Cone Woods, LLC

This is a request to change the Future Land Use Map (FLUM) designation from Rural (R) to Bradfordville Mixed Use (MU) on approximately 175 acres. The parcels are located along Thomasville Road and surround Chiles High School. The current Rural category is intended to maintain and promote agriculture, silviculture, and natural resource-based activities, to preserve natural systems and ecosystem functions, and to protect the scenic vistas and pastoral development patterns that typify Leon County's rural areas. Single family residential uses are allowed in the Rural category at a maximum density of one (1) dwelling unit per ten (10) acres. Non-residential uses functionally related to and directly in support of agricultural silvicultural, and other natural resource-based activities may be permitted in the Rural category at a maximum intensity of 2,000 sq. ft. per acre. The proposed Bradfordville Mixed Use category is intended to create a village atmosphere with an emphasis on low to medium density residential land use, small scale commercial shopping opportunities for area residents, schools and churches, and recreational and leisure-oriented amenities for the enjoyment of area residents.

### TEXT AMENDMENT

*Requested Text Amendment:* Southeast Sector Plan  
*Reference Number:* TTA 2020 003  
*Applicant:* The St. Joe Company

This is a text amendment request to amend portions of the Future Land Use Element Objective 6.1 and 10.1 and supporting policies to the Southeast Sector Plan in the Tallahassee-Leon Comprehensive Plan, specifically the Southwood and Colin English quadrant. The St. Joe Company proposes to modify/remove policy language that is out of date or no longer applies and clarify ambiguous language. The St. Joe Company also proposes to clarify the review requirements and to remove duplication in the review of a Planned Development.

*Requested Text Amendment:* Pine Cone Woods Urban Services Area  
*Reference Number:* TTA 2020 006  
*Applicant:* Pine Cone Woods, LLC

This is a text amendment request to extend the Urban Services Area (USA) to include a number of parcels located on Thomasville Road, surrounding Chiles High School. Two of the parcels are owned by the applicant, Pine Cone Woods, LLC, with the others being owned by Talquin Water and Wastewater, INC., Leon County, and the School Board of Leon County.

*Requested Text Amendment:* Neighborhood Boundary  
*Reference Number:* TTA 2020 011  
*Applicant:* City of Tallahassee

This is a text amendment request to amend the Neighborhood Boundary Land Use Category (Policy 2.2.21) in the Land Use Element to allow the land use category to be applied in a manner that creates mixed use corridors when recommended in a City or County coordinated placemaking, sense of place, neighborhood, or sector plan.

### WORKSHOP

*Requested Text Amendment:* Welaunee Arch Urban Services Area and Critical Area Plan  
*Reference Number:* TTA 2020 013  
*Applicant:* City of Tallahassee

The Board will hold a workshop on a text amendment request to extend the Urban Services Area (USA) to include parcels that are within the City Limits, but currently outside of the Urban Services Area at the location of the Welaunee Arch. This text amendment would also update the Welaunee Critical Area Plan to include the development plan for the Welaunee Arch.

Interested parties may appear at the meeting and be heard with respect to the proposed ordinance and resolutions. The application, ordinances

and resolutions are on file at the Tallahassee-Leon County Planning Department, 3rd floor, Frenchtown Renaissance Center, 435 N. Macomb Street, Tallahassee, Florida and may be reviewed between 8:00 A.M. and 5:00 P.M. For further information please call 891-6400. If you have a disability requiring accommodations, please call the Tallahassee-Leon County Planning Department at least three (3) working days prior to the hearing. The phone number for the Florida Relay TDD Service is 1-800-955-8771.

**NOTICE: PLEASE BE ADVISED** that if a person decides to appeal any decision made by the City Commission 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 a verbatim record of the proceedings is made, which record indicates the testimony and evidence upon which the appeal is to be based. The County Commission does not provide or prepare such a record. See Section 286.0105, Florida Statutes.

All interested parties are invited to present their comments at the public hearing at the time and place set out above. Interested parties are also invited to submit written public comments until 8:00 p.m. on Monday, October 12, 2020, by visiting <https://leoncountyfl.gov/PublicComments>. All submitted written 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](http://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](mailto:LCG_PublicComments@leoncountyfl.gov). Written public comments received after the 8:00 p.m., Monday, October 12, 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.

Interested parties may also provide virtual real-time public comments during the public hearing. Interested parties wishing to provide virtual real-time public comments must complete and submit the registration form provided at <https://www2.leoncountyfl.gov/coadmin/agenda/> by 8:00 p.m. on Monday, October 12, 2020. Following submittal of the registration form, further instructions for participating in the meeting will be provided. Persons needing assistance with registering or providing real-time comments may contact County Administration via telephone at (850) 606-5300, or via email at [LCG\\_PublicComments@leoncountyfl.gov](mailto:LCG_PublicComments@leoncountyfl.gov). Please note that Board of County Commissioners Policy 01-05, Article IX., Section E., entitled "Addressing the Commission", and Article IX., Section F., entitled "Decorum", shall remain in full force and effect.

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.

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**Leon County  
Board of County Commissioners**

**Notes for Workshop  
Agenda Item #23**

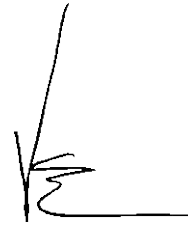
# Leon County Board of County Commissioners

## Agenda Item #23

October 13, 2020

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator



**Title:** Joint County/City Workshop on the Proposed Welaunee Arch Objective and Policies for the Welaunee Critical Area Plan

<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Benjamin H. Pingree, Director, Planning, Land Management, and Community Enhancement (PLACE) Cherie Bryant, Director, Tallahassee-Leon County Planning Department
<b>Lead Staff/ Project Team:</b>	Artie White, Administrator – Comprehensive Planning

### **Statement of Issue:**

The purpose of this item is to hold a Joint Workshop and take public input on the Objective and Policies related to the Welaunee Arch that are proposed for adoption into the Welaunee Critical Area Plan Goal of the Land Use Element in the Tallahassee-Leon County 2030 Comprehensive Plan.

### **Fiscal Impact:**

This item has no fiscal impact.

### **Staff Recommendation:**

- Option #1: Accept the report on the proposed Welaunee Arch objective and policies for the Welaunee Critical Area Plan and direct staff to include the proposed revisions in the Comprehensive Plan Amendment as detailed in this agenda item.
- Option #2: Direct staff to introduce the City Ordinances for the proposed amendments and rezoning at the October 28, 2020 City Commission Meeting and set the City's Adoption Hearing date for November 10, 2020 jointly with the County.

## **Report and Discussion**

### **Background:**

The Welaunee amendments were initially proposed in early 2019 as part of the Land Use Element Update. On December 17, 2019, the Planning Department held a public open house to formally initiate the 2020 Comprehensive Plan Amendment Cycle. In addition to the requirements for the regular amendment cycle, the City Commission and Board of County Commissioners directed staff to hold charrettes to gain additional community input on the proposed Welaunee Arch Master Plan. On September 9, 2020 the City Commission directed staff to schedule the Adoption Hearing on proposed 2020 Cycle Comprehensive Plan Amendments for October 13, 2020 except for the proposed amendments related to the Welaunee Arch. The City Commission directed staff to schedule a workshop on the proposed Welaunee Arch amendments prior to an Adoption Hearing on those amendments.

On September 15, 2020 the County Commission directed staff to delay the adoption public hearing on the Welaunee Arch Master Plan Comprehensive Plan amendments scheduled for October 13, 2020 and instead hold a joint County/City workshop at that time.

This item provides for the workshop on the proposed Welaunee Arch amendments as requested by both the City and County Commissions.

### **Analysis:**

The 2020 Comprehensive Plan Amendment Cycle includes the following proposed amendments related to the Welaunee Arch:

- TTA 2020 013: An amendment to the Welaunee Critical Area Plan to replace Objective 13.2 Development of Remainder of Welaunee Critical Planning Area with a development plan for the Welaunee Arch. This amendment also includes the expansion of the Urban Services Area to align with the City limits.
- TMA 2020 012: A map amendment that would change the Future Land Use Map designation of portions of the Welaunee Arch from Suburban and Rural to Planned Development.

These amendments were initially proposed during the Land Use Element Update and initial drafts were provided for public input during the series of workshops held across the City and County on Land Use and Mobility Objectives. The outreach on the proposed Objectives was the third major round of public engagement for the project and included nine community open houses hosted at various locations around the county, five “deep dive” workshops (with Welaunee being part of the deep dive workshop on Goal 1), and a digital workshop. This outreach occurred between January and May 2019. To comply with the terms of the Urban Services Development Agreement between the City of Tallahassee and Powerhouse, Inc., the City of Tallahassee initiated the Welaunee Arch amendments as part of the 2020 Comprehensive Plan Amendment Cycle after the Land Use Element project was delayed.

Prior to hosting the additional charrettes as directed by the City Commission and Board of County Commissioners, the proposed amendments were presented in the following public meetings as part of the 2020 Comprehensive Plan Amendment Cycle:

- Public Open House - December 17, 2019
- Public Open House - January 6, 2020
- Local Planning Agency Workshop - January 7, 2020
- Local Planning Agency Public Hearing - February 4, 2020
- Joint City-County Workshop - February 25, 2020
- City Small-Scale Adoption Hearings - April 22, 2020
- County Small-Scale Adoption Hearings - April 28, 2020
- Joint City-County Transmittal Public Hearing - May 26, 2020

#### REVIEW OF DIRECTION FROM THE COMMISSIONS AT THE MAY 26, 2020 JOINT TRANSMITTAL HEARING

The Transmittal Hearing for the 2020 Cycle was held on May 26, 2020. At the transmittal hearing, the City Commission and Board of County Commissioners voted to submit the proposed amendment to the State for review and directed staff to hold charrettes to gain additional community input on the proposed Welaunee Arch Master Plan.

#### SUMMARY OF TECHNICAL ASSISTANCE FROM THE STATE LAND PLANNING AGENCY AND REVIEW AGENCIES

Following the Transmittal Hearing, staff prepared the Proposed Amendment Package and submitted it pursuant to the Expedited State Review Process.

Staff received no objections from the review; however, several review agencies provided technical assistance comments. Technical assistance comments were received from the Department of Economic Opportunity, Department of State, Department of Environmental Protection, Department of Transportation, and the Florida Fish and Wildlife Conservation Commission.

According to the Department of Economic Opportunity, “The technical assistance comments will not form the basis of a challenge. They are offered either as suggestions which can strengthen the City's comprehensive plan in order to foster a vibrant, healthy community or are technical in nature and designed to ensure consistency with the Community Planning Act in Chapter 163, Part II, F.S.” These technical assistance comments are included as Attachment #1.

The technical assistance comments generally included suggestions on addressing infrastructure capacity, ensuring future plans are sensitive to locating, assessing, and avoiding potential adverse impacts to cultural and historic resources, protecting Wakulla Springs, analyzing the transportation network, and protecting wildlife and habitats.



### COMMUNITY ENGAGEMENT

In addition to transmitting the proposed amendments for review, the Board and City Commission directed staff to conduct charrettes to gain additional public input on the proposed amendments.

#### *Welaunee Arch Charrettes*

Following the Transmittal Hearing, staff held eleven public video conferences (using Webex) and a self-paced virtual workshop (using Survey Monkey). A summary of the input received through this community outreach is included as Attachment #2.

#### *Additional Public Engagement*

Staff also met virtually with various citizens and community organizations, including Keep It Rural (numerous times), Buckhead representatives, Tallahassee Builders Association, representatives of the property owner, various members of the Alliance of Tallahassee Neighborhoods, several individual citizens, and Tally100.

#### *Comments Submitted by Community Organizations*

Keep It Rural, Tallahassee Neighborhoods in coordination with Keep It Rural, and Tally100 submitted comments in addition to their participation in the charrettes and the virtual meetings with staff. These are included as Attachment #3.

#### *Additional Virtual Meetings*

In mid-September 2020, staff held two video meetings to provide an overview of proposed edits to the Welaunee Arch Master Plan and to answer questions from the public on the proposed edits.

### PROPOSED EDITS TO THE MASTER PLAN

Based on the technical assistance comments from the State Land Planning Agency and review agencies; community input from the eleven video conferences held between June 30 and July 29, a virtual workshop held from June 29 and August 10, and virtual community meetings on September 15 and September 17; representatives of the land owner; and other stakeholders, staff developed proposed edits to the Welaunee Arch Master Plan Objective and Policies for the Welaunee Critical Area Plan. Attachment #4 is a strikethrough/underline version of the master plan showing the proposed edits. Attachment #5 is a “clean” version of the Master Plan including the proposed edits.

Attachment #6 is a summary that shows if, where, and how citizen input is addressed in the proposed edits to the Master Plan.

The proposed edits address the following areas:

*Land Uses*

Original Proposal

The Master Plan originally included four land uses for the Arch:

- Mixed Use
  - Retail
  - Office
  - Institutional
  - Residential
- Residential
  - Single family (attached & detached)
  - Multi-family (triplexes & quadraplexes)
- Residential Reserve
  - Conservation Subdivisions
  - Ranchettes
- Open Space

This structure of land uses was intended to place the non-residential uses and the low to medium density residential uses in close proximity to the proposed Interstate-10 Interchange and Welaunee Boulevard. The pattern of residential development in the western portion of the Arch was proposed to be similar to the general residential development patterns adjacent to the western side of the Arch. The original plan proposed developing with less density and intensity on the eastern portion of the Arch to maintain compatibility with the existing development surrounding the Arch. The development adjacent to and in close proximity to the northern, eastern, and southern portions of the Arch are single family detached homes on 1 to 3-acre lots.

Proposed Edits

During the charrettes, the general consensus among attendees was that the densities allowed by the land use categories are too low and should reflect more urban than suburban development patterns, the land uses need to include more of a mixture of uses, and ranchettes are not a desirable development pattern despite being the pattern currently seen surrounding the Arch.

Staff concurred with this input and is proposing a series of changes to the Land Use for the Arch. These changes include:

**Districts:** Proposed changes reorganize the development of the Arch into more distinct districts. These Districts include:

1. Northeast Gateway District
2. West Arch District
3. North Arch District
4. Conservation Design District
5. Residential Reserve District

**Mixed-Use Zones:** Within several districts are mixed use centers that vary in density, intensity, and scale. The density ranges for Mixed Use Zones would be 10-20 units per acre in the Activity Center. In the Employment Center, residential would only be allowed above ground floor non-residential development. The range of density in the Town Center would be 8 to 20 units per acre. The maximum density in the Neighborhood Centers would be 14 units per acre.

**Neighborhood Zones:** Mixed use neighborhoods are proposed within  $\frac{1}{4}$  to  $\frac{1}{2}$  mile radii around the mixed-use zones. These distances correspond with a comfortable 5-minute walk and 5-minute bike ride. These areas would be a transition in density between the mixed-use centers and residential zones. The allowed density range allowed in these zones is 4 to 14 units per acre. These areas would represent more traditional development with neighborhood scale retail and commercial integrated with the residential development.

**Residential Development:** Residential development patterns would be based on different districts. None of the districts include ranchettes as a development pattern.

**Northeast Gateway District:** This district includes the Activity Center and Employment Center located in proximity to the proposed Interstate-10 Interchange and a low-density residential area (maximum of 6 units per acre) that serves as a buffer for the Buckhead Neighborhood. The policies and residential land use zone in this district were coordinated directly with representatives of the Buckhead Neighborhood.

**West Arch District:** This district would include a Town Center or Village Center with a mixed-use neighborhood surrounding the Mixed-Use Center. Outside of the neighborhood zone would be residential development with a maximum density of 10 units per acre.

**North Arch District:** This district would include a Town Center or Village Center with a mixed-use neighborhood surrounding the Mixed-Use Center. Outside of the neighborhood zone would be residential development with a maximum density of 10 units per acre. This district also identifies a proposed regional park located in close proximity to the existing schools.

**Conservation Design District:** This district would include a Village Center surrounded by a mixed-use neighborhood zone. Outside of this mixed-use area, the residential development would be cluster subdivisions that would cluster development on no more than 40% of the land with at least 60% being set aside as a reserve area that would be designated open space. This District would also be required to follow Dark Skies principles.

**Residential Reserve District:** This district would be cluster subdivisions that would cluster development on no more than 40% of the land with at least 60% being set aside as a reserve area that would be designated open space. This district would be located across Roberts Road from large lot residential development outside of the Welaunee Arch that consists of single-family homes located on lots that are generally 0.5 to 5 acres in size with the majority being 1 to 3 acres in size. Based on citizen input, this District would also be required to follow Dark Skies principles.

### Suggestions Not Fully Incorporated

The following comments were received for the Welaunee Arch, but were not fully incorporated into the proposed edits because they were either addressed in a different manner, were of a level of detail more specific than would be included in a Comprehensive Plan, or for another reason specified below:

**Northeast Gateway District:** Florida Fish and Wildlife suggested that if a homeowners' association or community covenants are planned, by-laws that would require residents to take measures to prevent attracting bears into the neighborhood are recommended. This is not addressed in the proposed edits because Comprehensive Plans generally do not address the level of detail of HOAs or community covenants.

**Activity District:** Keep It Rural suggested that the area between the Activity Center/Employment Center and Buckhead be set aside completely as a park. This was not included in the proposed edits to the Master Plan. Staff worked directly with Buckhead representatives to address compatibility with the Buckhead Neighborhood. Additionally, a park in this location would be more isolated from residents and users than locating the open space elsewhere in the Arch. Buckhead representatives specifically indicated that they do not want any (automotive or non-automotive) connectivity between the Buckhead Neighborhood and the Welaunee Arch, further diminishing the connectivity between the park and potential users.

**Residential Reserve District:** Keep It Rural suggested that the entire Residential Reserve district be set aside as an additional park. The purpose of this would be to preserve the rural character of the area on the other side of Roberts and Crump Road. This was not included in the proposed edits. The original plan was for the Residential Reserve District to consist of ranchettes (single family homes on large lots) to match the development pattern on the other side of Roberts and Crump Road. The general consensus was that this development pattern is urban sprawl and should not be allowed. Based on this, staff changed the Residential Reserve District to cluster development. With the Greenway located along the perimeter of the Arch and 60% of the cluster development being set aside as open space, this District would have a more open space and be visually screened more than the 0.5 to 5 acre lots located across Roberts and Crump Roads.

### *Phasing of Development*

#### Original Proposal

The Master Plan originally included two development phases for the Arch. These phases were based on meeting specific thresholds of both residential and non-residential development in Phase 1 before moving to Phase 2.

#### Proposed Edits

During the charrettes, the general consensus among attendees was that development needs to be coordinated with infrastructure and services. The phasing was effective until the plan horizon year of the Comprehensive Plan.

Staff concurs with this input and is proposing a refinement of the phasing to include three phases instead of two. The phases would be timed with thresholds for residential and non-residential development in addition to infrastructure capacity (water and sewer) and public services (schools, fire, police). The phasing would be effective until the plan horizon year of the Comprehensive Plan. Even after the plan horizon year of the Comprehensive Plan, development would have to be coordinated with infrastructure capacity and public services.

**Phase 1:** This proposed phase includes the three districts located along Welaunee Boulevard. This phase is located where infrastructure would be available first.

**Phase 2:** Phase 2 represents a logical and incremental expansion of infrastructure and public services. This phasing presents “leapfrog development.”

**Phase 3:** Phase 3 is the area located furthest away from infrastructure and services. It represents the next logical and incremental expansion of infrastructure and services.

#### Suggestions Not Fully Incorporated

The following comments were received for the Welaunee Arch, but were not fully incorporated into the proposed edits because they were either addressed in a different manner, were of a level of detail more specific than would be included in a Comprehensive Plan, or for another reason specified below:

**Additional Phase:** There was a suggestion that Phase 1 be split into three districts located along Welaunee Boulevard, referred to 1A, 1B, and 1C. Staff does not recommend breaking this area into more phases because the entire area will be served by water and sewer once the new roadway is connected and the development order along this roadway could vary depending on the timing of the proposed interchange with Interstate-10. That is, the longer the planning, design, and construction of the interchange takes, the most likely development will occur in District 1B or District 1C before District 1A. Additionally, the suggested District 1A only includes a low-density residential area along with nonresidential. Residential development in Districts 1B and/or 1C would be needed so that residential development occurs in a manner that supports the non-residential development.

#### *Environmental Features*

##### Original Proposal

The Master Plan originally relied on the regulations adopted into the City of Tallahassee Land Development Code that protect environmental features. These include the regulations that implement the Conservation and Preservation Features defined in the Conservation Element of the Tallahassee-Leon County Comprehensive Plan. These also require that a Natural Features Inventory (NFI) be completed as part of the PUD process. These Natural Features Inventories are technical reviews with a certified biologist doing the inventory and assessment and review by a biologist in the City’s Growth Management Department reviewing it.

### Proposed Edits

During the charrettes, the general consensus among attendees was that maps should be prepared with the level of data currently available without an NFI for the entire property. Attendees also requested additional protections for some features that would otherwise not be defined as a Conservation or Preservation Feature.

Staff concurs that having a high-level understanding of potential natural features on the site would be helpful for planning the Arch and is proposing a Preliminary Environmental Features map be included in the Master Plan. An NFI would still be required as part of the PUD process. Conservation and Preservation features would still be protected per the existing environmental regulations in the Land Development Code. Additionally, proposed edits address the following Environmental Features:

**Canopy Roads:** Proposed edits include a requirement that an additional area along Miccosukee Road with a minimum width of 75 feet along the length of the Canopy Road Protection Zone shall be designated as open space. Along Centerville Road, the Welaunee Greenway would provide 75 to 150 feet of buffer from development.

**Tree Canopy:** The City's Urban Forest Master Plan specifies that the fragmentation class of Core Canopy (>500 acres) should be protected. An area that meets this definition is located on the western side of the Arch. This is included on the Preliminary Environmental Features Map and protected through several policies.

**Wildlife:** Based on technical assistance comments from the Florida Fish and Wildlife Conservation Commission and citizen input, staff proposes edits to the Master Plan that would create wildlife corridors by connecting natural features and open space. Policies also prioritize expanding these areas with the reserve areas set aside in cluster development.

**Other Features:** In areas with cluster development (Districts 4 and 5), where development is clustered on 40% of the areas and 60% is reserved for open space, the additional Open Space shall prioritize additional buffers around Conservation and Preservation Features, areas that provide continuous and contiguous connectivity of Open Space, additional buffers for Canopy Protection Zones, additional areas around the Core canopy or core forests that are part of the fragmentation class of Core Canopy (>500 acres), additional areas that support the network of wildlife corridors, undeveloped uplands, oak-hickory forest, significant trees, passive recreation areas, priority planting areas identified in the Urban Forest Master Plan, and stormwater facilities designed as a community amenity.

**Management Plans:** Proposed edits also require open spaces to have management plans including wildlife habitat management plans.

### Suggestions Not Fully Incorporated

The following comments were received for the Welaunee Arch, but were not fully incorporated into the proposed edits because they were either addressed in a different manner, were of a level of detail more specific than would be included in a Comprehensive Plan, or for another reason specified below:

**Natural Features Inventory:** Some attendees suggested that a Natural Features Inventory (NFI) be completed for the entire Arch before the Master Plan is developed. This was not addressed because NFIs are part of the PUD process and an NFI would be more detailed than would be found at the Comprehensive Plan level. Additionally, since development of much of this parcel is not expected for 10-20 years, the findings of an NFI could change before a PUD is developed.

### *Open Space System*

#### Original Proposal

The Master Plan originally included an open space land use, a development program that required the amount of open space in the Arch to be 30% to 40% of the entire Arch, and policies for recreation, connectivity of open space, and what features would constitute open space.

#### Proposed Edits

During the charrettes and other input from the community, the general consensus was that the policies for open space should be more detailed so open space would be coordinated across one or more implementing PUDs.

Staff agrees that additional detail would help coordination across implementing PUDs and proposes edits that show environmental features on a map, identifies a general location for a potential regional park near existing schools, and connects the potential regional park to trails around natural features. The proposed edits require PUDs to be coordinated such that there is a connected, continuous, and contiguous open space network. Open space would still account for 30% to 40% of the Arch and policies help prioritize what areas would be reserved for open space. Open Space shall include Conservation Areas and Preservation Areas. The additional Open Space shall prioritize additional buffers around Conservation and Preservation Features, areas that provide continuous and contiguous connectivity of Open Space, additional buffers for Canopy Protection Zones, additional areas around the Core canopy or core forests that are part of the fragmentation class of Core Canopy (>500 acres), additional areas that support the network of wildlife corridors, undeveloped uplands, oak-hickory forest, significant trees, passive recreation areas, priority planting areas identified in the Urban Forest Master Plan, and stormwater facilities designed as a community amenity.

### Suggestions Not Fully Incorporated

The following comments were received for the Welaunee Arch, but were not fully incorporated into the proposed edits because they were either addressed in a different manner, were of a level of detail more specific than would be included in a Comprehensive Plan, or for another reason specified below:

**Welaunee Park System Proposal:** Keep It Rural submitted a Welaunee Park System Proposal. While elements of this proposal were incorporated into the Master Plan, Keep It Rural requests that all open space be identified now and shown on a map in the Master Plan. This was not included in the proposed edits. While preliminary environmental features are shown on a map in the proposed edits to the Master plan, the features that must be set aside would be finalized through a Natural Features Inventory and locations of stormwater facilities would be identified through the Stormwater Facilities Master Plan. Additionally, the exact location of where development will be and where open space will be is not a level of detail feasible at the Comprehensive Plan level. Instead, staff proposed policies that shape how the open space system will be developed and how it will be an interconnected system. These policies identify the general locations for the Welaunee Greenway and the potential regional park. The policies address connectivity of bicycle facilities to the Greenway, access from residential areas to the Greenway, and connectivity between the potential regional park and natural areas. Additionally, proposed edits ensure that 30% to 40% of the Arch is open space, a priority is given to what is included in the open space, and that the open space is continuous and contiguous. Specifically, the proposed edits state, “Open Space shall comprise between 30% and 40% of the total area within the Welaunee Arch. Open Space shall include Conservation Areas and Preservation Areas. The additional Open Space shall prioritize additional buffers around Conservation and Preservation Features, areas that provide continuous and contiguous connectivity of Open Space, additional buffers for Canopy Protection Zones, additional areas around the Core canopy or core forests that are part of the fragmentation class of Core Canopy (>500 acres), additional areas that support the network of wildlife corridors, undeveloped uplands, oak-hickory forest, significant trees, passive recreation areas, priority planting areas identified in the Urban Forest Master Plan, and stormwater facilities designed as a community amenity.”

### *Transportation*

#### Original Proposal

The Master Plan originally showed the main thoroughfares on the Concept Map and included policies that addressed complete streets, bicycle facilities, right-of-way reservation, the Northeast Gateway, the proposed I-10 Flyover or Interchange, parking, and canopy roads. The final design of transportation infrastructure would be based on Federal, State, and local design criteria in coordination with the City and FDOT where applicable.

#### Proposed Edits

During the charrettes, the general consensus among attendees was that transit should be addressed more directly and that more detail is needed to ensure transportation is coordinated across one or more implementing PUDs.

Staff agrees that additional details will help coordinate transportation networks across implementing PUDS and is proposing a refinement to the transportation policies to provide additional detail and clarification by mode.

**Transit:** Proposed edits would require coordination with Star Metro at the time of each PUD “to ensure the plan accommodates necessary infrastructure to support anticipated transit service.” Additionally, each PUD would also have to address how transit connectivity would be achieved



between the mixed-use areas and the transit hub currently in the Master Plan for the Welaunee Toe and Heel.

**Pedestrian Facilities:** Proposed edits do not change the requirement that mixed use areas include sidewalks on both sides of local streets and that residential areas include sidewalk on at least one side of the local streets. The proposed edits clarify that arterials and collectors must include pedestrian facilities on both sides in any land use district.

**Bicycle Facilities:** Proposed edits do not change the requirement that PUD concept Plans include a network of bicycle facilities, including on-street and off-street facilities. Proposed edits would require the bicycle facilities to provide access to the Greenway where they intersect the Greenway.

**Automotive Facilities:** Proposed edits include more information about the design of thoroughfares with details including maximum design speeds, pedestrian facility requirements, bicycle facility requirements, and landscaping. In mixed use areas, the local street network will be a grid of interconnected streets.

**Electric Vehicles (EV) and Connected and Autonomous Vehicles (CAV):** Proposed edits would require PUDs to be coordinated with the Planning Department and the City's Electric and Underground Utilities and Public Infrastructure Departments to ensure the PUDs provide for infrastructure to support electric vehicle charging and infrastructure for CAVs. Additionally, the proposed edits would allow PUDs to incentivize electric vehicle capable and electric vehicle ready development.

This proposed edit is consistent with the City of Tallahassee's Strategic Plan's Objective 1a: Enhance and Modernize Infrastructure to Enable Capacity for Growth. This objective specifically sets a target for the number of electric vehicle (EV) charging stations installed in utility customers' homes.

**Parking:** Proposed edits include the allowance of incentives for building-mounted solar systems on parking structures.

#### Suggestions Not Fully Incorporated

The following comments were received for the Welaunee Arch, but were not fully incorporated into the proposed edits because they were either addresses in a different manner, were of a level of detail more specific than would be included in a Comprehensive Plan, or for another reason specified below:

**Bicycle Facilities:** Comments were received that indicated the Master Plan should specifically require protected bike lanes or shared use paths. Policy 1.2.2 of the Mobility Element states, "all road projects, including resurfacing projects, shall be evaluated for the addition of bicycle lanes or paved shoulders, and transit shelters where they did not previously exist." While protected bike lanes and shared use paths are desirable and encourages, the specific bicycle facility treatment should be designed in coordination with the planned development in order to be sensitive to the given context. For example, if on-street parking is proposed, the parking can serve as a physical

barrier protecting the bike lanes. Corridors designed to FDOT specifications would include buffered bike lanes. Consideration needs to be given to driveway cuts and intersections to determine what type of facility would reduce potential right hook crashes, etc.

**Electric Vehicles:** Comments were received that suggested the Master Plan require homes to be EV ready, with conduit and wiring designed for the later addition of EV charging stations. Staff proposed incentives for this type of development but did not include it as a mandate because the Comprehensive Plan does not generally get to the level of detail of individual homes and because of potential implications for the cost of the homes.

**Street Orientation:** Comments were received that the Master Plan should design roads and orient building lots to facilitate south facing roofs for solar collection. The proposed edits incentivize building-mounted solar but does not address the orientation of roads and lots.

**Parking:** Comments were received that the Master Plan should require solar PV over parking lots. Proposed edits include incentives for this but do not include it as a requirement.

### *Housing*

#### Original Proposal

The Master Plan originally relied on the Inclusionary Housing Ordinance to provide more affordable housing options within the Arch. The Inclusionary Housing ordinance is the mechanism adopted into the City's land development code to:

- Promote the health, safety and general welfare of the citizens of the city through the implementation of the goals, objectives and policies of the Tallahassee-Leon County Comprehensive Plan Housing Element;
- Increase affordable home ownership opportunities within the city,
- Stimulate the private sector production of housing available to families within the range of 70 percent to 100 percent of the area median income, or lower;
- Facilitate and encourage development that includes a range of housing opportunities through a variety of residential types, forms of ownership, and home sales prices; and
- Encourage the even and widespread distribution of affordable housing opportunities throughout all portions of the community, including within new developments in fastest growing areas of the community.

The proposed Master Plan would apply the City's Inclusionary Housing Ordinance to the Arch.

Based on the original proposal, development within the Arch would be subject to the requirements of the ordinance in effect at the time of development.

### Proposed Edits

During the charrettes, the consensus among attendees was generally that the Master Plan needed to go beyond the Inclusionary Housing Ordinance to provide for more affordability in general and for housing for low and very-low income families.

Staff agrees that, within the limits State regulations, housing affordability should be addressed more broadly than relying solely on the City's Inclusionary Housing Ordinance. Therefore, staff is proposing several changes to the housing policies:

**General Affordability:** Staff is proposing land uses that allow for a broader range of housing types (often referred to as "Missing Middle Housing" and establishing requirements for a diversity of housing types in specific land use districts. Staff also proposed policy language for the Arch that states, "No land use district or zone within a district that allows residential development shall limit housing types to only single-family detached homes."

**Affordable Housing:** Staff proposed including policy language stating that "Additional density bonuses, parking requirement reductions, and other incentives may be incorporated into the PUD Concept Plans to incentivize the provision of housing for low-income and very-low income families, seniors, and/or people with disabilities." This approach gives the City's Housing & Community Resilience Department the ability to coordinate and negotiate affordable housing with each PUD.

### Suggestions Not Fully Incorporated

The following comments were received for the Welaunee Arch, but were not fully incorporated into the proposed edits because they were either addressed in a different manner, were of a level of detail more specific than would be included in a Comprehensive Plan, or for another reason specified below:

**Solar:** Comments were received that for low income housing, the city should offer a rebate for the additional cost to achieve energy efficiency and solar, or loans to be financed from the energy cost savings of the residents. This was not included because it is more detail than is appropriate for a general land use plan at the Comprehensive Plan level. However, this comment could be considered during the development of the City of Tallahassee's Clean Energy Plan. This would be consistent with the City of Tallahassee's Strategic Plan, specifically Objective 4B: Be a Leader in Environmental Stewardship. This objective includes the target to Develop and adopt the City's Clean Energy Plan for 2050 by 2024.

**Affordable Housing:** Comments were received that 25% of the dwelling units should be available to those families in the low-, very low- and median-income level. Proposed edits do not include this requirement because it would create additional concentrations of affordable housing instead of spreading affordable housing equitably across the entire community. This would also not be feasible to accomplish given the restrictions in Section 166.04151, Florida Statutes.

### *Stormwater*

#### Original Proposal

The Master Plan originally required a Stormwater Facilities Master Plan for the entire Arch to be approved by the City prior to the approval of a PUD.

#### Proposed Edits

During the charrettes, the consensus among attendees was generally that more details need to be included pertaining to the Stormwater Facilities Master Plan. Attendees also explained that the details included in the Master Plan for the Toe and Heel provided a good example of what details should be included for the Arch.

Planning Staff worked with the City's Growth Management Department and Underground Utilities and Public Infrastructure Department to revise the Stormwater Facilities Master Plan policies to include similar details as are in the Master Plan for the Welaunee Toe and Heel. The Master Plan would still require a Stormwater Facilities Master Plan for the entire Arch to be approved by the City prior to the approval of a PUD.

#### Alternative Approaches

Numerous participants during the charrettes mentioned that developers would not want to do a master plan for the entire Arch when they intend to only develop a portion of it. These participants indicated that requiring a developer to do a stormwater facilities master plan for the entire Arch was not realistic or feasible. To address this input from the community, the development of the Stormwater Facilities Master Plan could be phased over the Arch consistent with the proposed land development phasing. This alternative approach could make it more feasible for developers to do stormwater facility master plans for the phase or phases where development would be occurring and would allow more up-to-date information about development and thus better data for the basis of the stormwater facilities master plans.

#### Suggestions Not Fully Incorporated

The following comments were received for the Welaunee Arch, but were not fully incorporated into the proposed edits because they were either addresses in a different manner, were of a level of detail more specific than would be included in a Comprehensive Plan, or for another reason specified below:

**City Developed Stormwater Plan:** Comments were received that suggested the City should develop a Stormwater Facilities Master Plan for the entire Arch now. Some of these comments also indicated that the City should include a mechanism for recuperating costs for the Stormwater Facilities Master Plan from future developments. This language was not included because it is still unknown when the parcel will actually develop. The Stormwater Master Plan would still need to be done prior to any development and nothing in the language prohibits the City from funding it.

*Energy Efficiency*

Original Proposal

The Master Plan originally focused energy efficiency primarily on land uses that promote internal capture of vehicular trips.

Proposed Edits

During the charrettes and other public engagement, the consensus among attendees was generally that the Master Plan should address energy efficiency more directly. Of note is that the City adopted a clean energy resolution in 2019. Clean energy plans that would detail how to achieve the goals of the resolution and subsequent ordinances and programs could address energy citywide instead of addressing it only in the Arch.

Regardless, based on community input, staff proposed several edits that address energy in a variety of ways as follows:

**Electric Vehicles:** Proposed edits would require PUDs to coordinate with the City to ensure infrastructure that supports electric vehicle (EV) charging. Incentives would also be allowed in the PUDs for EV-capable and EV-ready development.

**Solar Energy:** Proposed edits would allow PUDs to include incentives for building-mounted solar.

**Clean Energy Resolution:** Proposed edits would specify that PUD Concept Plans may incorporate strategies and standards that are consistent with the City of Tallahassee's Clean Energy Resolution or any clean energy plan adopted by the City subsequent to the resolution. PUD Concept Plans shall comply with applicable clean energy and renewable energy ordinances in effect at the time of development. PUDs may include additional incentives to encourage energy efficiency.

**LEED Standards:** Proposed edits would allow PUDs to include incentives for developing with LEED standards (or similar industry-recognized standards).

**Natural Gas:** Participants in the charrettes and the members of Tally100 requested that natural gas not be extended to the Welaunee Arch as to rely more on renewable energy. Staff removed natural gas from the list of utilities that would be provided. While this removes the guarantee that natural gas would be available to the Arch, it does not explicitly prohibit it. This approach is proposed to allow flexibility for future alternatives such as renewable natural gas. Renewable natural gas is natural gas derived from organic waste material found in daily life such as food waste, garden and lawn clippings, and animal and plant-based material. It can also be derived from degradable carbon sources like paper, cardboard and wood. Additionally, the expansion of natural gas could be regulated by City ordinances that are adopted to implement clean energy plans.

### Suggestions Not Fully Incorporated

The following comments were received for the Welaunee Arch, but were not fully incorporated into the proposed edits because they were either addressed in a different manner, were of a level of detail more specific than would be included in a Comprehensive Plan, or for another reason specified below:

**Energy Efficiency:** Tally100 submitted comments that the Master Plan should require:

- All development complies with requirements resulting from the City's clean energy plan. Each building has a certified HERS rating and meet the FGBC or LEED standards that reflect the homes efficiency is in the top 25% of Tallahassee homes completed the previous year.
- Ground based heat pump HVAC or other HVAC with equivalent efficiency for each building.
- Water heaters and all other appliances meet or exceed energy star certification standards. Solar water heaters should be incentivized by the City.
- Homes are solar PV ready, with roofs and electrical conduit and wiring designed for the later addition of solar PV and battery storage.

These comments are generally more detailed than what would be included in a Comprehensive Plan and are not addressed in the proposed edits except that PUDs may include incentives for development that meets LEED standards or similar industry-recognized green rating system standards.

### *Public Services and Facilities*

#### Original Proposal

The Master Plan originally focused the existing Urban Services Development Agreement for infrastructure and school impact analyses for schools.

#### Proposed Edits

During the charrettes, the consensus among attendees was generally that more detail was desired for public services, including police and fire.

Based on this input, staff is proposing a number of changes:

**Phasing:** The proposed phasing of development in the Arch would be tied to public services and facilities. Development of the Arch shall be implemented in phases consistent with this plan and necessary infrastructure (including water and sewer) and supporting services (including adequate schools, police and fire service).

**PUD Concept Plans:** Per the proposed edits, Mixed-use centers and residential neighborhoods shall be designed to facilitate essential services, such as fire, police, and emergency medical services consistent with generally accepted response times. PUD Concept Plans shall include the locations of essential services upon request by and through coordination with the City of Tallahassee and/or the Leon County School Board.

**Schools:** In addition to being coordinated with the phasing of development in the Arch, proposed edits more directly identify the process evaluating and mitigating school impacts. Each PUD Concept Plan shall be analyzed for impacts on public schools based upon then-applicable pupil generation rates utilized by Leon County Schools. Schools shall be located in relation to neighborhoods in order to serve residents, provide a focal point for the neighborhoods, and be safely accessible by pedestrians and bicyclists. The co-location of schools, civic spaces, and active parks is encouraged. The City and County shall adhere to the Public School Concurrency and Facility Planning Interlocal Agreement, as required by Section 1013.33, F.S., which establishes procedures for, among other things, coordination and sharing of information; planning processes; school siting procedures; site design and development plan review; and school concurrency implementation. Proposed edits would require a school site to be set aside in coordination with the Leon County School Board. This dedication of land would be credited towards school concurrency mitigation requirements.

## CONCLUSION

Based on the Technical Assistance Comments from the State Land Planning Agency and Review Agencies and the input received from citizens and community organizations, the Welaunee Arch Master Plan was updated and improved. This agenda item does not address every single edit but focuses on the most notable changes. Attachment #5 includes the full strikethrough/underline of proposed edits since the Transmittal Hearing on May 26, 2020.

For the amendments to be adopted another public hearing (the Adoption Public Hearing) would be necessary pursuant to Section 163.3184, Florida Statutes. The Intergovernmental Coordination Element of the Tallahassee-Leon County 2030 Comprehensive Plan sets forth the procedures for voting on proposed amendments. The adoption of the proposed Comprehensive Plan amendment that would incorporate the Welaunee Arch Master Plan into the Welaunee Critical Area Plan in the Land Use Element and expand the Urban Services Area to the City Limits requires approval by both the City and County Commission. The proposed amendment to change the designation of the Welaunee Arch on the Future Land Use Map in the Land Use Element of the Comprehensive Plan require approval only by the City Commission. Rezoning to implement the Land Use Change would also require approval only by the City Commission.

At the September 9, 2020 City Commission meeting, the Commission directed staff to seek an extension for the adoption of the proposed Welaunee Amendments from the State Land Planning Agency. Pursuant to Section 163.3184, Florida Statutes, the adoption hearing deadline can be extended by agreement with notice to the state land planning agency. For the proposed Welaunee amendments, an extension would require agreement between the City and County. At the September 15th Board meeting, the Commission did not move to extend the deadline, understanding that the County has the option to request the extension at a later date if needed.

At the September 15, 2020 Board meeting, the Board voted to hold the adoption hearing on the Welaunee Arch Master Plan Comprehensive Plan amendments on November 10, 2020. Option 2 in this agenda item would set the City's Adoption Hearing date to be consistent with the County's Adoption Hearing date to allow for a Joint Adoption Hearing.

To implement the proposed amendment to the Future Land Use Map, a rezoning of the Welaunee Arch is proposed. The rezoning would require two Public Hearings. If the City's adoption hearing on the proposed map amendment is set for November 10, 2020 (Option 2), the First of Two Public Hearings on the rezoning would be scheduled for that date as well. The Second and Final Public Hearing for the rezoning would be scheduled for December 9, 2020.

**Options:**

1. Accept the report on the Proposed Welaunee Arch Objective and Policies for the Welaunee Critical Area Plan and direct staff to include the proposed revisions in the Comprehensive Plan Amendment as detailed in this agenda item.
2. Direct staff to introduce the City Ordinances for the proposed amendments and rezoning at the October 28, 2020 City Commission Meeting and set the City's Adoption Hearing date for November 10, 2020 jointly with the County.
3. Do not direct staff to introduce the City Ordinances for the proposed amendments and rezoning at the October 28, 2020 City Commission Meeting and do not set the City's Adoption Hearing date for November 10, 2020.
4. Board and Commission direction.

**Recommendations:**

Options #1 and #2

**Attachments:**

1. Technical assistance comments from State Land Planning Agency and review agencies
2. Summary of input received during the Welaunee Arch Charrettes
3. Comments from community groups
4. Summary of how citizen input is addressed in the proposed edits to the Master Plan
5. The Welaunee Arch Master Plan version transmitted to the State Land Planning Agency and review agencies
6. Proposed edits to the Welaunee Arch Master Plan based on technical assistance comments and citizen input (strikethrough/underline version)
7. Proposed edits to the Welaunee Arch Master Plan based on technical assistance comments and citizen input (clean version)



**Ron DeSantis**  
GOVERNOR



**Ken Lawson**  
EXECUTIVE DIRECTOR

July 1, 2020

The Honorable John Dailey  
Mayor, City of Tallahassee  
300 South Adams Street  
Tallahassee, Florida 32301

Dear Mayor Dailey:

The Department of Economic Opportunity (“Department”) has reviewed the Tallahassee-Leon County proposed comprehensive plan amendment (Amendment No. 20-01ESR), received on June 4, 2020, pursuant to the expedited state review process in Section 163.3184(2)(3), Florida Statutes (F.S.). We have identified no comment related to adverse impacts to important state resources and facilities within the Department’s authorized scope of review.

We are, however, providing two technical assistance comments consistent with Section 163.3168(3), F.S. The technical assistance comments will not form the basis of a challenge. They are offered either as suggestions which can strengthen the City's comprehensive plan in order to foster a vibrant, healthy community or are technical in nature and designed to ensure consistency with the Community Planning Act in Chapter 163, Part II, F.S. The technical assistance comments are:

1. **Technical Assistance Comment 1: Data and Analysis, Welaunee Arch Area and Pine Cone Woods.** The proposed text and future land use map amendments for the Welaunee Arch Master Plan area and Pine Cone Woods substantially increase the development potential on the amendment parcels. However, the amendment is not supported by data and analysis identifying the impacts of increased development on public facilities and the capacity of these facilities to serve the affected areas. Prior to adoption, Tallahassee-Leon County should ensure that the amendment is supported by data and analysis indicating that public facilities (potable water, wastewater, transportation, and schools) exist or are planned to serve the amendment sites. If not, the City should modify the amendment to change the development potential to the level where public facility capacity is available or planned. If capital improvements are needed to serve the amendment sites and maintain the adopted level of service standards in the next five years, those improvements should be included in 5-year schedule of capital improvements.
2. **Technical Assistance Comment 2: Educational Facilities Future Land Use Category.** The Educational Facilities future land use category in the comprehensive plan does not establish an intensity standard for nonresidential development. To ensure compliance with Section

Florida Department of Economic Opportunity | Caldwell Building | 107 E. Madison Street | Tallahassee, FL 32399  
850.245.7105 | [www.FloridaJobs.org](http://www.FloridaJobs.org)  
[www.twitter.com/FLDEO](http://www.twitter.com/FLDEO) | [www.facebook.com/FLDEO](http://www.facebook.com/FLDEO)

An equal opportunity employer/program. Auxiliary aids and service are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TTD equipment via the Florida Relay Service at 711.

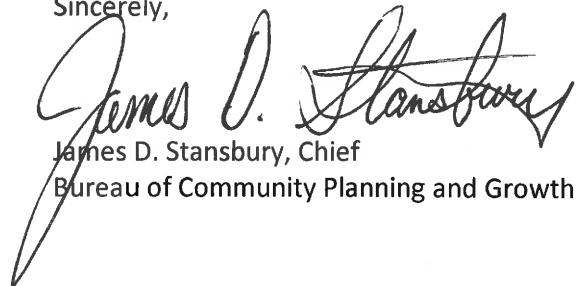
163.3177(6)(a), Florida Statutes, the City/County should consider modifying the proposed amendment to include an intensity standard.

The City should act by choosing to adopt, adopt with changes, or not adopt the proposed amendment. For your assistance, we have enclosed the procedures for adoption and transmittal of the comprehensive plan amendment. In addition, the City is reminded that:

- Section 163.3184(3)(b), F.S., authorizes other reviewing agencies to provide comments directly to the City. **If the City receives reviewing agency comments and they are not resolved, these comments could form the basis for a challenge to the amendment after adoption.**
- **The second public hearing**, which shall be a hearing on whether to adopt one or more comprehensive plan amendments, **must be held within 180 days** of your receipt of agency comments or the amendment shall be **deemed withdrawn** unless extended by agreement with notice to the Department and any affected party that provided comment on the amendment pursuant to Section 163.3184(3)(c)1., F.S.
- **The adopted amendment must be rendered to the Department.** Under Section 163.3184(3)(c)2. and 4., F.S., the **amendment effective date** is 31 days after the Department notifies the City that the amendment package is complete or, if challenged, until it is found to be in compliance by the Department or the Administration Commission.

If you have any questions concerning this review, please contact Valerie James, Planning Analyst, by telephone at (850) 717-8493 or by email at [valerie.james@deo.myflorida.com](mailto:valerie.james@deo.myflorida.com).

Sincerely,



James D. Stansbury, Chief  
Bureau of Community Planning and Growth

JDS/vj

Enclosure(s): Procedures for Adoption

cc: Cherie Bryant, AICP, Planning Manager, Tallahassee-Leon County Planning Department  
Artie White, AICP, CNU-A, Administrator, Tallahassee-Leon County Planning Department  
Chris Rietow, Executive Director, Apalachee Regional Planning Council

## SUBMITTAL OF ADOPTED COMPREHENSIVE PLAN AMENDMENTS

### FOR EXPEDITED STATE REVIEW

Section 163.3184(3), Florida Statutes

**NUMBER OF COPIES TO BE SUBMITTED:** Please submit three complete copies of all comprehensive plan materials, of which one complete paper copy and two complete electronic copies on CD ROM in Portable Document Format (PDF) to the State Land Planning Agency and one copy to each entity below that provided timely comments to the local government: the appropriate Regional Planning Council; Water Management District; Department of Transportation; Department of Environmental Protection; Department of State; the appropriate county (municipal amendments only); the Florida Fish and Wildlife Conservation Commission and the Department of Agriculture and Consumer Services (county plan amendments only); and the Department of Education (amendments relating to public schools); and for certain local governments, the appropriate military installation and any other local government or governmental agency that has filed a written request.

**SUBMITTAL LETTER:** Please include the following information in the cover letter transmitting the adopted amendment:

\_\_\_\_\_ State Land Planning Agency identification number for adopted amendment package;

\_\_\_\_\_ Summary description of the adoption package, including any amendments proposed but not adopted;

\_\_\_\_\_ Identify if concurrency has been rescinded and indicate for which public facilities. (Transportation, schools, recreation and open space).

\_\_\_\_\_ Ordinance number and adoption date;

\_\_\_\_\_ Certification that the adopted amendment(s) has been submitted to all parties that provided timely comments to the local government;

\_\_\_\_\_ Name, title, address, telephone, FAX number and e-mail address of local government contact;

\_\_\_\_\_ Letter signed by the chief elected official or the person designated by the local government.

**ADOPTION AMENDMENT PACKAGE:** Please include the following information in the amendment package:

\_\_\_\_\_ In the case of text amendments, changes should be shown in strike-through/underline format.

\_\_\_\_\_ In the case of future land use map amendments, an adopted future land use map, **in color format**, clearly depicting the parcel, its future land use designation, and its adopted designation.

\_\_\_\_\_ A copy of any data and analyses the local government deems appropriate.

**Note:** If the local government is relying on previously submitted data and analysis, no additional data and analysis is required;

\_\_\_\_\_ Copy of the executed ordinance adopting the comprehensive plan amendment(s);

Suggested effective date language for the adoption ordinance for expedited review:

"The effective date of this plan amendment, if the amendment is not timely challenged, shall be 31 days after the state land planning agency notifies the local government that the plan amendment package is complete. If the amendment is timely challenged, this amendment shall become effective on the date the state land planning agency or the Administration Commission enters a final order determining this adopted amendment to be in compliance."

\_\_\_\_\_ List of additional changes made in the adopted amendment that the State Land Planning Agency did not previously review;

\_\_\_\_\_ List of findings of the local governing body, if any, that were not included in the ordinance and which provided the basis of the adoption or determination not to adopt the proposed amendment;

\_\_\_\_\_ Statement indicating the relationship of the additional changes not previously reviewed by the State Land Planning Agency in response to the comment letter from the State Land Planning Agency.



## FLORIDA DEPARTMENT *of* STATE

**RON DESANTIS**  
Governor

**LAUREL M. LEE**  
Secretary of State

Artie White, AICP, CNU-A  
Tallahassee-Leon County Planning Dept.  
Comprehensive Planning Division  
City Hall • 300 South Adams Street  
Tallahassee, Florida 32301

June 29, 2020

Re: DHR Project File No. 2020-3582 / Tallahassee-Leon County Planning Department  
Proposed Amendments for the 2020 Cycle for the City of Tallahassee and Leon County  
Amend the Joint Tallahassee-Leon County 2030 Comprehensive Plan: TTA 2020-003, TTA 2020-011,  
TMA 2020-010, TTA 2020-006, LMA 2020-06, TTA 2020-013, TMA 2020-012  
DEO No. 20-01ESR

Dear Mr. White:

According to this agency's responsibilities under Section 163.3184(3)(b) Florida Statutes, we reviewed the above document to determine if proposed plan elements may adversely impact significant historic resources.

It is our understanding that the above amendments cover many different parts of the city and county and are in different phases of planning. We would like to note that there are many cultural resources recorded on the Florida Master Site File (FMSF) in the above referenced amendment locations including archaeological sites, historic structures, and districts. Some are listed on the National Register of Historic Places (NRHP), and many others have not been evaluated to determine if they are eligible for the NRHP.

In addition, there are many parts of the city and county in the amendment areas that have not had cultural resource assessment surveys conducted to determine if unrecorded historic resources are present. There are also many rural historic cemeteries that have likely not been recorded. Historic cemeteries are protected under Section 872.05, Florida Statutes. We recommend that any future plans should be sensitive to locating, assessing, and avoiding potential adverse impacts to these resources.

For any questions or assistance concerning our comments, please contact Robin Jackson, Historic Preservationist, Compliance and Review at 850.245.6496, or by electronic mail at [robin.jackson@dos.myflorida.com](mailto:robin.jackson@dos.myflorida.com).

Sincerely,

A handwritten signature in blue ink that reads "Jason Aldridge" with "For" written below it.

Timothy A. Parsons, Ph.D.  
Director, Division of Historical Resources and  
State Historic Preservation Officer

**Division of Historical Resources**  
**R.A. Gray Building • 500 South Bronough Street • Tallahassee, Florida 32399**  
**850.245.6300 • 850.245.6436 (Fax) • FLHeritage.com**





# FLORIDA DEPARTMENT OF Environmental Protection

Marjory Stoneman Douglas Building  
3900 Commonwealth Boulevard  
Tallahassee, FL 32399

**Ron DeSantis**  
Governor

**Jeanette Nuñez**  
Lt. Governor

**Noah Valenstein**  
Secretary

June 29, 2020

Mr. Artie White  
Administrator of Comprehensive Planning  
Tallahassee-Leon County Planning Department  
300 South Adams Street  
Tallahassee, Florida 32301

Re: Tallahassee-Leon County 20-01ESR Proposed Comprehensive Plan Amendment Expedited Review

Dear Mr. White,

The Office of Intergovernmental Programs of the Florida Department of Environmental Protection (Department) has reviewed the above-referenced amendment package in accordance with the provisions of Chapter 163, Florida Statutes (F.S.). The Department's review focused on important state resources and facilities that would be adversely impacted if the amendment is adopted, specifically: air and water pollution; wetlands and other surface waters of the state; federal and state-owned lands and interest in lands, including state parks, greenways and trails and conservation easements; solid waste; and water and wastewater treatment.

## PROPOSED AMENDMENT

The proposed amendment package includes a Future Land Use designation change on 2,810.55 acres of undeveloped land identified as the "Welaunee Arch", and an amendment to the Comprehensive Plan text to include a new objective and related policies for the "Welaunee Arch Master Plan" under Future Land Use Element Goal 13: "Welaunee Critical Area Plan", which addresses future development on a total of 4,778 acres within the Welaunee planning area. The applicant proposes to amend the Future Land Use designation on the property from Rural and Suburban to Planned Development and adopt a development program for a mixed-use development with residential densities ranging from six (6) to twenty (20) dwelling units per acre and non-residential intensity at 20,000 square feet per acre. If adopted, this amendment would result in a significant increase in residential density and non-residential intensity on the subject site.

## IMPORTANT STATE RESOURCES

The Florida Springs and Aquifer Protection Act (Sections 373.801-.813, F.S.) identifies and outlines actions the Department must take to address and restore impaired Outstanding Florida Springs (OFS). The Act provides OFS special protection by prohibiting certain activities in their vicinity, especially in the area of the Priority Focus Area (PFA) if identified in the BMAP.

Wakulla Spring is an impaired first magnitude OFS. The location of the proposed project is within the springshed boundaries of the Upper Wakulla River and Wakulla Spring BMAP.

#### DEPARTMENT COMMENTS

Activities associated with the project have the potential to impact water quality; therefore, appropriate measures should be taken to minimize any potential additional nutrient loadings to the spring. These measures include the proper treatment and disposal of wastewater, stormwater, and the implementation of adequate sediment and erosion control practices to mitigate any surface water impacts. Any additional loading to the basin will be evaluated during future updates to the BMAP and may require additional restoration actions by the City if deemed necessary.

#### CONCLUSION

The Department is providing technical assistance comments consistent with Section 163.3168(3), F.S. They are offered as suggestions which can strengthen the County's comprehensive plan and provide assurance that the future potential increase in density and intensity will not adversely impact important state resources.

If you should require assistance or additional information, please contact me at (850) 717-9037 or [Lindsay.Weaver@FloridaDEP.gov](mailto:Lindsay.Weaver@FloridaDEP.gov).

Sincerely,



Lindsay Weaver, Environmental Specialist II  
Office of Intergovernmental Programs



## *Florida Department of Transportation*

RON DESANTIS  
GOVERNOR

1074 Highway 90  
Chipley, FL 32428

KEVIN J. THIBAUT, P.E.  
SECRETARY

June 29, 2020

Mr. Artie White, AICP, CNU-A  
Administrator of Comprehensive Planning  
300 South Adams Street  
Tallahassee, Florida, 32301

Subject: Tallahassee-Leon Proposed Comprehensive Plan Amendment 20-01ESR

Mr. White:

Pursuant to Section 163.3184(3), Florida Statutes (F.S.), in its role as a reviewing agency as identified in Section 163.3184(1)(c), F.S., the Florida Department of Transportation (FDOT) reviewed proposed amendment Tallahassee-Leon Proposed Comprehensive Plan Amendment 20-01ESR.

The transmittal package includes seven (7) proposed amendments. These amendments are summarized below:

### **TTA 2020 003: Southeast Sector Plan**

This amendment includes revision to objectives, policies, and figures in the Land Use Element and Mobility Element. These proposed amendments:

- 1) Clarify that unless a Planned Development (PD) is consistent with the Suburban land use category, they will be require a Comprehensive Plan Amendment to adopt the PD Master Plan into the Comprehensive Plan.
- 2) Amend and reorganize policies regarding mass transit in PDs.
- 3) Change development program for the Southside Development of Regional Impact (DRI) to modify land use percentages, remove the DRI from the Southeast Sector Plan, remove affordable housing study requirement, and remove requirement for a 40-acre middle school.
- 4) Remove average density for land use categories.
- 5) Change classification on Esplanade Way.

### **TTA 2020 011: Neighborhood Boundary Land Use**

This amendment increases the maximum allowable density within the Neighborhood Boundary FLU designation from eight (8) to eighteen (18) dwelling units per acre, as well as increasing the maximum square footage of a non-residential building from 10,000 square feet to 20,000 square feet. The transmittal notes this amendment is intended to coordinate placemaking and established mixed use corridors and nodes.



Mr. White  
June 29, 2020  
Page 2

This amendment is applicable to all of the Neighborhood Boundary throughout the County and increases the maximum allowable development for these FLU areas.

**TMA 2020 010: Bond and Griffin Heights Map Amendment**

This proposed amendment changes the future land use (FLU) designation of approximately 19.8 acres, generally located south of Gamble Street and west of Perry Street from Residential Preservation to Neighborhood Boundary.

The proposed amendment has the potential to increase the trip generation of the subject properties. No traffic analysis was included in the transmittal package.

**TTA 2020 006: Pine Cones Woods Urban Services Area**

The proposed amendment would extend the Urban Services Area (USA) to include approximately 182 acres of land surrounding Chiles High School on the northwest side of Thomasville Road in Leon County. The properties within the area that would be included in the Urban Services Area (Subject Site) are the subject of a concurrent application to change their designation on the Future Land Use Map (LMA 2020 006).

**LMA 2020 006: Pine Cones Woods Map Amendment**

This proposed amendment changes the future land use (FLU) designation of approximately 175 acres, generally located north and west of S.R. 61/U.S. 319, adjacent to Chiles High School, from Rural to Bradfordville Mixed Use and Educational Facilities.

The proposed amendment has the potential to increase the trip generation of the subject properties. No traffic analysis was included in the transmittal package.

**TTA 2020 013: Welaunee Critical Area Plan and Urban Services Area**

The proposed amendment updated the Welaunee Critical Area Plan (Goal 13 of the Land Use Element and associated Objectives and Policies) to include the development plan for the Welaunee Arch (TMA 2020 012). The proposed amendment also extends the Urban Services Area to include the Welaunee Arch.

**TMA 2020 012: Welaunee Arch**

This proposed amendment changes the future land use (FLU) designation of approximately 2,810.55 acres from Rural and Suburban to Planned Development.

The proposed amendment has the potential to increase the trip generation of the subject properties. No traffic analysis was included in the transmittal package; however, the staff report did reference the Northeast Gateway, a major infrastructure project, including a new I-10 interchange at Welaunee Boulevard.

FDOT determined it is not possible to accurately determine the potential impacts of the proposed amendment TTA 2020 011.

FDOT determined the other proposed amendments are not anticipated to have significant adverse impacts to transportation resources or facilities of state importance.

Mr. White  
June 29, 2020  
Page 3

Please transmit a copy of the amendment, along with the supporting data and analysis, to the District upon its adoption.

Thank you for coordinating on the review of this proposed amendment with FDOT. If you have any questions, please do not hesitate to contact me by email at [Ray.Kirkland@dot.state.fl.us](mailto:Ray.Kirkland@dot.state.fl.us) or (850) 330-1590.

Sincerely,

DocuSigned by:  
*Ray Kirkland*  
F9C93E401A6B416...

Ray Kirkland, FDOT D3  
Planning Department

cc: Jennifer Carver, FDOT Central Office, Office of Policy Planning  
Ray Eubanks, DEO

July 2, 2020



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and Wildlife  
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Commission**

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MyFWC.com

Artie White, Administrator of Comprehensive Planning  
Tallahassee-Leon County Planning Department  
City Hall  
300 South Adams Street  
Tallahassee, Florida 32301  
[Artie.white@talgov.com](mailto:Artie.white@talgov.com)

RE: Leon - Tallahassee 20-01 Expedited State Review (ESR), City of Tallahassee and  
Leon County Comprehensive Plan Amendment

Dear Mr. White:

Florida Fish and Wildlife Conservation Commission (FWC) staff reviewed the above-referenced comprehensive plan amendment package and provides the following comments and recommendations for your consideration in accordance with Chapter 163.3184, Florida Statutes. While there are no objections to the amendment, the following technical assistance information is provided to assist the Department of Economic Opportunity, the County, and any applicants during the amendment review and future project planning.

### **Proposed Amendments**

There are seven items included in the proposed amendments for the 2020 Cycle for the joint Tallahassee-Leon County 2030 Comprehensive Plan. At this time, FWC staff are restricting comments to four amendments related to the areas known as Pine Cone Woods and Welaunee Arch. Proposed amendments would expand the Urban Services Area in both locations and two amendments would make the corresponding changes in the future land use map.

The proposed Pine Cone Woods amendment seeks to change the FLUM designation of 175 acres from "Rural" to "Bradfordville Mixed Use and Educational Facilities" located adjacent to Chiles High School, west of Thomasville Road, and north of the intersection with Bannerman Road. Dominant landcovers onsite include rural (72.8 acres), mixed hardwood-coniferous (29.5 acres), mixed hardwood coniferous swamps (27.8 acres), basin swamp (21.2 acres), mesic flatwoods (15.4 acres), artificial impoundment/reservoir (3.9 acres), mixed wetland hardwoods (1.8 acres), and coniferous plantations (1.3 acres).

The proposed Welaunee Arch amendment seeks to change the FLUM designation from Rural and Suburban to Planned Development for 2,810.55 acres located east of Killlearn Estates, and is bound by the Miccosukee Canopy Road Greenway to the south, Centerville Road to the west, Roberts Road to the north, and Proctor/Crump Road to the east. Specifically, the Planned Development for Welaunee Arch designates a wide range of land uses to be phased for development over time, including mixed use along Interstate 10, surrounded to the north and east by residential (10 units per acre), and residential reserve (6 units per acre) further to the east. Open spaces protecting wetlands and providing recreational opportunities will be located throughout, as well as an extension of

the existing Miccosukee Canopy Road Greenway around the periphery of the area; to be referred to as the Welaunee Greenway. The current plan is designed to protect natural resources, with a minimum of 50 percent of the residential reserve land permanently protected by a future conservation easements. Dominant landcovers onsite include mixed hardwood-coniferous (1,731.9 acres), upland pine and scrub (1,068.1 acres), coniferous plantations (491.9 acres), field crops (428.8 acres), mixed hardwood-coniferous swamps (372.1 acres), rural open land (206 acres), wet prairie (62.59 acres), improved pasture (53.1 acres), marshes (48 acres), upland hardwood forest (32.5 acres), artificial impoundment/reservoir (28.9 acres), mesic flatwoods (23.2 acres), mixed scrub-shrub wetland (22.9 acres), mixed wetland hardwoods (22.1 acres), natural lakes and ponds (14.7 acres), wet coniferous plantation (13.4 acres), hydric pine flatwoods (11.7 acres), freshwater non-forested wetlands (9.8 acres), oak scrub (2.9 acres), and others.

### **Potentially Affected Resources**

At this early stage in the planning process, no wildlife surveys of these areas have been provided. FWC staff conducted a geographic information system (GIS) analysis, which found that these sites are located near, within, or adjacent to:

- Public conservation lands
  - Miccosukee Canopy Road Greenway (managed by Leon County Parks and Recreation) adjacent to Welaunee Arch
  - Horseshoe Plantation Conservation Easement (Tall Timbers Research, Inc.) adjacent to Pine Cone Woods
- U.S. Fish and Wildlife Service (USFWS) Consultation Area for the red-cockaded woodpecker (*Picoides borealis*, Federally Endangered [FE])
- Three wood stork (*Mycteria americana*, Federally Threatened [FT]) nesting colony core foraging areas (CFA). The CFA consists of a 13-mile radius around each nesting colony.
- Potential habitat for the following state-listed and managed species:
  - Gopher tortoise (*Gopherus polyphemus*, State Threatened [ST])
  - Little blue heron (*Egretta caerulea*, ST)
  - Florida black bear (*Ursus americanus floridanus* – East Panhandle Bear Management Unit [BMU])

### **Comments and Recommendations**

#### Wildlife Surveys and Habitat Management

To better identify potential project impacts to listed species of fish and wildlife, FWC staff recommend that species-specific surveys be conducted prior to any clearing or construction. Species-specific surveys are time sensitive and are best conducted by wildlife biologists with recent documented experience for that species. Species-specific survey protocols approved by the U.S. Fish and Wildlife Service (USFWS) and the FWC

are provided in the Florida Wildlife Conservation Guide at <https://myfwc.com/conservation/value/fwcg/> or in the FWC Species Conservation Measures and Permitting Guidelines available at <https://myfwc.com/wildlifehabitats/wildlife/species-guidelines/>.

The Welaunee Arch area may also benefit from a Wildlife and Habitat Management Plan (WHMP). Developments of this size with large conservation areas or ecological corridors can provide a framework for habitat management activities that will ensure these areas continue to provide habitat for fish and wildlife resources. A WHMP can include a list of state- and federally listed species which may occur on the site and suggests actions to minimize, avoid, and mitigate impacts to those species. Similar plans also include information on proposed maintenance activities such as prescribed fire, invasive plant management, or methods to address nuisance and exotic animal species. FWC staff is available to assist in the development of a management plan that includes these details so that conservation areas and open space may continue to provide habitat for fish and wildlife resources.

### Florida Black Bear

The FWC has received 54 reports of human-bear conflicts within a 5-mile radius of the Welaunee Arch site since 2001. Florida black bears are frequent/common in this area which is within the East Panhandle Bear Management Unit identified in the 2019 Bear Management Plan. While black bears tend to shy away from people, they are adaptable and will take advantage of human-provided food sources. This includes sources that are currently available near this site, sources that may be available during construction, and sources available after construction including unsecured garbage, pet food, and bird seed. Once bears become accustomed to finding food around people, their natural wariness is reduced to the point that there can be an increased risk to public safety or private property.

Proactive planning may help prevent or reduce future conflicts with bears. Site designs for larger developments should locate conservation areas along the borders of developed areas, to avoid encouraging bears to forage within developed areas (<http://myfwc.com/wildlifehabitats/managed/bear/crossings/>). Providing road crossings for wildlife and fencing along the roadways to prevent wildlife-vehicle collisions may also prevent property damage, wildlife mortality, and protect human safety. If a homeowners' association or community covenants are planned, by-laws that would require residents to take measures to prevent attracting bears into the neighborhood are recommended. Sample by-law language used by other Florida communities is available at (<http://myfwc.com/wildlifehabitats/managed/bear/living/community-group/bylaw/>).

During construction, construction sites should be kept clean, with refuse that might attract bears kept separate from construction debris and stored securely in bear-resistant containers or removed daily from the construction site before dark. Refuse that might attract bears includes all food and drink-related materials, as well as any items with strong scents like cleaning agents.

Once the development is completed, residents should be provided with bear-resistant garbage cans as part of their regular waste service and any larger waste storage containers should also be bear-resistant. Providing residents with information on how to avoid human-bear conflicts is also recommended. This information can include:

- Options for keeping garbage secure which can include using bear-resistant garbage containers, modifying regular containers to be bear-resistant, or keeping containers secure in a garage or sturdy shed and then placing garbage on the curb the morning of pick-up rather than the night before (<http://myfwc.com/wildlifehabitats/managed/bear/living/attractants/>);
- Removing bird and wildlife feeders, or modifying them to exclude bears (<http://myfwc.com/wildlifehabitats/managed/bear/wildlife-feeders/>);
- Using electric fencing to secure outdoor attractants like fruiting trees/shrubs, gardens, compost, and small livestock (<https://myfwc.com/media/1886/electricfence.pdf>);
- Proper composting in bear range (<https://myfwc.com/media/1888/howtocompostinbearcountry.pdf>);
- Keeping pets safe (<https://myfwc.com/wildlifehabitats/wildlife/bear/living/protect-pets/>); and
- Cleaning and securing barbeque grills.

Information should also include guidelines for how residents should respond to bears in the area, such as

- What to do if they encounter a bear, whether from a distance or at close range,
- How to keep pets and livestock safe in bear range, and
- When and how to contact the FWC regarding a bear issue.

FWC staff is available to assist with residential planning to incorporate the above features. Additional information about Florida black bears can be found on our website at <http://www.myfwc.com/wildlifehabitats/managed/bear>.

### Gopher Tortoise

Both proposed amendment areas have potential habitat for the gopher tortoise. The applicant should refer to the FWC's Gopher Tortoise Permitting Guidelines (Revised January 2017) (<http://www.myfwc.com/license/wildlife/gopher-tortoise-permits/>) for survey methodology and permitting guidance prior to any development activity. Specifically, the permitting guidelines include methods for avoiding impacts as well as options and state requirements for minimizing, mitigating, and permitting potential impacts of the proposed activities. If you have any questions regarding gopher tortoise permitting, please contact Eric Seckinger by phone at (850) 921-1029 or at [Eric.Seckinger@MyFWC.com](mailto:Eric.Seckinger@MyFWC.com).

### Wading Birds

Little blue herons and wood storks have been observed within the Welaunee Arch wetland areas and the potential exists for other state-listed wading birds to nest in the swamps, marshes, and other wetlands on the project site. FWC staff recommends that

specific surveys be conducted for wading birds around any wetland or water-holding areas prior to the commencement of any clearing, grading, or filling activities. Surveys should be conducted during their breeding season, which extends from March through August. Additional information and guidance for conducting surveys can be found in the Species Conservation Measures and Permitting Guidelines for state-threatened wading birds (<https://myfwc.com/media/18634/threatenedwadingbirds-guidelines.pdf>). If there is evidence of nesting during this period, we recommend that any wading bird nest sites be buffered by 100 meters (330 feet) to avoid disturbance by human activities. If nesting is discovered after site activities have begun, if the removal or trimming of trees with active nests is unavoidable, or if maintaining the recommended buffer is not possible, we recommend that the applicant contact the FWC staff identified below to discuss potential permitting alternatives.

### Federal Species

This site also contains habitat suitable for the federally listed species identified above. FWC staff recommends coordination with USFWS Panama City Ecological Services Office (ESO) as necessary for information regarding potential impacts to these species. The USFWS Panama City ESO can be contacted at (850) 769-0552.

FWC staff appreciate the opportunity to provide input on this project and look forward to working with the applicant throughout the permitting process. If you have specific technical questions regarding the content of this letter, please contact Jennifer Paredes at (850) 617-9408 or by email at [Jennifer.Paredes@MyFWC.com](mailto:Jennifer.Paredes@MyFWC.com). All other inquiries may be sent to [ConservationPlanningServices@MyFWC.com](mailto:ConservationPlanningServices@MyFWC.com).

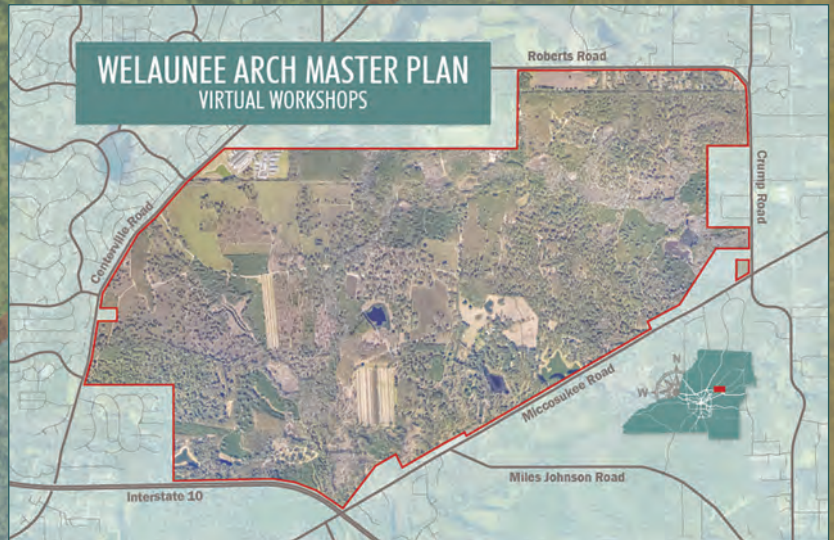
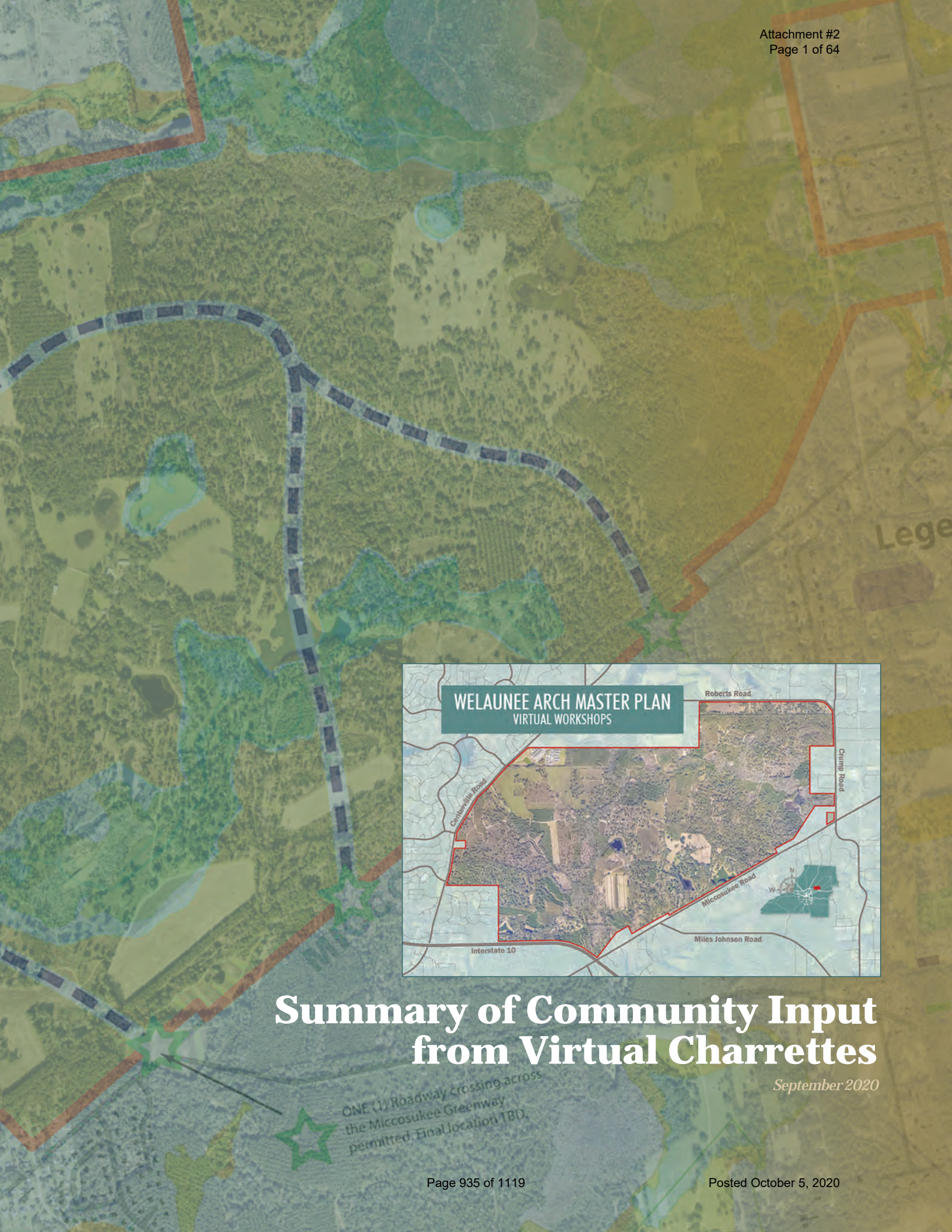
Sincerely,



Jason Hight  
Land Use Planning Program Administrator  
Office of Conservation Planning Services

jh/jp  
Leon Tallahassee 20-01ESR\_41899\_07022020

CC: Ray Eubanks, Florida Department of Economic Opportunity,  
[DCPexternalagencycomments@deo.myflorida.com](mailto:DCPexternalagencycomments@deo.myflorida.com)  
Commissioner Jeremy Matlow, City of Tallahassee, [Jeremy.Matlow@talgov.com](mailto:Jeremy.Matlow@talgov.com)



# Summary of Community Input from Virtual Charrettes

September 2020

ONE (1) Roadway crossing across  
the Miccosukee Greenway  
permitted. Final location TBD.





# Thank You!

The staff of the Tallahassee-Leon County Planning Department is grateful to all who took time to participate and provide thoughtful input during these charrettes.

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## Background

The Welaunee Arch is the area of land generally located between Miccosukee Road and Roberts Road and between Centerville Road and Crump Road. This is privately owned property and is the subject of a proposed comprehensive plan amendment. The proposed Master Plan for the Welaunee Arch generally outlines how the property will be developed over time, how urban services will be provided to the property, and what services and amenities will be provided to the public. The Master Plan is the first step in the development process. The Master Plan provides the broad parameters for how the property may be developed. Before development occurs, the Master Plan will need to be followed with a more detailed planned unit development (PUD). The PUD would then be followed by even more detailed site plans.

## Commission Direction

At the May 26, 2020 Transmittal Hearing for the proposed Comprehensive Plan amendment, the City Commission and Board of County Commissioners voted to submit the proposed amendment to the State for review and directed staff to hold virtual charrettes and in-person charrettes.

## Virtual Engagement Processes & Tools

In lieu of in person facilitation due to COVID-19, the Tallahassee – Leon County Planning Department organized a two-part virtual engagement process. Part one of the process involved hosting a series of virtual charrettes, while part two consisted of an online workshop giving participants the opportunity to give specific input on policy language proposed for adoption into the Comprehensive Plan at their own leisure.

### Virtual Charrettes

*Video Conferences* - Eleven video conferences were available for members of the public to attend to express concerns and ask staff questions. Each meeting was staffed by an array of City of Tallahassee and Leon County staff members including those from Comprehensive Planning, Growth Management, DesignWorks, and more. The focal point of each meeting was the Welaunee Arch Concept Map.

### What is a Charrette?

*Charrettes are typically multi-day events involving all key stakeholders and are designed to gather information, analyze a situation, present solutions to conflicts, and formulate strategies within a planning process.*

### Schedule (2020)

- Tuesday, June 30, 10:30am
- Tuesday, June 30, 3:00pm
- Thursday, July 2, 10:30am
- Tuesday, July 7, 10:30am
- Tuesday, July 7, 3:00pm
- Wednesday, July 8, 10:30am
- Thursday, July 9, 10:30am
- Tuesday, July 14, 3:00pm
- Wednesday, July 15, 6:30pm
- Tuesday, July 21, 3:00pm
- Wednesday, July 29, 6:00pm

Video recordings of the Virtual Charrettes are available for viewing on the [City of Tallahassee YouTube channel](#).

### Virtual Workshops

The Virtual Workshop portion of this public outreach effort consisted of a comprehensive online questionnaire. The questionnaire was designed to both convey and receive information to participants. Topics included land use, transportation, public facilities and services, and recreation and open space. Informative video prompts accompanied each portion of the online survey giving background to the aforementioned topics. Participants had the opportunity to give input on specific policy statements within the questionnaire.

The video prompts that accompanied the Virtual Workshop are available on the [City of Tallahassee YouTube channel](#).

## Summary of Virtual Charrettes

Several key topics were discussed during the Virtual Charrette process.

**I-10 overpass/Interchange** - A common topic of discussion between all charrettes included clarification of planning around the I-10 overpass and associated interchange. The crossing of I-10 is currently proposed to overpass the interstate, with development of an interchange possible further down the line pending coordination with state and federal agencies. The overpass is part of Blueprint IA's Northeast Gateway project. The project PD&E is currently underway with a final alignment undetermined at this time.

**Limiting Urban Sprawl** - The attendees generally agreed that urban sprawl should be prevented within the Welaunee Arch. Prevention of sprawl was discussed in a multitude of aspects including planning, transportation, and development, among others.

**Inclusionary/Affordable Housing** - Attendees expressed their support for the development of inclusionary and affordable housing within the Arch.

**Transportation** - A common topic of discussion between all charrettes included clarification of planning pertaining to the I-10 overpass and associated interchange. The crossing of I-10 is currently proposed to overpass the interstate, with development of an interchange possible further down the line pending coordination with state and federal agencies. The overpass is part of Blueprint IA's Northeast Gateway project. The project PD&E is currently underway with a final alignment undetermined at this time.

During the charrette process, it was identified that roadway alignments shown on the Concept Map are purely conceptual, with alignments to be determined by developers closer to the time of development.

Pre-development agreements have limited future development to three (3) roadway access points along Miccosukee Road for the Arch between the I-10 overpass and Crump Road, in addition to a connection at Miles Johnson Road. Community input suggests that careful planning should be performed to reduce the impact that development may have on Miccosukee Road as to prevent widening and alteration to the current roadway cross-section.

Within the Arch, charrette attendees urged future development to consider narrower roadway cross-sections as to reduce impervious area and reduce vehicular speeds.

A common interest of charrette attendees was development provisions to ensure a highly connected roadway network, including a transportation master plan. Many would like to see provisions for a transportation master plan to be in place pre-development, similar to the requirements for a stormwater master plan.

Charrette attendees expressed the value that transit systems could add to future development in the Arch. Local circulators could reduce the need for local vehicular trips, while longer range transit options could reduce future impacts on Tallahassee's transportation system by reducing total vehicle trips.

Charrette attendees raised awareness of an existing conservation easement adjacent to Montford Middle School. This easement should be taken into consideration when planning for transportation needs.

Many charrette attendees urged for the consideration of electric vehicle charging stations to be provided in future developments in the Arch.

**Recreation** - Existing land just south of Roberts Elementary and Montford Middle School may be suitable for recreation facilities such as ball fields with lower environmental impacts, given the land is currently clear of tree cover.

Charrette attendees advocated for the widest possible swath of land for the perimeter greenway trail system and expressed that stormwater facilities should be incentivized to be built as attractive passive recreation facilities (e.g. Lake Ella), rather than "holes in the ground."

**Schools and Other Public Facilities** - Charrette attendees encouraged a continuation of coordination with Leon County School Board to ensure impacts of future development on school system are planned for.

The attendees also recommended developing a process to prevent “tipping-point” facility needs that could become a part of the PUD process.

Fire stations were urged to be considered as a fore-thought prior to development of the Arch.

**Housing** - The attendees generally agreed that urban sprawl should be prevented within the Welaunee Arch. Prevention of sprawl was discussed in a multitude of aspects including planning, transportation, and development, among others.

Attendees expressed their support for phasing of development within the Welaunee Arch.

Attendees expressed their support for the development of inclusionary and affordable housing within the Arch. Provisions for inclusionary and affordable housing were widely supported by attendees of the virtual charrettes.

There is community support for requiring a diverse range of housing types.

Cluster subdivisions are supported as a tool to provide housing development while also preserving natural features.

Green building envelope requirements were requested to be considered for future development in the Arch.

**Stormwater** - Charrette attendees expressed support for the requirement for an Arch-wide stormwater master plan, as is required in the current amendment language.

Charrette attendees expressed that stormwater facilities should be incentivized to be built as attractive passive recreation facilities (e.g. Lake Ella), rather than “holes in the ground.”

Springs protection was identified by some attendees as an important factor to consider in pre-development stormwater planning.

**Environmental Protection** - Canopy protection was identified as a priority in each of the eleven charrettes hosted. Citizens voiced their preference for preservation of existing trees to the planting of new trees to meet the goal of canopy preservation.

It was noted that the plan should recognize the ecological value of preserving some lands in the highlands within the Welaunee Arch so that portions of these areas are included in conservation areas to support native wildlife and habitats.

Charrette attendees frequently expressed that wildlife corridors should be extensively planned with widest swath of preserved land feasible.

Consideration of narrower roadway cross-sections to reduce impervious area was expressed as an interest by some charrette attendees.

During the charrettes, staff heard concerns regarding nighttime light pollution and the preservation of "dark-skies" in the region.

Limitation to the development of septic fields was regarded as a priority for environmental protection.

**Utilities** - Attendees of the virtual charrettes and workshop expressed concern for the potential for development of septic fields within the Arch.

Charrette attendees expressed support to achieve the renewable energy goals of the City of Tallahassee 2050 pledge. A recommendation to limit natural gas transmission infrastructure to the Arch was provided to encourage cleaner forms of renewable energy in this area when it does develop.

Many attendees voiced support for underground transmission lines where feasible.

**Map Modifications** - Requests for modifications to the Welaunee Arch Concept Map were expressed as follows:

- Add scale for context.
- Include neighborhood center at intersection of roads in east portion of the Arch.
- Indicate conservation easement adjacent to schools.
- Include natural features and environmentally sensitive layers.

**Cultural and Historical** - Charrette attendees noted that defining characteristics of the Tallahassee area include tree canopy cover and topography, and that these should be protected.

Charrette attendees requested that an assessment of cultural and historical sites within the Arch should be required – including protection and provisions for burial sites.

Attendees would like to see development built in harmony with topography, rather than large cuts made to slopes.

**Septic Fields** - Attendees of the virtual charrettes and workshop expressed concern for the potential for development of septic fields within the Arch.

**Phasing** - Attendees expressed their support for phasing of development within the Welaunee Arch.

**Dark Skies** - During the charrettes, staff heard concerns regarding nighttime light pollution and the preservation of "dark-skies" in the region.

## More information

Summaries of the Virtual Charrettes by date are available for review within this document in Appendix One, with each charrette's suggested edits to the Welaunee Arch Concept Map available in Appendix Two.

Full results of the Online Public Workshop are available for review within this document in Appendix Three.

Results of this public engagement campaign, including this document, may be found online through [Talgov.com](#), [the City of Tallahassee's website](#).

## Next steps

The proposed Welaunee Arch Master Plan will be updated based on technical assistance comments from the State Land Planning agency and review agencies and input received during the charrettes. The revised Master Plan will be provided for public comment. Final refinements based on comments received will be provided to the Board of County Commissioners and City Commission for the Adoption Hearing scheduled for October 13, 2020.

## Appendix One - Charrette Summaries

### Charrette 1

10:30 am, June 30, 2020

#### Staff

Devan Leavins Artie White  
Jeremy Floyd Jacob Fortunas,  
Laurel Harbin as Technical  
assistance,

Mary Jean Yarbrough, Edward Young  
Jr., John Reddick, Mindy Mohrman

**Attendees** - Charles Morris, Laura  
Newton, Pamela Hall, Mike Rychlik,  
Robin Colson, Robert Volpe (Owner's  
Representative), Leon County  
Commissioner Rick Minor

#### Topics of Discussion

**Environmental Concerns** - While the floodplain and wetlands are included on the map, a call for additional environmental features to be featured on the map was made. Coordination between staff and FWC to gather more information is ongoing.

**Defining Characteristics of Tallahassee** - Trees and topography were identified as defining characteristics that make Tallahassee unique. A call for protection of these features was made.

**Buckhead Neighborhood** - Discussion of the plan as it relates to Buckhead revealed that considerations were made to ensure a buffer was provided between the neighborhood boundary and future development in the Arch.

**Density** - Community identified the need for a "neighborhood center" in the east portion of the Arch, similar to the depiction along the proposed Welaunee Blvd. The east portion of the Arch would have less density than the west.

**Transportation Network** - Current layout roads on the map follow existing dirt roads – future roads may utilize these corridors to minimize impacts. Access points to Miccosukee Rd. were pre-negotiated in prior agreements. Locations of access points are not set in stone.

### Charrette 2

3:00 pm, June 30, 2020

**Staff** - Devan Leavins, Artie White,  
Jeremy Floyd, Jacob Fortunas  
(Technical assistance), Laurel Harbin  
(Technical assistance), Mary Jean  
Yarbrough, Edward Young Jr., John  
Reddick, Mindy Mohrman

**Attendees** - Jeff Blair, Pamela Hall,  
Robin Colson, Mike Rychlik, Wendy  
Gray, Robert Volpe (Owner's  
Representative), Leon County  
Commissioner Rick Minor

#### Topics of Discussion

**Planned Unit Developments** - It was identified that there is a high likelihood that the site may be developed as one or more PUDs. Coordination between PUDs will be required to ensure cohesive and holistic development of the Arch. Topics included transportation, stormwater, environmental protection, wildlife corridors, and recreation.

**Stormwater** - The plan identifies a stormwater masterplan for the Arch to be adopted prior to development of the Arch.

**Environmental Protection** - A natural features inventory was identified as a step in the PUD process. Cluster developments identified as a tool for providing density while protecting natural features.

### Charrette 3

10:30 am, July 2, 2020

**Staff** - Devan Leavins, Artie White, Jeremy Floyd, Jacob Fortunas (Technical assistance), Laurel Harbin (Technical assistance), Mary Jean Yarbrough, Edward Young Jr., John Reddick, Mindy Mohrman

**Attendees** - Pamela Hall, Mike Rychlik, Robert Volpe (Owner's Representative), Sam Staley, Debbie Lightsey, Rob Lombardo, Leon County Commissioner Rick Minor

#### Topics of Discussion

**Road Access** - When land was donated for Miccosukee Greenway, it was agreed that access to Miccosukee Rd. would be granted at Miles Johnson, as well as up to three (3) other undetermined locations and two (2) undetermined locations on Centerville. Currently shown on the map are site access points being used today. These would be logical places for future access given they may reduce impacts.

**Transportation** - Proposed roads on the map include a conceptual alignment of Welaunee Blvd. as well as alignments along existing dirt roads on the site.

**Planned Unit Developments** - Comparison made between Developments of Regional Impact (DRI) planning and PUD planning. Clarified that DRI planning is no longer accepted. PUDs will be their own zoning district. Stormwater master plan will be required before the 1st PUD.

**Utilities** - This planning process helps prevent the building of septic fields within the Arch. Locations of current sewer trunk lines identified. Visualization on map requested. Expansion within Arch should be incremental and logical as to reduce excessive costs.

**Public Facilities** - Facilities such as fire stations and schools discussed. Clarification as to how they will be required and built requested.

### Charrette 4

10:30 am, July 7, 2020

**Staff** - Devan Leavins, Artie White, Jeremy Floyd, Jacob Fortunas (Technical assistance), Laurel Harbin (Technical assistance), Mary Jean Yarbrough, Edward Young Jr., John Reddick, Mindy Mohrman

**Attendees** - Pamela Hall, Moira Homann, Scott Hannahs, Jeff Blair, Robert Volpe (Owner's Representative), Leon County Commissioner Rick Minor

#### Topics of Discussion

**Planned Unit Developments** - Clarification of PUD process. Typically, a three (3) month process for approval. PUD is the final zoning.

**Schools** - School board is aware of planning in the Arch, though LCSB typically fiscally plans 5 years out. Development of the Arch is at least 10 years out. Concurrency for schools is accounted for on the PUD level. Call for more consideration to how schools will be planned for.



## Charrette 5

3:00 pm, July 7, 2020

**Staff** - Devan Leavins, Artie White, Jeremy Floyd, Jacob Fortunas (Technical assistance), Laurel Harbin (Technical assistance), Mary Jean Yarbrough, Edward Young Jr., John Reddick, Mindy Mohrman

**Attendees** - Moira Homann, Scott Hannahs, Jeff Blair, Pamela Hall, Mike Rychlik, Robert Volpe (Owner's Representative), Leon County Commissioner Rick Minor

### Topics of Discussion

**Forestry and Canopy Preservation** - Preservation of high-quality canopy is accounted for in the forestry plan. Replanting will be necessary to mitigate development impacts. Cluster subdivisions would assist in preservation of wooded areas. Potential for promotion of sprawl with excessive development restrictions.

**Topography Preservation** - Vital character of Tallahassee. Promotes preservation of natural sheet flow and stormwater runoff. Option to build with the landscape.

**Springs Protection** - Location is within Wakulla Springs FEMA boundary, though not within direct focus area. Considerations to septic mitigation, fertilizer use, etc.

## Charrette 6

10:30 am, July 8, 2020

**Staff** - Devan Leavins, Artie White, Jeremy Floyd, Jacob Fortunas (Technical assistance), Laurel Harbin (Technical assistance), Mary Jean Yarbrough, Edward Young Jr., John Reddick, Mindy Mohrman

**Attendees** - Jerry Lindsey, Kate Brown, Gary Hunter (Owner's Representative), Laura Newton, Scott Hannahs, Pamela Hall, Mike Rychlik, Robert Volpe (Owner's Representative), Leon County Commissioner Rick Minor

### Topics of Discussion

**Greenways** - Crossing at Miles Johnson pre-negotiated. Widest possible greenway around perimeter of Arch requested. Canopy road protection zone identified as area where no development is allowed.

**Wildlife Corridors** - Comprehensive planning and consideration should be made for movement of wildlife. NFI and land survey have not been conducted presently.

**Types and Densities of Development** - Discussion included that of diversity in housing types, inclusionary housing, density allowances, and cluster housing.

**Connection to Heel and Toe** - The Heel and Toe each have a master plan in place currently. The Heel does not currently have any plans for development, just like the Arch. Call for reintegration of Heel and Toe with Arch Master Plan.

## Charrette 7

10:30 pm, July 9, 2020

**Staff** - Devan Leavins, Artie White, Jeremy Floyd, Jacob Fortunas (Technical assistance), Laurel Harbin (Technical assistance), Mary Jean Yarbrough, John Reddick, Mindy Mohrman

**Attendees** - Echo Gate (Halff Associates), Kelly Otte, Alan Keesee, Gary Hunter (Owner's Attorney), Pamela Hall, Robert Volpe (Owner's Representative), Leon County Commissioner Rick Minor

### Topics of Discussion

**I-10 Overpass/Interchange and Welaunee Blvd.** - The project would initially take the form of an overpass, with the possibility of interchange pending future analysis and studies. This specific project is currently in PD&E. Partial construction may be possible within the next 5 years.

**Perimeter Greenway Trails** - Plan currently make provision for a perimeter greenway trail that ties into the existing Miccosukee Greenway.

**Environmental Concerns** - Staff is coordinating with FWC to obtain data and other information regarding known environmental features within the Welaunee Arch. A Natural Features Inventory (NFI) assessment will be required during predevelopment processes.

**Affordable and Inclusionary Housing** - Discussion included identifying differences between affordable, inclusionary, and workforce housing as well as how provisions for said housing are woven into state statutes. PUDs are unlikely to be able to opt out of providing inclusionary housing.

## Charrette 8

3:00 pm, July 14, 2020

**Staff** - Devan Leavins, Artie White, Jeremy Floyd, Jacob Fortunas (Technical assistance), Laurel Harbin (Technical assistance), Mary Jean Yarbrough, John Reddick, Mindy Mohrman

**Attendees** - Mary Dooley, Jeff Blair (Keep It Rural), Terry Ryan (Residents of Centerville Road group), Ned Kruis, Daniel Scheer, Will Messer, Wendy Grey, Gary Hunter (Owner's Attorney), Mike Rychlik, Robert Volpe (Owner's Representative)

### Topics of Discussion

**I-10 Interchange** - The flyover is currently in PD&E. Initially the connection is only an overpass, with additional coordination needed to accommodate an interchange.

**Public Involvement** - Call for enhanced public notices for public involvement.

**Stormwater** - Concerns made given hiccups in the Toe. Potential karst features identified (conjecture).

**Schools** - School capacity analysis at conceptual maximum buildout has been performed. Additional analysis is done at the PUD level.

**Transmission Lines** - Overhead vs. underground.

**Tree Preservation**

**Affordable/Inclusionary Housing**

## Charrette 9

6:30 pm, July 15, 2020

**Staff** - Devan Leavins, Artie White, Jeremy Floyd, Jacob Fortunas (Technical assistance), Laurel Harbin (Technical assistance), Mary Jean Yarbrough, John Reddick, Mindy Mohrman, Michele Humowiecki (Grown Management)

**Attendees** - Chris Klana (Aide to Commissioner Desloge), Elizabeth Hollister, Josh Gold, Julie Hauserman, Stephen Martin, Daniel Scheer, Will Messer, Robert Volpe (Owner's Representative), Greg Kaufmann, Leon County Commissioner Rick Minor

### Topics of Discussion

**Traffic Impacts** - Traffic analysis for Welaunee Blvd underway in hand with PD&E. Limits of traffic modeling are Capital Circle NE, Thomasville Rd. and US 90. Call for more expansive study made.

**Transmission Lines** - Underground preferred by community siting aesthetics, ecology, and power outages, especially along canopy roads.

**Application Process** - History and coordination between property owner. Public input is a big part of the picture.

**Perimeter Greenway and Trail** - Width of swath should be 75'-100' minimum per Greenways Master Plan. Greater width is likely necessary to function and wildlife corridor.

**Smoke Easements** - Provisions for prescribed burning may need to be included given proximity to burn areas.

**Wildlife Corridor over I-10** - Blueprint is contemplating, but not committed to, a wide vegetated equestrian bridge over the interstate – may be able to function as a wildlife corridor.

**Dark Skies** - Valuable asset in the region is the lack of light pollution. Consideration should be made for lighting regulations in the Arch.

## Charrette 10

3:00 pm, July 21, 2020

**Staff** - Devan Leavins, Artie White, Jeremy Floyd, Jacob Fortunas (Technical assistance), Laurel Harbin (Technical assistance), Mary Jean Yarbrough, John Reddick, Mindy Mohrman, Edward Young Jr.

**Attendees** - John Bailey, Commissioner Mary Ann Lindley, Leon County Commissioner Rick Minor, William Adams, Stephen Martin, Britt Stephens, Todd Engstrom, Wendy Grey, Leon County Commissioner Bryan Desloge, Mike Brezin, Gary Hunter (Owner's representative), Robin Colson, Danielle Irwin, Daniel Scheer, Pamela Hall, Mike Rychlik, Cara Fleischer, Randie Denker, Robert Volpe, P. Culbertson, Debbie Lightsey, Scott Hannahs

### Topics of Discussion

**Existing Conservation Easement** - Citizens raised awareness of an existing conservation easement adjacent to Montford Middle School. Said easement to be taken into consideration when planning for transportation needs.

**Renewable Energy** - Community raised awareness that the City of Tallahassee has pledged to go 100 percent renewable by the year 2050 – consideration for vehicle charging stations, green building envelope requirements, circulator transit, etc. requested to be considered.

**Natural Gas** - Expansion of natural gas services to the Arch identified as a practice that is out of line with the City of Tallahassee 2050 renewable energy pledge.

**Housing** - Community identified neighborhood scale retail and commercial as a benefit for future development, in addition to a mix of housing types. Concern was expressed the potential about large lot sizes leading to exclusive housing costs, especially in the east portion of the Arch.

## Charrette 11

6:00 pm, July 29, 2020

**Staff** - Devan Leavins, Artie White, Jeremy Floyd, Jacob Fortunas (Technical assistance), Laurel Harbin (Technical assistance), Mary Jean Yarbrough, John Reddick, Mindy Mohrman, Edward Young Jr., Wayne Tedder, Keith Burnsed

**Attendees** - Mike Rychlik, John Bailey, Ramona Abernathy-Paine, Leon County Commissioner Mary Ann Lindley, City of Tallahassee Commissioner Dianne Williams-Cox, Max Epstein, Marney Richards, Elizabeth Hollister, Debbie Lightsey, Amy Datz, Bobbi Nute, Wills Flowers, Will Crowley, Stephen Martin, Gary Hunter (Owner's representative), Robert Volpe (Owner's representative), Bill Adams, Leon County Commissioner Rick Minor, Danielle Irwin, Julianne Hare, Mike Brezin, Brian Welch, Kathy McGuire, Randie Denker, Pamela Hall

### Topics of Discussion

**Stormwater** - Calls for modern stormwater mitigation methods were made, including pre-treatment methods and constructed wetlands, to preserve and enhance environmentally and aesthetically.

**Historical and Cultural** - Cultural and historical resources should be identified and protected wherever possible. Community identified the possible presence of burial grounds given the historical land use.

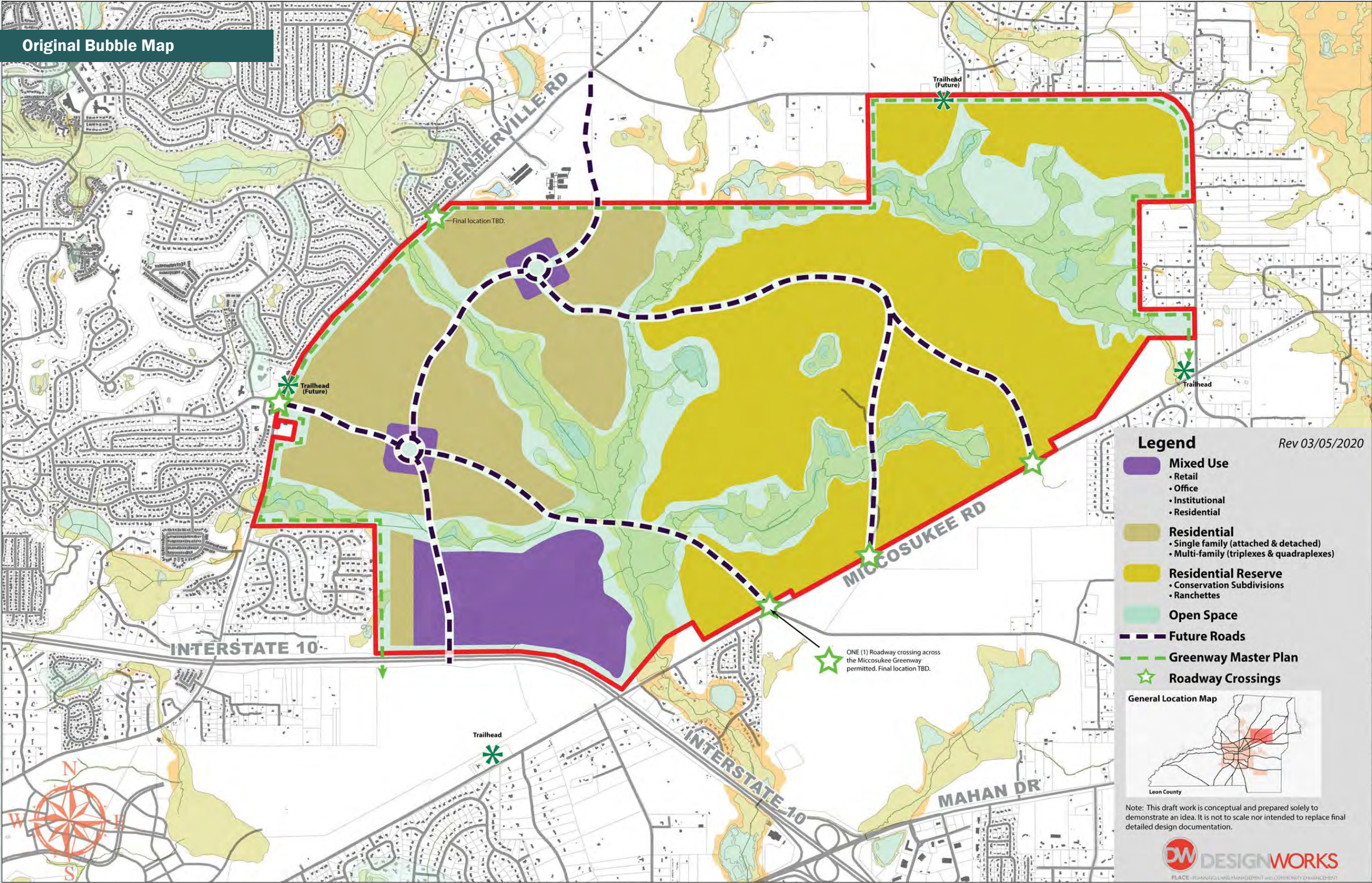
**Fiscal Impact** - Community supports the implementation of a Fiscal Impact Analysis. Concerns were made for excessive costs to tax-payers for expansion of services. Community supports research into mechanisms for a safety-net to prevent cost to tax-payers.

**Environmental Protection** - Preservation of canopy, surface water quality and treatment, and provisions for wildlife corridors were underscored as priorities for participants.

**Housing and Neighborhoods** - Community supports diversity in housing types and interconnectivity between neighborhoods and PUDs. Neighborhood level retail desired be standard as to facilitate internal capture.

Appendix Two – Virtual Charrette Bubble Maps

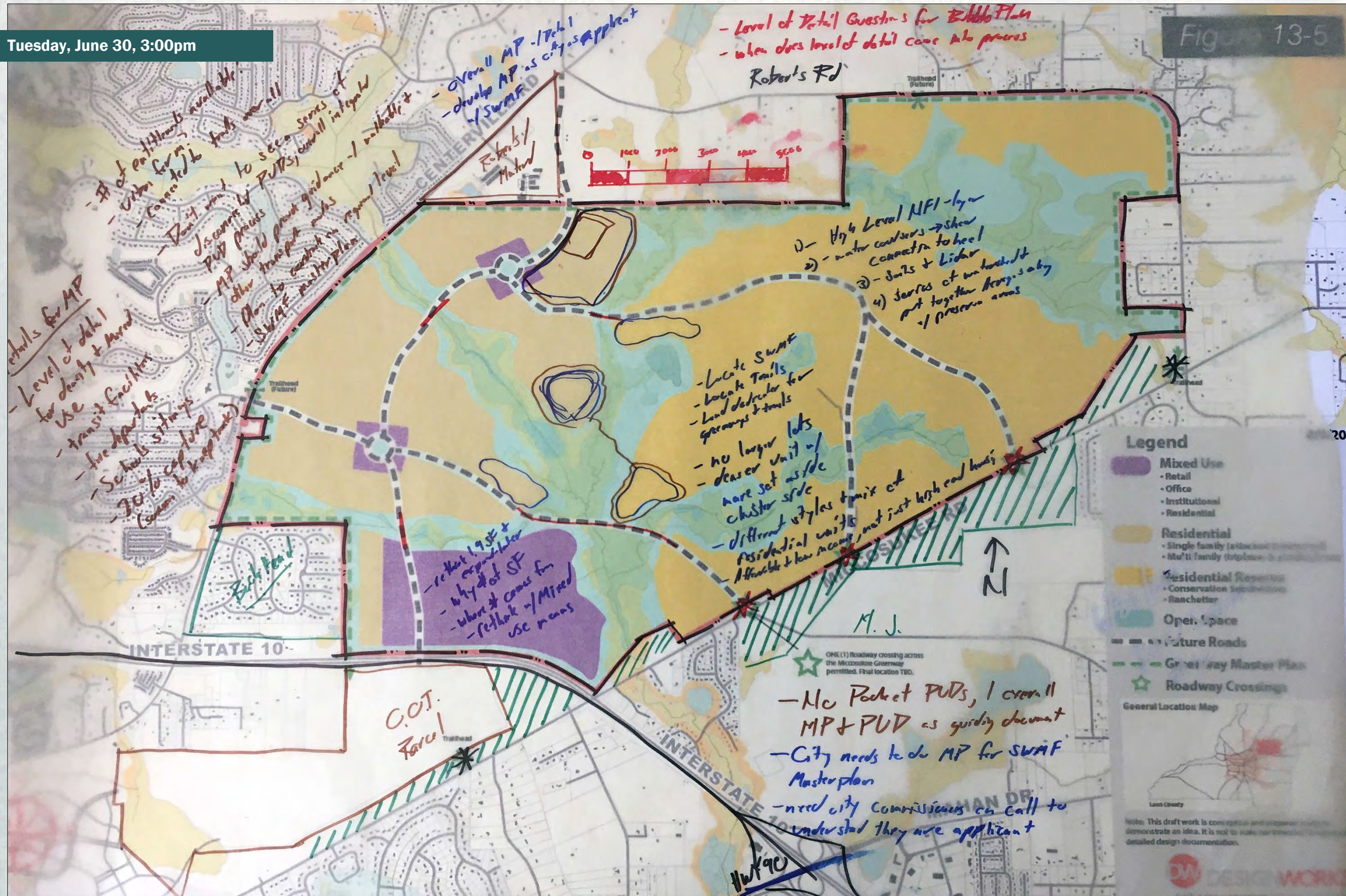
Original Bubble Map



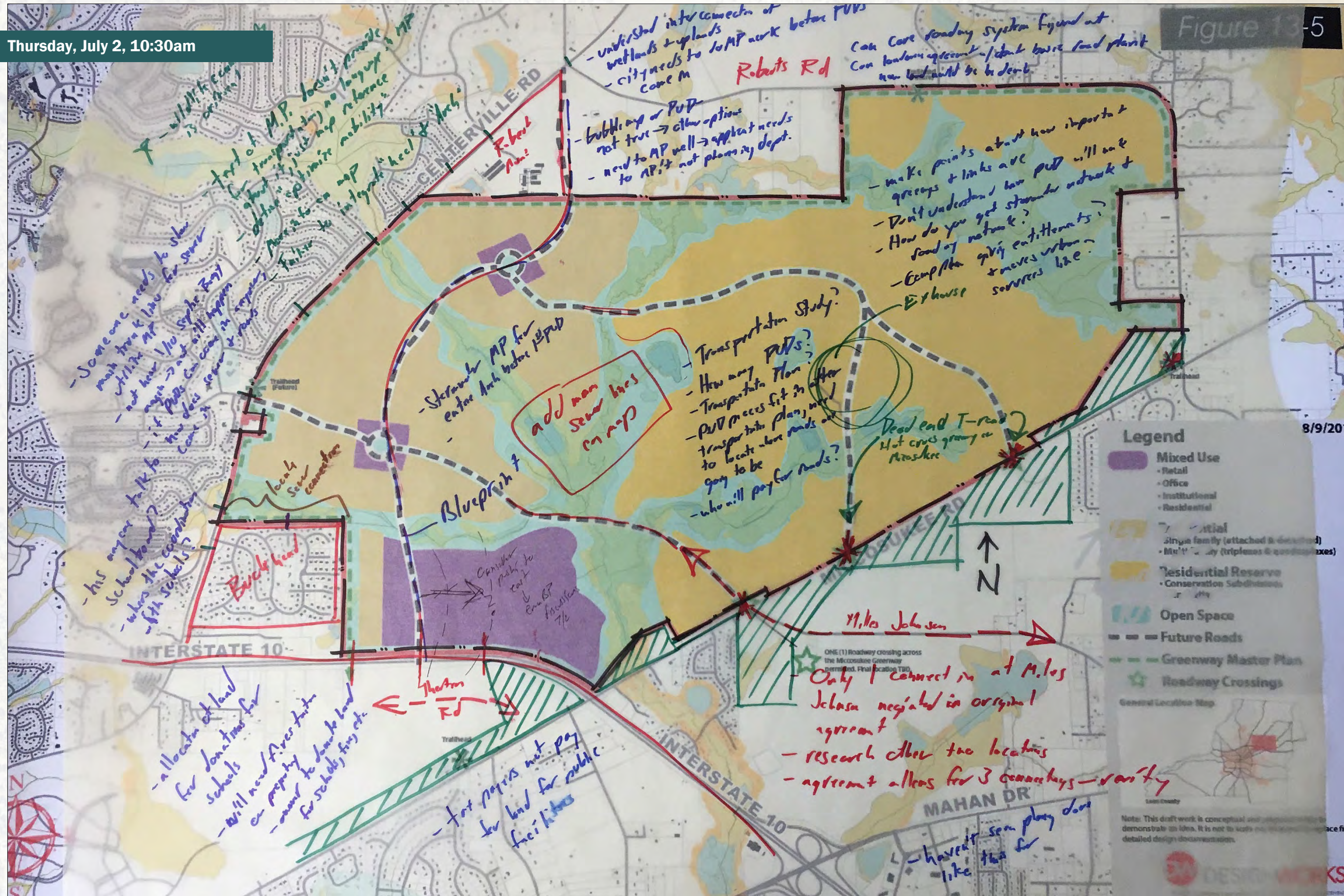
Tuesday, June 30, 10:30am



Tuesday, June 30, 3:00pm



Thursday, July 2, 10:30am





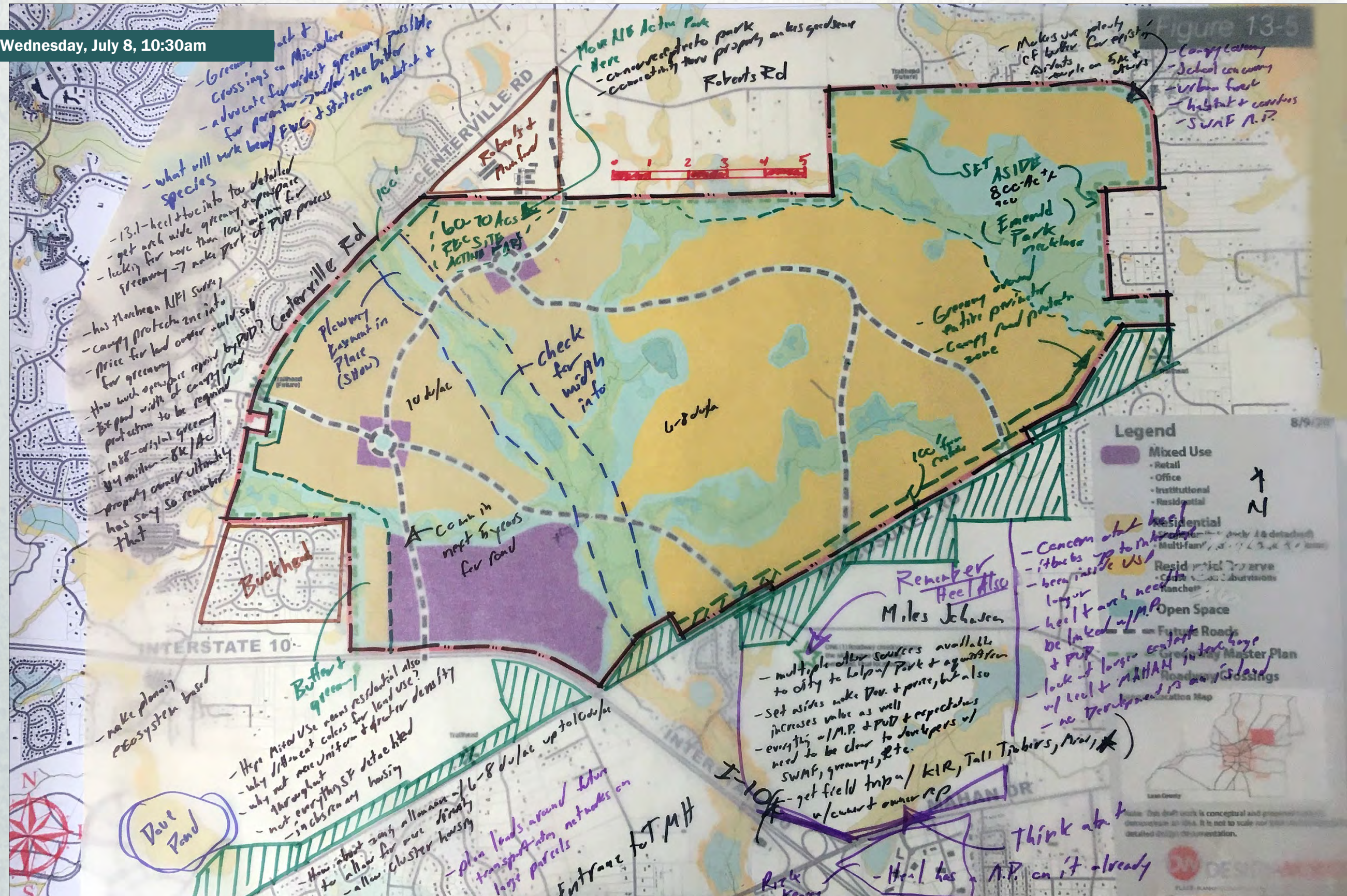
Tuesday, July 7, 10:30am



Tuesday, July 7, 3:00pm



Wednesday, July 8, 10:30am



Thursday, July 9, 10:30am



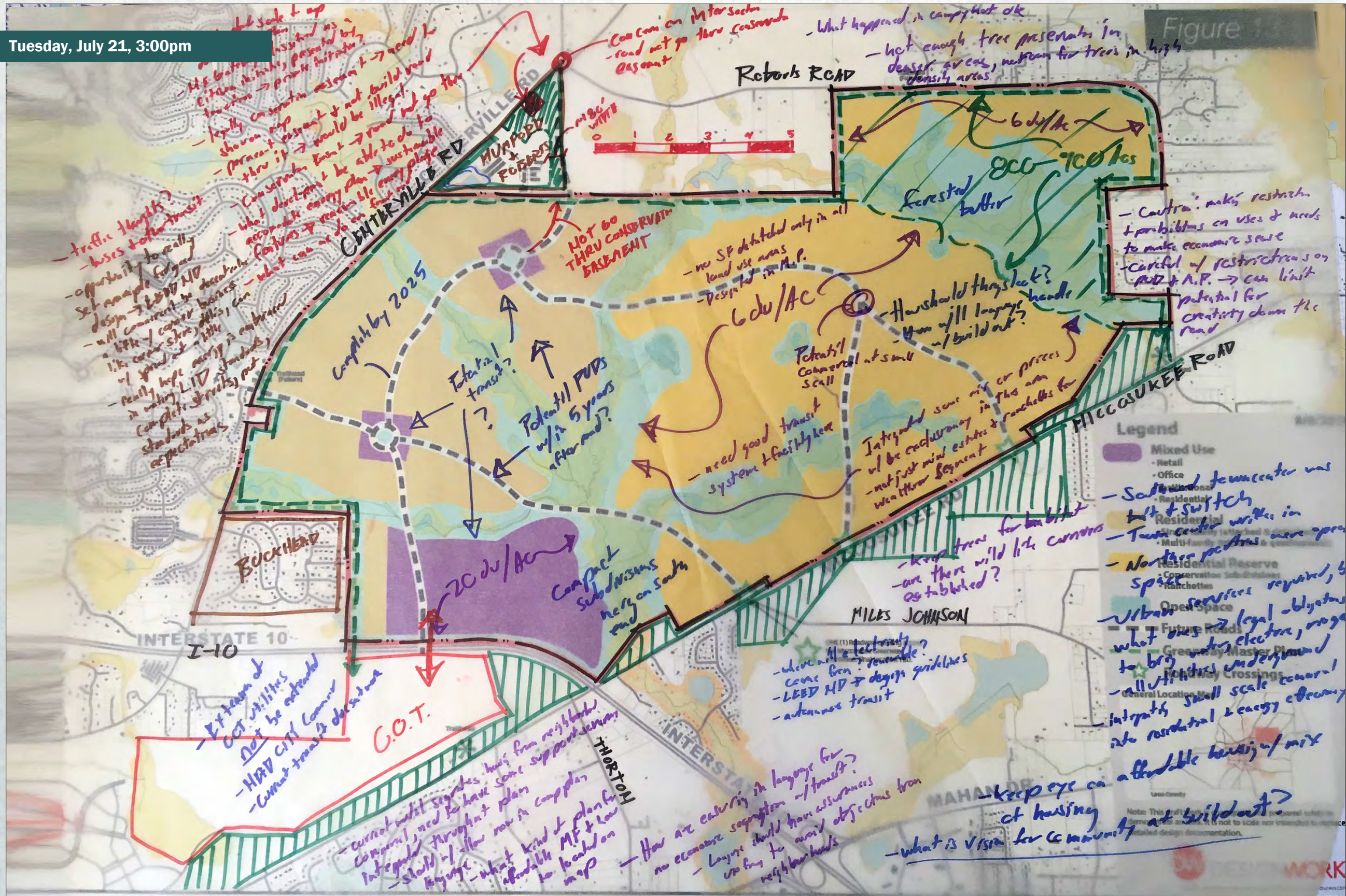
Tuesday, July 14, 3:00pm



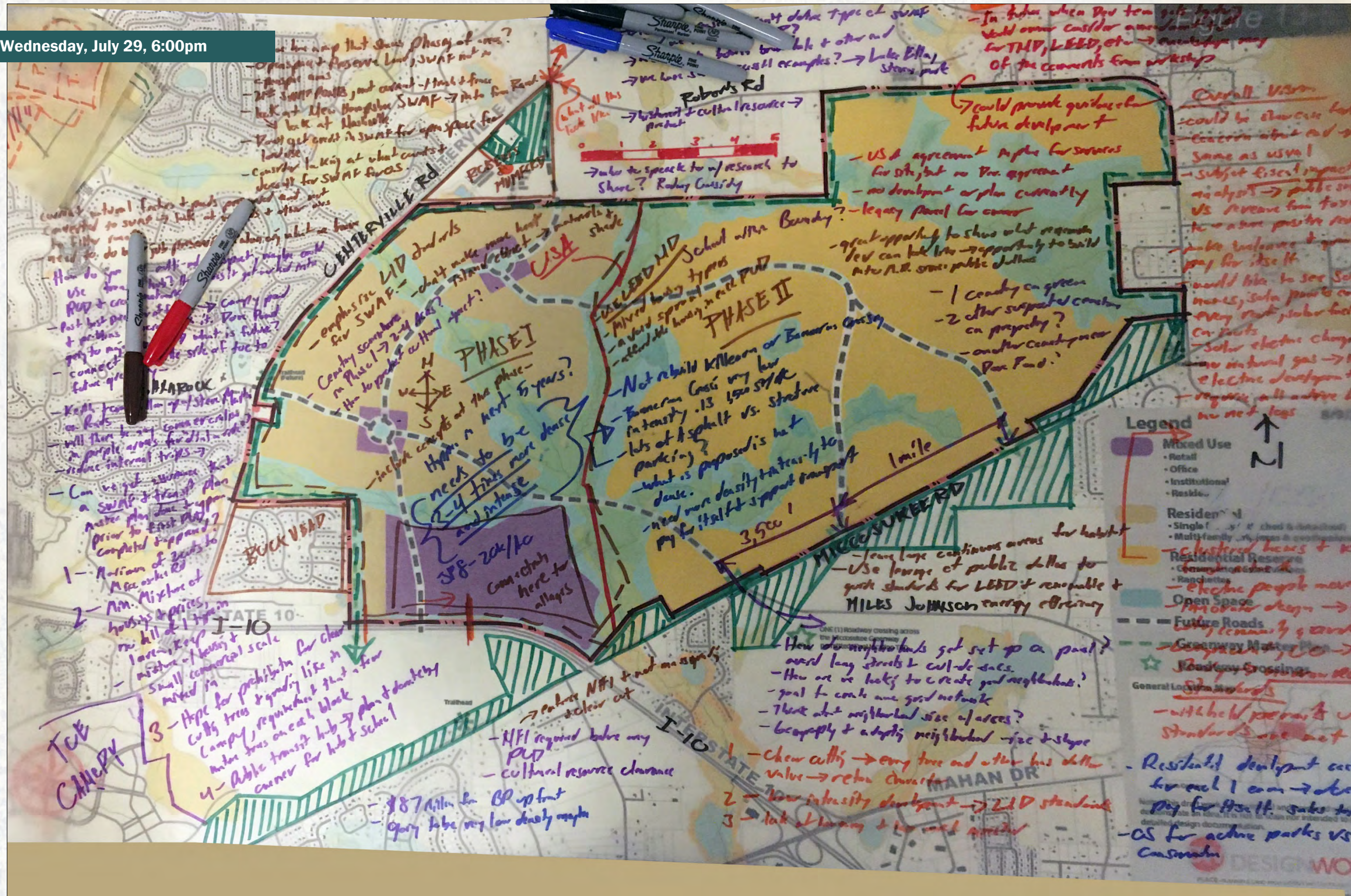
Wednesday, July 15, 6:30pm



Tuesday, July 21, 3:00pm



Wednesday, July 29, 6:00pm

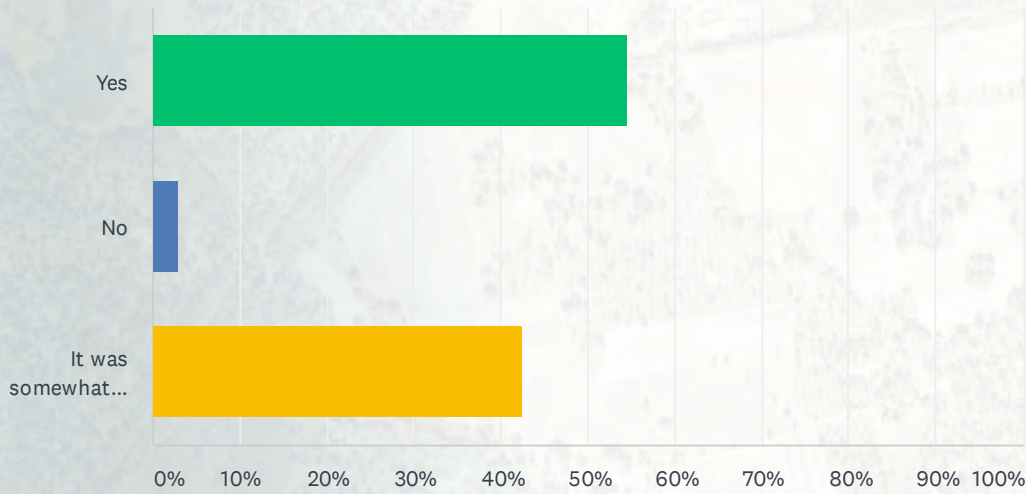




## Appendix Three - Survey Results

### Q1 Was the video above helpful?

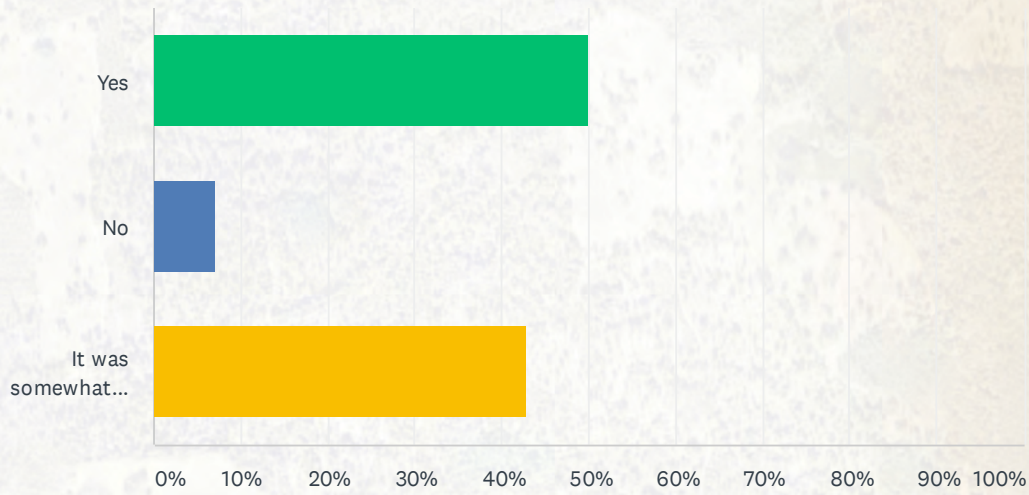
Answered: 33 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	54.55%	18
No	3.03%	1
It was somewhat helpful	42.42%	14
<b>TOTAL</b>		<b>33</b>

## Q2 Was the video above helpful?

Answered: 28 Skipped: 5



ANSWER CHOICES	RESPONSES	
Yes	50.00%	14
No	7.14%	2
It was somewhat helpful	42.86%	12
<b>TOTAL</b>		<b>28</b>

## Q3 Do you have any suggested improvements to proposed Objective 13.2? Please be as specific as possible.

Answered: 11 Skipped: 22

#	RESPONSES	DATE
1	The map and Legend should be zoomable or enlarged. Not useful as is. I'm not sure what distinction is intended between the very similar first and second paragraphs.	8/6/2020 10:09 AM
2	Preservation of natural resources should not be a concept but a detailed commitment up front to developers, so the egregious mistakes made with the Phase One Canopy are not repeated.	8/4/2020 1:19 PM
3	Intent is not well stated. The range of land uses and housing types is are methods for achieving some greater goal - i.e, sustainable mixed income community? Whatever the goal, it is undercut by the use of "may" in the second paragraph	7/20/2020 10:54 AM
4	Objective 13.2 repeats itself using virtually identical language. Cut it down to a single paragraph that does not cram so many ideas into one sentence. I would probably go with the 2nd paragraph and make it easier to understand.	7/12/2020 11:09 AM
5	Our community has adopted a goal of reaching carbon neutrality by 2050. If we have any hope of reaching our stated goal, we have got to stop hooking up new homes to natural gas (90% of which is fracked and releases large amounts of methane and other greenhouse gases.) As it is, it is going to cost tremendous amounts of money to retrofit thousands of homes from natural gas to green electric energy. Therefore, I feel strongly that we should not be hooking up new communities to natural gas. I believe that a Welaunee Master Plan is an opportunity to create a green community, one where homes meet LEEDS standards, where all energy used is green, where urban forests are interconnected and left intact, where huge numbers of new trees are planted to compensate for trees taken down, where electric people movers are provided (like Google does for its commuting employees), where truly innovative design aspects could be mandated, such as solar homes, urban greenhouses to provide food, gray water recycling and so on. This is a blank slate and the Master Plan could be a template for future growth, a showcase for how to build in the future. Instead, what I am seeing is more or less same-old/same-old development with a few new fringes around the edges.	7/9/2020 10:23 AM
6	What is a Master Plan? What does "general" and "broad" mean? What policies direct the contents and degree of specificity of the MP? Why "may develop"? the developer has permission to develop it in the manner described? Or it "might" happen this way? All statements should be "shall" or they have no power. The two paragraphs contain almost identical sentences. No more information is given by the second. What's the Critical Planning Area compared to the Master Plan? How does this relate to the Toe & Heel? Sounds to be complete separate areas with no relationship to each other.	7/8/2020 12:11 PM
7	Don't do it. Scrap the entire plan and if you must develop this area, work with the community to ensure it will be affordable for all and done in an environmentally responsible way. Don't ruin the greenway with homes, retail, and more roads. Only the rich will be able to live here, and Tallahassee does not want retirees from out of state living here and fouling up the community as they do in other places in Florida.	7/6/2020 12:45 PM
8	The major fly in the ointment here, I believe, is that the planned housing, supported by the major input of services proposed, the other amenities offered and the relative strength of the existing school districts involved will make both for high-end housing and further appreciation of existing housing in the NE area. It will therefore NOT address (and will likely only worsen) Leon County's MAJOR problem with AFFORDABLE HOUSING and neighborhood inequity.	7/6/2020 10:39 AM
9	State that "different types of residential neighborhoods" will include low rent housing	7/4/2020 4:05 PM
10	no	7/2/2020 1:10 PM
11	I think it would be smart to extend Thornton Road through Miccosukee Road through to Centerville Road; thereby, creating a East West corridor and access road to the I-10 Interchange.	6/30/2020 10:45 AM

## Q4 Do you have any suggested improvements to proposed Policy 13.2.1? Please be as specific as possible.

Answered: 9 Skipped: 24

#	RESPONSES	DATE
1	It's too soon to say that "This" plan satisfies the requirement for a master plan. This huge, one time only, opportunity to sufficiently protect the development is, I believe, a work in progress. Because of the size of the project and the exquisite quality of the tract of land, the Master Plan has to draw a detailed rendition of the expectations, requirements and implementation processes that will yield for our community the vast benefits that are possible. We do not know when or who will develop the land and so the vision and the outcome must be enabled by the Master Plan, which will instruct the PUDs, when the time comes. I'd like to be asked for feedback on Policy 13.2.1 when the citizen input regarding the Welaunee Arch has been heard and considered and has been incorporated, where appropriate, into the Master Plan.	8/6/2020 10:09 AM
2	Once again the reliance of "concept" as a principle invites land developers to basically have their own plan when they purchase a PUD.	8/4/2020 1:19 PM
3	Amendment does not comply with Policy 6.1.2. Examples where the policy requirements are not addressed, or not adequately addressed, include 6.1.2 i), J0 K0 n) and o).	7/20/2020 10:54 AM
4	Take out references to other policies in how you show this to others, because they are irrelevant to this discussion. Other than that, the ideas are encouraging.	7/12/2020 11:09 AM
5	I know the intent is to create a Welaunee Arch Master Plan (WAMP), but what is a "master plan"? There is no guidance for what the WAMP should contain, what data and analysis is needed to determine what "general" and "broad" actually entail. There are no standards for master planning in the CP and no standards specifically for Welaunee Arch. I think this really needs to be dealt with BEFORE writing a WAMP. WHAT the MP is supposed to do, how it will specify sufficiency of PUDs, how it will coordinate PUDs to create the stated intent, etc. needs to be determined FIRST before writing a WAMP. Intent, Welaunee is exempted from Goal 6 via policy 6.1.8. So stating it is satisfies polices of the goal is irrelevant since it is exempted from them. The existing objective 13.2 refers to policy 6.2.2 as the polices that provide the requirements for the WAMP. But 6.2.2 has been deleted from the CP in 2005? So there is no CP language to provide for the Arch MP. OR The parts of Welaunee that HAVE BEEN approved through the Critical Area Plan provisions - which now no longer exist in the CP - are the Toe & Heel. So these are exempted by policy 6.1.8. But nothing has been "approved" about the Arch. Therefore, since no uses, densities or intensities have been set forth for the Arch, then this CP represents a major modification. So does this make the Arch subject to Goal 6 ? What are the guiding policies for what makes a sufficient Master Plan for the Arch? This is what these Intent paragraphs should contain. Just stating that this MP "satisfies the requirements" of anything doesn't make it so. And 6.1.8 exempts the Arch. This is a tangled mess of policy language - with no clear provisions for deciding what is sufficient. I think a	7/8/2020 12:11 PM
6	List and describe, in detail, the "jobs" and transportation choices discussed. Since the County and City have failed to do the work to attract jobs other than chain restaurant service industry jobs, I think we are entitled to know what jobs will be provided that support this misuse of land.	7/6/2020 12:45 PM
7	Same comment: The major fly in the ointment here, I believe, is that the planned housing, supported by the major input of services proposed, the other amenities offered and the relative strength of the existing school districts involved will make both for high-end housing and further appreciaton of existing housing in the NE area. It will therefore NOT address (and will likely only worsen) Leon County's MAJOR problem with AFFORDABLE HOUSING and neighborhood inequity.	7/6/2020 10:39 AM
8	State a goal of planning such development around existing trees.	7/4/2020 4:05 PM
9	no	7/2/2020 1:10 PM

## Q5 Do you have any suggested improvements to proposed Policy 13.2.2? Please be as specific as possible.

Answered: 8 Skipped: 25

#	RESPONSES	DATE
1	Does this mean that the land will be developed from the Western side, pending population demands , and that the Eastern arch will not be developed until population growth justifies it? I might add that there is concern in the community about the South, West and Center of Tallahassee becoming neglected if the development of the Arch is not paced judiciously. Urban Sprawl does contribute to Urban decay.	8/6/2020 10:09 AM
2	With the City and County commissioners annexation of the 2800 acres of the Arch, the City and County must keep their commitment not to allow urban sprawl on to the adjacent Rural properties bordering Crump and Roberts Road.	8/4/2020 1:19 PM
3	This paragraph is confusing AF. First off, what is the Urban Services Area? Secondly, everything talked about in this paragraph sounds like it details ways that you actually INCREASE sprawl. Decreasing spawl involves having tightly-focused and densely-packed areas. That does not sounds like that is what this development is going to be. Also, this is not an urban area, it is a suburban area.	7/12/2020 11:09 AM
4	To limit sprawl, I would recommend that either the northernmost portion of Welaunee be contracted to be excluded from the USA or that the northernmost portion be preserved as a passive park for the development. In this way, urban sprawl may be curtailed.	7/9/2020 10:23 AM
5	This area was only recently added to the USA. There are other places within the existing USA that suffer from a lack of access to transportation, retail, jobs, etc. Consider listing the housing price estimates in detail, so that people really know what they are paying for. How will you protect open space and environmentally sensitive land by paving over a greenway and paving more areas? Detail how you plan to do this.	7/6/2020 12:45 PM
6	Ditto: The major fly in the ointment here, I believe, is that the planned housing, supported by the major input of services proposed, the other amenities offered and the relative strength of the existing school districts involved will make both for high-end housing and further appreciaton of existing housing in the NE area. It will therefore NOT address (and will likely only worsen) Leon County's MAJOR problem with AFFORDABLE HOUSING and neighborhood inequity.	7/6/2020 10:39 AM
7	Define urban service Area.	7/4/2020 4:05 PM
8	no	7/2/2020 1:10 PM

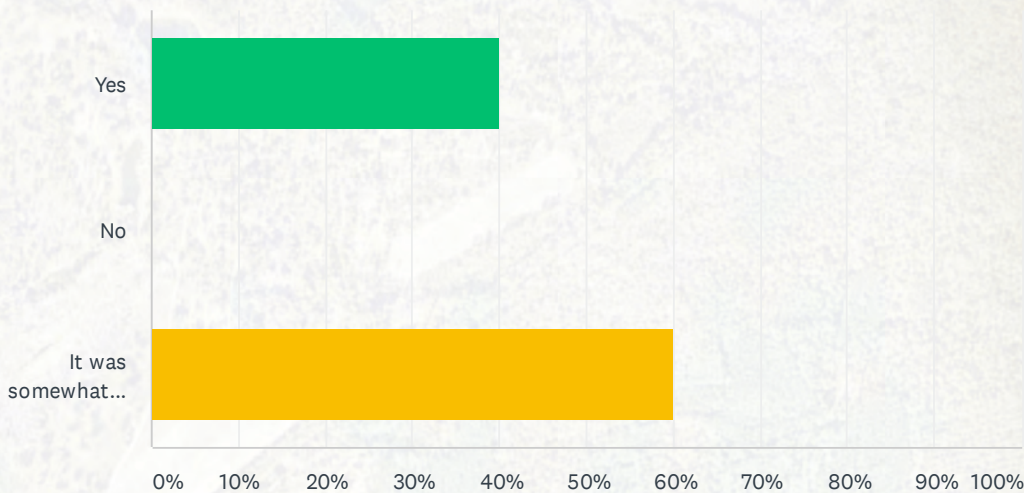
## Q6 Do you have any suggested improvements to proposed Policy 13.2.3? Please be as specific as possible.

Answered: 4 Skipped: 29

#	RESPONSES	DATE
1	The Plans need to be clear and enforceable. Paying fines by developers is not a deterrent to a workable plan.	8/4/2020 1:19 PM
2	If the amendment does not comply with the master plan requirements of 6.1.2, then the PUDs will be inadequate as well.	7/20/2020 10:54 AM
3	The major fly in the ointment here, I believe, is that the planned housing, supported by the major input of services proposed, the other amenities offered and the relative strength of the existing school districts involved will make both for high-end housing and further appreciation of existing housing in the NE area. It will therefore NOT address (and will likely only worsen) Leon County's MAJOR problem with AFFORDABLE HOUSING and neighborhood inequity.	7/6/2020 10:39 AM
4	no	7/2/2020 1:10 PM

## Q7 Was the video above helpful?

Answered: 20 Skipped: 13



ANSWER CHOICES	RESPONSES	
Yes	40.00%	8
No	0.00%	0
It was somewhat helpful	60.00%	12
TOTAL		20

## Q8 Do you have any suggested improvements to the proposed Residential Land Use District? Please be as specific as possible.

Answered: 8 Skipped: 25

#	RESPONSES	DATE
1	10 dwellings per acre is too dense, especially in the Arch. The Plan needs to provide tree shade for walking. An example is the Canopy development in the Toe which is so dense no trees remain and little space is provided for shade trees along the walkways. If you truly want to maintain a sense of place, Tallahassee is known primarily for its trees.	8/4/2020 4:45 PM
2	Sounds good so far.	7/12/2020 11:35 AM
3	See my earlier comments about creating a truly green community that helps us achieve carbon neutrality. I would like to see really innovative 21st century planning done here, and see those design criteria put into law through a new Comp Plan amendment for Welaunee Arch.	7/9/2020 10:46 AM
4	Consider having specific requirements about what is permissible on these properties, i.e. owning animals such as horses.	7/6/2020 1:03 PM
5	The major fly in the ointment here, I believe, is that the planned housing, supported by the major input of services proposed, the other amenities offered and the relative strength of the existing school districts involved will make both for high-end housing and further appreciation of existing housing in the NE area. It will therefore NOT address (and will likely only worsen) Leon County's MAJOR problem with AFFORDABLE HOUSING and neighborhood inequity.	7/6/2020 10:42 AM
6	Include high density housing.	7/4/2020 4:28 PM
7	That's pretty dense in my opinion...but fits the plan.	7/2/2020 1:18 PM
8	Would like for the area immediately east of Buckhead to be designated as Residential Reserve and not Residential with housing to be compatible to Buckhead.	7/1/2020 9:58 AM

## Q9 Do you have any suggested improvements to the proposed Mixed Use Land Use District? Please be as specific as possible.

Answered: 6 Skipped: 27

#	RESPONSES	DATE
1	A lot of "should be" statements which iterate the wish list nature of the master plan's reliance on "concepts." I'm assuming when the plan suggests 20 units per acre, you're talking apartments and condos and not tiny houses and duplexes. I'm also curious about who will be paying for the "focal points" and "landmarks"...It sounds like another expense for Leon County and Tallahassee citizen taxpayers.	8/4/2020 4:45 PM
2	I don't think that the height restriction should be necessary... I think some highrises in that area could be really interesting and, if seen from the freeway, could bring new business into the area.	7/12/2020 11:35 AM
3	The commercial hub should not have parking lots. It should be walkable or reachable by public transportation.	7/9/2020 10:46 AM
4	Be realistic about this. We tried to do this at Cascades, Gaines Street, Southwood, etc. and it has not worked. Do any of those places actually have mixed residential and a bustling town-center style area of business? No. We have other areas of town such as Monroe Street that remain blighted and not subject to architectural standards such as the ones described. Why not make this city-wide instead of increasing the inequity between certain parts of the City? We have areas that have existed for 50 years that need help more than we need new developments.	7/6/2020 1:03 PM
5	Focal points to include trees	7/4/2020 4:28 PM
6	n0	7/2/2020 1:18 PM

## Q10 Do you have any suggested improvements to the proposed Employment Center Land Use Sub-District? Please be as specific as possible.

Answered: 3 Skipped: 30

#	RESPONSES	DATE
1	This sounds like "regional employment opportunities" is implying that many people who labor in these service jobs won't be able to afford to live in this community.	8/4/2020 4:45 PM
2	This is great, and I really like the concept of residential uses above the ground floor on mixed-use buildings... we need more of those options available.	7/12/2020 11:35 AM
3	no	7/2/2020 1:18 PM



## Q11 Do you have any suggested improvements to the proposed Town Center Land Use Sub-District? Please be as specific as possible.

Answered: 6 Skipped: 27

#	RESPONSES	DATE
1	Sounds dreamy but the business spaces beneath the huge apartment complexes on Gaines Street near the FSU campus are overwhelmingly empty. I'm also concerned about the existing businesses in Tallahassee that this will impact.	8/4/2020 4:45 PM
2	How is on-street parking a "traffic-calming" measure? Liberal access to rentable electric vehicles would do more to calm traffic than clog the streets with stopped vehicles. Other than that, one of my biggest problems with retail centers in Tallahassee is that they are dumb AF when it comes to ease of entry/exit. Examples are the Publix shopping center on Mahan and Capital Circle, the mixed-use strip of restaurants and offices on Thomasville north of Kerry Forest Pkwy, the WalMarts on Thomasville and Mahan, and more. Please make these SUPER easy to get in and out of, make the entrances clear and convenient in multiple locations, and design the flow so traffic doesn't back up while making turns, and don't try to get cute with the throughways within the parking lots. Also, try to encourage better uses of space for parking, so that the area does not become one giant parking lot.	7/12/2020 11:35 AM
3	See above. No parking lots. Reachable by foot, bike, or public transportation. Many European cities ban cars from town centers and it creates a really nice environment, and helps curtail carbon usage and improves air quality.	7/9/2020 10:46 AM
4	A minimum open space should be required.	7/6/2020 1:03 PM
5	The major fly in the ointment here, I believe, is that the planned housing, supported by the major input of services proposed, the other amenities offered and the relative strength of the existing school districts involved will make both for high-end housing and further appreciation of existing housing in the NE area. It will therefore NOT address (and will likely only worsen) Leon County's MAJOR problem with AFFORDABLE HOUSING and neighborhood inequity.	7/6/2020 10:42 AM
6	no	7/2/2020 1:18 PM

## Q12 Do you have any suggested improvements to the proposed Neighborhood Center Land Use Sub-District? Please be as specific as possible.

Answered: 4 Skipped: 29

#	RESPONSES	DATE
1	So we're bringing the city to the country on land that borders two canopy roads. No traffic problems with that.	8/4/2020 4:45 PM
2	Please do not do the "buildings close to the road with parking in the back" thing. Everywhere it's used here in town is executed terribly (for example, the Publix shopping Center on Mahan and Capital Circle.	7/12/2020 11:35 AM
3	see previous comments.	7/9/2020 10:46 AM
4	no	7/2/2020 1:18 PM

### Q13 Do you have any suggested improvements to the proposed Northeast Gateway Activity Center Land Use Sub-District? Please be as specific as possible.

Answered: 6 Skipped: 27

#	RESPONSES	DATE
1	Where are the schools going to be? Sounds like a lot of plans for every amenity except local schools and a firehouse, which will be needed for the kind of growth you're planning.	8/4/2020 4:45 PM
2	No suggested improvements... really excited about this part.	7/12/2020 11:35 AM
3	Sounds horrible and ugly. But perhaps it could be less awful if parking is underground, lots of landscaping, and some kind of green architectural code.	7/9/2020 10:46 AM
4	The major fly in the ointment here, I believe, is that the planned housing, supported by the major input of services proposed, the other amenities offered and the relative strength of the existing school districts involved will make both for high-end housing and further appreciation of existing housing in the NE area. It will therefore NOT address (and will likely only worsen) Leon County's MAJOR problem with AFFORDABLE HOUSING and neighborhood inequity.	7/6/2020 10:42 AM
5	Looks like hogher density residential is provided for Outside the Gateway Arch	7/4/2020 4:28 PM
6	no	7/2/2020 1:18 PM

### Q14 Do you have any suggested improvements to the proposed Residential Reserve Land Use District? Please be as specific as possible.

Answered: 7 Skipped: 26

#	RESPONSES	DATE
1	The low residential use sounds like what should be the master plan. It would avoid the mass congestion of people in this county that already exists.	8/4/2020 4:45 PM
2	Nope, I like this concept. Helps focus the other areas first. Not sure about the density restrictions though... there are other places out near Baum road and so-forth that are for less-dense living. The space should allow for Tallahassee to have room to grow without forcing urban sprawl in other areas.	7/12/2020 11:35 AM
3	This should be altered to say that the Residential Reserve portion will not be developed until real demand is shown. We are going to end up with 20% occupancy like the Blueprint projects in College Town. Construction doesn't equal purchasing and living there. There has to be accountability, not building just for building's sake.	7/6/2020 1:03 PM
4	The major fly in the ointment here, I believe, is that the planned housing, supported by the major input of services proposed, the other amenities offered and the relative strength of the existing school districts involved will make both for high-end housing and further appreciation of existing housing in the NE area. It will therefore NOT address (and will likely only worsen) Leon County's MAJOR problem with AFFORDABLE HOUSING and neighborhood inequity.	7/6/2020 10:42 AM
5	Delete "lower density " in the first sentence. Delete the density limitations	7/4/2020 4:28 PM
6	I like this option.	7/2/2020 1:18 PM
7	Would like for the area immediately east of Buckhead to be redesignated as Residential Reserve and not Residential with housing to be compatible to Buckhead.	7/1/2020 9:58 AM

## Q15 Do you have any suggested improvements to the proposed Open Space Land Use District? Please be as specific as possible.

Answered: 5 Skipped: 28

#	RESPONSES	DATE
1	The Arch would be a great place for open space land reserve and nature preservation area. Why not just buy that 2800 acres and do something real special for Leon County?	8/4/2020 4:45 PM
2	Connections to Miccosukee must be prioritized... part of the problem in this space in general is that there are so few connectors between Mahan and Killlearn. I've seen wonderful things done in Phoenix, San Francisco, and other places, where these green spaces are above roads... something to consider would be to dig the connections *under* the greenway to allow for the greenway to be relatively untouched (after construction, or course) while allowing traffic to flow unhindered.	7/12/2020 11:35 AM
3	Do not allow private landownership within the Open Space Land Use District.	7/6/2020 1:03 PM
4	I'm hoping for some nice bike and single track access to the afore mentioned greenway trails.	7/2/2020 1:18 PM
5	Parking for those using these spaces should not be planned nor permitted in existing or future neighborhoods.	7/1/2020 9:58 AM

## Q16 Do you have any suggested improvements to proposed Policy 13.2.5? Please be as specific as possible.

Answered: 6 Skipped: 27

#	RESPONSES	DATE
1	All of your housing plans are too densely populated. 6 units per acre is not acceptable for residential reserve. And 10 units anywhere is a squeeze box of a residence. You are obviously not planning a family friendly neighborhood. No schools, tiny lots....sounds suspiciously like North Florida's version of The Villages.	8/4/2020 4:45 PM
2	No.	7/12/2020 11:35 AM
3	Provide detailed estimates or figures that show a demand for a potential of 24,000 homes in this small area over the next few decades.	7/6/2020 1:03 PM
4	The major fly in the ointment here, I believe, is that the planned housing, supported by the major input of services proposed, the other amenities offered and the relative strength of the existing school districts involved will make both for high-end housing and further appreciation of existing housing in the NE area. It will therefore NOT address (and will likely only worsen) Leon County's MAJOR problem with AFFORDABLE HOUSING and neighborhood inequity.	7/6/2020 10:42 AM
5	Phase 2. Raise the residential density limits to allow housing for all segments of the local population	7/4/2020 4:28 PM
6	no	7/2/2020 1:18 PM

## Q17 Do you have any suggested improvements to proposed Policy 13.2.6? Please be as specific as possible.

Answered: 4 Skipped: 29

#	RESPONSES	DATE
1	How many developers are excited about this plan since they are the ones who will build it, foot the bill then try to sell it?	8/4/2020 4:45 PM
2	Inclusivity needs to have specific allowances for larger houses with more bedrooms... it is incredibly difficult to find newer 4 bedroom+ houses in this city, and I have a large family that needs space.	7/12/2020 11:35 AM
3	The major fly in the ointment here, I believe, is that the planned housing, supported by the major input of services proposed, the other amenities offered and the relative strength of the existing school districts involved will make both for high-end housing and further appreciation of existing housing in the NE area. It will therefore NOT address (and will likely only worsen) Leon County's MAJOR problem with AFFORDABLE HOUSING and neighborhood inequity.	7/6/2020 10:42 AM
4	no	7/2/2020 1:18 PM

## Q18 Do you have any suggested improvements to proposed Policy 13.2.7? Please be as specific as possible.

Answered: 3 Skipped: 30

#	RESPONSES	DATE
1	No	7/12/2020 11:35 AM
2	The major fly in the ointment here, I believe, is that the planned housing, supported by the major input of services proposed, the other amenities offered and the relative strength of the existing school districts involved will make both for high-end housing and further appreciation of existing housing in the NE area. It will therefore NOT address (and will likely only worsen) Leon County's MAJOR problem with AFFORDABLE HOUSING and neighborhood inequity.	7/6/2020 10:42 AM
3	no	7/2/2020 1:18 PM

## Q19 Do you have any suggested improvements to proposed Policy 13.2.8? Please be as specific as possible.

Answered: 5 Skipped: 28

#	RESPONSES	DATE
1	You should probably facilitate this by building a fire house and a police station in the development that you envision 50,000 people moving into.	8/4/2020 4:45 PM
2	Police and Fire buildings should be designed to minimize footprints and maximize the use of space. I would highly recommend stations where parking is in garages and the stations themselves are above ground-level.	7/12/2020 11:35 AM
3	The major fly in the ointment here, I believe, is that the planned housing, supported by the major input of services proposed, the other amenities offered and the relative strength of the existing school districts involved will make both for high-end housing and further appreciation of existing housing in the NE area. It will therefore NOT address (and will likely only worsen) Leon County's MAJOR problem with AFFORDABLE HOUSING and neighborhood inequity.	7/6/2020 10:42 AM
4	Delete the last sentence	7/4/2020 4:28 PM
5	no	7/2/2020 1:18 PM

## Q20 Do you have any suggested improvements to proposed Policy 13.2.9? Please be as specific as possible.

Answered: 3 Skipped: 30

#	RESPONSES	DATE
1	Please don't plant pine trees (christmas trees) as median plants like they did on Thomasville between Killearny Way and Kerry Forest. They look dumb AF.	7/12/2020 11:35 AM
2	Considering this area is within the Wakulla BMAP, which details the amount of fertilizer that should be used on athletic fields and golf courses, considering adding specifications for those specific land uses. Technically, we should not be adding more highly fertilized urban turf to this springshed.	7/6/2020 1:03 PM
3	no	7/2/2020 1:18 PM

## Q21 Do you have any suggested improvements to proposed Policy 13.2.10? Please be as specific as possible.

Answered: 4 Skipped: 29

#	RESPONSES	DATE
1	Make sure this is done before each PUD development begins construction on properties bordering the property. The Emerald Necklace or expanded Greenway should be planned and developed and protected ASAP.	8/4/2020 4:45 PM
2	Increase buffers along canopy roads. The current ones are not working to buffer the development impacts and viewshed.	7/9/2020 10:46 AM
3	no	7/2/2020 1:18 PM
4	This is critical for the land immediately to the east of Buckhead. As suggested earlier, recommend that this land be redesignated as Residential Reserve.	7/1/2020 9:58 AM

## Q22 Do you have any suggested improvements to proposed Policy 13.2.11? Please be as specific as possible.

Answered: 4 Skipped: 29

#	RESPONSES	DATE
1	3 units per acre would be more appropriate for the property close to compliment bordering neighborhoods.	8/4/2020 4:45 PM
2	The major fly in the ointment here, I believe, is that the planned housing, supported by the major input of services proposed, the other amenities offered and the relative strength of the existing school districts involved will make both for high-end housing and further appreciation of existing housing in the NE area. It will therefore NOT address (and will likely only worsen) Leon County's MAJOR problem with AFFORDABLE HOUSING and neighborhood inequity.	7/6/2020 10:42 AM
3	no	7/2/2020 1:18 PM
4	Ideally these distances would be greater.	7/1/2020 9:58 AM

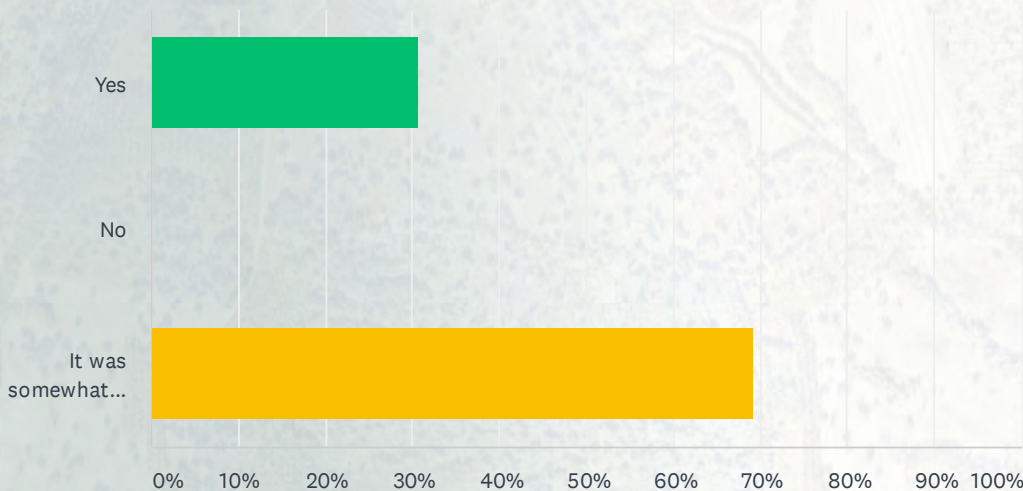
## Q23 Do you have any suggested improvements to proposed Policy 13.2.12? Please be as specific as possible.

Answered: 3 Skipped: 30

#	RESPONSES	DATE
1	Whatever uses they make of their property, I hope that the City will appropriately change the taxation rate now that the property is slated for development and included in the USA. This will help somewhat to offset the costs of extending infrastructure all that way.	7/9/2020 10:46 AM
2	The major fly in the ointment here, I believe, is that the planned housing, supported by the major input of services proposed, the other amenities offered and the relative strength of the existing school districts involved will make both for high-end housing and further appreciation of existing housing in the NE area. It will therefore NOT address (and will likely only worsen) Leon County's MAJOR problem with AFFORDABLE HOUSING and neighborhood inequity.	7/6/2020 10:42 AM
3	no	7/2/2020 1:18 PM

## Q24 Was the video above helpful?

Answered: 13 Skipped: 20



ANSWER CHOICES	RESPONSES	
Yes	30.77%	4
No	0.00%	0
It was somewhat helpful	69.23%	9
<b>TOTAL</b>		<b>13</b>

## Q25 Do you have any suggested improvements to proposed Policy 13.2.13? Please be as specific as possible.

Answered: 5 Skipped: 28

#	RESPONSES	DATE
1	The more that traffic can be directed away from Centerville and Miccosukee the better	8/4/2020 4:52 PM
2	No	7/12/2020 11:55 AM
3	I do not believe that the Northeast Gateway should be routed through an existing conservation easement! This conservation easement was deeded to Apalachee Land Conservancy as holder of the easement and CeRCA, Inc as easement custodian as part of a lawsuit settlement. It would be a tremendous act of bad faith to now put a road through the conservation easement, if such action is even legal. Moreover, the current configuration would be incredibly dangerous because it would create a 5 way intersection which is extremely busy when school buses and children are commuting to school. The area is currently located within the Bradfordville Study Area and additional stormwater criteria would have to be met, which would further deforest the area and destroy the canopy at Centerville Road. All around, this is a terrible idea and another example of us still building communities based on cars. When does this stop?	7/9/2020 10:55 AM
4	The major fly in the ointment here, I believe, is that the planned housing, supported by the major input of services proposed, the other amenities offered and the relative strength of the existing school districts involved will make both for high-end housing and further appreciation of existing housing in the NE area. It will therefore NOT address (and will likely only worsen) Leon County's MAJOR problem with AFFORDABLE HOUSING and neighborhood inequity.	7/6/2020 10:44 AM
5	no	7/2/2020 1:21 PM

## Q26 Do you have any suggested improvements to proposed Policy 13.2.14? Please be as specific as possible.

Answered: 5 Skipped: 28

#	RESPONSES	DATE
1	I would hope no residential properties would connect to these major roads.	8/4/2020 4:52 PM
2	see above.	7/9/2020 10:55 AM
3	The major fly in the ointment here, I believe, is that the planned housing, supported by the major input of services proposed, the other amenities offered and the relative strength of the existing school districts involved will make both for high-end housing and further appreciation of existing housing in the NE area. It will therefore NOT address (and will likely only worsen) Leon County's MAJOR problem with AFFORDABLE HOUSING and neighborhood inequity.	7/6/2020 10:44 AM
4	no	7/2/2020 1:21 PM
5	It would be great to have Thorton Road extended to Centerville as an access road to I-10 and an East West Connector south of I-10.	6/30/2020 10:57 AM



## Q27 Do you have any suggested improvements to proposed Policy 13.2.15? Please be as specific as possible.

Answered: 4 Skipped: 29

#	RESPONSES	DATE
1	PLEASE BUILD THIS INTERCHANGE AS SOON AS POSSIBLE.	7/12/2020 11:55 AM
2	no	7/2/2020 1:21 PM
3	Ideally this flyover, and potential future interchange, and the mixed use activity associated with it, will be as far east as possible to minimize the impacts on the existing Buckhead neighborhood.	7/1/2020 10:22 AM
4	I think the Commission should look at allowing billboards on the south side of 1-10. My understanding is that the current status of billboards would need to be addressed to allow for new board placement.	6/30/2020 10:57 AM

## Q28 Do you have any suggested improvements to proposed Policy 13.2.16? Please be as specific as possible.

Answered: 1 Skipped: 32

#	RESPONSES	DATE
1	no	7/2/2020 1:21 PM

## Q29 Do you have any suggested improvements to proposed Policy 13.2.17? Please be as specific as possible.

Answered: 3 Skipped: 30

#	RESPONSES	DATE
1	Make sure there is easement space for plenty of shade trees along the sidewalks, so folks will want to utilize them.	8/4/2020 4:52 PM
2	I didn't get to talk about this before in the residential portion, but the build-out should consider more neighborhoods like the ones being built on Mahan in Buck Lake, and fewer ones like Killlearn. Having driveways touch main thoroughfares is a really stupid design. Neighborhoods should be enclosed and have easily accessible feeder streets. The rear of houses should face the main thoroughfares with a common, shared rear fence. Additionally, main thoroughfares should be in a grid wherever possible, with main intersections every mile, and intermediate intersections every half-mile. Streets within the grid can meander, but nobody wants to wind their way through nonsense to get to work... they want to spend as little time in their cars as possible.	7/12/2020 11:55 AM
3	no	7/2/2020 1:21 PM

## Q30 Do you have any suggested improvements to proposed Policy 13.2.18? Please be as specific as possible.

Answered: 4 Skipped: 29

#	RESPONSES	DATE
1	I would reword this to focus on bicycles and electric mobility solutions (such as scooters and mopeds). We should encourage their use in the space as much as possible.	7/12/2020 11:55 AM
2	The major fly in the ointment here, I believe, is that the planned housing, supported by the major input of services proposed, the other amenities offered and the relative strength of the existing school districts involved will make both for high-end housing and further appreciation of existing housing in the NE area. It will therefore NOT address (and will likely only worsen) Leon County's MAJOR problem with AFFORDABLE HOUSING and neighborhood inequity.	7/6/2020 10:44 AM
3	Wonderful!	7/2/2020 1:21 PM
4	There should be access onto Welaunee Blvd South of I-10 from Centerville Road through to Miccosukee Rd.	6/30/2020 10:57 AM

## Q31 Do you have any suggested improvements to proposed Policy 13.2.19? Please be as specific as possible.

Answered: 4 Skipped: 29

#	RESPONSES	DATE
1	These centers will need a lot of parking.	8/4/2020 4:52 PM
2	Rear of building parking is terribly inconvenient and should be avoided, unless they are going to be parking structures. Parking structures should be encouraged wherever possible in high-use areas to maximize open spaces, remembering that giant parking lots increase ambient temperatures.	7/12/2020 11:55 AM
3	Welaunee is an opportunity to have a walkable town center. Ban cars altogether from the town center, like they do in Europe. If you do that, people will actually congregate there and use it more.	7/9/2020 10:55 AM
4	no	7/2/2020 1:21 PM

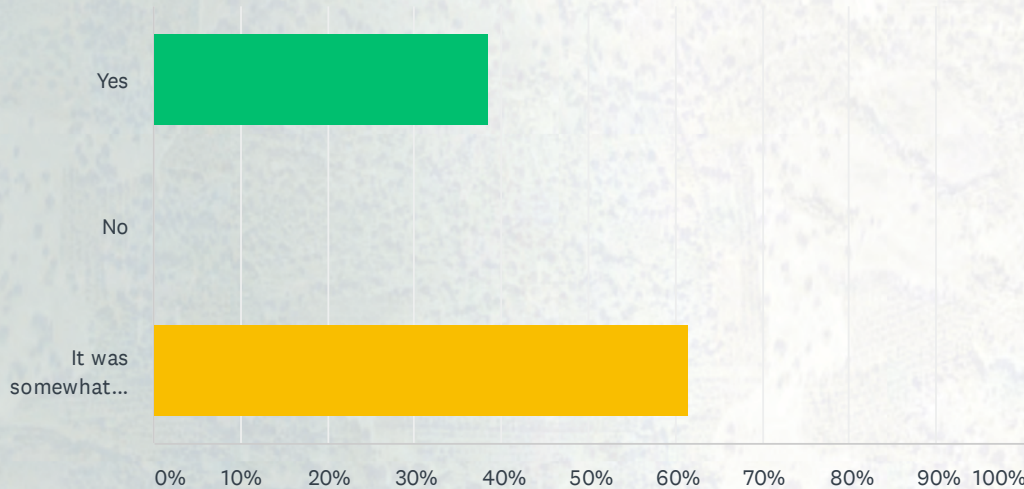
## Q32 Do you have any suggested improvements to proposed Policy 13.2.20? Please be as specific as possible.

Answered: 6 Skipped: 27

#	RESPONSES	DATE
1	I think two roads on to Miccosukee is plenty. The ones on the map are too close to each other. Two of them are a half mile apart.	8/4/2020 4:52 PM
2	I don't think the number of connections should be limited... that is part of the problem with getting around. There should be as many options as traffic flow requires to keep arteries from becoming overly-impacted. Part of the reason traffic in the area sucks is because Killlearn is to poorly designed.	7/12/2020 11:55 AM
3	widen the buffers on the canopy. It is being destroyed under current guidelines.	7/9/2020 10:55 AM
4	The major fly in the ointment here, I believe, is that the planned housing, supported by the major input of services proposed, the other amenities offered and the relative strength of the existing school districts involved will make both for high-end housing and further appreciation of existing housing in the NE area. It will therefore NOT address (and will likely only worsen) Leon County's MAJOR problem with AFFORDABLE HOUSING and neighborhood inequity.	7/6/2020 10:44 AM
5	I'm all for preserving canopy roads and greenways.	7/2/2020 1:21 PM
6	Access to the arch should not be extended through existing neighborhoods.	7/1/2020 10:22 AM

## Q33 Was the video above helpful?

Answered: 13 Skipped: 20



ANSWER CHOICES	RESPONSES	
Yes	38.46%	5
No	0.00%	8
It was somewhat helpful	61.54%	13
TOTAL		

## Q34 Do you have any suggested improvements to proposed Policy 13.2.21? Please be as specific as possible.

Answered: 6 Skipped: 27

#	RESPONSES	DATE
1	Hopefully, this means schools, but these should not be prone to phases. The land owners should provide specific spaces for an elementary, a middle and a high school. They should be on the map ahead of time and placed in the best spots topographically and logistically for bus and car travel....and bicycling from residential areas within the development. All the surrounding schools near this area are already among the most heavily populated in our county. That isn't apt to change.	8/4/2020 5:11 PM
2	No	7/12/2020 12:18 PM
3	Don't allow extension of natural gas services. To reach carbon neutrality goals, natural gas hookups will need to be retrofitted in the future. Allowing gas hookups in Welaunee will create the very costly situation of having to unhook them in the future. Who will pay for this? Isn't it more proactive not to allow gas hookups NOW? If the Master Plan for Welaunee is proactive in mandating green architecture, green energy, and green transportation, it will not only help the City achieve its 2050 goals but will serve as a template for future development. Make Welaunee the poster child and an inspiration and model for future growth.	7/9/2020 11:04 AM
4	The major fly in the ointment here, I believe, is that the planned housing, supported by the major input of services proposed, the other amenities offered and the relative strength of the existing school districts involved will make both for high-end housing and further appreciation of existing housing in the NE area. It will therefore NOT address (and will likely only worsen) Leon County's MAJOR problem with AFFORDABLE HOUSING and neighborhood inequity.	7/6/2020 10:44 AM
5	No septic tanks allowed and only underground utility lines	7/4/2020 4:35 PM
6	no	7/2/2020 1:23 PM

## Q35 Do you have any suggested improvements to proposed Policy 13.2.22? Please be as specific as possible.

Answered: 6 Skipped: 27

#	RESPONSES	DATE
1	eliminate gas lines. think of the future not the past	8/4/2020 5:11 PM
2	Telecommunications services should highly encourage networks that deliver fiber straight to the residence or business.	7/12/2020 12:18 PM
3	See comments above. The City should not be extending natural gas lines to Welaunee. Period. It makes no financial or environmental sense to pay for this extension when we know it will become obsolete in the coming decades and when we are committed to phasing it out. Build for the future, not the past.	7/9/2020 11:04 AM
4	The major fly in the ointment here, I believe, is that the planned housing, supported by the major input of services proposed, the other amenities offered and the relative strength of the existing school districts involved will make both for high-end housing and further appreciation of existing housing in the NE area. It will therefore NOT address (and will likely only worsen) Leon County's MAJOR problem with AFFORDABLE HOUSING and neighborhood inequity.	7/6/2020 10:44 AM
5	no	7/2/2020 1:23 PM
6	We have several Gateways into our City. This will be no different for people travelling into TLH from the east or west particularly since Welaunee will be a straight shot to our two hospitals, and the Capitol. With that in mind, it would be really great to bury the North South power lines south of I-10 so that visitors are not driving into Tallahassee looking at gigantic eye sores of power lines. This makes particularly good sense since the power lines are buried in the center of Canopy.	6/30/2020 11:04 AM

## Q36 Do you have any suggested improvements to proposed Policy 13.2.23? Please be as specific as possible.

Answered: 6 Skipped: 27

#	RESPONSES	DATE
1	Remember that once a developer begins to alter the landscape the master plan stormwater plan must change. The best way to mitigate this is to not allow any development to radically change the environment. In other words, don't allow clear cutting all the trees and leveling the property to allow the developer an easier way to rapidly build a la Canopy where flooding ended up violating DEP laws. Record fines are a signal of poor planning and careless development.	8/4/2020 5:11 PM
2	One thing to consider would be creating large green spaces that do in fact allow for stormwater drainage, but can be open play areas when not full. In Mesa AZ, where I grew up, we had large "retention basins" that were grassed and had covered feeder drains, where we played baseball, soccer, and frisbee during the times of the year when the drainage was not in use.	7/12/2020 12:18 PM
3	Stop building stormwater ponds of the past. Build sw facilities for the 21st century. Many of the ponds that we have built all over Tallahassee are polluted eyesores, public nuisances, full of toxic algae and other dangerous pathogens. They are "attractive nuisances" for birds and other wading animals, and often lure them to their deaths. The City does not have enough inspectors and water quality testing to make sure that they are maintained properly. They often accumulate lots of plastic and other garbage. In heavy storms, they overtop because retention requirements are so low. There are newer and better ways to treat stormwater. These should be utilized.	7/9/2020 11:04 AM
4	Stormwater and wastewater treatment should be to the highest acceptable level per the standards outlined in the Wakulla BMAP which this area falls within.	7/6/2020 1:07 PM
5	no	7/2/2020 1:23 PM
6	Please consider the development inside the City PUD as well as the planned density on the Bexar parcel next to the city PUD. There should be stormwater capacity for both at Dove Pond thereby creating a reginal stormwater facility.	6/30/2020 11:04 AM

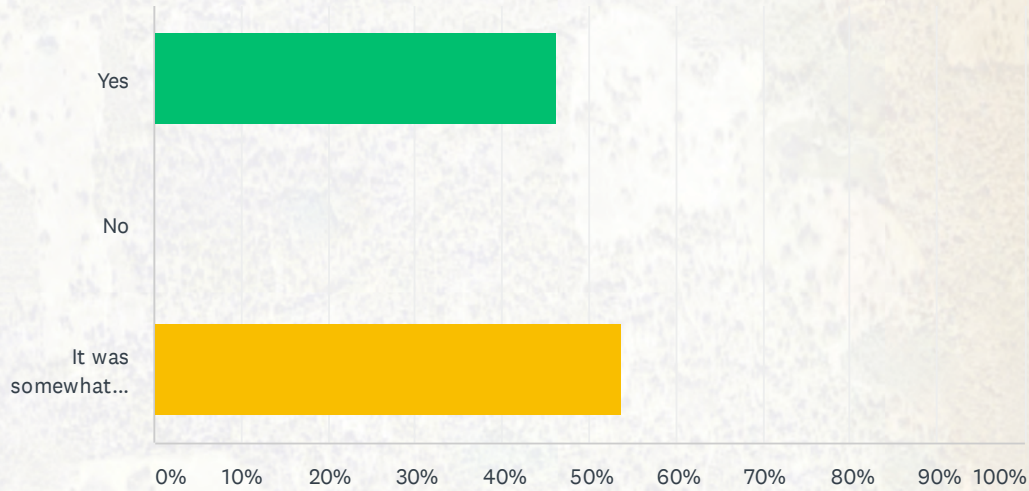
## Q37 Do you have any suggested improvements to proposed Policy 13.2.24? Please be as specific as possible.

Answered: 4 Skipped: 29

#	RESPONSES	DATE
1	Plan these schools ahead of time and get the landowners to provide prime places for them in locations that will serve the community safely and efficiently. This shouldn't be up for grabs every time a PUD is developed. If this is a Master Plan, plot it out and save the property until the schools have the money and the population need to build.	8/4/2020 5:11 PM
2	Schools should be designed to *minimize* traffic overflow onto main streets during pickup, to reduce or eliminate issues like the daily clusterf**k that happens at Buck Lake Elementary. Schools should be designed to have a multi-lane "queue" on-property that feeds into a single dropoff/pickup line, dedicated entry and exit "merge" lanes off the main road (including one way exits with a long "merge" lane to allow for a continuous flow of traffic, and traffic lights should cycle more frequently during pickup and dropoff times. PLEASE put more thought into this shit that your predecessors. I bill by the hour, and the poor design of the schools here in town have cost me tens of thousands in billable hours having to wait in line because people didn't think about the logistics of dropping off 700 kids every morning.	7/12/2020 12:18 PM
3	The major fly in the ointment here, I believe, is that the planned housing, supported by the major input of services proposed, the other amenities offered and the relative strength of the existing school districts involved will make both for high-end housing and further appreciation of existing housing in the NE area. It will therefore NOT address (and will likely only worsen) Leon County's MAJOR problem with AFFORDABLE HOUSING and neighborhood inequity.	7/6/2020 10:44 AM
4	no	7/2/2020 1:23 PM

## Q38 Was the video above helpful?

Answered: 13 Skipped: 20



ANSWER CHOICES	RESPONSES	
Yes	46.15%	6
No	0.00%	0
It was somewhat helpful	53.85%	7
<b>TOTAL</b>		<b>13</b>



## Q39 Do you have any suggested improvements to proposed Policy 13.2.25? Please be as specific as possible.

Answered: 8 Skipped: 25

#	RESPONSES	DATE
1	Don't use lakes that are already there as holding ponds.	8/4/2020 5:18 PM
2	No	7/12/2020 12:21 PM
3	Stormwater treatment facilities should NOT ever be allowed to fulfill environmental open space requirements. This is a travesty as sw treatment ponds are not environmental amenities. They are often highly polluted, dangerous, full of pathogens, full of plastic and other garbage, and detrimental to wildlife, particularly wading birds. One study from UF showed 98% mortality among fledglings who foraged in stormwater ponds in south Florida. Recent tests have shown toxic cyanobacter in our own urban sw ponds. To build these ponds, all of the trees are leveled. This is not something that should be given "credit" for environmental protection.	7/9/2020 11:20 AM
4	Conserve and utilize open space wherever possible as much as possible. A stormwater facility is not open space. That portion should be removed. If a stormwater facility does not fit within the PUD then the development should be reconsidered.	7/6/2020 1:10 PM
5	The major fly in the ointment here, I believe, is that the planned housing, supported by the major input of services proposed, the other amenities offered and the relative strength of the existing school districts involved will make both for high-end housing and further appreciation of existing housing in the NE area. It will therefore NOT address (and will likely only worsen) Leon County's MAJOR problem with AFFORDABLE HOUSING and neighborhood inequity. The major fly in the ointment here, I believe, is that the planned housing, supported by the major input of services proposed, the other amenities offered and the relative strength of the existing school districts involved will make both for high-end housing and further appreciation of existing housing in the NE area. It will therefore NOT address (and will likely only worsen) Leon County's MAJOR problem with AFFORDABLE HOUSING and neighborhood inequity.	7/6/2020 10:45 AM
6	Delete last line	7/4/2020 4:41 PM
7	great	7/2/2020 1:25 PM
8	I think the city has a tremendous opportunity to use the City property as an economic driver for TLH. For example, we should have amenities such as a sports complex with pools, baseball and softball fields. The location to I-10 presents significant opportunity to build a facility that could attract state wide sport tournaments right into the heart of Tallahassee. In addition, I think it would be a great idea to plan for vehicle access south of I-10 from Centerville to Miccosukee to Thorton Road which would include a bike lane and side walk. This could be accomplished by extending Thorton Road through to Centerville Road.	6/30/2020 11:16 AM

## Q40 Do you have any suggested improvements to proposed Policy 13.2.26? Please be as specific as possible.

Answered: 4 Skipped: 29

#	RESPONSES	DATE
1	Please don't leave this in the hands of the developer. This should be a part of the Master Plan that can't be changed by a developer.	8/4/2020 5:18 PM
2	No	7/12/2020 12:21 PM
3	The major fly in the ointment here, I believe, is that the planned housing, supported by the major input of services proposed, the other amenities offered and the relative strength of the existing school districts involved will make both for high-end housing and further appreciation of existing housing in the NE area. It will therefore NOT address (and will likely only worsen) Leon County's MAJOR problem with AFFORDABLE HOUSING and neighborhood inequity.	7/6/2020 10:45 AM
4	no	7/2/2020 1:25 PM

## Q41 Do you have any suggested improvements to proposed Policy 13.2.27? Please be as specific as possible.

Answered: 6 Skipped: 27

#	RESPONSES	DATE
1	Eliminate wishy washy language in this text such as "should link" "reasonable public access"	8/4/2020 5:18 PM
2	No	7/12/2020 12:21 PM
3	The major fly in the ointment here, I believe, is that the planned housing, supported by the major input of services proposed, the other amenities offered and the relative strength of the existing school districts involved will make both for high-end housing and further appreciation of existing housing in the NE area. It will therefore NOT address (and will likely only worsen) Leon County's MAJOR problem with AFFORDABLE HOUSING and neighborhood inequity.	7/6/2020 10:45 AM
4	no	7/2/2020 1:25 PM
5	Existing neighborhoods should not be used as parking lots for visitors to these areas.	7/1/2020 10:28 AM
6	Yes by extending Thornton Road you can create a East West Passage south of I-10 into the TLH town center. Additionally have a sports facility could lower development impact while creating a regional sports and economic driver for Leon County.	6/30/2020 11:16 AM

## Q42 Do you have any suggested improvements to proposed Policy 13.2.28? Please be as specific as possible.

Answered: 4 Skipped: 29

#	RESPONSES	DATE
1	sounds like a done deal	8/4/2020 5:18 PM
2	As I mentioned earlier, more of these in residential areas should be encouraged.	7/12/2020 12:21 PM
3	No	7/2/2020 1:25 PM
4	I think it would be smart to utilize Dove Pond as a regional stormwater facility for surrounding and proposed future development. Negotiating now with surrounding landowners could be helpful with future planning.	6/30/2020 11:16 AM

## Q43 Do you have any suggested improvements to proposed Policy 13.2.29? Please be as specific as possible.

Answered: 5 Skipped: 28

#	RESPONSES	DATE
1	This should be the first phase of this Development and Master Plan. The county should begin work on this immediately, and they should make sure no developer or development infringes on this property	8/4/2020 5:18 PM
2	It's not a greenway if it has roads running through it.	7/6/2020 1:10 PM
3	The major fly in the ointment here, I believe, is that the planned housing, supported by the major input of services proposed, the other amenities offered and the relative strength of the existing school districts involved will make both for high-end housing and further appreciation of existing housing in the NE area. It will therefore NOT address (and will likely only worsen) Leon County's MAJOR problem with AFFORDABLE HOUSING and neighborhood inequity.	7/6/2020 10:45 AM
4	Nice length for trail and connector trails.	7/2/2020 1:25 PM
5	Very important to plan for access across greenway.	6/30/2020 11:16 AM

## Q44 Please provide any additional comments here:

Answered: 8 Skipped: 25

#	RESPONSES	DATE
1	As you can undoubtedly tell, I am very concerned about the massiveness of this project and the recklessness that has been exhibited in phase one of the Toe development. That poor performance doesn't bode well for public trust. This is precious land and it borders even more precious land. Placing a humongous, densely populated city development between two natural wonders a la canopy roads is a dicey deal. It should be handled with grace and dignity. That may be asking a lot, but Tallahassee's legacy of natural wonders deserves respect. And the best way to accomplish that is to preserve and protect as much of the land that the Powerhouse Inc. family members were able to love and enjoy for over 100 years, even if they are willing to sell it to the highest bidder.	8/4/2020 5:39 PM
2	You folks are doing great work, don't let the NIMBYs get you down. I was at the meeting in Killlearn and was horrified by the number of people who were responsible for the problems in Killlearn complaining about new construction. Killlearn's property values suck because people 40 and younger don't want to live there. If you learn from their mistakes and build a new, vibrant area that makes it super easy to get food, get back and forth to school, that doesn't waste everyone's time and is super-thoughtful, then my kids won't have to be at the same type of meeting 15 years from now complaining about how dumb Phase 1 was and asking it to be fixed in Phase 2. I know you won't let that happen. Good luck, and I can't wait to see what is built there!	7/12/2020 12:24 PM
3	Is the goal here to make the Welaunee Master Plan something visionary or just good or what? I really can't tell. My hope is that it would be something that would be truly visionary, creating a template for future development in Tallahassee. What I am seeing here is just same-old/same-old with a few frills around the edges to make the garment look new. I think we have a huge opportunity here to see development taken to the 21st century, with green architectural requirements (LEEDS standards), 21st century stormwater infrastructure, 100% green energy, interconnected wildlife corridors, electric people movers (like Google does), car ban in commercial areas, incentives to encourage pedestrian and biking traffic, low priority to roads, and aggressive replanting of trees. Maybe even requirements for urban farms and greenhouses. There is so much that can be done. Let's do it! Let's make Welaunee a showcase for what is possible with good upfront planning!	7/9/2020 11:25 AM
4	This for-profit development is going to come to the expense of everyone and everything else in Leon county. It seeks to further divide us and enrich those living in the NE while the rest of us live in dilapidated areas suffering from a lack of services. The gateway to our Capitol, and our City Hall, North Monroe Street, looks like a wasteland full of deteriorating and empty buildings. Yet some of our oldest neighborhoods are there, and some of which even have high property values! We already need another wastewater treatment facility and have thousands of homes that need to be connected to sewer to protect our environment. How will this development be practical when it puts further stress on our environmental and public systems? Why is expanding sewer not the sole use of Blueprint funds for the time being? Why is a new or upgraded wastewater facility not included in this plan? The City and County need to provide lists or examples of the "jobs" and "retail" this development will create, since they have failed spectacularly to attract any kind of true investment in jobs since the last recession. This development is a ploy to get rich retirees from northern states to live in Tallahassee - many of whom will do what they always do and vote against social and environmental services those of us who have always lived here need, appreciate and rely on. So either this area will be filled with ignorant northern retirees or it will be empty like other planned developments (Southwood, anyone?) - either way resulting in a massive loss of trust from those who have invested in Tallahassee/Leon County and a loss of funds that could have been spent in better ways that people actually want. I have not met one single person who wants this development to happen, other than the NAI Talcors of the world I see on facebook lying about how great development is for the City and Florida as a whole. Florida is dying a little more every year. Our major springs, Wacissa, Wakulla, Jackson Blue, those in the Suwannee River, all are suffering from nutrient pollution exacerbated by more pavement and development. Why does Blueprint and the County/City seem to think this development will be good for the citizens who already live here and the environment that's already suffering?	7/6/2020 1:18 PM

#	RESPONSES	DATE
5	The major fly in the ointment here, I believe, is that the planned housing, supported by the major input of services proposed, the other amenities offered and the relative strength of the existing school districts involved will make both for high-end housing and further appreciation of existing housing in the NE area. It will therefore NOT address (and will likely only worsen) Leon County's MAJOR problem with AFFORDABLE HOUSING and neighborhood inequity.	7/6/2020 10:45 AM
6	no	7/2/2020 1:25 PM
7	I think that this is a horrible idea and it shouldn't be approved. Southwood is a perfect example of why this model doesn't work	7/1/2020 2:36 PM
8	Thank you for your consideration.	6/30/2020 11:16 AM

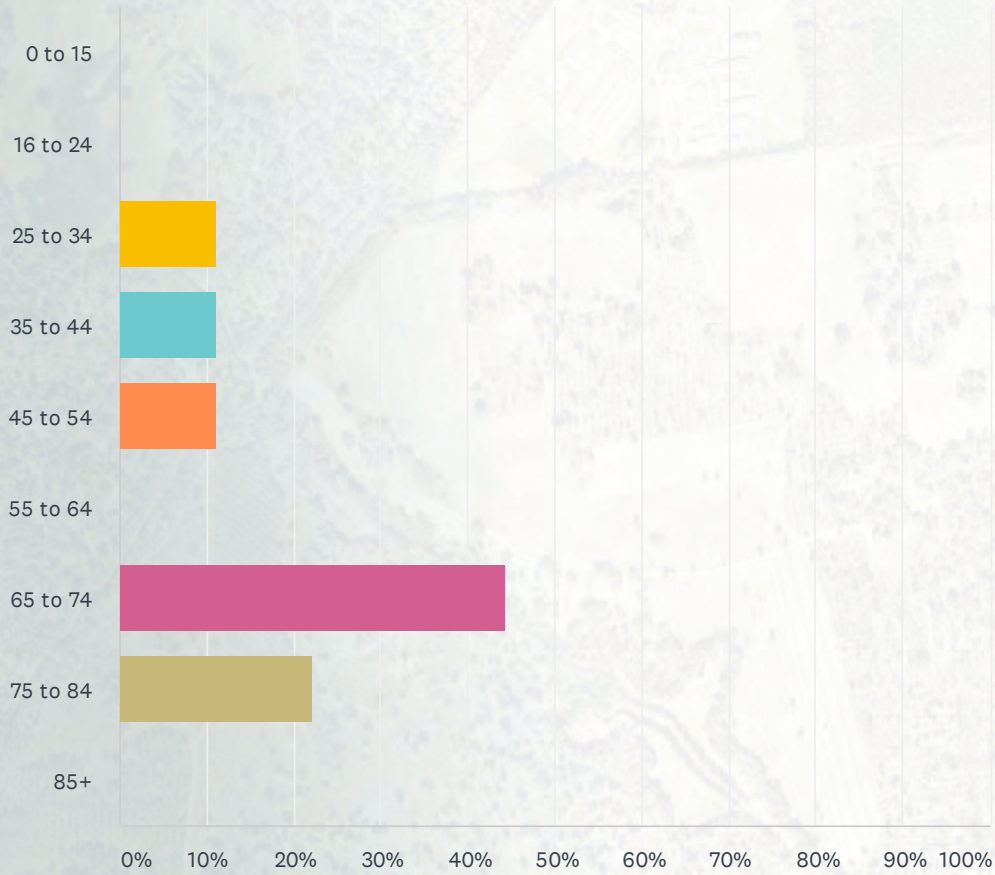
## Q45 In what zip code is your home located? Example: 32301 (Optional)

Answered: 11 Skipped: 22

#	RESPONSES	DATE
1	32309	8/4/2020 5:45 PM
2	32309	7/12/2020 12:25 PM
3	32303	7/9/2020 11:26 AM
4	32303	7/8/2020 6:04 PM
5	32312	7/6/2020 1:20 PM
6	32312	7/6/2020 10:46 AM
7	32312	7/4/2020 4:42 PM
8	32317	7/2/2020 1:26 PM
9	32312	7/1/2020 2:36 PM
10	32309	7/1/2020 10:30 AM
11	32309	6/30/2020 11:17 AM

## Q46 What is your age? (Optional)

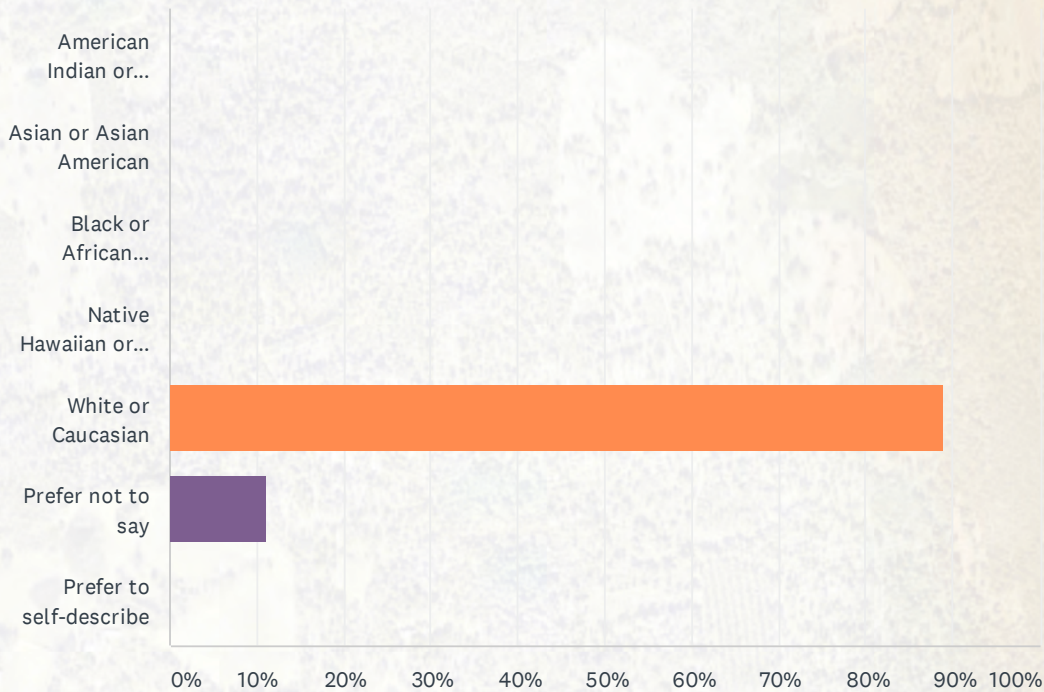
Answered: 9 Skipped: 24



ANSWER CHOICES	RESPONSES	
0 to 15	0.00%	0
16 to 24	0.00%	0
25 to 34	11.11%	1
35 to 44	11.11%	1
45 to 54	11.11%	1
55 to 64	0.00%	0
65 to 74	44.44%	4
75 to 84	22.22%	2
85+	0.00%	0
<b>TOTAL</b>		<b>9</b>

## Q47 What is your race? (Optional)

Answered: 9 Skipped: 24



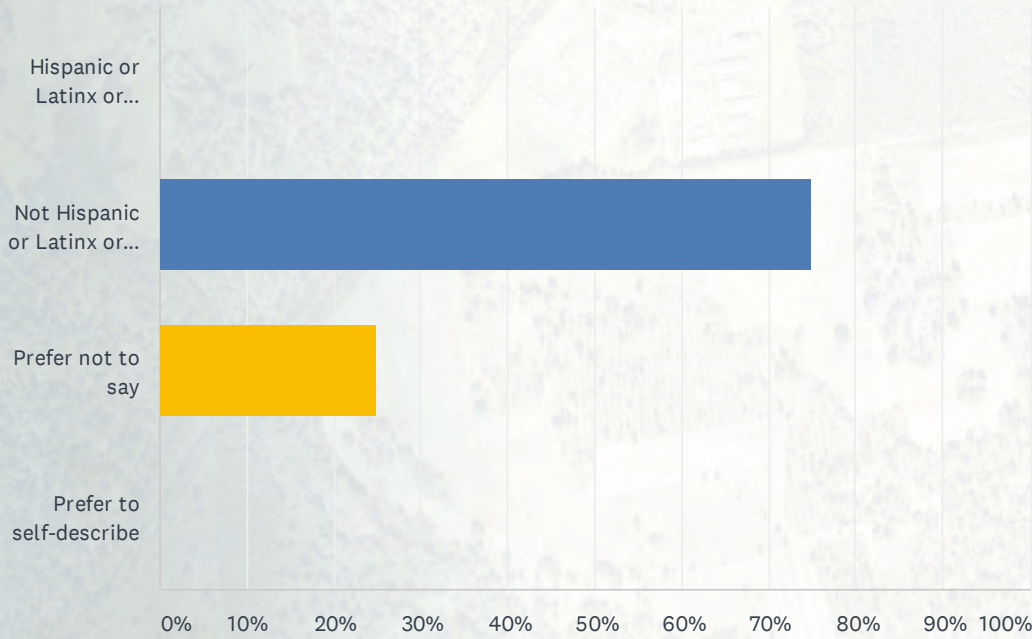
ANSWER CHOICES	RESPONSES
American Indian or Alaska Native	0.00% 0
Asian or Asian American	0.00% 0
Black or African American	0.00% 0
Native Hawaiian or other Pacific Islander	0.00% 0
White or Caucasian	88.89% 8
Prefer not to say	11.11% 1
Prefer to self-describe	0.00% 0
<b>Total Respondents: 9</b>	

#	PREFER TO SELF-DESCRIBE	DATE
	There are no responses.	



## Q48 What is your ethnicity? (Optional)

Answered: 8 Skipped: 25

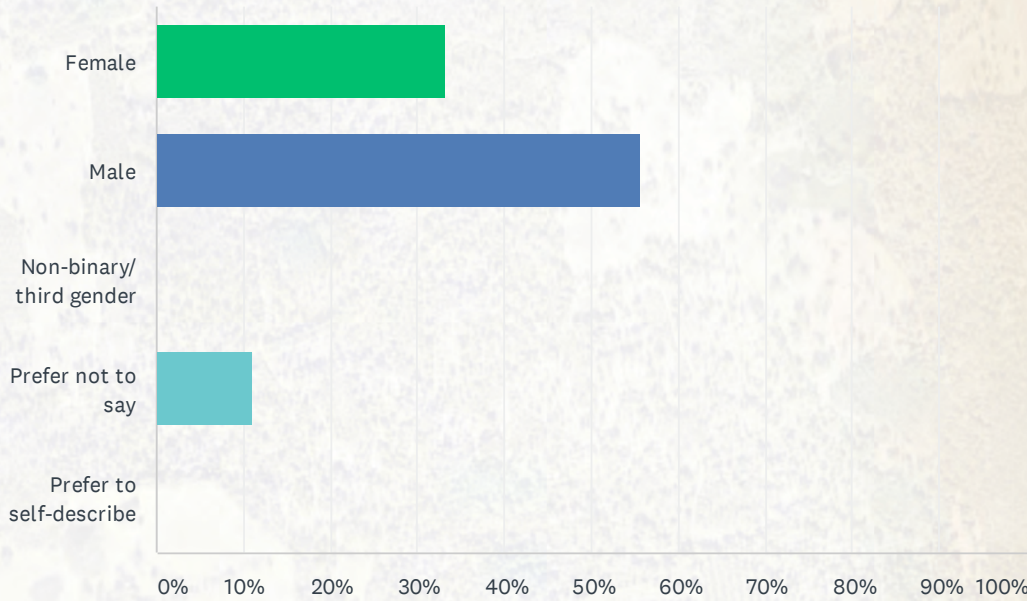


ANSWER CHOICES	RESPONSES
Hispanic or Latinx or Spanish Origin	0.00% 0
Not Hispanic or Latinx or Spanish Origin	75.00% 6
Prefer not to say	25.00% 2
Prefer to self-describe	0.00% 0
Total Respondents: 8	

#	PREFER TO SELF-DESCRIBE	DATE
	There are no responses.	

## Q49 What is your gender? (Optional)

Answered: 9 Skipped: 24

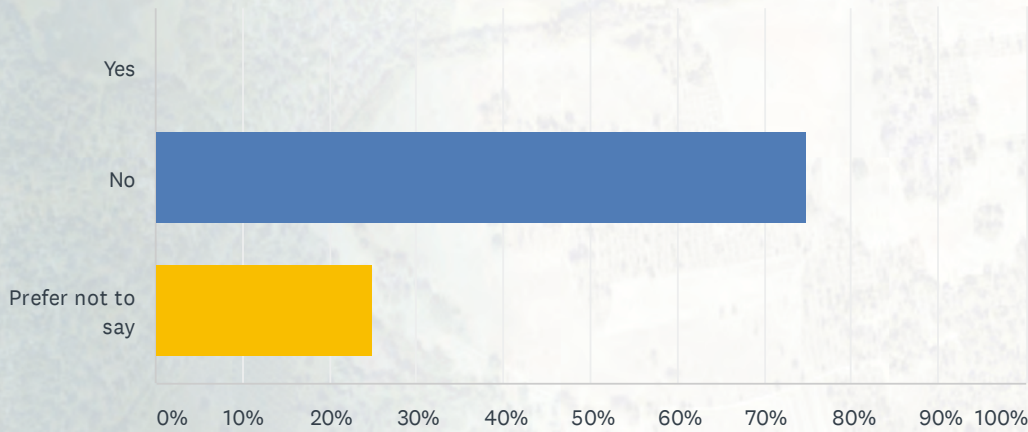


ANSWER CHOICES	RESPONSES
Female	33.33% 3
Male	55.56% 5
Non-binary/ third gender	0.00% 0
Prefer not to say	11.11% 1
Prefer to self-describe	0.00% 0
<b>TOTAL</b>	<b>9</b>

#	PREFER TO SELF-DESCRIBE	DATE
	There are no responses.	

Q50 Transgender is an umbrella term that refers to people whose genderidentity, expression or behavior is different from those typically associated with their assigned sex at birth. Do you identify as transgender? (Optional

Answered: 8 Skipped: 25



ANSWER CHOICES	RESPONSES
Yes	0.00% 0
No	75.00% 6
Prefer not to say	25.00% 2
TOTAL	8

## Q51 Are there any other aspects of your identity you wish to share? (Optional)

Answered: 3 Skipped: 30

#	RESPONSES	DATE
1	I have been a Tallahassee resident since 1971. I moved here to go to FSU and I stayed here because of the environment and the culture. It wasn't like the rest of Florida, which allowed itself to be overbuilt and consumed with what some may believe is progress. I must say that much of what is being done and has been done to my adopted town has made me think that it may be time to seek other more peaceful options.	8/4/2020 5:45 PM
2	I am a 31 year old FSU graduate (BA, MS) who fell in love with Tallahassee and was able to start my life here. I am the kind of person you should want to attract to live in your City. Not retirees or people from other states, but the highly educated people coming out of the multiple universities we are lucky to have.	7/6/2020 1:20 PM
3	Avid recreational bicyclist who lives within cycling distance of the proposed development.	7/2/2020 1:26 PM





Final location TBD.

Trailhead  
Future



435 North Macomb Street, Tallahassee, Florida 32301  
850 891 6400 • [Planning@talgov.com](mailto:Planning@talgov.com) • [Talgov.com/Planning](http://Talgov.com/Planning)

# KEEP IT RURAL!

Preserving Rural Lands in Leon County

[www.KeepItRural.org](http://www.KeepItRural.org)

July 6, 2020

Dear Artie,

Members of the Keep It Rural Board of Directors have been actively participating, listening, and contributing our ideas during the Welaunee Arch Video Conference charrettes. We look forward to continuing to do so.

We want to express our appreciation to Artie, Floyd and Devan for their facilitation of the Video Conferences, for their expertise and for their recognition of our skills and our commitment to the best plan possible and for their openness to our ideas. They have done an excellent job.

We are submitting as an attachment to this letter the text and map of our **Welaunee Arch Comprehensive Parks and Greenways Plan**, which is based on the data available to us at this point in the discussion. You will also find a brief review of our concerns about the existing Welaunee Arch Master Plan (WAMP), Objective 13.2 and its policies regarding open space, storm water, parks and recreational land uses.

The elements we propose in our **Welaunee Arch Comprehensive Parks and Greenways Plan** will create highly desirable and marketable amenities for future residents, foster economic investment in recreational activities and will enhance the value of the eventual developments. Revisions to the text of the WAMP will create an organized plan for development so that an integrated systems of parks, greenways, trails and recreation facilities will be created.

We ask you to work with us now to make this vision a reality.

Sincerely,



Jeff A. Blair, President  
On Behalf of the Board of Directors of Keep It Rural Inc.





## **Welaunee Arch Comprehensive Parks and Greenways Plan A Keep It Rural Proposal**

Our community's system of greenways, parks and trails adds immeasurable value to, and is an important element of, the quality of life in Leon County and the City of Tallahassee. Together they preserve greenspace for future generations and add value to our homes and businesses. We envision Welaunee to continue this model of development by providing an integrated system of internal parks, greenways and trails which is designed to sustain wildlife populations, protect water quality, prevent flooding, and gives residents easy access to all of these natural areas. This will create a healthy, vital, and sustainable community making it an extremely desirable place to live, work and play.

In order to accomplish this we must create three types of open spaces: parks, greenways, and multi-use facilities. Parks provide broad protection for our most beautiful and unique ecosystems in Leon County. Greenways, trails and multi-use paths offer access to the parks for nature lovers, cyclists, runners, horseback riders, hikers, bird watchers, those in wheelchairs, and dog walkers. Inside the urban area people can connect to one another and to businesses without the need for a car or bus. Active recreation facilities, such as ballparks add another vital component to the Welaunee Arch Comprehensive Parks and Greenways Plan.

A comprehensive parks and greenway systems for the entire 4800 acres of the Welaunee Arch cannot be accomplished through process of approving individual PUDs. The framework of the plan: location of habitats to be protected, greenway connections, recreational facilities and how to integrate into the Tallahassee-Leon County Greenways Program needs to be determined now and become a part of the Master Plan. We have the opportunity to adopt a great parks and greenway plan with the applicant, (City of Tallahassee) and the family that cares so deeply about the land. The plan elements we propose will create highly desirable and marketable amenities for future residents, foster economic investment in recreational activities and will enhance the value of the eventual developments. If we act together now, we can make this vision a reality.

## **Keep It Rural's proposal for the Welaunee Arch Comprehensive Parks and Greenways Plan.**

This is our proposal for the **Welaunee Arch Comprehensive Parks and Greenways Plan**. We have listed what we believe are important components for a master plan and the approximate locations for these components. This is a conceptual plan based on our best thinking about what is appropriate for such a huge planned development, with the limited data available to us as provided by the applicant at this time.

The **Welaunee Arch Comprehensive Parks and Greenways Plan** shall consist of three types of landuse: passive, active and multi-use paths along roadways.

Greenways and parks for passive use, aka the Emerald Necklace, shall include a large conservation area to separate suburban development of the Arch from Rural lands, an area of buffers for existing development of lower density at the boundaries of the Arch (Buckhead), additional protection for the Canopy Roads, both Centerville and Miccosukee to preserve the natural canopy of these roads, and a system of linear parks to connect all of the above with the existing Miccosukee Greenway and other nearby parks outside of the Arch. These shall all be passive parks with public access to trails, bike, horse and pedestrian facilities.

Other areas of conservation and preservation land such as wetlands, floodplains and imperiled species habitat shall also be protected. Public use shall be limited in order to protect habitat and imperiled species populations within them.

We propose that approximately **595** acres of additional land (12.5% of the Arch) be used for these purposes.

**An active park** of sufficient size to accommodate ball fields and other outdoor recreational facilities shall be located within the Arch immediately south of Roberts and Montford schools with easy access to the linear park system, roads and parking.

**Multi-use paths** shall be built for the main roads including but not limited to Welaunee Boulevard and Shamrock Extension throughout the Arch. Other roadways including minor collectors shall have at a minimum sidewalks and bike lanes or separated bike paths. Sidewalks shall be separated from the road for safety and to encourage use.

We propose an "Emerald Necklace" around and within the Welaunee Arch, composed of a large Park in the northeast, expanded greenways around the periphery of the Arch expanding the canopy road protection and buffer for existing development on the borders of Welaunee and will include water bodies and portions of their wetlands and floodplains in the designated Open Space. An active park with ball fields and other appropriate facilities located near the schools is also proposed. These preservation, conservation and recreational areas will be connected by an "Emerald Necklace" systems of trails including the existing Welaunee Greenway Trail, an 8.4 mile trail along the periphery of the Arch, with the capacity to connect to existing and (hopefully) new greenways in the Toe, Heel and surrounding lands.

Table of proposed WAMP Open Space areas and size

<b>Type of Land</b>	<b>Location - approximate</b>	<b>Acreage – approximate</b>	<b>Proposed Uses</b>
Habitat Park: The Emerald Fortress	Northeast part fronts on Roberts and Crump	300 acres	Habitat protection, buffer for rural lands, passive recreation facilities, rural park, protection of wetlands and floodplains
Habitat Park: Open Space part of Emerald Fortress	Open Space as designated on figure 13.5	490 acres: Existing Open Spaces to be included in the Emerald Necklace	Protection of wetlands and floodplains, Habitat protection.
Northeast Park	South of Roberts & Montford, located near new roads	60 acres	Active Recreation, ball fields, play grounds, located near Schools
Linear Park	North boundary in area designation “Residential”, crosses Welaunee Blvd	8 acres: 3500 ft by 100 ft	Connections among parks, open space, recreational facilities
Canopy Road	Expansion of Centerville Canopy Road	121 acres: 13,200 ft by 400 ft	Protection of Canopy Road of sufficient size to provide for sustainable tree growth and reproduction
Canopy Road	Expansion of Miccosukee Canopy Road	66 acres: 7200 ft by 400 ft (Not in existing Greenway)	Protection of Canopy Road of sufficient size to provide for sustainable tree growth and reproduction
Buckhead Buffer	Around Buckhead north and east boundary	Total 90 acres: 40 acres plus 50 acres existing Open Space	Buffer for existing development from intense commercial and mixed use development and protection of wetlands and floodplains.
Open Space - Remaining	Open Space as designated on Figure 13.5	860 – 1375 Acres	Protection of wetlands and floodplains

## Concerns about the text of the Welaunee Arch Master Plan (WAMP)

This is a brief review of our concerns about the existing Welaunee Arch Master Plan (WAMP), Objective 13.2 and its policies regarding open space, storm water, parks and recreational land uses. Included are some proposed revisions of the language in the objective. However, we will submit further revisions to include policies which will direct development so that an integrated systems of parks, greenways, trails and recreation facilities will be created.

### 1. Objective 13.2: Development of the Welaunee Arch.

*The Welaunee Arch shall develop as new mixed-use community that:*

*Protects natural resources, conserves wildlife populations including imperiled species and provides recreational areas. This will be accomplished primarily, although not solely, through the creation of a system of interconnected parks, greenways, recreational areas, natural land buffers and protected open spaces throughout the Arch and connected to the other natural areas in surrounding lands.*

#### **Data and plans that need to be a part of the Welaunee Arch Master Plan:**

- a. Inventory of natural features which is sufficient for identification of parks and greenways, role of existing open space designation. Much of the data needed to do this is available from WFC or NFAI.
- b. Identification of a framework for a master storm water plan which is sufficient to identify locations for regional facilities, the role of designated open space in treatment and flood control and possible impacts on imperiled populations. Much of the data needed to do this is available in LIDAR topography and the referenced inventory above.
- c. Creation of a map designating the components of the Welaunee Arch Comprehensive Parks and Greenways Plan reflecting the results of the above analysis and other land use and transportations considerations.
- d. Proposals for how to effectively create these lands set aside such as easements, donations, open space requirements of PUDs, and purchases.
- e. Scope and requirements for a Management Plan for these facilities.

### 2. Objective 13.2:

#### ***Objective 13.2: Development of Remainder of Welaunee Critical Planning Area (EFF. 12/10/02)***

*Planning studies for the Toe and Heel, which provided the basis for Land Use Objective 13.1 and its supporting policies, were based on a systems approach that considered linkages and functions of natural and man-made systems extending into the remaining portions of the Welaunee Critical Planning Area (other than the Toe and Heel) and beyond. In addition, the existing Urban Services-Development Agreement addresses certain planning and public facility issues for these remaining portions of the Welaunee Critical Planning Area. Prior to development of these remaining areas, the*

*studies required by Land Use Policy 6.2.2 shall be performed and an amendment to this comprehensive plan shall be adopted.*

The existing Objective makes references to “planning studies” for the Toe and Heel which were based on a “systems approach and considered linkages and functions of natural and man-made systems” which are claimed to be included in the Arch. However, none of these studies or their results is part of the amendment or appears to inform the language or map of the WAMP.

### 3. Policy 13.2.3 Implementation

***Policy 13.2.3: Implementation.*** *The Welaunee Arch Master Plan shall be implemented by one or more Planned Unit Development (PUD) Concept Plans that shall be consistent with this master plan and contain guidelines and requirements for land use categories, transportation facilities, access management, and other specific design standards. Notwithstanding any other policies of this Master Plan, any of the one or more PUD Concept Plans may incorporate the entire Arch site, or any portion thereof, including Phase 1 and Phase 2 Land Use Districts.*

The implementation of the WAMP will be done through Planned Unit Developments (PUDs). These are considered independently of each other and can be of any size and number. The PUDs are required to be consistent with the WAMP, but the WAMP lacks clear statement of intent or measurable objectives and goals by which to judge the “consistency” of a given PUD.

It is highly unlikely that there will be a single PUD for the entire 4800 acres. The “Toe” which is only 1000 acres, has already been divided into two PUDs, each about 500 acres.

There needs to be a Welaunee Arch Comprehensive Parks and Greenways Plan that is part of the WAMP. The lands to implement this plan needs to be identified and the manner of its protections before consideration of PUDs. The components of the Master Stormwater Plan where it impacts or utilizes natural landscapes also needs to be identified before PUDs are approved. Regional stormwater facilities and their location within designated open space could either detrimentally impact imperiled species or preserve their habitat depending on whether it is done piecemeal via PUD or comprehensively using the WAMP.

Implementation of the WAMP will need to include the process and requirements of a management plan for the parks and greenways.

### 4. 13.2.4 Land Use Districts, section (4) Open Space (Phase 1 and 2)

***LAND USE Policy 13.2.4: Land Use Districts.***

*As depicted on Figure 13-5, the Welaunee Arch shall be designed with these land use districts: ...*

*Open Space (Phases 1 and 2) – The Open Space land use district shall be designed as a connected and continuous network of open space as generally depicted on Welaunee Arch Map, Figure 13-5, including but not limited to Conservation and Preservation lands, aesthetic open space, and the Perpetual Drainage Easement held by the City and County. Passive Recreation Facilities may be constructed in the Open Space land use district. In addition, band shells, gazebos, and other improved gathering places may be allowed in such lands if designed for pedestrian access only and subject to a management plan approved by the City.*

The Welaunee Arch Map (Figure 13-5) is a “conceptual map”, is not drawn to scale and the location of Open Space features is highly approximate. There has not been a natural features inventory to determine the location and types of natural features or populations of animals to be protected. The Perpetual Drainage Easement is not delineated.

There needs to be an Arch-wide natural features inventory which can be used to

- a. Identify conservation and preservation features, to create corridors for wildlife and to designate areas appropriate for development to allow for those corridors to actual function as interconnected wildlife habitat which will support sustainable populations,
- b. Identify the location of passive recreational facilities that will provide human access to these lands while supporting natural populations,
- c. Identify the appropriate size and location for buffers to sustain the tree populations along the Canopy Roads and the habitats they provide,
- d. To create a Master Management Plan for these landscape features.
- e. The current map cannot provide any standards by which to judge individual PUDs for providing protection of conservation of natural landscapes and their populations.

#### 5. Policy 13.2.25: Open Space

The appropriate location of Open Space and how these can be integrated into a stormwater management plan and not result in degraded habitat cannot be done without an Arch-wide natural features inventory.

#### 6. Policy 13.2.26: Conservation and Preservation Lands

Management plans that are part of individual PUDs will not be able to provide

integrated management of conservation and preservation lands and their animal populations. There should be a single, comprehensive, Arch-wide management plans for these lands. Private management of these types of lands often leads to their degradation.

7. Policy 13.2.27: Recreation Areas

A multi-use trail system cannot be created by individual PUDs without a Master Plan that is based upon a natural features inventory that identifies the appropriate location for the greenways in which the trail will be made and how to provide access to support human health but without degradation of the ecological health of the conservation and preservation features and the populations they support.

8. Policy 13.2.28 Perpetual Drainage Easement

This is a critical component of designation of open space and stormwater management areas and must be accurately and precisely designated on the Map.

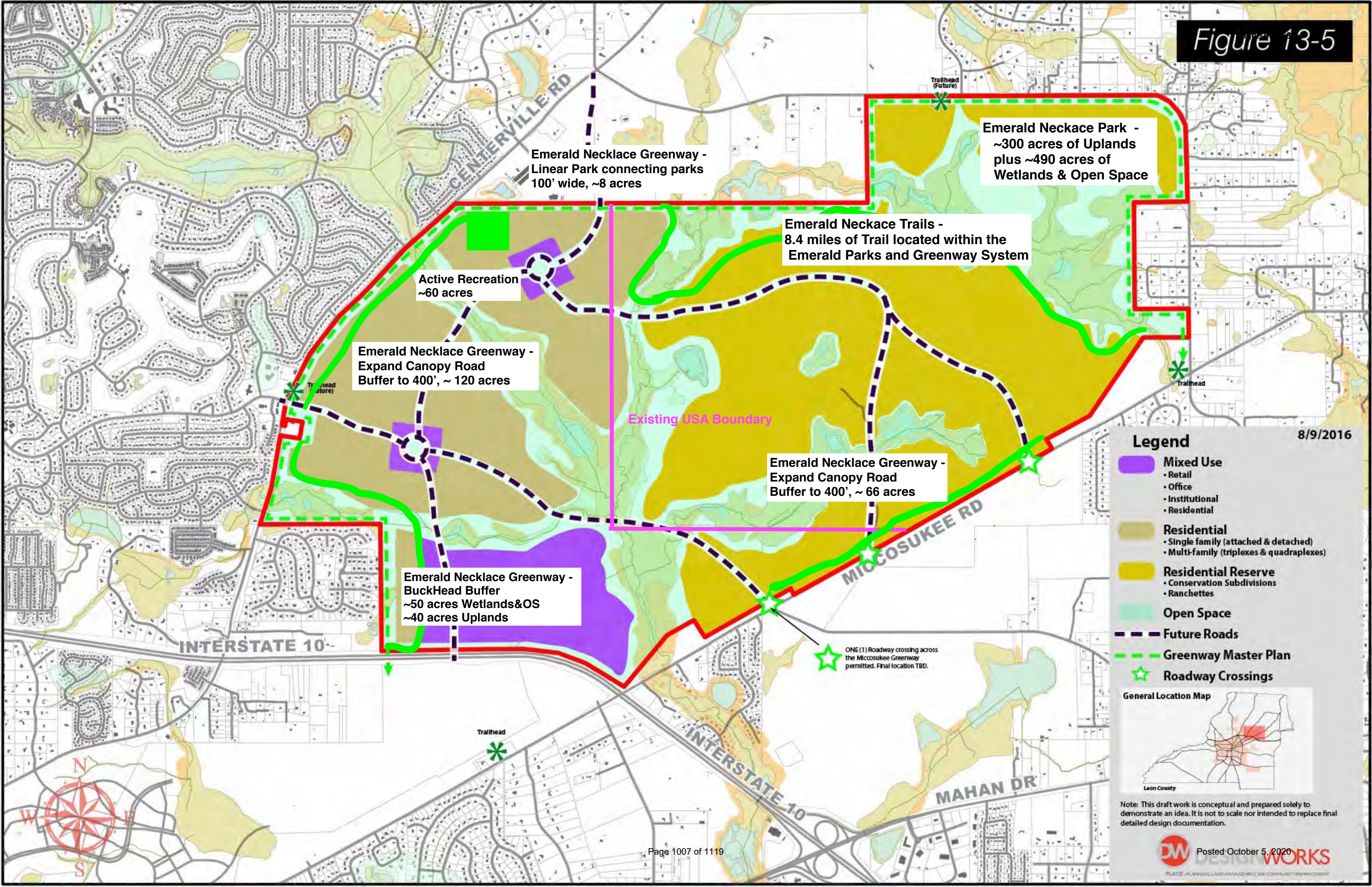
9. Policy 13.2.29 Welaunee Greenway

A shared-use trail corridor is not a Greenway. The BluePrint project is not envisioned to provide any habitat protection or be sufficient as an animal corridor. It is, essentially, an urban park bike and pedestrian route. There is not sufficient protection for a functional Greenway from public roadways and utilities if they can bisect the Greenway "as needed".

10. Policy 13.2.4 Land Use Districts, section (3) Residential Reserve (Phase 2)

The proposed phasing of the development of the Welaunee Arch is based solely on the rate of commercial and residential housing and the landowners interest in not having development near their residence in the near future. Phasing should be based on the collection of data, analysis and planning to provide the information for Arch-wide systems that all development will depend upon: the Natural Features Inventory, Comprehensive Parks and Greenways Plan, regional stormwater management plans and rates of development of the other components of Welaunee, the Toe and Heel.

Figure 13-5



8/9/2016

**Legend**

- Mixed Use**
  - Retail
  - Office
  - Institutional
  - Residential
- Residential**
  - Single family (attached & detached)
  - Multi-family (triplexes & quadraplexes)
- Residential Reserve**
  - Conservation Subdivisions
  - Ranchettes
- Open Space**
- Future Roads**
- Greenway Master Plan**
- Roadway Crossings**



Note: This draft work is conceptual and prepared solely to demonstrate an idea. It is not to scale nor intended to replace final detailed design documentation.





Alliance of Tallahassee Neighborhoods  
atntally.com



## ALLIANCE OF TALLAHASSEE NEIGHBORHOODS (ATN) AND KEEP IT RURAL (KIR) COMMENTS ON PROPOSED WELAUNEE ARCH TEXT AMENDMENT

### Introduction:

The 4,800-acre Welaunee Arch is an opportunity to address community interests in a forward-thinking way. The scale of the property is substantial. If the Arch property was laid over intown Tallahassee, it would reach from Florida State University to Tallahassee Memorial Hospital, and from Frenchtown to Betton Hills (see attached map). Second, there's an opportunity to create a model community, literally from the ground up. Third, learning lessons from the past, the Welaunee Arch should be fiscally sound, minimizing the use of public dollars to subsidize development. ATN and KIR support a Comprehensive Plan amendment that incorporates those opportunities. Our review of the proposed amendment was based on two criteria.

#### 1. The amendment's consistency with the vision for the Welaunee Arch.

The proposed amendment must contain clear and measurable objectives. According to the Comprehensive Plan, the Welaunee Arch should protect natural resources; develop as a mixed use community supportive of transit, walking, and cycling; provide housing for a range of income levels; be predominately self-supporting; and provide needed community services, including schools, libraries, police and fire stations, parks, and open space. Objectives that address these community interests serve as the basis for implementing policy standards and strategies.

#### 2. The amendment's usefulness to provide direction for City Commission decisions on development proposals.

These proposals will come before the City Commission as a form of rezoning called Planned Unit Developments (PUDs). Rezoning is a quasi-judicial proceeding,<sup>1</sup> meaning that PUD reviews are based solely on the application of existing rules and requirements. Each PUD must demonstrate consistency with the Welaunee Arch Plan as adopted into the Comprehensive Plan (as well compliance with relevant City codes and policies). If the Comprehensive Plan implementing policies are vague or inadequate, the City Commission will have difficulty justifying conditions of approval. If policies do not address community interests of importance to the City, the Commission will not have the legal basis for adding approval conditions to address them.

---

<sup>1</sup> Future Land Use Map amendments are "quasi-legislative," i.e., are policy making decisions. Rezoning is "quasi-judicial," i.e., the application of policies, regulations, and ordinances to a specific project.

For the proposed amendment to meaningfully guide development of the Welaunee Arch, it is imperative that it:

1. Address all significant community interests to establish the basis for standards in the proposed amendment and provide guidance for review of development proposals.
2. Establish standards sufficient to achieve the stated objectives.

These requirements are evaluated below.

**I. Address all significant community interests to establish the basis for standards in the proposed amendment and provide guidance for review of development proposals.**

If the proposed amendment does not specifically address community interests, the applicant will only be required to meet code standards in effect at the time. This is problematic. First, codes may be inadequate, or nonexistent, for certain community interests. Second, existing codes apply citywide and, as such, are more generic in nature. The proposed amendment should take advantage of the opportunity to address the unique characteristics and opportunities of the Welaunee Arch. Third, codes can change over time. Development patterns would be uneven, as different parts of the Welaunee community are subject to different standards. Consistent standards should be applied, given the scale and longevity of the proposed development.

The proposed amendment currently addresses some community interests, but ATN and KIR believe the scope is incomplete. ATN and KIR propose that, at a minimum, the following community interests be addressed in the proposed amendment:

1. Protect natural resources, conserve wildlife populations, including but not limited to imperiled species, and provide recreational areas.
2. Provide mobility choices for residents and employees of all ages and abilities. Upon build out, the Welaunee Arch shall achieve at least a 20% internal capture rate for automobile trips.
3. Provide housing for diverse socio-economic groups within the Welaunee Arch.
4. Respect the character of Tallahassee by retaining mature, healthy forest and topography.
5. Development is to be predominantly self-supporting, rather than predominantly dependent on public funding for additional infrastructure and will minimize public costs for the provision and maintenance of community facilities.

**2. The standards in the amendment must be sufficient to achieve stated objectives.**

The objectives must be supported by policies containing complementary standards and strategies. Some strategies may be required of the developer and some may be implemented in conjunction with local government. Below are standards and strategies recommended to achieve the objectives of the proposed amendment. (This language is not intended to be all inclusive, but to serve as a guideline for modifications to the proposed amendment.)

Objective 1: Protect natural resources, conserve wildlife populations, including but not limited to imperiled species, and provide recreational areas.

- 1.a Standards and strategies: Create a system of interconnected parks, greenways, recreational areas, natural land buffers and protected open spaces throughout the Arch and provide connections to natural areas in surrounding lands. The Comprehensive Plan shall establish standards for a natural resources management plan that achieves this objective.

Objective 2: Provide mobility choices for residents and employees of all ages and abilities. Upon build out, the Welaunee Arch shall achieve at least a 20% internal capture rate for automobile trips.

2.a Standards and strategies: Provide safe, convenient, and attractive public transportation facilities, including, but not limited to, sidewalks, bikeways, multiuse trails, and transit stops. Establish transit supportive development standards, including minimum densities and intensities, for land use districts that are intended to accommodate higher densities and intensities.

Objective 3: Provide housing for diverse socio-economic groups within the Welaunee Arch.

3.a Standards and strategies: Provide housing for very low, low, and moderate-income households. A minimum of 25 percent of residential units shall be one of these categories. These housing units shall be integrated throughout all residential areas. Each residential development application shall include housing at a range of price levels.

Objective 4: Respect the character of Tallahassee by retaining mature, healthy forest and topography.

4.a Standards and strategies: Adopt a Welaunee Arch urban forest plan consistent with the City's urban forestry plan. Establish Comprehensive Plan policies and land development standards that direct how site plans and subdivisions will incorporate existing topographic features into their designs.

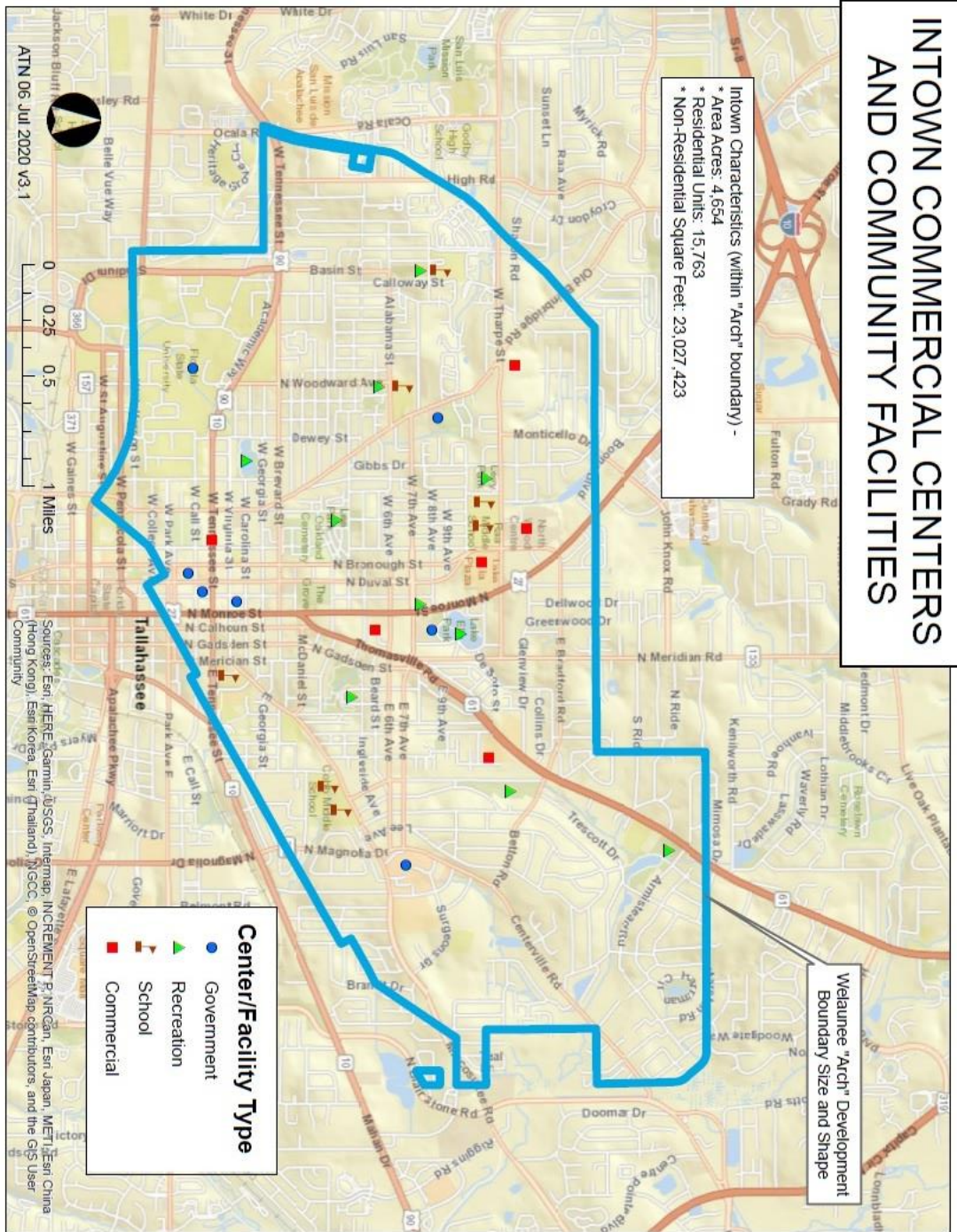
Objective 5: Is predominantly self-supporting, rather than predominantly dependent on public funding for additional infrastructure.

5.a Standards and strategies: Establish Comprehensive Plan standards for a City-approved community facilities/infrastructure plan for the Arch that addresses, at a minimum: the mix, intensity, and density of land uses to ensure efficient use of infrastructure; standards for the construction of low-maintenance infrastructure; projected long term maintenance costs; and the provision of community facilities to support the new population. The community facilities/infrastructure plan will include, but not be limited to, stormwater, electric, gas, water, roads, schools, parks, libraries, and public safety facilities. The community facilities/infrastructure plan shall be completed prior to development.

Lastly, ATN and KIR note the following items which need to be addressed to facilitate implementation of the proposed amendment:

- Define vague language, such as “sense of place” and “positive identity” and standards such as “If the Arch is intended to develop in phases, the stormwater plan **may** be conceptual and generalized based upon the maximum development allowed by this master plan.”
- Provide maps that are drawn to scale.

ATN and KIR appreciate the opportunity to comment and we look forward to working with the staff and the Commissions on this amendment.





September 2, 2020

Dear Mr. White:

When Tally100 met with you August 12, you told us you are working on a “master plan” that will be incorporated into the comp plan amendments for Welaunee Arch. You said the master plan will include requirements that will have to be complied with when this area gets developed, and you said you’re open to including requirements that will further the city’s clean energy goals.

Here are our suggestions:

*All development complies with requirements resulting from the city’s clean energy plan. Each building has a certified HERS rating, and meet the FGBC or LEED standards that reflect the homes efficiency is in the top 25% of Tallahassee homes completed the previous year.*

*For low income housing, the city should offer a rebate for the additional cost to achieve energy efficiency and solar, or loans to be financed from the energy cost savings of the residents.*

*Ground based heat pump HVAC or other HVAC with equivalent efficiency for each building.*

*Water heaters and all other appliances meet or exceed energy star certification standards. Solar water heaters are incentivized.*

*Homes are solar PV ready, with roofs and electrical conduit and wiring designed for the later addition of solar PV and battery storage.*

*Homes are EV ready, with conduit and wiring designed for the later addition of EV charging stations.*

*Design roads and orient building lots to facilitate south facing roofs for solar collection.*

*Put solar PV over parking lots.*

*Maintain 55% tree canopy coverage as called for in the Urban Forest Master Plan.*

*All streets and equivalent roadways within the developed area will include bike paths and pedestrian sidewalks that are separated from the motor vehicle roadway.*

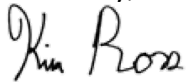
*Greenway around the perimeter of Welaunee Arch.*

*No extension of city gas lines.*

These requirements will not only facilitate the city's goal of reducing and then eliminating greenhouse gas emissions, they should make the Welaunee development a pleasant and desirable place, with energy costs relatively low.

Thanks for giving us a chance to give you our thoughts. We recognize that, per our conversation, you may go broader than what we have listed here. We would love to see what that looks like as soon as you have something drafted.

Sincerely,

A handwritten signature in black ink that reads "Kim Ross". The signature is written in a cursive, slightly slanted style.

Kim Ross

Chair, Tally 100% Together Coalition



**Alliance of Tallahassee Neighborhoods**  
[www.atntally.com](http://www.atntally.com)

September 22, 2020

## **ALLIANCE OF TALLAHASSEE NEIGHBORHOODS (ATN)**

### **POSITION PAPER ON THE WELAUNEE MASTER PLAN DRAFT (September, 2020)**

The development of the 4,800 acre Welaunee property will affect the entire community – including intown neighborhoods– fiscally, socio-economically, and environmentally. If the Arch property was laid over intown Tallahassee, it would reach from Florida State University to Tallahassee Memorial Hospital, and from Frenchtown to Betton Hills (see map).

For this reason, the Alliance of Tallahassee Neighborhoods (ATN) expressed concerns about the original proposed Welaunee master plan. Unfortunately, the most recent draft has failed to address most of ATN’s concerns.

Below are ATN’s recommended changes to the current draft master plan.

**Issue: Welaunee should be predominantly self-supporting, rather than predominantly dependent on public funding for additional infrastructure.**

**Why this matters:** BluePrint sales tax will build the roads making this private development possible. BluePrint will spend \$47 million on Welaunee roads by 2025 and about \$40 million of public money on an interstate interchange. Once public infrastructure (roads, sewer, stormwater ponds, etc.) is put in place, it becomes the City’s obligation to maintain it. The price of poorly designed projects and projects that don’t consider long-term maintenance costs significantly increases the tax burden for everyone.

#### **What needs to change in the proposed master plan?**

1. Include a requirement for a City-approved community facilities/infrastructure plan for the Arch that addresses, at a minimum:
  - a. projected long term maintenance costs;
  - b. standards for the construction of low-maintenance infrastructure; and
  - c. provision of land for community facilities to support the new population, including but not limited to stormwater, roads, schools, parks, libraries, and public safety facilities.
2. Require the community facilities/infrastructure plan to be approved prior to any development.

**Issue: Welaunee should provide housing for diverse socio-economic groups.**

**Why this matters:** Economic segregation has existed for decades in the community. Socio-economic conditions in the Southern Strategy area have not improved relative to the rest of the County. An economically integrated community in Welaunee will provide lower income residents with high quality schools, parks, and other facilities.

**What needs to change in the proposed master plan?**

1. Require that Welaunee provide housing for very low, low, and moderate-income households. A minimum of 25 percent of residential units should be one of these categories.
2. Require these units to be integrated throughout all residential areas.

**Issue: Respect the character of Tallahassee by retaining mature, healthy forest and topography.**

**Why this matters:** Clear cutting is permitted by City ordinance. The tree ordinance does not protect any tree from removal, it merely requires mitigation. The flattening of significant slopes is destroying the character of Tallahassee as a city of rolling hills. Development needs to maintain the character of Tallahassee.

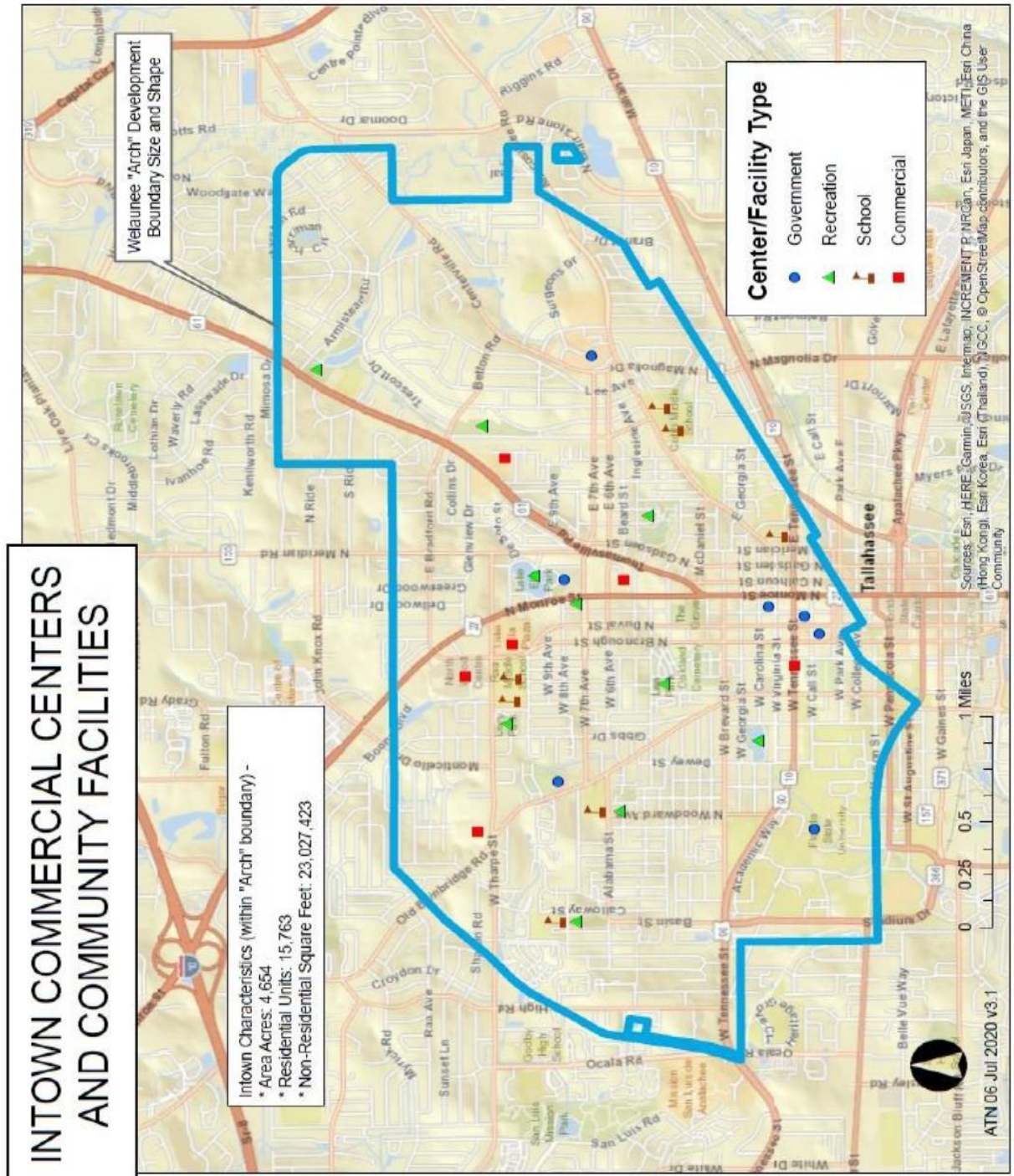
**What needs to change in the proposed master plan?**

1. Include an urban forest plan for the Welaunee Arch consistent with the City's urban forestry plan.
2. Include policies and land development standards that direct how site plans and subdivisions will incorporate existing topographic features into their designs.

Carrie Litherland  
ATN Chair  
850.591.0007

Sean Nyberg  
ATN Vice Chair  
850.228.8544





# Overview of Proposed Edits to the Welaunee Arch Master Plan Based on Citizen Input and Technical Assistance Comments

*9/8/2020*

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## Introduction

The 2020 Comprehensive Plan Amendment Cycle included an amendment to the Welaunee Critical Area Plan to replace *Objective 13.2 Development of Remainder of Welaunee Critical Planning Area* with a development plan for the Welaunee Arch.

The Transmittal Hearing for the 2020 Cycle was held on May 26, 2020. At the transmittal hearing, the City Commission and Board of County Commissioners voted to submit the proposed amendment to the State for review and directed staff to hold charrettes to gain additional community input on the proposed Welaunee Arch Master Plan.

Following the Transmittal Hearing, staff held eleven video conferences (using Webex) and a self-paced virtual workshop (using Survey Monkey). Staff also met virtually with various citizens and community organizations.

This document provides an overview of the feedback received from the State Land Planning Agency (Florida Department of Economic Opportunity) and review agencies as well as the feedback received from the Community following the Transmittal Hearing. This document also explains what changes were made to the Master Plan and how the input was included in the proposed policies.

The remainder of this documentation highlights all changes that have been made to the proposed Welaunee Arch Master Plan portion of the Welaunee Critical Area Plan from all the above noted public, state and stakeholder input conducted and received since the Joint Transmittal Hearing. Staff intends to publicly notify the community of these changes on September 9, 2020 and hold two additional public forums in advance of the October 13th Joint Commission Meeting with links to participate posted on [www.Talgov.com/WelauneeArch](http://www.Talgov.com/WelauneeArch).

## State Agency Technical Assistance Review Comments

The following technical assistance comments were received by the State Land Planning Agency and review agencies following the Transmittal Public Hearing conducted on May 26, 2020.

### Florida Department of Economic Opportunity

1. Prior to adoption, Tallahassee-Leon County should ensure that the amendment is supported by data and analysis indicating that public facilities (potable water, wastewater, transportation, and schools) exist or are planned to serve the amendment sites.

#### **Addressed with Data Analysis.**

**The existing Urban Services Development Agreement is the mechanism that ensures that public facility capacity is available or planned. This Urban Services Development Agreement is included in the Data and Analysis for the proposed amendment.**

### Florida Department of State

1. There are many parts of the city and county in the amendment areas that have not had cultural resource assessment surveys conducted to determine if unrecorded historic resources are present. There are also many rural historic cemeteries that have likely not been recorded. Historic cemeteries are protected under Section 872.05, Florida Statutes. We recommend that any future plans should be sensitive to locating, assessing, and avoiding potential adverse impacts to these resources.

#### **Addressed in Policy 13.2.9.**

**The implementation of the Master Plan is through one or more Planned Unit Developments (PUDs). These require a Natural Features Inventory (NFI) that includes an assessment of historic and cultural resources. Based on the results of the NFI, the PUD and subsequent site plans will be sensitive to locating, assessing, and avoiding potential adverse impacts to these resources. This is reinforced in Policy 13.2.9 Historic and Cultural Resources.**

### Florida Department of Environmental Protection

1. Activities associated with the project have the potential to impact water quality; therefore, appropriate measures should be taken to minimize any potential additional nutrient loadings to the spring. These measures include the proper treatment and disposal of wastewater, stormwater, and the implementation of adequate sediment and erosion control practices to mitigate any surface water impacts. Any additional loading to the basin will be evaluated during future updates to the BMAP and may require additional restoration actions by the City if deemed necessary.

#### **Addressed in Policy 13.2.33.**

**This technical assistance comment is addressed in the revised Master Plan through proposed Policy 13.2.33. Florida Springs and Aquifer Protection:**

***Policy 13.2.33. Florida Springs and Aquifer Protection. Wakulla Spring is an impaired first magnitude Outstanding Florida Springs. Planned development for the Welaunee Arch is within the springshed boundaries of the Upper Wakulla River and Wakulla Spring Basin Management Action***

***Plan. Development activities associated with the project have the potential to impact water quality; therefore, appropriate measures shall be taken to minimize any potential additional nutrient loadings to the spring. These measures shall be included in the PUDs that implement the Welaunee Arch Master Plan and may include measures such as the proper treatment and disposal of wastewater, stormwater, and the implementation of adequate sediment and erosion control practices to mitigate any surface water impacts.***

## Florida Department of Transportation

1. This proposed amendment changes the future land use (FLU) designation of approximately 2,810.55 acres from Rural and Suburban to Planned Development. The proposed amendment has the potential to increase the trip generation of the subject properties. No traffic analysis was included in the transmittal package; however, the staff report did reference the Northeast Gateway, a major infrastructure project, including a new I-10 interchange at Welaunee Boulevard. FDOT determined it is not possible to accurately determine the potential impacts of the proposed amendment TTA 2020 011.

### **Addressed with Data Analysis.**

**A more detailed traffic analysis is included in the Data Analysis for the proposed amendment. Because this is at the Comprehensive Plan stage, the analysis is based on maximum density allowed for the land use category (Planned Development). Preliminary calculations are generally based on the maximum residential development and maximum commercial development allowed under the requested future land use category. However, this amendment is requesting a land use and zoning change to Planned Development. As such, calculations are based on a residential buildout intensity of 20 dwelling units/acre and a commercial buildout intensity of 20,000 square feet/acre. Trip generation rates and entering/exiting trip percentages for residential and commercial buildouts are based on Single Family Detached (210) and Variety Retail (814), respectively, as determined by the Institute of Transportation Engineers' Trip Generation Manual, 10th Edition.**

**Additionally, The Northeast Gateway's Welaunee Boulevard involves an overpass of Interstate Highway 10, with PD&E for the proposed alignment ongoing presently. Following construction of said overpass, coordination with state and federal agencies may be performed to study the feasibility of an interchange of Interstate Highway 10 in conjunction with the proposed overpass. Following the Comprehensive Plan amendment, the site will be subject to a Planned Unit Development (PUD). The PUD will serve as the zoning and will establish entitlements that are likely lower than the maximum density and intensity allowed by the land use category. More refined traffic analyses are completed at the PUD level. Ultimately, traffic concurrency and mitigation are determined and calculated at the site plan stage of development.**

## Florida Fish and Wildlife Conservation Commission

1. To better identify potential project impacts to listed species of fish and wildlife, FWC staff recommend that species-specific surveys be conducted prior to any clearing or construction. Species-specific surveys are time sensitive and are best conducted by wildlife biologists with recent documented experience for that species. Species-specific survey protocols approved by the U.S. Fish and Wildlife Service (USFWS) and the FWC are provided in the Florida Wildlife Conservation Guide at <https://myfwc.com/conservation/value/fwcg/> or in the FWC Species Conservation Measures and Permitting Guidelines available at <https://myfwc.com/wildlifehabitats/wildlife/species-guidelines/>.

**Addressed by City's Land Development Process  
(Sec. 5-54, City of Tallahassee Land Development Code).**

**The implementation of the Master Plan is through one or more Planned Unit Developments (PUDs). These require a Natural Features Inventory (NFI) that includes an assessment of listed species of fish and wildlife conducted by certified biologist. Species-specific survey protocols can be included in this process.**

2. The Welaunee Arch area may also benefit from a Wildlife and Habitat Management Plan (WHMP). Developments of this size with large conservation areas or ecological corridors can provide a framework for habitat management activities that will ensure these areas continue to provide habitat for fish and wildlife resources. A WHMP can include a list of state- and federally listed species which may occur on the site and suggests actions to minimize, avoid, and mitigate impacts to those species. Similar plans also include information on proposed maintenance activities such as prescribed fire, invasive plant management, or methods to address nuisance and exotic animal species. FWC staff is available to assist in the development of a management plan that includes these details so that conservation areas and open space may continue to provide habitat for fish and wildlife resources.

**Addressed in Policy 13.2.36 and 13.2.27 and by City's Land Development Process  
(Sec. 5-55, City of Tallahassee Land Development Code).**

**Based on the findings of the Natural Features Inventory conducted at the PUD phase, Wildlife and Habitat Management Plans may be appropriate and can be completed with assistance from FWC staff. This can be included in the management plans referenced throughout the Welaunee Arch Master Plan. Wildlife and Habitat Management Plans are also addressed in Policies 13.2.36(8)(B) and 13.2.37.**

3. Proactive planning may help prevent or reduce future conflicts with bears. Site designs for larger developments should locate conservation areas along the borders of developed areas, to avoid encouraging bears to forage within developed areas (<http://myfwc.com/wildlifehabitats/managed/bear/crossings/>). Providing road crossings for wildlife and fencing along the roadways to prevent wildlife-vehicle collisions may also prevent property damage, wildlife mortality, and protect human safety. If a homeowners' association or community covenants are planned, by-laws that would require residents to take measures to prevent attracting bears into the neighborhood are recommended. Sample by-law language

used by other Florida communities is available at  
(<http://myfwc.com/wildlifehabitats/managed/bear/living/community-group/bylaw/>).

**Addressed in Policy 13.2.4, 13.2.36 and 13.2.37**

The proposed edits to the Master Plan include setting aside wildlife corridors connecting protecting environmental features. Additionally, the majority of the Arch is intended for clustered development that would set aside significant areas that are continuous and contiguous along the borders of developed areas. See proposed Policies 13.2.4, 13.2.36, and 13.2.37.

**To be addressed by PUD(s)**

Based on the findings of the Natural Features Inventory conducted at the PUD phase, additional planning at the PUD stage may be appropriate. These include design standards for road crossings. This is a level of detail greater than what would generally be included in the Comprehensive Plan.

**Not Addressed**

The local government does not generally get involved in homeowners' association or community covenants. If future development includes these, they could be encouraged to utilize the resources from FWC. This is a level of detail greater than what would generally be included in the Comprehensive Plan.

4. During construction, construction sites should be kept clean, with refuse that might attract bears kept separate from construction debris and stored securely in bear-resistant containers or removed daily from the construction site before dark. Refuse that might attract bears includes all food and drink-related materials, as well as any items with strong scents like cleaning agents.

**To be addressed by PUD(s)**

Based on the findings of the Natural Features Inventory conducted at the PUD phase, additional planning at the PUD stage may be appropriate. This is a level of detail greater than what would generally be included in the Comprehensive Plan.

5. Once the development is completed, residents should be provided with bear-resistant garbage cans as part of their regular waste service and any larger waste storage containers should also be bear-resistant. Providing residents with information on how to avoid human-bear conflicts is also recommended.

**Addressed in Policy 13.2.40**

This is a level of detail greater than what would generally be included in the Comprehensive Plan. However, proposed Policy 13.2.40 directs PUDs to include notification requirements with information about how to avoid human-bear conflicts and notices of proximity to areas that are actively managed with prescribed fires.



6. Proposed amendment areas have potential habitat for the gopher tortoise. The applicant should refer to the FWC's Gopher Tortoise Permitting Guidelines (Revised January 2017) (<http://www.myfwc.com/license/wildlife/gopher-tortoise-permits/>) for survey methodology and permitting guidance prior to any development activity. Specifically, the permitting guidelines include methods for avoiding impacts as well as options and state requirements for minimizing, mitigating, and permitting potential impacts of the proposed activities.

**To be addressed at Permitting**

**This is a level of detail greater than what would generally be included in the Comprehensive Plan. This would be appropriate at the permitting phase. Since permitting not anticipated for some time, the most current guidelines, methodology, and state requirements should be followed at the time of permitting.**

7. Little blue herons and wood storks have been observed within the Welaunee Arch wetland areas and the potential exists for other state-listed wading birds to nest in the swamps, marshes, and other wetlands on the project site. FWC staff recommends that specific surveys be conducted for wading birds around any wetland or water-holding areas prior to the commencement of any clearing, grading, or filling activities. Surveys should be conducted during their breeding season, which extends from March through August. Additional information and guidance for conducting surveys can be found in the Species Conservation Measures and Permitting Guidelines for state-threatened wading birds (<https://myfwc.com/media/18634/threatenedwadingbirds-guidelines.pdf>). If there is evidence of nesting during this period, we recommend that any wading bird nest sites be buffered by 100 meters (330 feet) to avoid disturbance by human activities. If nesting is discovered after site activities have begun, if the removal or trimming of trees with active nests is unavoidable, or if maintaining the recommended buffer is not possible, we recommend that the applicant contact the FWC staff identified below to discuss potential permitting alternatives.

**To be addressed by PUD(s)**

**The implementation of the Master Plan is through one or more Planned Unit Developments (PUDs). These require a Natural Features Inventory (NFI) that includes an assessment of listed species of fish and wildlife conducted by certified biologist. Species-specific survey protocols can be included in this process. Based on the findings of the Natural Features Inventory conducted at the PUD phase, additional planning at the PUD stage may be appropriate and other measures may be necessary at the permitting stage.**

8. This site also contains habitat suitable for the federally listed species identified above. FWC staff recommends coordination with USFWS Panama City Ecological Services Office (ESO) as necessary for information regarding potential impacts to these species.

**To be addressed by PUD(s)**

**The implementation of the Master Plan is through one or more Planned Unit Developments (PUDs). These require a Natural Features Inventory (NFI) that includes an assessment of listed species of fish and wildlife conducted by certified biologist. Based on the findings of the**

**Natural Features Inventory conducted at the PUD phase, additional planning and coordination may be appropriate.**

## Community Input from the Welaunee Master Plan Charrettes

The following input was received through the Welaunee Master Plan Charrettes held between June 30, 2020 and August 10, 2020. These included eleven video conference workshops and a self-paced virtual workshop conducted through SurveyMonkey.

### I-10 overpass/interchange:

1. A common topic of discussion between all charrettes included clarification of planning around the I-10 overpass and associated interchange. The crossing of I-10 is currently proposed to overpass the interstate, with development of an interchange possible further down the line pending coordination with state and federal agencies. The overpass is part of Blueprint Intergovernmental Agency's Northeast Gateway project. The project PD&E is currently underway with a final alignment undetermined at this time.

#### **Addressed in Policy 13.2.19 and 13.2.20**

**The Master Plan was updated to arrange uses by Districts versus general land uses to provide greater certainty on how the various areas would be developed in the future. The development of the area around the interchange is included in the Northeast Gateway District (Policy 13.2.4 (1)). Additionally, Policy 13.2.19 addresses Welaunee Boulevard and Policy 13.2.20 addresses the I-10 Flyover or Interchange.**

### Limiting Urban Sprawl:

1. The attendees generally agreed that urban sprawl should be prevented in developing the Welaunee Arch. Prevention of sprawl was discussed in a multitude of aspects including planning, transportation, and development, among others.

#### **Addressed in Policies 13.2.4, 13.2.8, 13.2.9, 13.2.17 and 13.2.26**

**The intent of the Master Plan was always to discourage urban sprawl through a mixture of land uses and a multimodal transportation system, and by providing mixed use centers in an area generally surrounded by single-use, low-density residential development.**

#### ***Land Use***

**The Master Plan was updated to further this by addressing land use and transportation more directly.**

**Land Uses: Policy 13.2.4 arranges the land uses as different districts based on geography. Each of the Districts include a mixed-use center (activity center, employment center, town center or village center), a neighborhood zone with small-scale non-residential development integrated into medium-density residential, and residential areas. Per Policy 13.2.9, no land use district or zone within a district that allows residential development shall limit housing types to only single-family detached homes. This policy supports the densities and mixtures of uses for each District and the zones within each District.**

### ***Transportation***

**Policy 13.2.17 was updated to include a greater emphasis on energy efficiency through transportation. Policy 13.2.8 was added to provide more specific information about how the goal of 20% internal capture could be attained. This policy along with Policy 13.2.26 requires coordination with Star Metro to support transit service that connects the Arch internally and to other areas of the community.**

### **Inclusionary/Affordable Housing:**

1. Attendees expressed their support for the development of inclusionary and affordable housing within the Welaunee Arch.

#### **Addressed in Policies 13.2.8 and 13.2.9**

**The Master Plan has always included a policy regarding the City’s Inclusionary Housing Policy. This is currently Policy 13.2.8. Additionally, a policy on housing affordability (Policy 13.2.9) was added to the Master Plan to address the general affordability of housing through a variety of housing types allowed in the Arch. This policy also provides for opportunities (above and beyond the requirements of the inclusionary housing policy) for PUDs to include incentives for housing for low-income and very-low income families, seniors, and/or people with disabilities.**

### **Transportation:**

1. A common topic of discussion between all charrettes included clarification of planning around the I-10 overpass and associated interchange. The crossing of I-10 is currently proposed to overpass the interstate, with development of an interchange possible further down the line pending coordination with state and federal agencies. The overpass is part of Blueprint Intergovernmental Agency’s Northeast Gateway project. The project PD&E is currently underway with a final alignment undetermined at this time.

#### **Addressed in Policies 13.2.19 and 13.2.20**

**This is consistent with Policy 13.2.19 regarding the Northeast Gateway and Welaunee Boulevard and Policy 13.2.20 regarding the I-10 Flyover or Interchange.**

2. During the charrette process, it was identified that roadway alignments shown on the Concept Map are purely conceptual, with alignments to be determined by developers closer to the time of development in accordance with City requirements and accepted standards.

#### **Addressed in Policy 13.2.17**

**This is consistent with Policy 13.2.17 which states, “Major thoroughfares shall be generally located as depicted on Welaunee Arch Transportation Map, Figure 13-7, with the final location and design to be based upon site-specific environmental, engineering, and related considerations.”**

3. Pre-development agreements have limited future development to three (3) roadway access points along Miccosukee Road for the Arch between the I-10 overpass and Crump Road, including a connection at Miles Johnson Road. Community input suggests that careful planning should be performed to reduce the impact that development may have on Miccosukee Road as to prevent widening and alteration to the current roadway cross-section.

**Addressed in Policies 13.2.4 and 13.2.25**

**This is consistent with Policy 13.2.25 regarding Canopy Roads. The Master Plan was also updated to include additional buffers for Canopy Road Protection Zones though open space requirements in Policy 13.2.4(5). Roadway cross-sections are constrained by engineering standards and requirements beyond the purview of the Comprehensive Plan. The amount of impervious area is also a tradeoff with other design features, such as bike lanes.**

4. Within the Arch, charrette attendees urged future development to consider narrower roadway cross-sections as to reduce impervious area and reduce vehicular speeds.

**Addressed in Policy 13.2.17**

**Roadway cross-sections are constrained by the Capital Improvements Element, the Utilities Element, engineering standards and other requirements beyond the purview of the Comprehensive Plan. The amount of impervious area is also a tradeoff with other design features, such as bike lanes. The Master Plan was updated to include Policy 13.2.17 which specifies that thoroughfares connection through the Arch to areas beyond the arch shall be arterials designed as boulevards for high vehicular capacity and moderate speeds. Thoroughfares connecting mixed use areas within the Arch shall be collectors designed as avenues with high vehicular capacity and low to moderate speeds.**

5. A common interest of charrette attendees was development provisions to ensure a highly connected roadway network, including a transportation master plan. Many would like to see provisions for transportation master plan to be in place pre-development, similar to the requirements for a stormwater master plan.

**Addressed in Policies 13.2.17, 13.2.18, 13.2.19, 13.2.20, 13.2.21, 13.2.22, 13.2.24, 13.2.25, 13.2.26, and 13.2.27**

**The Master Plan was updated to include a Transportation Map. The Master Plan was also updated to include more detail about the transportation system, including Policies 13.2.17 through 13.2.27. These policies address roadways, bicycle facilities, pedestrian facilities, canopy roads, transit, internal capture of transportation trips, Welaunee Boulevards, the planned interchange with I-10, right of way reservation, parking, and electric, connected and automated vehicles.**

6. Charrette attendees expressed the value that transit systems could benefit future development in the Arch. Local circulators could reduce the need for local vehicular trips, while longer range

transit options could reduce future impacts on Tallahassee’s transportation system by reducing total vehicle trips.

**Addressed in Policies 13.2.4, 13.2.18 and 13.2.26**

**The Master Plan was updated to more explicitly require coordination with Star Metro for future transit service. This requirement is included in Policies 13.2.4(1), 13.2.18, and 13.2.26.**

7. Charrette attendees raised awareness of an existing conservation easement adjacent to Montford Middle School. Attendees expressed that the easement should be taken into consideration when planning for transportation needs.

**Not Addressed in the Master Plan. Would be Addressed by Blueprint.**

**The easement would be considered during the planning and design of transportation facilities in accordance with the type and specifics of the easement. Alignments shown on the transportation map are conceptual and subject to planning and engineering and roadway standards.**

8. Many charrette attendees urged for the consideration of electric vehicle charging stations to be provided in future developments in the Arch.

**Addressed in Policy 13.2.27**

**The Master Plan was updated to include Policy 13.2.27 to require coordination with City staff during PUDs to address charging infrastructure for electric vehicles and connected and automated vehicles during the PUD stage. This policy also provides for incentives for development that is electric vehicle capable or electric vehicle ready.**

Recreation:

1. Charrette attendees identified that existing land just south of Roberts Elementary and Montford Middle School may be suitable for recreation facilities such as ball fields with lower environmental impacts given the land is currently clear of tree cover.

**Addressed in Policy 13.2.4**

**The Master Plan has been updated to identify a potential regional park in this location (Policy 13.2.4 (3)(e). Because the implementation of a park would require additional actions by the Commissions and the landowner or a future developer, the Policy identifies this as “potential.”**

2. Charrette attendees advocated for the widest possible swath of land for the perimeter greenway trail system, and expressed that stormwater facilities should be incentivized to be built as attractive passive recreation facilities (e.g. Lake Ella), rather than “holes in the ground.”

**Addressed in Policies 13.2.4 and 13.2.7**

The width of the perimeter greenway system is defined in the Northeast Gateway project managed by Blueprint.

The Master Plan was updated to require stormwater master plans that emphasize regional stormwater facilities. The design of the facilities will ultimately be determined through these plans. The design of the facilities will also be based on the need to protect conservation and preservation areas. Stormwater facilities are required to be located outside of the mixed-use centers. If this not feasible, facilities must be designed to integrate with pedestrian friendly environments per Policy 13.2.7 (3). Stormwater facilities in clustered residential development are intended to be designed as community amenities per Policy 13.2.4 (4)(a).

**Schools and Other Public Facilities:**

1. Charrette attendees encouraged a continuation of coordination with Leon County School Board to ensure impacts of future development on school system are planned for.

**Addressed in Policies 13.2.5, 13.2.11, and 13.2.34**

Coordination with the Leon County School Board is addressed in the Public School Facilities Element of the Comprehensive Plan and is integrated into the development process. Florida Statute outlines the parameters for School Concurrency system. Additionally, the Master Plan was updated to address coordination with schools in several places. Policy 13.2.5 includes schools in the phasing of the Arch. Policy 13.2.11 addresses school locations and coordination with the School Board during the PUD process. Policy 13.2.34 addresses school siting and concurrency.

2. The attendees also recommended developing a process to prevent “tipping-point” facility needs that could become a part of the PUD process.

**Addressed in Policies 13.2.5 and 13.2.11**

Determining facility needs is most appropriately coordinated at the PUD stage since that is the stage in which entitlements are determined. The Master Plan has been updated to address public facilities in several ways. Policy 13.2.5 includes consideration of public facilities in the phasing of the Arch. Policy 13.2.11 requires PUDs to include locations of essential services upon request by and through coordination with the City of Tallahassee and/or Leon County School Board.

3. Fire stations were urged to be considered as a fore-thought prior to development of the Arch.

**Addressed in Policies 13.2.5, 13.2.11, and 13.2.25**

**The master plan was updated to provide more detail on fire service. Policy 13.2.5 includes consideration of public facilities, including fire service, in the phasing of the Arch. Policy 13.2.11 and Policy 13.2.25 requires PUD concept plans to include sites dedicated for fire and/or emergency services when requested by the City.**

**Housing:**

1. The attendees generally agreed that urban sprawl should be prevented in developing the Welaunee Arch. Prevention of sprawl was discussed in a multitude of aspects including planning, transportation, and development, among others.

**Addressed in Policy 13.2.2**

**The Master Plan was updated to include edits to *Policy 13.2.2: Discourage Urban Sprawl* to include more detail about how the intent would be accomplished, including having integrated, mixed use centers, diverse housing types, and the internal capture of transportation trips.**

1. Attendees expressed their support for phasing of development within the Welaunee Arch.

**Addressed in Policy 13.2.5**

**The Master Plan was updated to refine the phasing to address both development thresholds as well as the availability of infrastructure and public services per Policy 13.2.5. The phasing plan includes an additional phase as well.**

2. Attendees expressed their support for the development of inclusionary and affordable housing within the Arch. Provisions for inclusionary and affordable housing were widely supported by attendees of the virtual charrettes.

**Addressed in Policies 13.2.8 and 13.2.9**

**The Master Plan has always included a policy regarding the City's Inclusionary Housing Policy. This is currently Policy 13.2.8. Additionally, a policy on housing affordability (Policy 13.2.9) was added to the Master Plan to address the general affordability of housing through a variety of housing types allowed in the Arch. This policy also provides for opportunities (above and beyond the requirements of the inclusionary housing policy) for PUDs to include incentives for housing for low-income and very-low income families, seniors, and/or people with disabilities.**

3. There is community support for requiring a diverse range of housing types.

**Addressed in Policies 13.2.4 and 13.2.9**

**The Master Plan was updated with Policy 13.2.9 which provides for a range of housing types and prohibits any zone in the Arch from only allowing single-family detached homes. The**



**range and diversity of housing types is also addressed in the various zones. The conservation design district shall not contain greater than 80% of any one housing type per Policy 13.2.4(4)(a).**

4. Cluster subdivisions were supported by attendees as a tool to provide housing development while also preserving natural features.

**Addressed in Policy 13.2.4**

**The Master Plan was updated to replace the Residential Reserve areas with the Conservation Design District. This update removes ranchettes as a development pattern and replaces it with a village center, a mixed-use neighborhood zone, and cluster development intended to preserve natural features and set aside continuous and contiguous open space.**

5. Green building envelope requirements were requested to be considered for future development in the Arch.

**Addressed in Policies 13.2.30 and 13.2.31**

**Building code and green building standards are continually evolving. There are also tradeoffs between developing at green standards and the affordability of housing. To account for this, green building requirements are not included in the Master Plan. However, the Master Plan sets parameters for more detailed PUDS that would occur closer to the time of development and sets standards and incentives for green development. The Master Plan was updated to include Policy 13.2.31 which allows PUD concept plans to provide incentives for LEED standards and building-mounted solar. Policy 13.2.30 states that PUD concept plans will comply with applicable clean energy and renewable energy ordinances. These ordinances may address green building.**

**Stormwater:**

1. Charrette attendees expressed support for the requirement for an Arch-wide stormwater master plan, as is required in the current amendment language.

**Addressed in Policy 13.2.32**

**The Master Plan was updated to include more details and parameters for the Stormwater Facilities Master Plan. Attendees of the charrette mentioned that the Stormwater Facilities Master Plan worked well for the Welaunee Toe. The existing Comprehensive Plan language for the Stormwater Facilities Master Plan for the toe was used as the basis for the Arch. This is included in Policy 13.2.32. Attendees also wanted more detailed phasing for the Arch, so the Stormwater Facilities Master Plan requirements were also updated to reflect these changes as well.**

2. Charrette attendees expressed that stormwater facilities should be incentivized to be built as attractive passive recreation facilities (e.g. Lake Ella), rather than “holes in the ground.”

**Addressed in Policy 13.2.4 and 13.2.7**

**The Master Plan was updated to require stormwater master plans that emphasize regional stormwater facilities. The design of the facilities will ultimately be determined through these plans. The design of the facilities will also be based on the need to protect conservation and preservation areas. Stormwater facilities are required to be located outside of the mixed-use centers. If this not feasible, facilities must be designed to integrate with pedestrian friendly environments per Policy 13.2.7(3). Stormwater facilities in clustered residential development are intended to be designed as community amenities per Policy 13.2.4 (4)(a).**

3. Springs protection was identified by some attendees as an important factor to consider in pre-development stormwater planning.

**Addressed in Policy 13.2.33**

**The Master Plan was updated to address Florida Springs and Aquifer Protection. This is included in Policy 13.2.33.**

**Environmental Protection:**

1. Canopy protection was identified as a priority in each of the eleven charrettes hosted. Citizens voiced their preference for preservation of existing trees to the planting of new trees to meet the goal of canopy preservation.

**Addressed in Policy 13.2.4**

**The Master Plan was updated to include a Preliminary Environmental Features Map that identified potential locations of High Quality Successional Forests and Native Forests that would be verified through a Natural Features Inventory at the time a PUD concept plan is developed. The Master Plan was also updated to include Policy 13.2.4(4)(c) to protect Core Canopy and Core Forest that is part of the fragmentation Class of Core Canopy >500 acres consistent with the recommendations of the Urban Canopy Master Plan. This policy also provides for an area with a minimum width of 75 feet along the length of the Canopy Protection Zone for Miccosukee Road to be designated open space and used as a wildlife corridor. The reserve area for cluster development in the Conservation Design District also prioritizes preservation and conservation features, undeveloped uplands, oak-hickory forest, and significant trees.**

2. It was noted that the plan should recognize the ecological value of preserving some lands in the highlands within the Welaunee Arch so that portions of these areas are included in conservation areas to support native wildlife and habitats.

**Addressed in Policy 13.2.36**

**The Master Plan was updated to include a primary open space system with connected, continuous open space. This is outlined in Policy 13.2.36. Additionally, the cluster residential zone includes requirements that the reserve areas be contiguous.**

3. Charrette attendees frequently expressed that wildlife corridors should be extensively planned with widest swath of preserved land feasible.

**Addressed in Policies 13.2.4 and 13.2.36**

**The Master Plan was updated to include wildlife corridors. These corridors are shown in the Preliminary Environmental Features map and referenced in Policy 13.2.4(4)(c) and Policy 13.2.36.**

4. Consideration of narrower roadway cross-sections to reduce impervious area was expressed as an interest by some charrette attendees.

**Not Addressed in the Master Plan.**

**Roadway cross-sections are constrained by engineering standards and requirements beyond the purview of the Comprehensive Plan. The amount of impervious area is also a tradeoff with other design features, such as bike lanes.**

5. During the charrettes, staff heard concerns regarding nighttime light pollution and the preservation of "dark-skies" in the region.

**Addressed in Policy 13.2.4**

**The Master Plan was updated to include Dark Sky Principles for the cluster residential zone and residential reserve zone in the Conservation Design district per Policies 13.2.4(4)(a) and 13.2.4(4)(d).**

6. Limitation to the development of septic fields was regarded as a priority for environmental protection.

**Addressed in Policies 13.2.5 and 13.2.29**

**Development in the Arch will require sewer service, which is provided through the Urban Services Development Agreement. This is reinforced by policy 13.2.29 the Phasing in Policy 13.2.5.**

## Utilities:

1. Attendees of the virtual charrettes and workshop expressed concern for the potential for development of septic fields within the Arch.

### **Addressed in Policies 13.2.5 and 13.2.29**

**Development in the Arch will require sewer service, which is provided through the Urban Services Development Agreement. This is reinforced by policy 13.2.29 the Phasing in Policy 13.2.5.**

2. Charrette attendees expressed support to achieve the renewable energy goals of the City of Tallahassee 2050 pledge. A recommendation to limit natural gas transmission infrastructure to the Arch was provided to encourage cleaner forms of renewable energy in this area when it does develop.

### **Addressed in Policies 13.2.29 and 13.2.30**

**The Master Plan was updated to support the renewable energy pledge. Policy 13.2.30 encourages PUDs concept plans to incorporate strategies consistent with the City of Tallahassee's Clean Energy Resolution and requires them to comply with clean energy and renewable energy ordinances. Policy 13.2.29 was updated to remove references to natural gas.**

3. Many attendees voiced support for underground transmission lines where feasible.

### **Not Addressed in the Master Plan.**

**The design and placement of transmission lines is based on engineering standards and utility systems design that is beyond the purview of the Comprehensive Plan.**

## Map Modifications:

1. Requests for modifications to the Welaunee Arch Concept Map were expressed as follows:
  - Add scale for context.
  - Include neighborhood center at intersection of roads in east portion of the Arch.
  - Indicate conservation easement adjacent to schools.
  - Include natural features and environmentally sensitive layers.

### **Addressed in the Master Plan Maps.**

**The Master Plan was updated to include a Land Use Map, a transportation map, and a Preliminary Environmental Features Map instead of the one map originally included.**

## Cultural and Historical:

1. Charrette attendees noted that defining characteristics of the Tallahassee area include tree canopy cover and topography, and that these should be protected.

### **Addressed in Policies 13.2.4, 13.2.12, 13.2.25, and 13.2.36**

The City's tree ordinance will apply to development in the Arch. Additionally, the Master Plan was updated to include a Preliminary Environmental Features Map that identified potential locations of High Quality Successional Forests and Native Forests that would be verified through a Natural Features Inventory at the time a PUD concept plan is developed. The Master Plan was also updated to include Policy 13.2.4(4)(c) to protect Core Canopy and Core Forest that is part of the fragmentation Class of Core Canopy >500 acres consistent with the recommendations of the Urban Canopy Master Plan. This policy also provides for an area with a minimum width of 75 feet along the length of the Canopy Protection Zone for Miccosukee Road to be designated open space and used as a wildlife corridor. The reserve area for cluster development in the Conservation Design District also prioritizes preservation and conservation features, undeveloped uplands, oak-hickory forest, and significant trees.

In addition to policies related to existing tree canopy, the Master Plan was updated to require shade trees as street trees in mixed use and neighborhood zones and incentives for providing shade trees as street trees outside of these zones, per Policy 13.2.12. Incentives are also allowed in PUDs for designing and planting new roadways with shade trees that would allow for future canopy road designations (Policy 13.2.25).

The Master Plan was updated to include Policy 13.2.36 which specifies that "Areas with severe and significant slopes that are not located in the open space systems shall be protected in site-specific plans in accordance with the Comprehensive Plan and Chapter 5 – Environmental Management, Tallahassee Land Development Code."

2. Charrette attendees requested that an assessment of cultural and historical sites within the Arch should be required – including protections and provisions for burial sites.

### **Addressed in Policy 13.2.39**

Cultural and Historic sites are included in the Natural Features Inventory (NFI) completed as part of PUD concept plans. This is reaffirmed in Policy 13.2.39. Historic cemeteries are protected under Section 872.05, Florida Statutes.

3. Attendees would like to see development built in harmony with topography, rather than large cuts made to slopes.

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**The Master Plan was updated to include Policy 13.2.36 which specifies that “Areas with severe and significant slopes that are not located in the open space systems shall be protected in site-specific plans in accordance with the Comprehensive Plan and Chapter 5 – Environmental Management, Tallahassee Land Development Code.”**

Septic Fields:

1. Attendees of the virtual charrettes and workshop expressed concern for the potential for development of septic fields within the Arch.

**Addressed in Policies 13.2.5 and 13.2.29**

**Development in the Arch will require sewer service, which is provided through the Urban Services Development Agreement. This is reinforced by policy 13.2.29 the Phasing in Policy 13.2.5.**

Phasing:

1. Attendees expressed their support for phasing of development within the Welaunee Arch.

**Addressed in Policy 13.2.36**

**The Master Plan was updated to refine the phasing to address both development thresholds as well as the availability of infrastructure and public services per Policy 13.2.5. The phasing plan includes an additional phase as well.**

Dark Skies:

1. During the charrettes, staff heard concerns regarding nighttime light pollution and the preservation of "dark-skies" in the region.

**Addressed in Policy 13.2.4**

**The Master Plan was updated to include Dark Sky Principles for the cluster residential zone and residential reserve zone in the Conservation Design district per Policies 13.2.4(4)(a) and 13.2.4(4)(d).**

## Keep It Rural: Welaunee Arch Comprehensive Parks and Greenways Plan

The following input was received from Keep It Rural on July 6, 2020 with the *Welaunee Arch Comprehensive Parks and Greenways Plan: A Keep It Rural Proposal*

1. KIR: Greenways and parks for passive use, aka the Emerald Necklace, shall include a large conservation area to separate suburban development of the Arch from Rural lands, an area of buffers for existing development of lower density at the boundaries of the Arch (Buckhead), additional protection for the Canopy Roads, both Centerville and Miccosukee to preserve the natural canopy of these roads, and a system of linear parks to connect all of the above with the existing Miccosukee Greenway and other nearby parks outside of the Arch. These shall all be passive parks with public access to trails, bike, horse and pedestrian facilities.

**Addressed in Policies 13.2.4, 13.2.15, 13.2.23, 13.2.25, 13.2.32, 13.2.36, 13.2.37, and 13.2.42**

### ***Welaunee Greenway***

The Master Plan has been updated to address land uses and various types of open space. Policy 13.2.42 specifies that “The Welaunee Greenway shall consist at a minimum of an 8.4-mile-long shared-use trail corridor along the northeast, north, and west perimeter of the Arch, and shall be developed consistent with adopted local government plans.” The Greenway design will be consistent with the Northeast Gateway Project managed by Blueprint which is based on the Leon County Greenways Master Plan.

### ***Buffer Existing Development***

Policy 13.2.4 (1) provides additional language about a buffer and transition of densities and intensities in the Arch in relation to Buckhead. This policy states, “It is the intent of this district to provide higher intensity uses east of and adjacent to the interchange while transitioning to less intense uses west of the interchange.”

Policy 13.2.4 (1) (a) includes language developed in coordination with Buckhead representatives. This policy states, “The activity center zone shall be located no closer than 1,000 feet from the Buckhead subdivision.”

Policy 13.2.4 (1) (d) includes language developed in coordination with Buckhead representatives. This policy states, “an open space zone shall be located along the border with the established Buckhead Neighborhood serving as a buffer between the existing Buckhead Neighborhood and new development in the Arch. This zone shall be no less than 250 feet wide and will include the Welaunee Greenway and existing utility easements.”

Policy 13.2.15 includes language developed in coordination with Buckhead representatives. This states, “To facilitate compatibility with the existing residential developments located east of Centerville Road and west of Miccosukee Road that are designated as Residential Preservation or Urban Residential-2 on the Future Land Use Map, land in the Welaunee Arch that is within 1,000 feet of such neighborhoods as measured from the boundary of the neighborhood shall be limited to open space, greenways, and residential uses with a

maximum density of 6 units per acre comparable to the Residential Preservation Land Use Category. Mixed Use Land Use districts shall extend no closer than 1,000 feet from these existing residential developments. The location and size of each specific use category shall be depicted on a Planned Unit Development (PUD) Concept Plan.”

Policy 13.2.4(4)(d) states, “This zone is also intended to maintain compatibility with established residential development along Roberts Road and Crump Road.”

*Additional Protection of Canopy Roads*

Policy 13.2.25 states, “Canopy Protections Zones shall be provided along Miccosukee Road and Centerville Road in addition to the Welaunee Greenway.”

Policy 13.2.4(5) states, “The Open Space land use district shall be open to the general public and be designed with access to the Miccosukee Canopy Road Greenway and the Welaunee Greenway at multiple locations. Such lands shall provide additional buffering for designated Canopy Roads where feasible.” This policy also states, “The portion of the Arch along Miccosukee Road shall be designated as Open Space district and shall include the Canopy Road Protection Zone for Miccosukee Road. An additional area with a minimum width of 75 feet along the length of the Canopy Road Protection Zone shall be designated as open space.”

Policy 13.2.36 states, “Open Space may include but are not limited to conservation and preservation lands, buffers for residential areas and canopy roads, environmentally sensitive areas, including wildlife corridors, aesthetic open space, active and passive recreation areas, and community gathering spaces.” This policy also states, “The open space systems shall be designed to provide additional buffering for existing designated canopy road protection zones, where feasible.”

*Connectivity to the Greenway*

Policy 13.2.42 states, “The Welaunee Greenway shall connect to the existing Miccosukee Canopy Road Greenway to create a 17-mile linear park loop with a pedestrian bridge across Interstate. Connections shall be provided to and from the Greenway from interior multi-use trails along roadways or from other open space areas.” The policy also states, “PUD Concept Plans that include or are adjacent to the Welaunee Greenway or Miccosukee Canopy Road Greenway shall provide access to those facilities. Development of the Arch should be incentivized through PUD process to provide pedestrian and bicycle connectivity to the Greenway, particularly where it interfaces with Open Space areas and associated trail systems.”

Policy 13.2.23 states, “Where bicycle, pedestrian, and/or shared use path facilities intersect the Welaunee Greenway, opportunities shall be provided to access the Greenway.”

Policy 13.2.36 states, “The Open Space systems shall be open to the general public and be designed to provide connections with the Miccosukee Canopy Road Greenway and Welaunee Greenway at multiple locations and to integrate internal recreational multi-use paths with the



greenways trails. Connections to future regional greenways shall be considered in the design of open space.

***Public Access***

**Policy 13.2.4(5) states, “The Open Space land use district shall be open to the general public and be designed with access to the Miccosukee Canopy Road Greenway and the Welaunee Greenway at multiple locations. Such lands shall provide additional buffering for designated Canopy Roads where feasible. They may be privately owned or be dedicated to the public by conveyance to a general- or special-purpose local governmental entity.”**

**Policy 13.2.32 states, “The Stormwater Facilities Master Plan shall evaluate the feasibility and location of regional stormwater facilities and how they could be designed and constructed for safe public access if publicly owned.”**

**Policy 13.2.36 states, “The Open Space systems shall be open to the general public and be designed to provide connections with the Miccosukee Canopy Road Greenway and Welaunee Greenway at multiple locations and to integrate internal recreational multi-use paths with the greenways trails. Connections to future regional greenways shall be considered in the design of open space. “ This policy also states, “Open space may be privately owned or dedicated to the public by conveyance to a general-purpose or special-purpose local government entity; or be designated a part of a statewide system of greenways and trails pursuant to state law. Privately owned open space/greenways shall, at a minimum, guarantee designated public trail access in perpetuity at the time of development. All required conservation easements will be placed over the conservation and preservation areas in accordance with local government regulations.”**

**Policy 13.2.37 states, “Conservation and Preservation lands may be utilized for public access, including trails, subject to the Environmental Management Ordinance.”**

**Policy 13.2.38 states, “A PUD Concept Plan shall provide for reasonable public access to parks, recreation areas, natural areas, and open space. A multi-use trail system will be included that will link these areas where feasible to residential neighborhoods, mixed-use centers, schools, civic spaces, employment, recreation and open space, parks, and the Welaunee Greenway and Miccosukee Canopy Road Greenway.”**

2. KIR: Other areas of conservation and preservation land such as wetlands, floodplains and imperiled species habitat shall also be protected. Public use shall be limited in order to protect habitat and imperiled species populations within them.

**Addressed in Policies 13.2.27 and 13.2.36**

**The Master Plan was updated to reflect the necessity of management plans and, where applicable, wildlife habitat management plans. Policy 13.2.36 specifies that the open space systems shall each have a management plan approved by the City in order to protect the**

values for which they were designated. The management plans may be adopted in phases so long as they are consistent with one another. The policy also specifies Wildlife management areas may be included in the primary open space systems protective measures addressed in the management plans, including a wildlife habitat management plan, in accordance with Chapter 5 – Environmental Management, Tallahassee Land Development Code. Policy 13.2.27 states, “Conservation and Preservation lands shall be subject to a management plan to be reviewed and approved concurrent with the PUD Concept Plan that includes the applicable Conservation and Preservation lands. Such management plan shall include measures to protect the values for which such lands were designated, including wildlife habitat and corridors, and may include conservation easements and other measures consistent with the Environmental Management Ordinance. Conservation and Preservation lands may be utilized for public access, including trails, subject to the Environmental Management Ordinance.”

3. KIR: An active park of sufficient size to accommodate ball fields and other outdoor recreational facilities shall be located within the Arch immediately south of Roberts and Montford schools with easy access to the linear park system, roads and parking.

**Addressed in Policy 13.2.4**

The Master Plan has been updated to identify a potential regional park in this location (Policy 13.2.4 (3)(e). Because the implementation of a park would require additional actions by the Commissions and the landowner or a future developer, the Policy identifies this as “potential.” This policy also specifies that “, it shall be designed to include connectivity with the trail system around any high-quality native forests as described in the open space zone for this District.”

4. KIR: Multi-use paths shall be built for the main roads including but not limited to Welaunee Boulevard and Shamrock Extension throughout the Arch. Other roadways including minor collectors shall have at a minimum sidewalks and bike lanes or separated bike paths. Sidewalks shall be separated from the road for safety and to encourage use.

**Addressed in Policies 13.2.18, 13.2.22 and 13.2.23**

The Master Plan was updated to include more detail regarding bicycle, pedestrian, and shared-use facilities. Policy 13.2.22 states, “Sidewalks shall be provided on both sides of streets in mixed-use zones. Sidewalks shall be provided on at least one side of streets in zones that allow only residential development.”

Policy 13.2.23 states, “A PUD Concept Plan shall include a network of bicycle facilities, including on-street and off-street facilities, which are strongly encouraged to be coordinated with the open space areas of the Arch. The intent is to provide safe and convenient movement for bicycles reasonably free from hazard and providing a reasonable and direct route between destinations. Bicycle facilities shall be designed where practical to connect to similar facilities in other PUD Concept Plans. Where feasible, a shared-use path of adequate width to

accommodate bicycle and pedestrian traffic may substitute for sidewalks and bike lanes. Protected bicycle lanes may be incorporated where feasible. Where bicycle, pedestrian, and/or shared use path facilities intersect the Welaunee Greenway, opportunities shall be provided to access the Greenway.”

Policy 13.2.18 states, “Residential zones shall be connected to mixed use zones by a network of sidewalks, shared use paths, and bicycle facilities designed to provide safe, comfortable transportation options.”

5. KIR: We propose an “Emerald Necklace” around and within the Welaunee Arch, composed of a large Park in the northeast, expanded greenways around the periphery of the Arch expanding the canopy road protection and buffer for existing development on the borders of Welaunee and will include water bodies and portions of their wetlands and floodplains in the designated Open Space. An active park with ball fields and other appropriate facilities located near the schools is also proposed. These preservation, conservation and recreational areas will be connected by an “Emerald Necklace” systems of trails including the existing Welaunee Greenway Trail, an 8.4 mile trail along the periphery of the Arch, with the capacity to connect to existing and (hopefully) new greenways in the Toe, Heel and surrounding lands.

**Addressed in Policies 13.2.4 and 13.2.36**

The Master Plan was updated to include a system of open spaces. This is outlined in Policy 13.2.36.

Additionally, conservation and preservation lands are subject to management plans. As defined in the Conservation Element of the Comprehensive Plan, Preservation Areas include: a) Wetlands and waterbodies and water courses; b) Severe grades over 20% (only required outside of the Urban Service Area); c) Native forests; d) Undisturbed/undeveloped 100 year floodplain; e) Areas of environmental significance; and f) Habitats of endangered, threatened and species of special concern.

Conservation Areas include: a) Altered floodplains and floodways, b) Altered watercourses and improved elements of the primary drainage system; c) Altered wetlands; d) Closed basins; e) Significant grade areas 10%–20% (only required outside the Urban Service Area); f) High quality successional forests; g) Areas exhibiting active karst features; h) Designated canopy road corridors.

Keep It Rural requested a large park in the northeast. The Master Plan was updated to include the protection of a large area on the eastern portion of the Arch instead. This location was selected instead because it is a core canopy area that is part of a fragmentation class of Core Canopy (>500 acres) per the Urban Forest Master Plan. This site also connected to open space systems that allow for Wildlife Corridors as shown on the Preliminary Environmental Features Map and in Policies 13.2.4(4)(c), 13.2.4(5), and 13.2.36. The location proposed by Keep It Rural is instead proposed as the Residential Reserve District. This district “is intended to be

**residential in nature, arranged as cluster subdivisions in order to maximize the efficiency of infrastructure and to preserve environmental features and open spaces.” Additionally, “The Residential Reserve zone shall include open space buffers to Roberts Road and Crump Road that include the Welaunee Greenway system.”**

**Keep It Rural requested an active park with ball fields and other appropriate facilities located near the schools is also proposed. The Master Plan has been updated to identify a potential regional park in this location (Policy 13.2.4 (3)(e)). Because the implementation of a park would require additional actions by the Commissions and the landowner or a future developer, the Policy identifies this as “potential.” This policy also specifies that “, it shall be designed to include connectivity with the trail system around any high-quality native forests as described in the open space zone for this District.”**

## Alliance of Tallahassee Neighborhoods/Keep It Rural

The following input was received from the Alliance of Tallahassee Neighborhoods (ATN) and Keep It Rural on July 8, 2020.

1. Protect natural resources, conserve wildlife populations, including but not limited to imperiled species, and provide recreational areas.

### **Addressed in Policies 13.2.4 and 13.2.36**

In addition to the Goals, Objectives, and Policies of the Conservation Element of the Comprehensive Plan, the Master Plan was updated to include additional information about protecting natural resources, conserving wildlife populations, and providing recreational areas. Many of these updates are included in Policy 13.2.36, which establishes the Primary Open Space System. This system addresses conservation and preservation lands, buffers for residential areas and canopy roads, environmentally sensitive areas, including wildlife corridors, aesthetic open space, active and passive recreation areas, and community gathering spaces.

Additionally, conservation and preservation lands are subject to management plans. As defined in the Conservation Element of the Comprehensive Plan, Preservation Areas include: a) Wetlands and waterbodies and water courses; b) Severe grades over 20% (only required outside of the Urban Service Area); c) Native forests; d) Undisturbed/undeveloped 100 year floodplain; e) Areas of environmental significance; and f) Habitats of endangered, threatened and species of special concern.

Conservation Areas include: a) Altered floodplains and floodways, b) Altered watercourses and improved elements of the primary drainage system; c) Altered wetlands; d) Closed basins; e) Significant grade areas 10%–20% (only required outside the Urban Service Area); f) High quality successional forests; g) Areas exhibiting active karst features; and h) Designated canopy road corridors

The Master Plan was updated to include wildlife corridors. These corridors are shown in the Preliminary Environmental Features map and referenced in Policy 13.2.4(4)(c) and Policy 13.2.36.

2. Provide mobility choices for residents and employees of all ages and abilities. Upon build out, the Welaunee Arch shall achieve at least a 20% internal capture rate for automobile trips.

### **Addressed in Policies 13.2.12, 13.2.17, 13.2.18, 13.2.22, 13.2.23, 13.2.26, and 13.2.36**

Policy 13.2.17 was updated to include a greater emphasis on energy efficiency through transportation. Policy 13.2.8 was added to provide more specific information about how the goal of 20% internal capture could be attained. This policy along with Policy 13.2.26 requires

coordination with Star Metro to support transit service that connects the Arch internally and to other areas of the community.

The Master Plan was updated to include more detail regarding bicycle, pedestrian, and shared-use facilities. Policy 13.2.22 states, “Sidewalks shall be provided on both sides of streets in mixed-use zones. Sidewalks shall be provided on at least one side of streets in zones that allow only residential development.”

Policy 13.2.23 states, “A PUD Concept Plan shall include a network of bicycle facilities, including on-street and off-street facilities, which are strongly encouraged to be coordinated with the open space areas of the Arch. The intent is to provide safe and convenient movement for bicycles reasonably free from hazard and providing a reasonable and direct route between destinations. Bicycle facilities shall be designed where practical to connect to similar facilities in other PUD Concept Plans. Where feasible, a shared-use path of adequate width to accommodate bicycle and pedestrian traffic may substitute for sidewalks and bike lanes. Protected bicycle lanes may be incorporated where feasible. Where bicycle, pedestrian, and/or shared use path facilities intersect the Welaunee Greenway, opportunities shall be provided to access the Greenway.”

Policy 13.2.18 states, “Residential zones shall be connected to mixed use zones by a network of sidewalks, shared use paths, and bicycle facilities designed to provide safe, comfortable transportation options.”

Policy 13.2.12 states, “Landscaping in mixed-use and neighborhood zones shall include shade trees planted as street trees.” This policy also allows for incentives to landscape with street trees outside of mixed-use and neighborhood zones.

3. Provide housing for diverse socio-economic groups within the Welaunee Arch.

**Addressed in Policies 13.2.4 and 13.2.9**

The Master Plan was updated with Policy 13.2.9 which provides for a range of housing types and prohibits any zone in the Arch from allowing single-family detached homes exclusively. The range and diversity of housing types is also addressed in the various zones. The conservation design district shall not contain greater than 80% of any one housing type, per Policy 13.2.4(4)(a).

4. Respect the character of Tallahassee by retaining mature, healthy forest and topography.

**Addressed in Policies 13.2.4, 13.2.12, 13.2.25 and 13.2.25**

The City’s tree ordinance will apply to development in the Arch. Additionally, the Master Plan was updated to include a Preliminary Environmental Features Map that identified potential locations of High Quality Successional Forests and Native Forests that would be verified

through a Natural Features Inventory at the time a PUD concept plan is developed. The Master Plan was also updated to include Policy 13.2.4(4)(c) to protect Core Canopy and Core Forest that is part of the fragmentation Class of Core Canopy >500 acres consistent with the recommendations of the Urban Canopy Master Plan. This policy also provides for an area with a minimum width of 75 feet along the length of the Canopy Protection Zone for Miccosukee Road to be designated open space and used as a wildlife corridor. The reserve area for cluster development in the Conservation Design District also prioritizes preservation and conservation features, undeveloped uplands, oak-hickory forest, and significant trees.

In addition to policies related to existing tree canopy, the Master Plan was updated to require shade trees as street trees in mixed use and neighborhood zones and incentives for providing shade trees as street trees outside of these zones, per Policy 13.2.12. Incentives are also allowed in PUDs for designing and planting new roadways with shade trees that would allow for future canopy road designations (Policy 13.2.25).

The Master Plan was updated to include Policy 13.2.36 which specifies that “Areas with severe and significant slopes that are not located in the open space systems shall be protected in site-specific plans in accordance with the Comprehensive Plan and Chapter 5 – Environmental Management, Tallahassee Land Development Code.”

5. Development is to be predominantly self-supporting, rather than predominantly dependent on public funding for additional infrastructure and will minimize public costs for the provision and maintenance of community facilities.

**Addressed in Policies 13.2.5, 13.2.28 and 13.2.29**

As noted in Policy 13.2.28 and Policy 13.2.29, public facilities and services shall be provided in accordance with the Welaunee Urban Services-Development Agreement. Policy 13.2.5 addresses phasing, which accounts for necessary infrastructure and supporting services. This policy states, “This timing of infrastructure with development assures that there is no stranded or early investment in infrastructure.”

## Tally 100

The following input was received by Tally 100 on September 2, 2020.

1. All development complies with requirements resulting from the city's clean energy plan. Each building has a certified HERS rating and meet the FGBC or LEED standards that reflect the homes efficiency is in the top 25% of Tallahassee homes completed the previous year.

### **Addressed in Policies 13.2.30 and 13.2.31**

**The Master Plan was updated to address the clean energy. Because development is not anticipated for several years while infrastructure is planned and constructed and because a formal clean energy plan has not yet been adopted, the proposed Clean Energy policy is flexible to encourage strategies based on the Clean Energy Resolution and require PUDs to comply with future Clean Energy Plans and/or Ordinances that may be adopted by the City that are in effect at the time of development. This is included in Policy 13.2.30.**

**Policy 13.2.31 includes the provision for PUDs to incorporate incentives for developments that incorporate Leadership in Energy and Environmental Design (LEED) standards and/or provide building-mounted solar systems.**

2. For low income housing, the city should offer a rebate for the additional cost to achieve energy efficiency and solar, or loans to be financed from the energy cost savings of the residents.

### **Not Addressed in Master Plan**

**Rebates are outside of the purview of Comprehensive Plans, but this can be a consideration by the City as part of the overall energy efficiency rebate program.**

3. Ground based heat pump HVAC or other HVAC with equivalent efficiency for each building.

### **Addressed in Policies 13.2.30**

**This level of detail is outside of the purview of Comprehensive Plans; however, if these standards are incorporated into future clean energy plans or ordinances adopted by the City, development in the Arch would be subject to this as a requirement as established in Policy 13.2.30. Additionally, this could be considered by the City for energy efficient incentives and rebated.**

4. Water heaters and all other appliances meet or exceed energy star certification standards. Solar water heaters are incentivized.



**Addressed in Policies 13.2.30**

**This level of detail is outside of the purview of Comprehensive Plans; however if these standards are incorporated into future clean energy plans or ordinances adopted by the City, development in the Arch would be subject to this as a requirement as established in Policy 13.2.30. Additionally, this could be considered by the City for energy efficient incentives and rebated.**

5. Homes are solar PV ready, with roofs and electrical conduit and wiring designed for the later addition of solar PV and battery storage.

**Addressed in Policies 13.2.24 and 13.2.31**

**The level of detail for individual homes is outside of the purview of Comprehensive Plans; however, the Master Plan was updated to include various incentives for building-mounted solar. These are found in Policy 13.2.24 for parking structures and Policy 13.2.31 for other buildings.**

6. Homes are EV ready, with conduit and wiring designed for the later addition of EV charging stations.

**Addressed in Policies 13.2.27**

**The level of detail for individual homes is outside of the purview of Comprehensive Plans; however the Master Plan was updated to require PUD development to coordinate with the Planning Department and City Public Infrastructure departments to ensure the plan accommodates necessary infrastructure to support charging infrastructure for electric vehicles and infrastructure to support Connected and Automated Vehicles (CAV). Additionally, the Master Plan allows PUDs to include incentives for development that is electric vehicle capable or electric vehicle ready by providing for the future installation and use of Electric Vehicle Supply Equipment (EVSE) in accordance with the National Electrical Code. Incentives will be greater for electric vehicle-ready than for electric vehicle-capable developments. These points are included in Policy 13.2.27.**

7. Design roads and orient building lots to facilitate south facing roofs for solar collection.

**Addressed in Policies 13.2.24 and 13.2.31**

**The design of roads is constrained by engineering standards and requirements beyond the purview of the Comprehensive Plan; however, the Master Plan was updated to include various incentives for building-mounted solar. These are found in Policy 13.2.24 for parking structures and Policy 13.2.31 for other buildings.**

8. Put solar PV over parking lots.

**Addressed in Policies 13.2.30**

The Master Plan was updated to include edits to the parking policy to allow for incentives for building-mounted solar systems on parking structures. The proposed policy leverages incentives over requirements because the need for parking, the design details for parking structures, connected and automated vehicle technology, and the clean energy technologies available at the time of development could change between the adoption of the Master Plan and actual development in the Arch. However, if these standards are incorporated into future clean energy plans or ordinances adopted by the City, development in the Arch would be subject to this as a requirement as established in Policy 13.2.30.

9. Maintain 55% tree canopy coverage as called for in the Urban Forest Master Plan.

**Addressed in Policies 13.2.4, 13.2.12, and 13.2.25**

The City's tree ordinance will apply to development in the Arch. Additionally, the Master Plan was updated to include a Preliminary Environmental Features Map that identified potential locations of High Quality Successional Forests and Native Forests that would be verified through a Natural Features Inventory (NFI) at the time a PUD concept plan is developed. The Master Plan was also updated to include Policy 13.2.4(4)(c) to protect Core Canopy and Core Forest that is part of the fragmentation Class of Core Canopy >500 acres consistent with the recommendations of the Urban Canopy Master Plan. This policy also provides for an area with a minimum width of 75 feet along the length of the Canopy Protection Zone for Miccosukee Road to be designated open space and used as a wildlife corridor. The reserve area for cluster development in the Conservation Design District also prioritizes preservation and conservation features, undeveloped uplands, oak-hickory forest, significant trees.

In addition to policies related to existing tree canopy, the Master Plan was updated to require shade trees as street trees in mixed use and neighborhood zones and incentives for providing shade trees as street trees outside of these zones, per Policy 13.2.12. Incentives are also allowed in PUDs for designing and planting new roadways with shade trees that would allow for future canopy road designations (Policy 13.2.25).

10. All streets and equivalent roadways within the developed area will include bike paths and pedestrian sidewalks that are separated from the motor vehicle roadway.

**Addressed in Policies 13.2.12, 13.2.18, 13.2.22 and 13.2.23**

The Master Plan was updated to include more detail regarding bicycle, pedestrian, and shared-use facilities. Policy 13.2.22 states, "Sidewalks shall be provided on both sides of streets in mixed-use zones. Sidewalks shall be provided on at least one side of streets in zones that allow only residential development."

**Policy 13.2.23 states, “A PUD Concept Plan shall include a network of bicycle facilities, including on-street and off-street facilities, which are strongly encouraged to be coordinated with the open space areas of the Arch. The intent is to provide safe and convenient movement for bicycles reasonably free from hazard and providing a reasonable and direct route between destinations. Bicycle facilities shall be designed where practical to connect to similar facilities in other PUD Concept Plans. Where feasible, a shared-use path of adequate width to accommodate bicycle and pedestrian traffic may substitute for sidewalks and bike lanes. Protected bicycle lanes may be incorporated where feasible. Where bicycle, pedestrian, and/or shared use path facilities intersect the Welaunee Greenway, opportunities shall be provided to access the Greenway.”**

**Policy 13.2.18 states, “Residential zones shall be connected to mixed use zones by a network of sidewalks, shared use paths, and bicycle facilities designed to provide safe, comfortable transportation options.”**

**Policy 13.2.12 states, “Landscaping in mixed-use and neighborhood zones shall include shade trees planted as street trees.” This policy also allows for incentives to landscape with street trees outside of mixed-use and neighborhood zones.**

11. Greenway around the perimeter of Welaunee Arch.

**Addressed in Policies 13.2.4 and 13.2.42**

**Policy 13.2.42 calls for a greenway along the northeast, north, and west perimeter of the Arch. Policy 13.2.4(5) states, “The portion of the Arch along Miccosukee Road shall be designated as Open Space district and shall include the Canopy Road Protection Zone for Miccosukee Road. An additional area with a minimum width of 75 feet along the length of the Canopy Road Protection Zone shall be designated as open space. The Canopy Road Protection Zone with the additional area shall serve as a wildlife corridor that terminates in the core forest area that is part of the fragmentation class of Core Canopy (>500 acres) in the Conservation Design District as shown on the Preliminary Environmental Map. This area may serve as a greenway as long as the greenway does not preclude the ability of the area to serve as a wildlife corridor.”**

12. No extension of city gas lines.

**Addressed in Policies 13.2.29 and 13.2.30**

**The Master Plan was updated to support the renewable energy pledge. Policy 13.2.30 encourages PUDs concept plans to incorporate strategies consistent with the City of Tallahassee’s Clean Energy Resolution and requires them to comply with clean energy and renewable energy ordinances. Policy 13.2.29 was updated to remove references to natural gas.**

## Coordination with the Property Owner's Representatives

Representatives for the property owner attended the video conferences for the Charrettes and provided input through the process as well. Additionally, staff coordinated with the property owner's representatives regarding proposed Objective and Policy language that would impact the privately owned property. The representatives for the property owner have so far agreed with the proposed edits to the Master Plan.

## Conclusion

Based on the Technical Assistance Comments from the State Land Planning Agency and Review Agencies and the input received from citizens and community organizations, the Welaunee Arch Master Plan was updated and improved.

## WELAUNEE ARCH MASTER PLAN

### **Objective 13.2: Development of Remainder of Welaunee Critical Planning Area (EFF. 12/10/02)**

~~Planning studies for the Toe and Heel, which provided the basis for Land Use Objective 13.1 and its supporting policies, were based on a systems approach that considered linkages and functions of natural and man-made systems extending into the remaining portions of the Welaunee Critical Planning Area (other than the Toe and Heel) and beyond. In addition, the existing Urban Services Development Agreement addresses certain planning and public facility issues for these remaining portions of the Welaunee Critical Planning Area. Prior to development of these remaining areas, the studies required by Land Use Policy 6.2.2 shall be performed and an amendment to this comprehensive plan shall be adopted.~~

### **Objective 13.2: Development of the Welaunee Arch.**

The intent of the Welaunee Arch Master Plan is to create a community with a wide range of land uses and different types of residential neighborhoods and mixed-use centers that is phased over time, connected by a multi-modal transportation system, and designed to protect natural resources.

The portion of the Welaunee Critical Planning Area north of Interstate 10 (the “Arch”) may develop with a development pattern that creates a community with a wide range of land uses with various types of residential neighborhoods and mixed-use centers and a region-serving activity center, connected by a multi-modal transportation system, and designed to protect natural resources.

**Policy 13.2.1: Concept.** This Welaunee Arch Master Plan satisfies the requirements of Policies 6.1.1 and 6.1.2 for a planned development master plan in order to foster development on the Welaunee Arch with a region-serving mixed-use activity center; residential areas with a strong sense of place and a range of housing choices; transportation choices with linkage to commercial services and jobs; and planned recreation and open space.

**Policy 13.2.2: Discourage Urban Sprawl.** Development in the Welaunee Arch shall be located wholly within the Urban Services Area. It will discourage urban sprawl by, among other things, directing growth to a next-in-line area identified for future urban development since 1990; promoting walkable, connected neighborhoods that support a range of housing choices and a multimodal transportation system; creating a balance of residential and nonresidential land uses; promoting the efficient and cost-effective provision of public facilities and services; preserving open space and natural lands; protecting environmentally sensitive lands; and providing public recreation and open space.

**Policy 13.2.3: Implementation.** The Welaunee Arch Master Plan shall be implemented by one or more Planned Unit Development (PUD) Concept Plans that shall be consistent with this master plan and contain guidelines and requirements for land use categories, transportation facilities, access management, and other specific design standards. Notwithstanding any other

policies of this Master Plan, any of the one or more PUD Concept Plans may incorporate the entire Arch site, or any portion thereof, including Phase 1 and Phase 2 Land Use Districts.

## LAND USE

**Policy 13.2.4: Land Use Districts.** As depicted on Figure 13-5, the Welaunee Arch shall be designed with these land use districts:

- (1) Residential (Phase 1)** – The Residential land use district is intended to provide the opportunity for a range of housing choices at low densities in proximity to Mixed-Use land use districts that include nonresidential uses which can provide commercial shopping opportunities to meet daily needs. Residential development shall be limited to a maximum density of ten dwelling units per acre, comparable to the maximum density of the Urban Residential land use category, mixed with open spaces and compatible with protected areas such as the Welaunee Greenway. A PUD Concept Plan that includes a Residential area adjacent to the Welaunee Greenway shall provide access points to that facility.
- (2) Mixed Use (Phase 1)** – The Mixed Use land use district is intended to create centers with a diverse mix of land uses, including retail; office; residential; hotels; entertainment venues; and civic, cultural, and other public uses with a strong sense of place. Development intensities of non-residential uses in the Mixed Use land use district shall range from 4,000 square feet per acre to 20,000 square feet per acre, not to exceed a total of 1.9 million gross square feet within the Arch. Residential use is limited to a maximum density of 20 dwelling units per acre, comparable to the maximum density of the Suburban land use category, in Mixed Use districts. All uses may be permitted at street level except as further limited by mixed use sub-categories. Mixed-use centers serving neighborhoods should be located convenient to multiple neighborhoods.

Mixed-use centers shall be designed to encourage pedestrian movement, the use of alternative transportation modes, and the use of non-motorized vehicles. It shall create a positive identity through building design and materials, siting structures and parking to minimize the visual impact of automobiles, landscape design and materials, civic spaces, and focal points. Buildings shall be oriented to the street and designed with setback or build-to lines from the street to promote a pedestrian-friendly environment. Building heights in mixed-use centers shall not exceed 65 feet from grade.

A mixed-use center should be designed to have at least one focal point or landmark (such as a fountain, clock tower, plaza, or public square). Such landmarks shall be exempt from height limitations. Property signage in mixed-use centers shall be provided in a coordinated manner established by a master signage plan in the PUD Concept Plan to achieve compatibility with the architectural vernacular and scale of development.

Within Mixed Use land use districts, non-residential land uses may be further assigned on the basis of the following categories as established in PUD Concept Plans:

**(A) Employment Center** - Employment centers shall be located proximate to major transportation arteries in order to provide jobs for residents as well as regional employment opportunities. Employment centers are intended to contain a mix of uses and not be a single-use environment. They shall be designed with shared parking opportunities for nonresidential uses that have peak parking demands other than during normal office hours. Allowable uses include office, hotels and inns, light industrial, warehousing and distribution, laboratories, research, printing, banks, retail, restaurants and cafes, infrastructure including stormwater management facilities, civic, religious and institutional uses and educational uses. Residential uses shall not be allowed in Employment Centers except when located above the ground floor in mixed-use buildings.

**(B) Town Center** - Town centers shall be planned as compact, efficient nodes. Traffic calming measures such as on-street parking, buildings close to the road with parking in back, streetscape, and other such solutions shall be utilized to create a pedestrian-friendly, walkable center. A town center shall contain uses that serve surrounding neighborhoods as well as those traveling through the area. Uses shall be mixed horizontally and vertically to the maximum extent feasible. It is the design intent to plan for multiple storefronts and multiple retailers in town centers so all of the available retail space is not aggregated into one or two “big-box” stores. Allowable uses include office, retail, restaurants, bed and breakfasts, hotels and inns, theaters and other entertainment venues, specialty retail, grocery stores, residential, home occupational uses, and civic, religious and institutional uses (including day care services for children and adults).

Development intensities in town centers shall range from 8,000 square feet per acre up to 20,000 square feet per acre. Residential densities shall be allowed up to 20 dwelling units per acre with no minimum density required. Residential uses shall be encouraged above ground-floor retail and other nonresidential uses. Town centers shall be planned on a block system with a gridded road network and on-street parking.

Stormwater management facilities shall be located outside of town centers to promote a compact, pedestrian-oriented development pattern except where alternative sites for stormwater facilities are not reasonably available or where stormwater facilities can be integrated with pedestrian friendly environments. Community open space in the form of public squares and greens shall be planned as a focal point for a town center. No minimum on-site open space shall be required on each preliminary plat.

**(C) Neighborhood Center** - Neighborhood centers shall allow small retail, specialty retail, office, restaurants, services, residential and other uses (including day care services for children and adults) that support residential uses within a neighborhood. These centers are also intended to function as a neighborhood focal point and are envisioned to have churches, town squares, and other civic, religious, and institutional uses. The neighborhood centers shall range in size from 5 to 10 acres and shall be designed to create a pedestrian-friendly environment. Traffic calming measures, such as on-street parking, buildings up close to the road with parking in back, streetscape, and other such solutions, shall be utilized to create a pedestrian-friendly, walkable center.

Development intensities in the neighborhood center shall range from 4,000 square feet per acre to 12,500 square feet per acre. The maximum residential density in the neighborhood center shall be 20 units per acre. No minimum density shall be required. Residential uses shall be encouraged above ground-floor retail and other nonresidential uses. Community open space in the form of village squares and village greens shall be planned as the focal point of a neighborhood center. No minimum on-site open space shall be required for each preliminary plat.

**(D) Northeast Gateway Activity Center.** The Northeast Gateway Activity Center shall be a Mixed Use district located on the north side of the planned I-10 Flyover or Interchange with Welaunee Boulevard as depicted on Figure 13-5. The precise location is to be determined by required planning and engineering studies and roadway engineering and design. Applicable Planning Unit Developments (PUDs) for the Arch shall facilitate compatibility with existing residential developments located east of Centerville Road and west of Miccosukee Road that are designated as Residential Preservation or Urban Residential-2 on the Future Land Use Map by addressing measures to mitigate impacts, such as buffering, screening, and the transition of densities and intensities from more dense and intense adjacent to the activity center to less dense and intense closer to the existing residential developments. The Northeast Gateway Activity Center shall contain a diverse mixture of region-serving commercial, office, hotel, and other non-residential uses with a trade area extending beyond the Welaunee Arch. It may also contain higher-density residential and public and civic uses that can contribute to the center's vitality and sustainability.

**(3) Residential Reserve (Phase 2)** – The Residential Reserve land use district is intended to provide the opportunity for lower-density residential uses mixed with open spaces and compatible with adjacent protected areas such as designated Open Space and the Miccosukee Canopy Road Greenway and Welaunee Greenway. Residential development shall be limited to a maximum density of six dwelling units per acre comparable to the maximum density of the Residential Preservation land use category. Conservation Subdivisions shall be allowed in this land use district with residential units clustered on no more than 50 percent of the least environmentally sensitive or otherwise-significant lands on the site and a minimum 50 percent of the site permanently protected by a conservation easement. A PUD Concept Plan that includes a Residential Reserve area adjacent to the Miccosukee Canopy Road Greenway or the Welaunee Greenway shall provide pedestrian access points to these facilities. The Residential Reserve District shall not be developed until 3,000 dwelling units and 500,000 square feet of non-residential uses have been constructed in Phase 1 of the Arch or until after January 1, 2035, whichever occurs first.

**(4) Open Space (Phases 1 and 2)** – The Open Space land use district shall be designed as a connected and continuous network of open space as generally depicted on Welaunee Arch Map, Figure 13-5, including but not limited to Conservation and Preservation lands, aesthetic open space, and the Perpetual Drainage Easement held by the City and County. Passive Recreation Facilities may be constructed in the Open Space land use district. In addition, bandshells, gazebos, and other improved gathering places may be allowed in such lands if designed for pedestrian access only and subject to a management plan approved by the City.



The Open Space land use district shall be open to the general public and be designed with access to the Miccosukee Canopy Road Greenway and the Welaunee Greenway at multiple locations. Such lands shall provide additional buffering for designated Canopy Roads where feasible. They may be privately owned or be dedicated to the public by conveyance to a general- or special-purpose local governmental entity. Public roads and utilities may cross through the Open Space district if no alternative route can be secured and impacts are minimized.

**Policy 13.2.5: Program.** The development program for the Welaunee Arch shall be:

Land Use District	Maximum Density/Intensity	Allocations of Land Use	Estimated Acreages
<b>Phase 1</b>			
Residential	10 Units per Acre	15-25%	715 to 1,200 Acres
Mixed Use (including Employment Center, Town Center, and Neighborhood Center)	20 Units per Acre (residential)	5-10%	95 to 195 Acres (residential)
	4,000 - 20,000 GSF per Acre (non-residential)		140 to 290 Acres (non-residential)
<b>Phase 2</b>			
Residential Reserve	6 Unit per Acre	30-40%	1, 400 to 1,915 Acres
<b>Open Space (Phases 1 and 2)</b>			
Open Space	N/A	30-40%	1,430 to 1,915 Acres
<b>TOTALS</b>			<b>4,778 Acres</b>

**Policy 13.2.6: Inclusionary housing.** A range of housing choices shall be provided to accommodate diverse income levels, age groups, and housing needs. Each PUD Concept Plan

shall include an Inclusionary Housing Plan designed to achieve compliance with the City's Inclusionary Housing Ordinance by buildout of the area governed by that concept plan. In addition to the incentives authorized by the Inclusionary Housing Ordinance, granny flats, garage apartments, and other accessory dwelling units will not be included in unit or density calculations or transportation analyses.

**Policy 13.2.7: Community Facilities.** Community Services, Light Infrastructure, Community Parks, and Neighborhood Parks shall be allowed uses in the Residential Reserve, Residential, and Mixed Use land use districts.

**Policy 13.2.8: Essential Services.** Mixed-use centers and residential neighborhoods shall be designed to facilitate essential services, such as fire, police, and emergency medical services consistent with generally accepted response times. Integrated mixtures of land uses shall be located and designed to be consistent with comprehensive crime prevention strategies of natural surveillance, territorial reinforcement and natural access control.

**Policy 13.2.9: Landscaping.** All landscaped areas, except athletic playing fields and golf course fairways and greens, shall utilize drought-resistant native plant materials from the "Florida Friendly Landscaping™ Guide to Plant Selection and Landscape Design" or other regionally appropriate plant material guide approved by the City. Landscaping may not include invasive species listed by the Florida Exotic Pest Plan Council. Landscaping in mixed-use centers shall include street trees.

**Policy 13.2.10: General Compatibility.** Development in the Welaunee Arch shall be compatible with adjoining land uses through measures including but not limited to density and height limitations, setbacks, and vegetative and open space buffers.

**Policy 13.2.11: Compatibility with Existing Residential Development.** To facilitate compatibility with the existing residential developments located east of Centerville Road and west of Miccosukee Road that are designated as Residential Preservation or Urban Residential-2 on the Future Land Use Map, land in the Welaunee Arch that is within 1,000 feet of such neighborhoods as measured from the boundary of the neighborhood shall be limited to open space, greenways, and residential uses with a maximum density of 6 units per acre comparable to the Residential Preservation Land Use Category. Mixed Use Land Use districts shall extend no closer than 1,000 feet from these existing residential developments. The location and size of each specific use category shall be depicted on a Planned Unit Development (PUD) Concept Plan.

**Policy 13.2.12: Interim Uses.** Agricultural and silvicultural uses, whether existing or new, shall be an allowed interim use in any area of the Welaunee Arch on which development is planned to occur, up to and until the start of actual construction on the applicable land.

## TRANSPORTATION

**Policy 13.2.13: Transportation System.** The Welaunee Arch shall be served by a transportation system designed to optimize mobility. Major thoroughfares shall be generally located as depicted on Welaunee Arch Map, Figure 13-5, with the final location and design to be based upon site-

specific environmental, engineering, and related considerations. Within centers and neighborhoods, where feasible a grid of interconnected streets will provide alternative travel paths. Energy efficiency shall be accomplished in areas that are intended for greater densities and intensities through support of frequent transit service and providing a safe, comfortable and attractive environment for pedestrians and cyclists. The transportation system, along with the mixture of uses, shall be designed to achieve an internal capture of at least 20 percent of the vehicular trips generated on-site at buildout.

**Policy 13.2.14: Northeast Gateway.** The Northeast Gateway, which is a major infrastructure project for the entire Welaunee Critical Planning Area, consists of region-serving roads to distribute traffic north, south, east and west from a new I-10 interchange at Welaunee Boulevard, which was recommended in the Florida Department of Transportation (FDOT) Master Plan Update on February 28, 2013. North of I-10, the roadways that make up the Northeast Gateway include the extension of Welaunee Boulevard from south of I-10 north through the Arch, and the extension of Shamrock Way from Centerville Road to U.S. 90 (Mahan Drive). Welaunee Boulevard and Shamrock South Extension are programmed to be constructed by the Blueprint Intergovernmental Agency consistent with the voter-approved Northeast Gateway project and may be phased based upon trip demand. Within the Arch, both Welaunee Boulevard and Shamrock South Extension shall be designed to function as a complete street to promote mobility for multiple users—pedestrians, bicyclists, motorists, and transit riders of all ages. No residential driveways shall connect directly to Welaunee Boulevard.

**Policy 13.2.15: I-10 Flyover or Interchange.** Welaunee Boulevard shall connect to a flyover across I-10 or an interchange, if approved by the Federal Highway Administration, in order to facilitate vehicular movement to Welaunee Boulevard south of I-10. Any flyover or interchange shall meet federal requirements to ensure the safe and efficient use of I-10.

**Policy 13.2.16: Right-of-Way Reservation.** The landowner shall reserve for future conveyance the right-of-way for Welaunee Boulevard, the Shamrock South Extension, and the I-10 Flyover or Interchange as generally depicted on Welaunee Arch Map, Figure 13-5. Reservation means that such land will not be committed to an irreversible land use that would preclude construction of planned transportation facilities and shall be by means of a written agreement, entered into previously or concurrent with the effective date of this master plan, with the City and/or other transportation providers that specifies right-of-way width and other terms. Rights-of-way shall be restricted to transportation facilities and compatible linear infrastructure.

**Policy 13.2.17: Complete Streets.** A PUD Concept Plan shall provide in mixed-use centers for complete streets that include safe and convenient pedestrian facilities reasonably free from hazards and adequately separated from streets that carry high volumes of vehicular traffic, and create a reasonable and direct route between destinations. Sidewalks shall be provided on both sides of streets in mixed-use centers; however, outside of mixed-use centers, a single multi-use path may substitute for sidewalks. Sidewalks shall be provided on one side of all other streets.

**Policy 13.2.18: Bicycle Facilities.** A PUD Concept Plan shall include a network of bicycle facilities, including on-street and off-street facilities, to provide safe and convenient movement for bicycles reasonably free from hazard and providing a reasonable and direct route between

destinations. Bicycle facilities shall be designed so they may be connected to similar facilities in other PUD Concept Plans.

**Policy 13.2.19: Parking in Mixed-Use Centers.** In mixed-use centers, vehicular parking shall be located on the street, in parking structures, or off-street at the street level. Off-street parking shall be provided in the rear of buildings where feasible and shall be limited in size and scale through such measures as shared parking, parking credits, and maximum parking limits.

**Policy 13.2.20: Canopy Roads.** Direct access to Canopy Roads shall not be permitted for any residential or nonresidential uses except parks or open space. Road access to the Welaunee Arch shall be provided from Miccosukee Road at no more than three locations. Road access to the Arch shall be provided from Centerville Road in no more than two locations.

## **PUBLIC FACILITIES AND SERVICES**

**Policy 13.2.21: Adequate Public Facilities and Services.** Development in the Welaunee Arch shall be served by adequate public facilities and services as required by law and consistent with the Welaunee Urban Services-Development Agreement, as restated and amended. Such facilities and services may be phased and financed, constructed, owned, operated, or maintained by any entity allowed by law, including but not limited to independent or dependent special districts, property owner associations, homeowner associations, or any combination of such entities. Any such entity may finance public facilities through any means allowed by law.

**Policy 13.2.22: Utilities.** Potable water, sanitary sewer, electricity, and natural gas service shall be provided by the City pursuant to the Welaunee Urban Services-Development Agreement, as restated and amended. Private providers shall provide telecommunications services. The installation of utilities may be phased.

**Policy 13.2.23: Stormwater Management.** Prior to approval of the first PUD Concept Plan, a Stormwater Facilities Master Plan for the entire Arch shall be prepared by the applicant and reviewed and approved by the City. If the Arch is intended to develop in phases, the stormwater plan may be conceptual and generalized based upon the maximum development allowed by this master plan. Stormwater facilities shall be designed to meet treatment and attenuation requirements of the Environmental Management Ordinance. Such facilities may be located in Open Space subject to design standards in a PUD Concept Plan and consistent with protection of conservation and preservation lands required by the comprehensive plan and the Environmental Management Ordinance.

**Policy 13.2.24: Schools.** Each PUD Concept Plan shall be analyzed for impacts on public schools based upon then-applicable pupil generation rates utilized by Leon County Schools. Schools shall be located in relation to neighborhoods in order to serve residents and provide a focal point for the neighborhoods. The colocation of schools, civic spaces, and active parks is encouraged.

## **RECREATION AND OPEN SPACE**

**Policy 13.2.25: Open Space.** Open Space may include but are not limited to conservation and preservation lands, buffers for environmentally sensitive areas, aesthetic open space, active and passive recreation areas, and community gathering spaces. Open Space may be applied to satisfy requirements of the Environmental Management Ordinance. Constructed stormwater facilities may be utilized to satisfy open space requirements in a PUD Concept Plan.

**Policy 13.2.26: Conservation and Preservation Lands.** Conservation and Preservation lands shall be subject to a management plan to be reviewed and approved concurrent with the PUD Concept Plan that includes the applicable Conservation and Preservation lands. Such management plan shall include measures to protect the values for which such lands were designated and may include conservation easements and other measures consistent with the Environmental Management Ordinance. To the extent allowed by local, state, or federal law, Conservation or Preservation lands may be utilized to achieve mitigation required by permits.

**Policy 13.2.27: Recreation Areas.** A PUD Concept Plan shall provide for reasonable public access to parks, recreation areas, natural areas, and open space. A multi-use trail system should link residential neighborhoods with mixed-use centers, civic spaces, employment, recreation and open space, and the Welaunee Greenway and Miccosukee Canopy Road Greenway.

**Policy 13.2.28: Perpetual Drainage Easement.** The Perpetual Drainage Easement across the Welaunee Arch shall be subject to the Order Clarifying Definition of Perpetual Drainage Easement, entered by Leon County Circuit Court on March 13, 1997. Lands within the Perpetual Drainage Easement shall be considered Open Space and may be utilized for active and passive recreation facilities and activities, including but not limited to, walking and bicycle trails, playgrounds, and athletic fields associated with development of lands owned by the landowner within the altered or undisturbed floodplains so long as the function of the easement is not impaired.

**Policy 13.2.29: Welaunee Greenway.** The Welaunee Greenway shall consist of an 8.4-mile-long shared-use trail corridor along the northeast, north, and west perimeter of the Arch, and shall be developed per the Northeast Gateway Blueprint 2020 infrastructure project and consistent with the Tallahassee-Leon County 2015 Greenways Master Plan. The Welaunee Greenway shall connect to the existing Miccosukee Canopy Road Greenway to create a 17-mile linear park loop with a pedestrian bridge across Interstate-10. The Welaunee Greenway shall have a management plan approved by the City that is consistent with the policies of this master plan. Public roadways and utilities may cross through the Welaunee Greenway as needed.

## WELAUNEE ARCH MASTER PLAN

Objective 13.2: Development of Remainder of Welaunee Critical Planning Area (EFF. 12/10/02)

Planning studies for the Toe and Heel, which provided the basis for Land Use Objective 13.1 and its supporting policies, were based on a systems approach that considered linkages and functions of natural and man-made systems extending into the remaining portions of the Welaunee Critical Planning Area (other than the Toe and Heel) and beyond. In addition, the existing Urban Services Development Agreement addresses certain planning and public facility issues for these remaining portions of the Welaunee Critical Planning Area. Prior to development of these remaining areas, the studies required by Land Use Policy 6.2.2 shall be performed and an amendment to this comprehensive plan shall be adopted.

### **Objective 13.2: Development of Concept for the Welaunee Arch.**

The intent of the Welaunee Arch Master Plan is to ~~create~~ provide an area-wide plan for the portion of the Welaunee Critical Planning Area located north of Interstate-10 and west of Miccosukee Road (i.e. the "Arch"). This master plan sets the standards and guidelines to coordinate one or more implementing development plans such that the development of the Arch results in a new, integrated community with a wide range variety of land uses and different types of residential, diverse neighborhoods and mixed-use centers that is phased over time, a region-serving activity center, active and passive recreational options, and abundant open space. The development of the Arch consistent with this master plan shall be implemented in phases, connected by a multi-modal transportation system, served by regional, master planned stormwater facilities, and designed in ways that protect natural resources.

~~The portion of the Welaunee Critical Planning Area north of Interstate 10 (the "Arch") may develop with a development pattern that creates a community with a wide range of land uses with various types of residential neighborhoods and mixed-use centers and a region-serving activity center, connected by a multi-modal transportation system, and designed to protect natural resources.~~

**Policy 13.2.1: Concept.** This Welaunee Arch Master Plan satisfies the requirements of ~~Policies 6.1.1 and 6.1.2~~ the Tallahassee-Leon County Comprehensive Plan for a planned development master plan in order to foster development on the Welaunee Arch with a region-serving, mixed-use activity center; residential areas with a strong sense of place and a range of diverse housing choices; transportation choices with linkage to commercial services and jobs; and planned recreation and open space.

**Policy 13.2.2: Discourage Urban Sprawl.** ~~Development in the~~ The Welaunee Arch shall be located wholly within the Urban Services Area. ~~Development within the Arch will~~ discourage urban sprawl by, among other things, directing growth to a next-in-line area identified for future urban development since 1990; promoting walkable, connected neighborhoods that support a range of housing choices and implementing a multimodal

transportation system that supports the internal capture of transportation trips; creating a balance of residential and nonresidential land uses through integrated, mixed-use centers and diverse housing types in close proximity to nonresidential uses; promoting the efficient and cost-effective provision or extension of public facilities and services; protecting and preserving open space and natural lands resources; protecting environmentally sensitive lands; and providing public recreation and open space.

**Policy 13.2.3: Implementation.** The Welaunee Arch Master Plan shall be implemented by one or more Planned Unit Development (PUD) Concept Plans ~~that, Regulating Plans with Form-based Codes, or other implementing plan as allowed by the Comprehensive Plan at the time of development.~~ All such plans are referred to herein as Planned Development Concept Plans or PUD Concept Plans. Such PUD Concept Plans shall be consistent with this master plan and contain guidelines and requirements for land use categories, transportation facilities, access management, and other specific design standards. ~~Notwithstanding any other policies of this Master Plan, any of the one or more PUD Concept Plans may incorporate the entire Arch site, or any portion thereof, including Phase 1 and Phase 2 Land Use Districts.~~ All PUD Concept Plans shall be consistent with stormwater facility master plans and transportation plans for the Phase of the Arch in which they are located, as developed and approved prior to or concurrent with the initial PUD Concept Plan for that Phase. The phasing of development in the Arch shall be consistent with necessary infrastructure and supporting services and the phasing requirements of Policy 13.2.5. Development Phases and PUD Concept Plans shall consider previously approved PUD Concept Plans within the Arch and anticipated development based on Figures 13-5 through 13-7 such that open space, stormwater, and transportation systems are planned and implemented consistent with the Policies in this Welaunee Arch Master Plan portion of the Welaunee Critical Area Plan.

A PUD Concept Plan may address only a portion of a Phase or may address more than one Phase. The minimum size for the initial PUD Concept Plan for any Phase of the Arch shall be 350 acres. Subsequent PUD Concept Plans shall be implemented consistent with this Master Plan and the applicable implementing plan standards allowed by the Comprehensive Plan at the time of development.

## **LAND USE**

**Policy 13.2.4: Land Use Districts.** The Master Plan forms the basis upon which organizing elements are oriented to convey the overall urban form. Lands within the Welaunee Arch shall be planned for the generalized land uses described in this Policy and Table 1. As depicted on Figure 13-5, the Welaunee Arch shall be designed with ~~these~~ the following land use districts:

**(1) Northeast Gateway District** – The intent of the Northeast Gateway District is to provide an area that capitalizes on the location of a potential future interchange with Interstate-10 and Welaunee Boulevard by including well-designed, region-serving commercial and employment uses. The Northeast Gateway District as identified on Figure 13-5 shall be comprised of:

~~(1) **Activity Center, Residential (Phase 1)**—The Residential land use district is intended to provide the opportunity for a range of housing choices at low densities in proximity to Mixed Use land use districts that include nonresidential uses which can provide commercial shopping opportunities to meet daily needs. Residential development shall be limited to a maximum density of ten dwelling units per acre, comparable to the maximum density of the Urban Residential land use category, mixed with open spaces and compatible with protected areas such as the Welaunee Greenway. A PUD Concept Plan that includes a Residential area adjacent to the Welaunee Greenway shall provide access points to that facility.~~

~~a. An activity center zone shall be a mixed-use zone including between 75 and 280 acres. The activity center zone shall be located east of the residential zone, as generally depicted on Figure 13-5, and no closer than 1,000 feet from the Buckhead subdivision. This zone shall contain a diverse mixture of region-serving commercial, office, hotel, and other non-residential uses with a trade area extending beyond the Welaunee Arch. This zone may also contain higher-density residential and public and civic uses that can contribute to the center's vitality and sustainability. Residential densities in this zone shall have a minimum of 10 units per acre and a maximum of 20 units per acre for residential development not in vertically mixed-use buildings. Non-residential intensities shall range from 4,000 square feet per acre to 30,000 square feet per acre. The mixture of uses shall be 10% to 55% residential and community services uses and 45% to 90% non-residential uses.~~

~~(2) **Mixed Use (Phase 1)**—The Mixed Use land use district is intended to create centers with a diverse mix of land uses, including retail; office; residential; hotels; entertainment venues; and civic, cultural, and other public uses with a strong sense of place. Development intensities of non-residential uses in the Mixed Use land use district shall range from 4,000 square feet per acre to 20,000 square feet per acre, not to exceed a total of 1.9 million gross square feet within the Arch. Residential use is limited to a maximum density of 20 dwelling units per acre, comparable to the maximum density of the Suburban land use category, in Mixed Use districts. All uses may be permitted at street level except as further limited by mixed use sub-categories. Mixed use centers serving neighborhoods should be located convenient to multiple neighborhoods.~~

~~Mixed use centers shall be designed to encourage pedestrian movement, the use of alternative transportation modes, and the use of non-motorized vehicles. It shall create a positive identity through building design and materials, siting structures and parking to minimize the visual impact of automobiles, landscape design and materials, civic spaces, and focal points. Buildings shall be oriented to the street and designed with setback or build-to-lines from the street to promote a pedestrian-friendly environment. **Building heights in mixed use centers shall not exceed 65 feet from grade.**~~

~~A mixed use center should be designed to have at least one focal point or landmark (such as a fountain, clock tower, plaza, or public square). Such landmarks shall be exempt from height limitations. Property signage in mixed use centers shall be provided in a coordinated manner~~



~~established by a master signage plan in the PUD Concept Plan to achieve compatibility with the architectural vernacular and scale of development.~~

~~Within Mixed Use land use districts, non-residential land uses may be further assigned on the basis of the following categories as established in PUD Concept Plans:~~

~~(A) **Employment Center**—Employment centers. An employment center zone shall be a mixed-use zone located proximate to major transportation arteries in order to provide jobs for residents as well as regional employment opportunities; and shall contain 75 to 280 acres. Employment centers are intended to contain a mix of uses and not be a single-use environment. Allowable uses include office, hotels and inns, light industrial, warehousing and distribution, laboratories, research, printing, banks, retail, restaurants and cafes, infrastructure including stormwater management facilities, civic, religious and institutional uses and educational uses. They Residential uses shall not be allowed in Employment Center zones except when located above the ground floor in mixed-use buildings. Development intensities of non-residential uses in the employment center zone shall range from 8,000 square feet per acre to 40,000 square feet per acre. This zone shall be designed with shared parking opportunities for nonresidential uses that have peak parking demands other than during normal office hours. Allowable uses include office, hotels and inns, light industrial, warehousing and distribution, laboratories, research, printing, banks, retail, restaurants and cafes, infrastructure including stormwater management facilities, civic, religious and institutional uses and educational uses. Residential uses shall not be allowed in Employment Centers except when located above the ground floor in mixed-use buildings.~~

~~b. **Town Center**—Town centers shall be planned as compact, efficient nodes. Traffic calming measures such as on-street parking, buildings close to the road with parking in back, streetscape. The development of a PUD Concept Plan that includes this zone shall include coordination with Star Metro to include preliminary plans for transit connectivity between this zone and other mixed-use zones in the Arch.~~

~~c. **Residential.** A residential zone shall be located between the Buckhead subdivision and the mixed-use zones as generally depicted on Figure 13-5. This residential zone shall include between 30 and 100 acres. Residential development density shall be no less than 2 dwelling units per acre and not exceed 6 dwelling units per acre. Accessory dwelling units shall not count towards the residential density in this zone.~~

~~d. **Open Space/Greenway.** The Open Space and Greenway area within the Northeast Gateway District shall be consistent with Policy 13.2.36. Specifically, an open space zone shall be located along the border with the established Buckhead Neighborhood serving as a buffer between the existing Buckhead Neighborhood and new development in the Arch. This zone shall be no less than 250 feet wide and will include the Welaunee Greenway and existing utility~~

easements. In total, a minimum of 25% of the gross area in Phase 1 shall be included in Open Space or the Greenway.

**(2) West Arch District** – The intent of the West Arch District is to provide an area with a mixed-use center that serves residents of both Welaunee via Welaunee Boulevard and Killearn Neighborhoods via Shamrock South. It is the intent of this District to allow the highest density and intensity development within the mixed-use center, gradually transitioning to lower densities and intensities as distance from the mixed-use center increases. The West Arch District as identified on Figure 13-5 shall be comprised of:

**a. Mixed-Use Center.** Development of the West Arch District shall include a single mixed-use center designated as either a Town Center zone or Village Center zone.

~~**(B)b. Town Center.** A town center zone shall be a mixed-use development planned as a compact, efficient node between 15 and 125 acres in size. A town center shall contain uses that serve surrounding neighborhoods as well as those traveling through the area. such solutions shall be utilized to create a pedestrian-friendly, walkable center. A town center shall contain uses that serve surrounding neighborhoods as well as those traveling through the area. Uses shall be mixed horizontally and vertically to the maximum extent feasible. It is the design intent to plan for multiple storefronts and multiple retailers in town centers so all of the available retail space is not aggregated into one or two “big-box” stores. Allowable uses include office, retail, restaurants, bed and breakfasts, hotels and inns, theaters and other entertainment venues, specialty retail, grocery stores, residential, home occupational uses, and civic, religious and institutional uses (including day care services for children and adults). Uses shall be mixed horizontally and vertically to the maximum extent feasible. It is the design intent to plan for multiple storefronts and multiple retailers in the town center, so all of the available retail space is not aggregated into one or two “big-box” stores.~~

Development intensities in the town centers shall range from 84,000 square feet per acre up to 2030,000 square feet per acre. Individual building footprints for non-residential uses shall be limited to 25,000 gross square feet. Residential densities shall be allowed no less than 8 units per acre up to a maximum of 20 dwelling units per acre with no minimum density required for residential development not in vertically mixed-use buildings. Residential uses shall be encouraged above ground-floor retail and other nonresidential uses. The mixture of uses shall be 10% to 55% residential and community services and 45% to 90% non-residential uses. Town centers shall be planned on a block system with a gridded road network and to facilitate connectivity. Traffic calming measures such as on-street parking, buildings close to the road with parking in back, streetscapes with street trees and landscaping, and other such solutions shall be utilized to create a

~~Stormwater management facilities shall be located outside of town centers to promote a compact, pedestrian-oriented development pattern except where alternative sites for stormwater facilities are not reasonably available or where stormwater facilities can be integrated with pedestrian-friendly environments, walkable center.~~ Community open space in the form of public squares and greens shall be planned as a focal point for a town center. No minimum on-site open space shall be required on each preliminary plat.

~~(C)c. **NeighborhoodVillage Center** – Neighborhood centers. A village center zone shall allow small retail, specialty retail, office, restaurants, services, residential and other uses (including day care services for children and adults) that support residential uses within a neighborhood. These centers are the District. This zone is also intended to function as a neighborhood focal point and are is envisioned to have churches, town squares, and other civic, religious, and institutional uses. The neighborhood centersvillage center zone shall range in size from 5 to 1050 acres and shall be designed to create a pedestrian-friendly environment. Traffic calming measures, such as on-street parking, buildings up close to the road with parking in back, streetscape with street trees and landscaping, and other such solutions, shall be utilized to create a pedestrian-friendly, walkable center.~~

~~The mixture of uses shall be 0% to 50% residential and community services and 50% to 100% non-residential uses. Development intensities in the neighborhoodvillage center zone shall range from 4,000 square feet per acre to 12,50020,000 square feet per acre. The maximum residential densityResidential development in the neighborhood centerVillage Center shall be 20no less than 4 dwelling units per acre. No minimum density shall be required and not exceed 14 dwelling units per acre for residential development not in vertically mixed-use buildings. Residential uses shall be encouraged above ground-floor retail and other nonresidential uses. Community open space in the form of village squares and village greens shall be planned as the focal point of a neighborhoodvillage center. No minimum on-site open space shall be required for each preliminary plat.~~

~~d. **Neighborhood.** The neighborhood zone is intended to provide the opportunity for a range of housing choices integrated with neighborhood scale, non-residential uses in proximity to a mixed-use land use districts that include nonresidential uses which can provide commercial shopping opportunities to meet daily needs. This zone shall be located within ¼ to ½ mile from the edge of the town center zone. In the neighborhood zone, residential development shall be no less than 4 dwelling units per acre and not exceed 14 dwelling units per acre. The maximum gross intensity allowed for new non-residential development is 20,000 square feet per acre. Building footprints for non-residential uses shall be limited to 10,000 gross square feet.~~

~~e. **Residential.** The Residential zone is intended to provide the opportunity for a range of housing choices in proximity to mixed-use land use zones that include~~

nonresidential uses which can provide commercial shopping opportunities to meet daily needs. This zone is intended to provide a transition from the mixed-use center and neighborhood zones to existing development in the Killearn neighborhoods. Residential development shall be limited to a minimum of 2 dwelling units per acre with a maximum density of 10 dwelling units per acre, comparable to the maximum density of the Urban Residential land use category, mixed with open spaces and compatible with protected areas such as the Welaunee Greenway.

- f. **Open Space/ Greenway.** The Open Space and Greenway area within the West Arch District shall be consistent with Policy 13.2.36. In total, a minimum of 25% of the gross area in Phase 1 shall be included in Open Space or the Greenway.

**(3) North Arch District** – The intent of the North Arch District is to provide an area with a mixed-use center that serves residents of Welaunee, Killearn, and the residents along Roberts Road and Crump Road. The North Arch District as identified on Figure 13-5 shall be comprised of:

- a. **Mixed-Use Center.** Development of the North Arch District shall include a single mixed-use center designated as either a Town Center zone or Village Center zone as defined in the West Arch District policy.
- b. **Neighborhood.** The neighborhood zone is intended to provide the opportunity for a range of housing choices integrated with neighborhood scale, non-residential uses in proximity to a mixed-use land use districts that include nonresidential uses which can provide commercial shopping opportunities to meet daily needs. This zone shall be located within ¼ to ½ mile from the edge of the mixed-use center zone. In this neighborhood zone, residential development shall be no less than 4 dwelling units per acre and not exceed 14 dwelling units per acre. The maximum gross intensity allowed for new non-residential development is 20,000 square feet per acre. Building footprints for non-residential uses shall be limited to 10,000 gross square feet.
- c. **Residential.** The Residential zone is intended to provide the opportunity for a range of housing choices in proximity to mixed-use land use districts that include nonresidential uses which can provide commercial shopping opportunities to meet daily needs. Residential development shall be a minimum of 2 dwelling units per acre and shall not exceed a density of 10 dwelling units per acre, comparable to the maximum density of the Urban Residential land use category, mixed with open spaces and compatible with protected areas such as the Welaunee Greenway. This zone is intended to provide a transition from the mixed-use center and neighborhood zones to existing development in the Killearn neighborhoods.

d. **Open Space/ Greenway.** The Open Space and Greenway area within the North Arch District shall be consistent with Policy 13.2.36. In total, a minimum of 25% of the gross area in Phase 1 shall be included in Open Space or the Greenway.

Additionally, high quality native forests in the North Arch District shall be protected and preserved. Trails shall be planned around the high-quality native forest areas to serve as both recreational facilities and as fire breaks when these areas are managed with prescribed fires. Potential locations of high-quality native forests are shown on the Preliminary Environmental Map (Figure 13-6). The location of protected areas will be determined through a Natural Features Inventory approved by the City prior to approval of a PUD Concept Plan that includes this District.

e. **Regional Park.** A regional park may be located in the North Arch District. If a regional park is designated within this District, it shall be designed to include connectivity with the trail system around any high-quality native forests as described in the open space zone for this District.

**(4) Conservation Design District -** The intent of the Conservation Design District is to provide an area that is primarily residential in nature with a small village center. The residential development is intended to be arranged as cluster subdivisions in order to maximize the efficiency of infrastructure and to preserve environmental features and open spaces. The village center is intended to include non-residential uses in a location that minimizes the number of miles residents drive to meet their daily needs and promote the internal capture of vehicular trips. The Conservation Design District as identified on Figure 13-5 shall be comprised of:

a. **Clustered Residential.** The conservation design zone shall be comprised of clustered development that sets aside 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, oak-hickory forest, significant trees, passive recreation areas, and stormwater facilities designed as a community amenity. Adjacent open space as designated on Figure 13-5 and consistent with Policy 13.2.36 may be included in the Conservation Design District reserve area calculations for cluster development. The development area shall be the area not set aside as reserve area and shall comprise no more than 40 percent of the total conservation design district. Within this district, development area shall be located on the least environmentally sensitive areas; be contiguous to the greatest extent practicable; and allow maximum open space to be easily maintained in the reserve area. The development area shall be developed at a minimum of two dwelling units per acre and a maximum of 12 units per acre. Planned Unit Developments may provide for a density bonus up to 20 units per acre where more area is set aside than required or where greenways, trails, or other passive recreational opportunities are provided in the reserve area.

The conservation subdivision zone shall contain a mixture of housing types. Allowable housing types include single family detached homes, single family attached homes, duplexes, triplexes, fourplexes, courtyard buildings (a 1 to 3.5 story detached structure consisting of multiple side-by-side and/or stacked dwelling units oriented around a courtyard or series of courtyards), and cottage courts (a group 1 to 1.5-story detached structures arranged around a shared court visible from the street). The conservation design district shall not contain greater than 80% of any one housing type. Accessory dwelling units are allowable per City of Tallahassee land development code. Accessory dwelling units do not count towards the overall density and do not count as a different housing type for the purpose of requiring a mixture of housing types. Design standards for this District shall include Dark Sky principles to prevent and reduce light pollution.

The acreage of the reserve area shall be preserved through the creation of conservation or preservation easements, 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 which includes natural open space, passive recreation uses (e.g., greenways, picnic areas or open fields), stormwater facilities, or other environmental conservation purposes.

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.

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:

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.

- b. Village Center.** The Conservation Design District shall include a Village Center Zone subject to the design standards for a Village Center zone in the West Arch District Policy.

c. **Open Space/ Greenway.** The Open Space and Greenway area within the Conservation Design District shall be consistent with Policy 13.2.36 and shall be included in the reserve area calculations for cluster development. At a minimum 60% of Phase 2 and 3 shall be designated Open Space and Greenway.

Additionally, high quality successional forests and native forests as defined in the Tallahassee-Leon County Comprehensive Plan Glossary in the Conservation Design District shall be protected and preserved. Trails shall be planned around the high-quality native forest areas to serve as both recreational facilities and as fire breaks when these areas are managed with prescribed fires. Potential locations of high-quality native forests are shown on the Preliminary Environmental Map (Figure 13-6). The location of protected areas will be determined through a Natural Features Inventory approved by the City prior to approval of a PUD Concept Plan that includes this District.

Core canopy or core forests, as defined in the City of Tallahassee's Urban Forest Master Plan, that is part of the fragmentation class of Core Canopy (>500 acres) and shown on the Preliminary Environmental Map (Figure 13-6), shall be protected and shall be connected to greenways and open space that function as wildlife corridors. These areas may be included in the reserve area calculations for cluster development. Potential locations of core forest areas that are part of the fragmentation class of Core Canopy (>500 acres) are shown on the Preliminary Environmental Map (Figure 13-6). The location of protected areas will be determined through a Natural Features Inventory approved by the City prior to approval of a PUD Concept Plan that includes this District.

d. **Residential Reserve - Northeast Gateway Zone** - The Residential Reserve Zone of the Conservation Design District as identified on Figure 13-5 is intended to be residential in nature, arranged as cluster subdivisions in order to maximize the efficiency of infrastructure and to preserve environmental features and open spaces. This zone is also intended to maintain compatibility with established residential development along Roberts Road and Crump Road. The Residential Reserve Zone shall be subject to the Clustered Residential policy above with a maximum density of 6 units per acre. The Residential Reserve zone shall include open space buffers to Roberts Road and Crump Road that include the Welaunee Greenway system.

~~(D) **Open Space** - The Open Space **Activity Center** - The Northeast Gateway Activity Center shall be a Mixed Use district located on the north side of the planned I-10 Flyover or Interchange with Welaunee Boulevard as depicted on Figure 13-5. The precise location is to be determined by required planning and engineering studies and roadway engineering and design. Applicable Planning Unit Developments (PUDs) for the Arch shall facilitate compatibility with existing residential developments located east of Centerville Road and west of Miccosukee Road that are designated as Residential Preservation or Urban Residential-2 on the Future Land Use Map by addressing measures to mitigate impacts, such as buffering, screening, and the transition of~~

~~densities and intensities from more dense and intense adjacent to the activity center to less dense and intense closer to the existing residential developments. The Northeast Gateway Activity Center shall contain a diverse mixture of region-serving commercial, office, hotel, and other non-residential uses with a trade area extending beyond the Welaunee Arch. It may also contain higher density residential and public and civic uses that can contribute to the center's vitality and sustainability.~~

~~(3) **Residential Reserve (Phase 2)** — The Residential Reserve land use district is intended to provide the opportunity for lower density residential uses mixed with open spaces and compatible with adjacent protected areas such as designated Open Space and the Miccosukee Canopy Road Greenway and Welaunee Greenway. Residential development shall be limited to a maximum density of six dwelling units per acre comparable to the maximum density of the Residential Preservation land use category. Conservation Subdivisions shall be allowed in this land use district with residential units clustered on no more than 50 percent of the least environmentally sensitive or otherwise significant lands on the site and a minimum 50 percent of the site permanently protected by a conservation easement. A PUD Concept Plan that includes a Residential Reserve area adjacent to the Miccosukee Canopy Road Greenway or the Welaunee Greenway shall provide pedestrian access points to these facilities. The Residential Reserve District shall not be developed until 3,000 dwelling units and 500,000 square feet of non-residential uses have been constructed in Phase 1 of the Arch or until after January 1, 2035, whichever occurs first.~~

~~(5) **Open Space (Phases 1 and 2)** — The Open Space land use district shall be designed as a connected and continuous network of open space as generally depicted on Welaunee Arch Map, Figure 13-5, including but not limited to which shall include Conservation and Preservation lands as generally depicted on the Preliminary Environmental Features Map, Figure 13-6, aesthetic open space, Greenways, and the Perpetual Drainage Easement held by the City and County. PUD Concept Plans shall incorporate and account for that portion of the Open Space area within the boundaries of the PUD and may include that portion of Open Space adjacent to one of the development districts if such district is included in the PUD. By the completion the final PUD Concept Plan for each Phase, all Open Space within such Phase shall be included in a PUD Concept Plan and subject to the implementation requirements of this Master Plan. At a minimum, 25% of Phase 1, 60% of Phase 2 and 3, and 40% of the total gross area of the Arch shall be designated Open Space. The primary open space system shall be subject to the design and development criteria in Policy 13.2.36.~~

~~(4) **Passive Recreation Facilities** may be constructed in the Open Space land use district. In addition, bandshells, gazebos, and other improved gathering places may be allowed in such lands if designed for pedestrian access only and subject to a management plan approved by the City.~~

~~The Open Space land use district areas shall be open to the general public and be designed with to include and provide access to the Miccosukee Canopy Road Greenway and the Welaunee Greenway at multiple locations. Such lands Open Space areas shall areas shall include and provide additional buffering for designated Canopy Roads~~



where feasible. Open Space may be privately owned or be dedicated to the public by conveyance to a general- or special-purpose local governmental entity. Public roads and utilities may cross through the Open Space district if no alternative route can be secured and impacts are minimized.

**Policy 13.2.5: Program.** The development program for the Welaunee Arch shall be:

The portion of the Arch bordering Miccosukee Road shall be designated as Open Space district and shall include the Canopy Road Protection Zone for Miccosukee Road. An additional area with a minimum width of 75 feet along the length of the Canopy Road Protection Zone shall be designated as open space. The Canopy Road Protection Zone and contiguous Open Space area shall serve as a wildlife corridor that terminates in the core forest area that is part of the fragmentation class of Core Canopy (>500 acres) in the Conservation Design District as shown on the Preliminary Environmental Map (Figure 13-6). This area may serve as a greenway as long as the greenway does not preclude the ability of the area to serve as a wildlife corridor.

Open Space shall comprise a minimum of 40% of the total area within the Welaunee Arch, or approximately 1,900 acres. Open Space shall include Conservation Areas and Preservation Areas, Canopy Road Protection Zones, Greenways, and aesthetic open space. Adjacent to Conservation and Preservation areas, the additional Open Space shall prioritize additional buffers around Conservation and Preservation Features, areas that provide continuous and contiguous connectivity of Open Space, additional buffers for Canopy Protection Zones, additional areas around the Core canopy or core forests that are part of the fragmentation class of Core Canopy (>500 acres), additional areas that support the network of wildlife corridors, undeveloped uplands, oak-hickory forest, significant trees, passive recreation areas, priority planting areas identified in the Urban Forest Master Plan, and stormwater facilities designed as a community amenity.

**Policy 13.2.5: Phasing.** Development of the Arch shall be implemented in phases consistent with this plan and necessary infrastructure (including water and sewer) and supporting services (including adequate schools, police and fire service). Phase 1 shall include the Gateway District, West Arch District, and the North Arch District. Phase 2 shall include the Conservation Design District less the Residential Reserve zone. Phase 3 shall include the Residential Reserve zone of the Conservation Design District. A PUD Concept Plan may address only a portion of a phase or may address more than one phase. Phase 1 of the Welaunee Arch must include one Town Center Zone and one Village Center Zone, either of which can be located in the West Arch District or North Arch District.

Phase 2 shall not be developed until 1,500 dwelling units and 150,000 square feet of non-residential uses have been constructed in Phase 1.

Phase 3 shall not be developed until at least 500 units have been constructed in Phase 2. Sub phases or stages of each phase may be developed in separate PUD Concept Plans. This phasing schedule shall expire on January 1, 2035, the plan horizon year of the Tallahassee-Leon County Comprehensive Plan.

Upon expiration of the phasing policy, all land use districts may be developed subject to availability of necessary infrastructure and supporting services. It is the intent that infrastructure improvements occur contemporaneous with development. This timing of infrastructure with development prevents stranded or early investment in infrastructure.

Table 1. Land Uses in the Welaunee Arch

<u>Land Use District</u>	<u>Zone</u>	<u>Size</u>	<u>Maximum Density/Nonresidential Intensity</u>	<u>Allocations of Land Use Residential Density</u>		<u>Estimated Acreages Mixture</u>
<u>Northeast Gateway District (Phase 1)</u>	<u>Activity Center</u>	<u>75-280 acres</u>	<u>4,000-30,000 SF/acre</u>	<u>10-20 DU/acre</u>		<u>10-55% residential 45-90% nonresidential</u>
	<u>Employment Center</u>	<u>75-280 acres</u>	<u>8,000-40,000 SF/acre</u>	<u>n/a*</u>		<u>n/a*</u>
	<u>Residential</u>	<u>10 Units per Acre 30-100 acres</u>	<u>15-25% n/a</u>	<u>715 to 1,200 Acres 2-6 DU/acre</u>		<u>n/a</u>
	<u>Open Space</u>	<u>Min. 25% of gross area in Phase 1</u>				
<u>West Arch District (Phase 1)</u>	<u>Mixed Use (including Employment Center, Town Center, and Neighborhood Center)</u>	<u>15-125 acres</u>	<u>4,000-30,000 SF/acre</u>	<u>20 Units per Acre (residential) 8-20 DU/acre</u>	<u>5-10%</u>	<u>95 to 195 Acres (10-55% residential) 45-90% nonresidential</u>
	<u>** Neighborhood</u>	<u>1/4-1/2 mile from Town Center</u>	<u>Max 20,000 SF/acre</u>	<u>4-14 DU/acre</u>		<u>n/a</u>
	<u>Residential</u>		<u>n/a</u>	<u>2-10 DU/acre</u>		<u>n/a</u>
	<u>Open Space</u>	<u>Min. 25% of gross area in Phase 1</u>				

<u>North Arch District (Phase 1)</u>	<u>Village Center**</u>	<u>5-50 acres</u>	<u>4,000—20,000 GSF per Acre (non-residential)SF/acre</u>	<u>4-14 DU/acre</u>	<u>140 to 290 Acres (non-0-50% residential) } 50-100% nonresidential</u>	
	<u>Neighborhood</u>	<u>¼-½ mile from Village Center</u>	<u>Max 20,000 SF/acre</u>	<u>4-14 DU/acre</u>	<u>n/a</u>	
	<u>Residential</u>		<u>n/a</u>	<u>2-10 DU/acre</u>		
	<u>Open Space</u>	<u>Min. 25% of gross area in Phase 1</u>				
<u>Conservation Design District (Phase 2)</u>	<u>Village Center</u>	<u>5-50 acres</u>	<u>4,000-20,000 SF/acre</u>	<u>4-14 DU/acre</u>		
	<u>Conservation Design Clustered Residential</u>		<u>n/a</u>	<u>2-12 DU/acre</u>		
	<u>Residential Reserve (Phase 3)</u>		<u>n/a</u>	<u>0-6 Unit per AcreDU/acre</u>	<u>30-40 %</u>	<u>1,400 to 1,915 Acres</u>
	<u>Open Space (Phases 1 and 2)</u>	<u>60% gross area as Reserve Area</u>				
<u>Open Space***</u>	<u>N/A Primary Open Space</u>	<u>30-40% Minimum of 25% of Phase 1; 60% of Phase 2 and 3; and minimum of 40% of total area in Welaunee Arch shall be Open Space</u>			<u>1,430 to 1,915 Acres</u>	
<b>TOTALS</b>	<u>Conservation/ Preservation****</u>	<u>Approximately 900 acres (19% of the Arch)</u>	<b>4,778 Acres</b>			

\*Residential uses permitted only above ground floor in mixed-use buildings

\*\*Town Center Zone and Village Center Zone are permitted in West Arch District and North Arch District, provided one of each zone is located in Phase 1.

\*\*\*Open Space, including Greenways shall be incorporated into all development Phases

\*\*\*\*Precise size and location of Conservation and Preservation Lands to be determined through a Natural Features Inventory.

**Policy 13.2.6: Development Totals.** Densities and intensities for development of the Arch shall be consistent with Policy 13.2.4 and other policies of this master plan. The maximum development for the Arch shall not exceed 12,500 residential units and 3,000,000 square feet of non-residential development.

**Policy 13.2.7: Development Standards for Mixed-Use Zones.** The Activity Center, Employment Center, Town Center, and Village Centers (collectively “Mixed-Use Zones”) shall be subject to the following development standards in addition to the requirements of Policy 13.2.4:

- (1) PUD Concept Plans that include mixed-use zones shall include specific design standards, public facility standards, and building standards, such that the district develops as a compact, walkable urban district. At a minimum, the form-based code or design standards shall address relationship between building facades and the public realm, the form and mass of buildings in relation to one another, and the scale and types of streets and blocks. Design standards shall also minimize driveway cuts along sidewalks facilities by requiring alleys, shared access points, and/or structured parking facilities.
- (2) Development in the Mixed-Use Zones may request a waiver from the requirements in the Environmental Management Ordinance for natural area, landscaping and buffers for the purpose of maximizing intensity and density within the mixed-use zone.
- (3) Stormwater detention and treatment facilities for Mixed-Use Zones shall be designed in accordance with applicable standards and should be located outside of a Mixed-Use Zones in order to promote a compact pedestrian-oriented arrangement of land uses. Stormwater facilities may be located within mixed-use zones if alternative sites are not reasonably available outside of mixed-use zones or where stormwater facilities can be integrated with pedestrian friendly environments. PUD Concept Plans shall include design standards for stormwater facilities that are consistent with the intent of the zone.
- (4) Building heights in mixed-use centers shall not exceed 65 feet from grade.

**Policy 13.2.8: Inclusionary housing.** A range of housing choices shall be provided to accommodate diverse income levels, age groups, and housing needs. Development within the Welaunee Arch shall comply with any ordinances in effect at the time of development that address the need for affordable or inclusionary housing. Each PUD Concept Plan shall include ~~an Inclusionary~~ a Housing Plan designed to achieve compliance with the City’s Inclusionary Housing Ordinance, or other affordable and inclusionary housing ordinances in effect, by buildout of the area governed by that ~~concept plan.~~ Concept Plan.

**Policy 13.2.9: Housing affordability.** In addition to ~~the incentives authorized by the Inclusionary Housing Ordinance, granny~~ complying with ordinances in effect at the time of development that address the need for affordable or inclusionary housing, a range of housing choices shall be provided to accommodate diverse income levels, age groups, people with a range of abilities, and housing needs. ~~Granny flats, garage apartments, and other accessory dwelling units will not be included in unit or density calculations or transportation analyses.~~ impact analyses. The range of housing options provided shall be based on the land use districts and zones within each District. No land use district or zone within a district that allows residential development shall limit housing types to only single-family detached homes.

In order to promote a range of housing types and choices, the City of Tallahassee shall incentivize the development of workforce housing within ¼-mile of mixed-use zones or transit hubs. The City shall also incentivize the provision of housing for low-income and very-low income families, seniors, and/or people with disabilities. Incentives shall be incorporated into PUD Concept Plans and may include increases in building height, waiver or reduction of mobility and impact fees, reduction of parking and setback requirements, reservation of infrastructure capacity without cost, expedited processing of applications for Concept Plans and site development plans, and similar measures such as the incentives allowed in the City's Inclusionary Housing Ordinance.

**Policy 13.2.710: Community Facilities.** Community Services, Light Infrastructure, Community Parks, and Neighborhood Parks shall be allowed uses in the Residential Reserve, Residential, and Mixed Use land use districts.any land use district or zone consistent with the intent of each district and zone.

**Policy 13.2.811: Essential Services.** Mixed-use centers and residential neighborhoods shall be designed to facilitate essential services, such as fire, police, and emergency medical services consistent with generally accepted response times. ~~Integrated mixtures of land uses shall be located and designed to be consistent with comprehensive crime prevention strategies of natural surveillance, territorial reinforcement and natural access control.~~PUD Concept Plans shall include the locations of essential services upon request by and through coordination with the City of Tallahassee and/or the Leon County School Board.

**Policy 13.2.912: Landscaping.** All landscaped areas, except athletic playing fields and golf course fairways and greens, shall utilize drought-resistant native plant materials from the "Florida Friendly Landscaping™ Guide to Plant Selection and Landscape Design" or other regionally appropriate plant material guide approved by the City. Landscaping may not include invasive species listed by the Florida Exotic Pest Plan Council. Landscaping in mixed-use ~~centers and neighborhood zones~~ shall include shade trees planted as street trees. PUD concept plans may include incentives, such as reduced tree mitigation, for shade trees planted as street trees outside of mixed use and neighborhood zones.

**Policy 13.2.10Policy 13.2.13: Crime prevention through design.** Integrated mixtures of uses shall be located and designed consistent with comprehensive crime prevention strategies of natural surveillance, territorial reinforcement, and natural access control.

**Policy 13.2.14: General Compatibility.** Development in the Welaunee Arch shall be compatible with adjoining land uses through measures including but not limited to density and height limitations, setbacks, and vegetative and open space buffers. ~~Unless otherwise specified in this master plan, buffers are not required between or within land use districts in the Welaunee Arch.~~

**Policy 13.2.1115: Compatibility with Existing Residential Development.** To facilitate compatibility with the existing residential developments located east of Centerville Road and west of Miccosukee Road that are designated as Residential Preservation or Urban Residential-2 on the Future Land Use Map, land in the Welaunee Arch that is within 1,000

feet of such neighborhoods as measured from the boundary of the neighborhood shall be limited to open space, greenways, and residential uses with a maximum density of 6 units per acre comparable to the Residential Preservation Land Use Category. Mixed Use Land Use districts shall extend no closer than 1,000 feet from these existing residential developments. The location and size of each specific use category shall be depicted on a Planned Unit Development (PUD) Concept Plan.

**Policy 13.2.1216: Interim Uses.** Agricultural and silvicultural uses, whether existing or new, shall be an allowed interim use in any area of the Welaunee Arch on which development is planned to occur, up to and until the start of actual construction on the applicable land.

## **TRANSPORTATION**

**Policy 13.2.1317: Transportation System.** The Welaunee Arch shall be served by a transportation system designed to optimize mobility. Major thoroughfares shall be generally located as depicted on Welaunee Arch **Transportation** Map, Figure 13-57, with the final location and design to be based upon site-specific environmental, engineering, and related considerations. **Within Thoroughfares connection through the Arch to areas beyond the Arch shall be arterials designed as boulevards for high vehicular capacity and moderate speeds not to a design speed of 45 miles per hour with sidewalks on both sides of the roadway and bicycle facilities. Thoroughfares connecting mixed use areas within the Arch shall be collectors designed as avenues with high vehicular capacity and low to moderate speeds not to exceed a design speed of 30 miles per hour with sidewalks on both side of the roadway and bicycle facilities. On thoroughfares, a shared use path of adequate width to accommodate bicycle and pedestrian traffic may substitute for the sidewalk on one side of the road and the bike lanes for that facility. Within mixed-use centers and neighborhoods, where feasible a grid of interconnected streets will provide alternative travel paths. Energy efficiency shall be accomplished in areas that are intended for greater densities and intensities through support of frequent transit service and providing a safe, comfortable and attractive environment for pedestrians and cyclists.**

**Policy 13.2.18: Internal Trip Capture.** The transportation system, along with the mixture of uses, shall be designed to achieve an internal capture of at least 20 percent of the vehicular trips generated on-site at buildout. **To achieve this minimum internal capture rate, mixed-use and neighborhood zones shall be developed with a mixture of uses and higher density residential development located adjacent to non-residential uses. Residential zones shall be connected to mixed use zones by a network of sidewalks, shared use paths, and bicycle facilities designed to provide safe, comfortable transportation options. Transit facilities shall be coordinated with Star Metro to ensure infrastructure that supports connectivity to various transit routes.**

**Policy 13.2.1419: Northeast Gateway/Welaunee Boulevard.** The Northeast Gateway, which is a major infrastructure project for the entire Welaunee Critical Planning Area, consists of region-serving roads to distribute traffic north, south, east and west from a **newpotential** I-10 interchange at Welaunee Boulevard, which was recommended in the

Florida Department of Transportation (FDOT) Master Plan Update on February 28, 2013. North of I-10, the roadways that make up the Northeast Gateway include the extension of Welaunee Boulevard from south of I-10 north through the Arch, and the extension of Shamrock ~~Way~~South from Centerville Road to U.S. 90 (Mahan Drive). Welaunee Boulevard and Shamrock South Extension are programmed to be constructed by the Blueprint Intergovernmental Agency consistent with the voter-approved Northeast Gateway project and may be phased based upon trip demand. Within the Arch, both Welaunee Boulevard and Shamrock South Extension shall be designed to function as a complete street to promote mobility for multiple users—pedestrians, bicyclists, motorists, and transit riders of all ages. No residential driveways shall connect directly to Welaunee Boulevard or Shamrock South Extension.

**Policy 13.2.1520: I-10 Flyover or Interchange.** Welaunee Boulevard shall connect to a flyover across I-10 or ~~ana~~ potential interchange, if approved by the Federal Highway Administration, in order to facilitate vehicular movement to Welaunee Boulevard south of I-10. Any flyover or potential interchange shall meet federal requirements to ensure the safe and efficient use of I-10.

Welaunee Boulevard shall connect to a potential interchange with Interstate-10, subject to approval by the Federal Highway Administration and the Florida Department of Transportation. The potential interchange of Welaunee Boulevard and Interstate-10 shall be designed consistent with a federally approved Interchange Justification Report. It is the intent to allow for the design of an interchange that supports a gridded street network and city blocks on the north side of Interstate-10. The gridded street system shall serve to divert traffic onto a network of town center streets and should support an environment that prioritizes pedestrian mobility. Welaunee Boulevard may pass over Interstate-10 unless and until such time that a potential interchange is approved and constructed.

**Policy 13.2.1621: Right-of-Way Reservation.** The landowner shall reserve for future conveyance the right-of-way for Welaunee Boulevard, the Shamrock South Extension, and the I-10 Flyover or Interchange as generally depicted on Welaunee Arch Transportation Map, Figure 13-5. Reservation means that 7. The terms of such land will not be committed to an irreversible land use that would preclude construction of planned transportation facilities and reservation shall be by means of a written agreement, entered into previously or concurrent consistent with the effective date of this master plan, with Urban Services- Development Agreement between the City of Tallahassee and Powerhouse, Inc. dated April 15, 1990, as restated and/or other transportation providers that specifies right-of-way width and other terms. amended. Rights-of-way shall be restricted to transportation facilities and compatible linear infrastructure.

**Policy 13.2.1722: Complete Streets.** The transportation system shall be designed with complete streets in accordance with Objective 1.2 [M] and associated policies in the Mobility Element. A PUD Concept Plan shall provide in mixed-use centers for complete streets that include safe and convenient pedestrian facilities reasonably free from hazards and adequately separated from streets that carry high volumes of vehicular traffic, and create a reasonable and direct route between destinations. Sidewalks shall be provided on

both sides of local streets in mixed-use centers; however, outside of mixed-use centers, a single multi-use path may substitute for sidewalks. Sidewalks shall be provided on at least one side of all other local streets in zones that allow only residential development.

**Policy 13.2.1823: Bicycle Facilities.** A PUD Concept Plan shall include a network of bicycle facilities, including on-street and off-street facilities, which should be coordinated with the open space areas of the Arch. The intent is to provide safe and convenient movement for bicycles reasonably free from hazard and providing a reasonable and direct route between destinations. Bicycle facilities shall be designed so they may be connected to similar facilities in other PUD Concept Plans, where practical to connect to similar facilities in other PUD Concept Plans. Where feasible, a shared-use path of adequate width to accommodate bicycle and pedestrian traffic may substitute for sidewalks and bike lanes. Protected bicycle lanes may be incorporated where feasible. Where bicycle, pedestrian, and/or shared use path facilities intersect the Welaunee Greenway, opportunities shall be provided to access the Greenway.

**Policy 13.2.1924: Parking in Mixed-Use Centers.** In mixed-use centers, vehicular parking shall be located on the street, in parking structures, or off-street at the street level. Off-street parking shall be provided in the rear of buildings where feasible or on the side of buildings and shall be limited in size and scale through such measures as shared parking, parking credits, and maximum parking limits. PUD Concept Plans may include incentives, such as reduced parking or setback requirements, for the use of building-mounted solar systems on parking structures.

**Policy 13.2.2025: Canopy Roads.** Direct access to Canopy Roads shall not be permitted for any residential or nonresidential uses except parks or open space. Road access to the Welaunee Arch shall be provided from Miccosukee Road at no more than three locations. Road access to the Arch shall be provided from Centerville Road in no more than two locations. Canopy Protections Zones shall be provided along Miccosukee Road and Centerville Road in addition to the Welaunee Greenway. PUD Concept Plans may include incentives, such as reduced tree mitigation, in return for new roadways being designed and planted with shade trees consistent with the requirements for future canopy road designation.

**Policy 13.2.26: Transit.** Mixed use centers are intended to be designed with transit as a component of the multimodal transportation system in the Welaunee Arch. As PUDs are developed, coordination with Star Metro shall occur to ensure the plan accommodates necessary infrastructure to support anticipated transit service. PUDs shall address connectivity between mixed use zones and the transit hub identified in Policy 13.1.4.

**Policy 13.2.27: Electric, Connected and Automated Vehicles.** As PUDs are developed, coordination with the Planning Department and the City's Public Infrastructure departments shall occur to ensure the plan accommodates necessary infrastructure to support charging infrastructure for electric vehicles and infrastructure to support Connected and Automated Vehicles (CAV). PUDs may include incentives, such as reduced parking and setback requirements, for development that is electric vehicle capable or



electric vehicle ready by providing for the future installation and use of Electric Vehicle Supply Equipment (EVSE) in accordance with the National Electrical Code. Incentives will be greater for electric vehicle-ready than for electric vehicle-capable developments.

## **PUBLIC FACILITIES AND SERVICES**

**Policy 13.2.2128: Adequate Public Facilities and Services.** The supply and delivery of safe and adequate public facilities shall accommodate existing and future development consistent with the Comprehensive Plan. Development in the Welaunee Arch shall be served by adequate public facilities and services as required by law and consistent with the Welaunee Urban Services-Development Agreement, as restated and amended. Such Public facilities and services may be phased and financed, constructed, owned, operated, or maintained by any entity allowed by law, including but not limited to independent or dependent special districts, property owner associations, homeowner associations, or any combination of such entities. Any such entity may finance public facilities through any means allowed by law.

**Policy 13.2.2229: Utilities.** Potable water, sanitary sewer, and electricity, and natural gas service shall be provided by the City pursuant to the Welaunee Urban Services-Development Agreement, as restated and amended. Private providers shall provide telecommunications services. The installation of utilities may be phased consistent with the level-of-service and availability standards of the Tallahassee-Leon County Comprehensive Plan. Utility infrastructure improvements shall occur consistent with the general timing of development, instead of the infrastructure being provided well before development occurs. This timing of infrastructure with development is intended to ensure that there is no stranded or early investment in infrastructure waiting for future development to occur.

**Policy 13.2.2330: Clean Energy.** PUD Concept Plans may incorporate strategies and standards that are consistent with the City of Tallahassee's Clean Energy Resolution or any clean energy plan adopted by the City subsequent to the resolution. PUD Concept Plans shall comply with applicable clean energy and renewable energy ordinances in effect at the time of development. PUDs may include additional incentives to encourage energy efficiency.

**Policy 13.2.31: Energy Efficient Environmental Design.** Planned Unit Development Concept Plans may provide for incentives such as increases in building height, waiver or reduction of mobility and impact fees, reduction of parking and setback requirements, reservation of infrastructure capacity without cost, expedited processing of applications for Concept Plans and site development plans, and similar measures in each District where developments incorporate Leadership in Energy and Environmental Design (LEED) standards or similar industry-recognized green certifications and/or provide building-mounted solar systems that generate threshold MW levels of electricity. Alternatively, PUD Concept Plans may provide for utility fee or other similar exaction offsets commensurate to estimated energy efficiency gains from incorporating Leadership in Energy and Environmental Design (LEED) standards or similar industry-recognized green

certifications and/or provide building-mounted solar systems that generate threshold MW levels of electricity. This policy does not apply to the Residential Reserve Zone.

**Policy 13.2.32: Stormwater Management.** ~~A comprehensive stormwater management system shall be provided consistent with the requirements of the Comprehensive Plan to protect persons and property from flooding, prevent negative impacts to the natural groundwater aquifer and safeguard surface waters against degradation of water quality to promote the public health, safety, and welfare. Prior to approval of the first PUD Concept Plan in each phase, a Stormwater Facilities Master Plan for the entire Arch (SFMP) shall be prepared for by the applicant and the entirety of the Welaunee Arch for that phase. The If a PUD Concept Plan addresses a portion of a phase, the entire area of that Phase must be master planned for stormwater. If a PUD covers a portion of the area in more than one Phase, the Stormwater Facilities Master Plan shall address all areas within each of those Phases. Stormwater Facilities Master Plans must be reviewed and approved by the City. If the Arch is intended to develop in phases before PUD Concept Plans can be approved. The City may opt to fund the SFMP by agreement. For areas within each Phase not included in a PUD, the stormwater plan may be conceptual and generalized based upon the maximum projected development allowed by this master plan, accounting for non-developable areas. Stormwater facilities shall be designed to meet treatment and attenuation requirements of the Environmental Management Ordinance., except where isolated closed basins or lack of feasible pond outfall may exist in which case treatment and retention requirements will apply. Surface water management systems shall incorporate the functions of the natural on-site system and shall be based upon the best management practices adopted by the water management district.~~

~~The SFMPs shall plan to accommodate stormwater flows from full build out conditions from any upstream offsite property within the phase of the Arch being addressed by the SFMP based on projected development allowed by this master plan accounting for non-developable areas. The SFMPs shall, at a minimum, identify regional impacts to flood extents and stormwater conveyance; establish infrastructure requirements necessary to manage stormwater in compliance with local, state, and federal regulations; document the phasing, implementation, and easement reservations necessary to serve projected full build out; and facilitate environmental and stormwater permitting. To accomplish these goals, the SFMPs shall provide analysis and design of the primary stormwater system based on detailed hydrologic and hydraulic modeling of existing and post-development conditions. The analysis shall incorporate existing land uses, soils and topographic data, and the conceptual land use plan (Figures 13-5 through 13-7). The design shall provide general parameters associated with the primary stormwater management facilities, drainage easements and conservation easements necessary to serve the development under projected full build-out conditions. Flood extents delineated by the SFMPs shall allow identification of the 100-year flood exclusion area under the full build-out condition. No habitable structures shall be constructed within the post-development, full build-out 100-year floodplains or 100-year flood exclusion areas. The SFMP shall incorporate low-impact design best management practices to encourage the disconnection of impervious surfaces and increase the removal of nutrients from stormwater discharges. The SFMP shall also evaluate the existing nutrient pollutant loading to Class III surface water~~

resources and ensure net improvement in the post development condition. The SFMPs scope of work must be approved by the local government prior to development of the SFMP.

The Stormwater Facilities Master Plan shall identify the feasibility and location of regional stormwater facilities and how they should be designed and constructed as amenities within parks or publicly accessible areas. ~~for safe public access.~~ Stormwater facilities shall be located outside wetlands and floodplains. Stormwater ~~Such~~ facilities may be located in Open Space ~~that is not wetland or floodplain~~ subject to design standards in a PUD Concept Plan and consistent with protection of conservation and preservation lands required by the comprehensive plan and the Environmental Management Ordinance. ~~The City may provide incentives and/or design and construction funding for regional stormwater management facilities that serve to treat offsite stormwater runoff and/or that provide offsite stormwater treatment benefit. Public agencies shall pay a pro rata share of capital costs based on the offsite stormwater runoff to be treated by regional stormwater facilities.~~

~~Policy 13.2.24~~ If SFMPs demonstrate that the impact to wetlands and associated conservation and preservation areas have been minimized and that the impact to conservation and preservation areas is determined to be greater than 5 percent as allowed in the Policy 1.3.11[C], the Public Linear Infrastructure Variance process may be utilized to authorize a public regional stormwater management facility subject to the following: City of Tallahassee development and approval of a regional stormwater plan based on a detailed assessment indicating minimal negative impacts to wetlands, water quality, quantity and rate of discharge both onsite and offsite due to inter-basin transfers to the receiving watershed.

~~Approval of public funding in an adopted local government budget for offsite stormwater management facilities required by the regional plan.~~

~~Impacts shall be permitted only when demonstrated to be the minimal impacts reasonably necessary to implement the regional plan.~~

**Wetlands and Floodplains.** Development shall minimize encroachment into wetland habitat areas by ensuring that public and private roads avoid crossing ~~wetlands~~, ~~or~~ wetlands or require that such crossings are cited at the narrowest point of a wetland allowing for an efficient transportation design while maintaining the continuity of identified wildlife corridors. No net reduction in floodplain storage shall be permitted within the 100-year floodplain. Otherwise floodplains shall be managed consistent with the Comprehensive Plan Conservation Element.

Wetland acreage and function within the Welaunee Arch shall be protected through compliance with local, state, and federal environmental permitting requirements. For purposes of permanent protection of Conservation and Preservation lands designated on Figure 13-6 the delineation of wetlands shall be based upon the jurisdictional determination by the governing agency.

Wetlands depicted on Figure 13-6 utilized for mitigation within the Welaunee Arch shall be made subject to conservation easements consistent with the requirements of the

authorizing regulatory agency. These easements will be defined in a manner that serves as permitted mitigation for wetland and other impacts or species relocation. To the extent authorized by federal, state, and local permitting agencies, Conservation and Preservation Lands association with the PUD Concept Plan under consideration may be utilized for achieving any mitigation requirements. The mitigation conservation easement area shall allow passive recreation facilities and shall be subject to a management plan.

**Policy 13.2.33. Florida Springs and Aquifer Protection.** Wakulla Spring is an impaired first magnitude Outstanding Florida Springs. Planned development for the Welaunee Arch is within the springshed boundaries of the Upper Wakulla River and Wakulla Spring Basin Management Action Plan. Development activities associated with the project have the potential to impact water quality; therefore, PUD Concept Plans shall mitigate potential nutrient loadings by implementing measures such as proper treatment and disposal of wastewater, stormwater, and the implementation of adequate sediment and erosion control practices to mitigate any surface water impacts.

**Policy 13.2.34: Schools.** Each PUD Concept Plan shall be analyzed for impacts on public schools based upon then-applicable pupil generation rates utilized by Leon County Schools. Schools shall be located in relation to neighborhoods in order to serve residents ~~and~~, provide a focal point for the neighborhoods, ~~and be safely accessible by pedestrians and bicyclists.~~ ~~The eolocation~~co-location of schools, civic spaces, and active parks is encouraged. The City and County shall adhere to the Public School Concurrency and Facility Planning Interlocal Agreement, as required by Section 1013.33, F.S., which establishes procedures for, among other things, coordination and sharing of information; planning processes; school siting procedures; site design and development plan review; and school concurrency implementation. Prior to site plan approval of the 500th residential dwelling unit in Phase 1, a 10-acre site shall be reserved for future dedication to the Leon County School Board proximate to residential areas, a Town or Village center and the primary open space system with off-site stormwater management provided through a regional system. Impacts to existing public schools shall be addressed during the development review process as required by this comprehensive plan, provided that the fair market value of the school site, any off-site stormwater treatment and storage capacity and any other land or improvement to support a public school shall be a credit, on a dollar-for-dollar basis, against any fee or exaction for public school impacts.

**Policy 13.2.35: Fire and Emergency Services.** Upon request of the City, PUD Concept Plans shall include identified sites for fire and/or emergency services in coordination with the City.

## **RECREATION ~~AND~~, OPEN SPACE and CONSERVATION**

**Policy 13.2.25:36: Primary Open Space- System.** The intent of the Open Space and Conservation strategy is to identify, conserve, manage, restore, and protect significant natural resources during and after development of the Welaunee Arch in accordance with the Conservation Element of the Tallahassee-Leon County Comprehensive Plan and

consistent with this Master Plan. At a minimum, 40% of the gross area in the Welaunee Arch shall be designated Open Space and Greenways.

The Welaunee Arch shall contain an open space concept that will contain the majority of the open space requirements within a connected corridor as depicted on Figure 13-5. This connected, continuous network of open space constitutes a fundamental building block of the Arch and is intended to serve multiple purposes including but not limited to protection of conservation and preservation areas. Open Space may include but are not limited to conservation and preservation lands, buffers for residential areas and canopy roads, greenways, environmentally sensitive areas, including wildlife corridors, aesthetic open space, active and passive recreation areas, and community gathering spaces. Open Space may be applied to any PUD Concept Plan to satisfy requirements of the Environmental Management Ordinance. Constructed stormwater facilities consistent with Policy 13.2.32 may be utilized to satisfy open space requirements in a PUD Concept Plan.

~~Policy 13.2.26: Conservation and Preservation Lands.~~ Primary open space systems, together with other green spaces set aside to meet the urban forest and landscape requirements shall also meet the requirements of the Tallahassee-Leon County Comprehensive Plan and Chapter 5 - Environmental Management, Tallahassee Land Development Code. The intent of this policy will be achieved through the following:

- (1) Credits for open space, wetland mitigation, slope mitigation, stormwater management and/or urban forest requirements may be requested outside of individual parcels or tracts under review but elsewhere within the Arch.
- (2) Areas with severe and significant slopes that are not located in the open space systems shall be protected in site-specific plans in accordance with the Comprehensive Plan and Chapter 5 – Environmental Management, Tallahassee Land Development Code.
- (3) The Open Space systems shall be open to the general public and be designed to include and provide connections with the Miccosukee Canopy Road Greenway and Welaunee Greenway at multiple locations and to integrate internal recreational multi-use paths with the greenways trails. Connections to future regional greenways shall be considered in the design of open space.
- (4) The open space systems shall be designed to provide additional buffering for existing designated canopy road protection zones.
- (5) Open space may be privately owned or dedicated to the public by conveyance to a general-purpose or special-purpose local government entity; or be designated a part of a statewide system of greenways and trails pursuant to state law. Privately owned open space/greenways shall, at a minimum, guarantee designated public trail access in perpetuity at the time of development. All required conservation easements will be placed over the conservation and preservation areas in accordance with local government regulations.
- (6) The open space systems shall be governed by one or more management plans approved by the City in order to protect the values for which they were designated. The management plans may be adopted in phases so long as they are consistent with one another. Protection of conservation and preservation areas shall be provided by conservation easements and other measures consistent with Chapter 5

- Environmental Management, Tallahassee Land Development Code. Conservation and preservation areas placed in conservation easements may be used towards satisfying the urban forest and landscaping requirements of Chapter 5 - Environmental Management, Tallahassee Land Development Code. A single management plan may be adopted for all open space and conservation and preservation area lands.

- (7) Any Open Space area located within the geographic boundary of a PUD Concept Plan shall be included in the lands to be designated as Open Space/Greenway as a result of approval of that PUD Concept Plan. If additional Open Space area are required to meet the minimum Open Space area for that Phase set forth in Policy 13.2.4(5) then such additional land will be designated as such from the adjacent Open Space areas as shown in Figure 13-5. To the extent that a PUD Concept Plan provides Open Space acreage beyond the required minimum, subsequent PUD Concept Plans are entitled to a credit for the additional acreage provided in proceeding PUD Concept Plans.
- (8) Acreage in the primary open space system shall be counted towards satisfying the open space requirements established in PUD Concept Plans.
- (9) The following guidelines shall apply to uses within the open space system as established in PUD Concept Plans:
- (A) Passive recreation improvements that are natural resource-oriented, such as hiking, biking, and riding trails and passive parks, may be constructed in the primary open space systems. Also allowable are community facilities such as bandshells, amphitheaters, gazebos and other improved gathering places if designed for non-vehicular access only, provided these activities are located such that impacts to conservation and preservation areas are minimized and the overall purpose of the conservation easement is maintained.
  - (B) Wildlife management areas may be included in the primary open space systems protective measures addressed in the management plans, including a wildlife habitat management plan, in accordance with Chapter 5 - Environmental Management, Tallahassee Land Development Code.
  - (C) Public roads and utilities may cross through the open space systems if the impacts are minimized. The location of the roads shown on Figure 13-5 are approximate.
  - (D) Stormwater Management facilities may be located in the open space systems subject to design criteria in the PUD Concept Plans and consistent with protection of conservation and preservation features pursuant to Chapter 5 - Environmental Management, Tallahassee Land Development Code. Each stormwater management facility must be evaluated in terms of impacts and meet the requirements of the Tallahassee-Leon County Comprehensive Plan and Chapter 5 - Environmental Management, Tallahassee Land Development Code. If stormwater facilities are contained in the open space system, the public and/or private entities responsible for maintenance shall be allowed to perform necessary maintenance of these facilities consistent with each facilities level of service. The SFMPs shall identify areas where drainage easements will be needed for proper maintenance of stormwater conveyances located within conservation or preservation areas.

(10) To promote creation of the open space systems and their integration into the planned mixed-use communities with appropriate credit, PUD Concept Plans shall establish an open space requirement that includes credit for the open space system, protected preservation and conservation areas, areas of constructed landscape, and the minimum onsite landscaping required for individual sites set forth in Policy 13.2.12. Specific landscape standards and requirements shall be established in PUD Concept Plans. Such standards and requirements shall be designated to meet or exceed, on a cumulative basis, the Landscape and Urban Forest requirements in Chapter 5 – Environmental Management, Tallahassee Land Development Code. These landscape standards shall include, but not be limited to, standards for provision of street trees in mixed use zones, along public roadways, shade trees and landscaped islands within parking lots, and patriarch tree preservation. These standards will be developed to reflect the intent that town and neighborhood centers will be developed in an urban context with minimal setbacks and an emphasis on dense, mixed use development. Various land uses in the Arch shall satisfy the Urban Forest/Landscaping requirements based on thresholds established in the PUD Concept Plans. Such requirements shall be designed to meet or exceed, on a cumulative basis, the landscaping and urban forest requirements in Chapter 5 – Environmental Management, Tallahassee Land Development Code.

**Policy 13.2.37: Conservation and Preservation Lands.** Lands identified for permanent preservation and conservation are shown generally on the Preliminary Environmental Map (Figure 13-6) as Designated Wetlands, 100-year Floodplains, High Quality Native Forest, and core forest areas that are part of the fragmentation class of Core Canopy (>500 acres). These allocations are intended to protect significant environmental resources on the Welaunee Arch and account for approximately 900 acres or approximately 19% percent of the total gross area of the Welaunee Arch. The precise size and location of Conservation and Preservation Lands shall be determined through a Natural Features Inventory to be conducted prior to or concurrent with the initial PUD Concept Plan for each Phase of the Welaunee Arch in which the feature is located. Additional environmental resources will be designated and protected as Open Space as addressed in this Master Plan.

Conservation and Preservation lands shall be subject to a management plan to be reviewed and approved concurrent with the PUD Concept Plan that includes the applicable Conservation and Preservation lands. Such management plan shall address wildlife preservation, maintenance of native species diversity, management of the natural environment, restoration of environmental resources where warranted, and responsibility for long term management. Such management plan shall include measures to protect the values for which such lands were designated, including wildlife habitat and corridors, and may include conservation easements and other measures consistent with the Environmental Management Ordinance. Conservation and Preservation lands may be utilized for public access, including trails, subject to the Environmental Management Ordinance. To the extent allowed by local, state, or federal law, Conservation or Preservation lands may be utilized to achieve mitigation required by permits. A single

management plan may be adopted for all open space and conservation and preservation area lands.

Lands that are not otherwise identified as Conservation and Preservation Lands on Figure 13-6 and are identified as areas suitable for future development may contain areas of natural upland or wetland communities. These resources will be identified through the Natural Features Inventory process and protected as required by the Comprehensive Plan's Conservation Element and will be incorporated into the lands identified as Open Space and Greenways consistent with the overall conservation and development strategy for the Welaunee Arch planning area.

Conservation easements for Conservation and Preservation lands shall be effective before or concurrent with the effective dates of the PUD Concept Plan for which they are granted.

**Policy 13.2.2738: Recreation Areas.** A PUD Concept Plan shall provide for reasonable public access to parks, recreation areas, natural areas, and open space. A multi-use trail system ~~should~~ will be included that will link these areas where feasible to residential neighborhoods with, mixed-use centers, schools, civic spaces, employment, recreation and open space, parks, and the Welaunee Greenway and Miccosukee Canopy Road Greenway.

~~Policy 13.2.28~~ **Policy 13.2.39. Historic and Cultural Resources.** Through the completion of Natural Features Inventories, Planned Unit Developments shall identify historic and cultural resources including archaeological sites, historic structures and districts, and historic cemeteries. PUDs shall include standards sensitive to locating, assessing, and avoiding potential adverse impacts to these resources. Where feasible and appropriate, informational and interpretive signage may be considered for these resources.

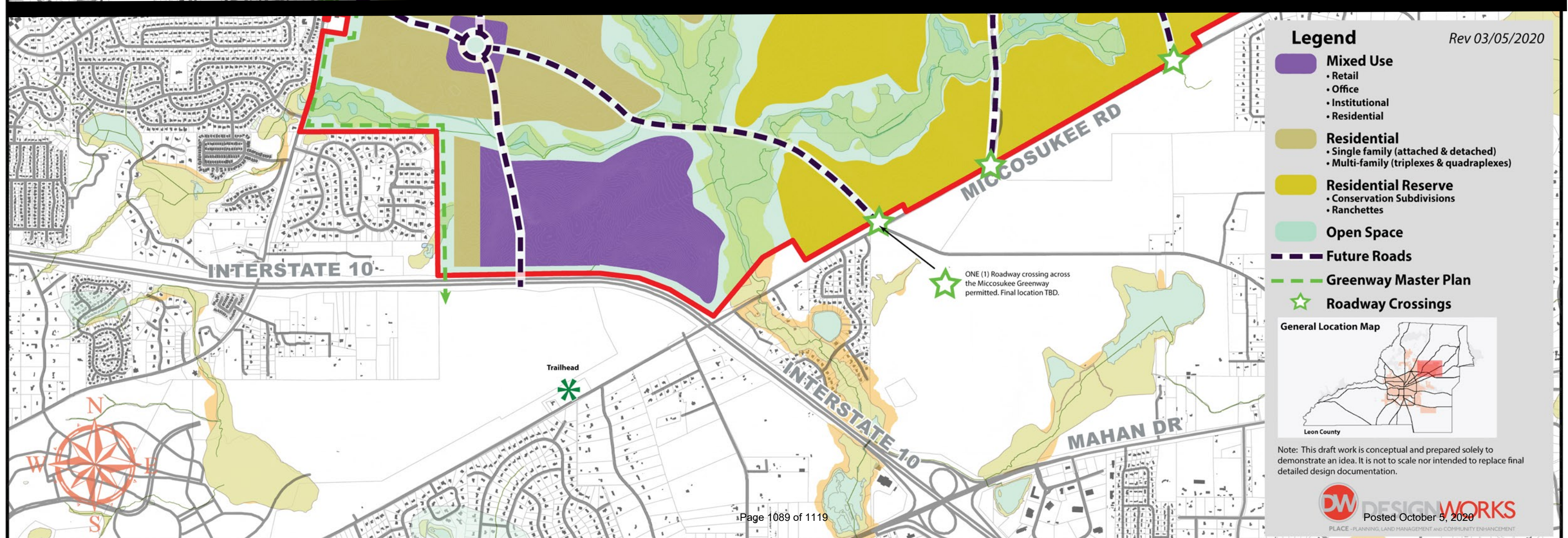
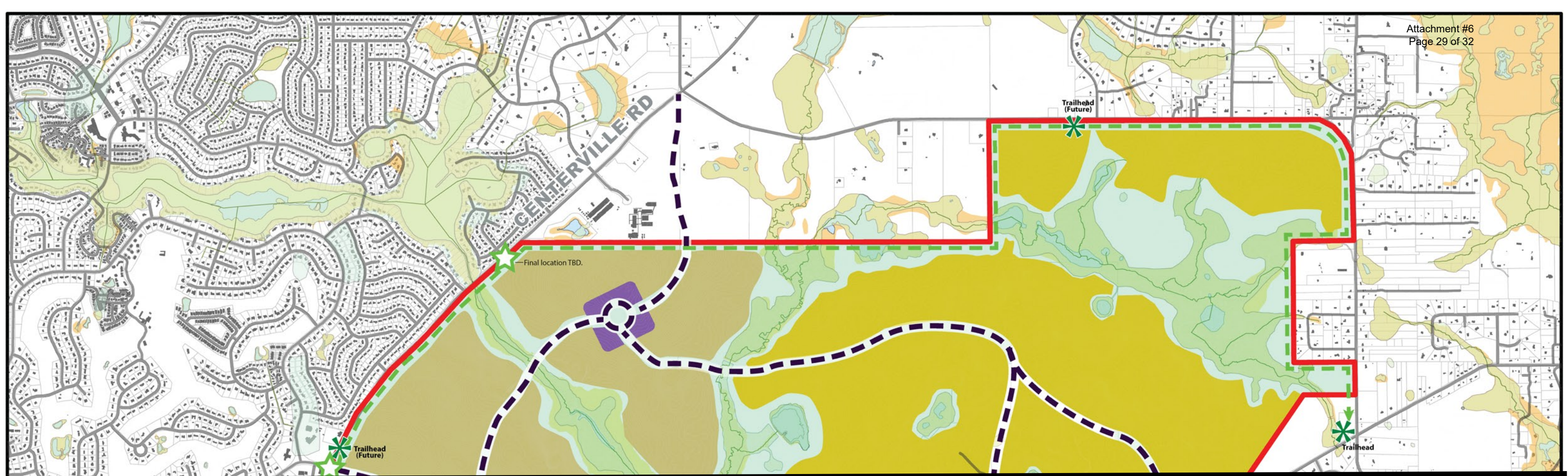
**Policy 13.2.40: Natural Area Resident Notifications.** PUD Concept Plans will include notification requirements for informing residents, once development is completed, with information on how to avoid human-bear conflicts and notices of proximity to areas that are actively managed with prescribed fires.

**Policy 13.2.41: Perpetual Drainage Easement.** The Perpetual Drainage Easement across the Welaunee Arch shall be subject to the Order Clarifying Definition of Perpetual Drainage Easement, entered by Leon County Circuit Court on March 13, 1997. Lands within the Perpetual Drainage Easement shall be considered Open Space and may be utilized for active and passive recreation facilities and activities, including but not limited to, walking and bicycle trails, ~~and playgrounds, and athletic fields~~ associated with development of lands owned by the landowner within the altered or undisturbed floodplains so long as the function of the easement is not impaired.

**Policy 13.2.2942: Welaunee Greenway.** The Welaunee Greenway shall consist at a minimum of an 8.4-mile-long shared-use trail corridor along the northeast, north, and west perimeter of the Arch, and shall be developed ~~per the Northeast Gateway Blueprint 2020 infrastructure project and consistent with the Tallahassee Leon County 2015 Greenways Master Plan~~ consistent with adopted local government plans. The Welaunee Greenway shall

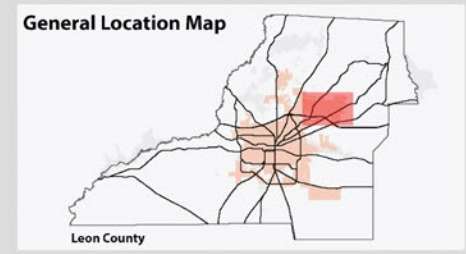


connect to the existing Miccosukee Canopy Road Greenway to create a 17-mile linear park loop ~~with~~ a pedestrian bridge across Interstate-10. Connections shall be provided to and from the Greenway from interior multi-use trails along roadways or from other open space areas. The Welaunee Greenway shall ~~have~~ be subject to a management plan approved by the City that is consistent with the policies of this master plan. A single management plan may be adopted for all open space, conservation and preservation area lands, and the Welaunee Greenway. Public roadways and utilities may cross through the Welaunee Greenway ~~as needed~~ at points specified as road crossings on the land use and transportation maps, or at additional points if necessary, provided the crossing includes restoration of the Greenway and open space area. PUD Concept Plans that include or are adjacent to the Welaunee Greenway or Miccosukee Canopy Road Greenway shall provide access to those facilities. Development of the Arch should be incentivized through PUD process to provide pedestrian and bicycle connectivity to the Greenway, particularly where it interfaces with Open Space areas and associated trail systems.



**Legend** Rev 03/05/2020

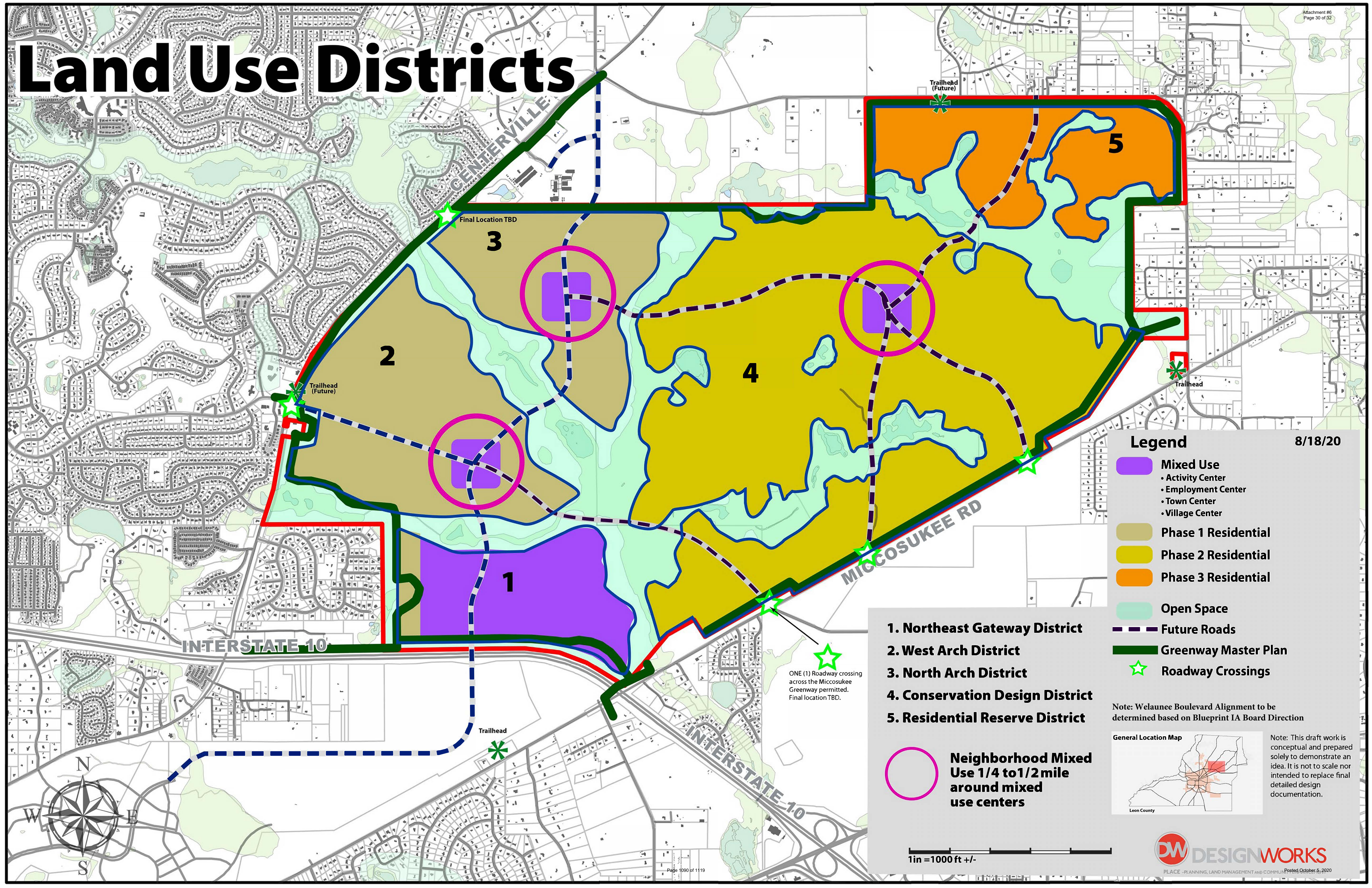
- Mixed Use**
  - Retail
  - Office
  - Institutional
  - Residential
- Residential**
  - Single family (attached & detached)
  - Multi-family (triplexes & quadraplexes)
- Residential Reserve**
  - Conservation Subdivisions
  - Ranchettes
- Open Space**
- Future Roads**
- Greenway Master Plan**
- Roadway Crossings**



★ ONE (1) Roadway crossing across the Miccosukee Greenway permitted. Final location TBD.



# Land Use Districts



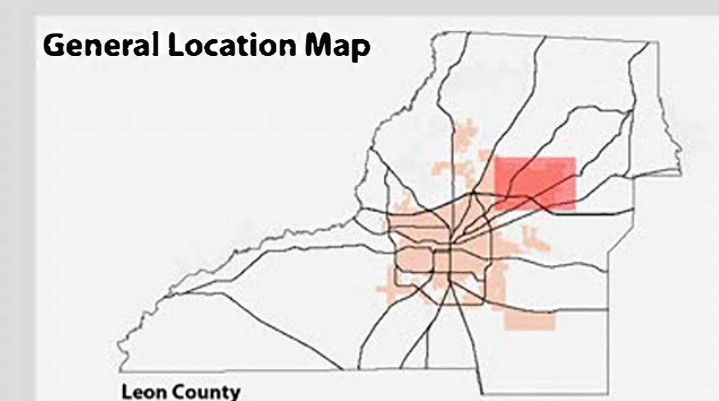
Legend 8/18/20

- Mixed Use**
  - Activity Center
  - Employment Center
  - Town Center
  - Village Center
- Phase 1 Residential**
- Phase 2 Residential**
- Phase 3 Residential**
- Open Space**
- Future Roads**
- Greenway Master Plan**
- Roadway Crossings**

- 1. Northeast Gateway District**
- 2. West Arch District**
- 3. North Arch District**
- 4. Conservation Design District**
- 5. Residential Reserve District**

**Neighborhood Mixed Use 1/4 to 1/2 mile around mixed use centers**

Note: Welaunee Boulevard Alignment to be determined based on Blueprint IA Board Direction

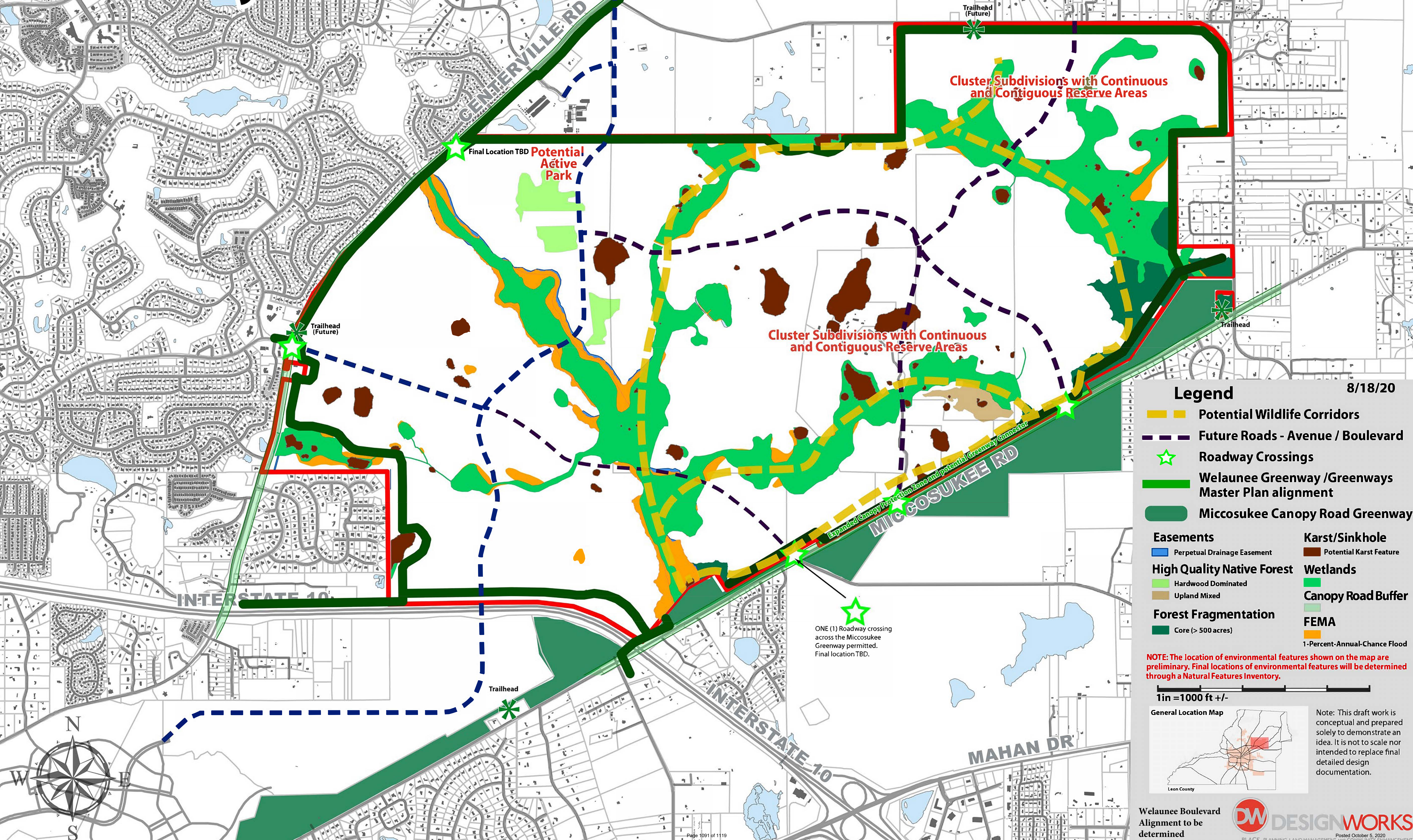


Note: This draft work is conceptual and prepared solely to demonstrate an idea. It is not to scale nor intended to replace final detailed design documentation.

1in = 1000 ft +/-



# Preliminary Environmental Features

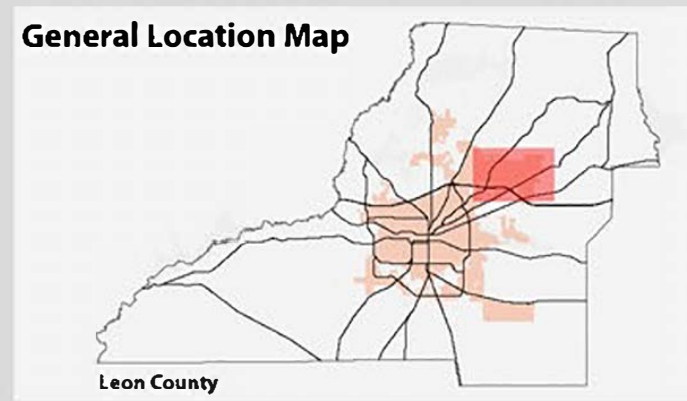


8/18/20

- Legend**
- Potential Wildlife Corridors
  - - - Future Roads - Avenue / Boulevard
  - ★ Roadway Crossings
  - Welaunee Greenway / Greenways Master Plan alignment
  - Miccosukee Canopy Road Greenway
- |   |   |
|---|---|
| <b>Easements</b>  | <b>Karst/Sinkhole</b>   |
| <span style="color: blue;">—</span> Perpetual Drainage Easement | <span style="color: brown;">—</span> Potential Karst Feature        |
| <b>High Quality Native Forest</b>                               | <span style="color: green;">—</span> Wetlands                       |
| <span style="color: lightgreen;">—</span> Hardwood Dominated    | <span style="color: lightgreen;">—</span> Canopy Road Buffer        |
| <span style="color: tan;">—</span> Upland Mixed                 | <span style="color: orange;">—</span> FEMA                          |
| <b>Forest Fragmentation</b>                                     | <span style="color: orange;">—</span> 1-Percent-Annual-Chance Flood |
| <span style="color: darkgreen;">—</span> Core (> 500 acres)     |   |

**NOTE:** The location of environmental features shown on the map are preliminary. Final locations of environmental features will be determined through a Natural Features Inventory.

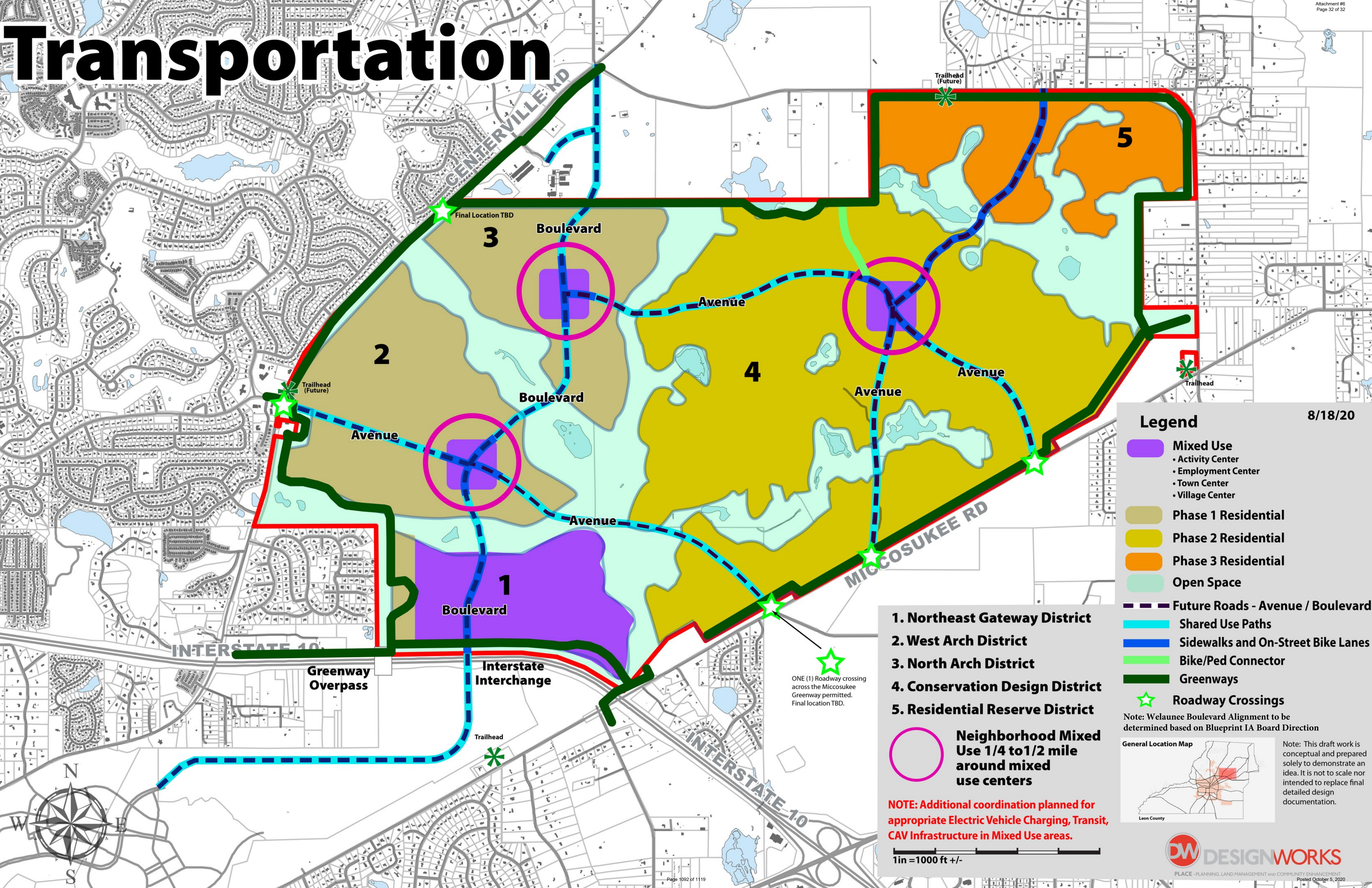
1in = 1000 ft +/-



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# Transportation



Legend 8/18/20

- Mixed Use**
  - Activity Center
  - Employment Center
  - Town Center
  - Village Center
- Phase 1 Residential**
- Phase 2 Residential**
- Phase 3 Residential**
- Open Space**
- Future Roads - Avenue / Boulevard**
- Shared Use Paths**
- Sidewalks and On-Street Bike Lanes**
- Bike/Ped Connector**
- Greenways**
- Roadway Crossings**

- 1. Northeast Gateway District**
- 2. West Arch District**
- 3. North Arch District**
- 4. Conservation Design District**
- 5. Residential Reserve District**

**Neighborhood Mixed Use 1/4 to 1/2 mile around mixed use centers**

**NOTE: Additional coordination planned for appropriate Electric Vehicle Charging, Transit, CAV Infrastructure in Mixed Use areas.**

Note: Welaunee Boulevard Alignment to be determined based on Blueprint IA Board Direction



Note: This draft work is conceptual and prepared solely to demonstrate an idea. It is not to scale nor intended to replace final detailed design documentation.

1in = 1000 ft +/-



PLACE - PLANNING, LAND MANAGEMENT AND COMMUNITY ENHANCEMENT  
Posted October 5, 2020



## WELAUNEE ARCH MASTER PLAN

**Objective 13.2: Development of Remainder of Welaunee Critical Planning Area (EFF. 12/10/02)**

Planning studies for the Toe and Heel, which provided the basis for Land Use Objective 13.1 and its supporting policies, were based on a systems approach that considered linkages and functions of natural and man-made systems extending into the remaining portions of the Welaunee Critical Planning Area (other than the Toe and Heel) and beyond. In addition, the existing Urban Services Development Agreement addresses certain planning and public facility issues for these remaining portions of the Welaunee Critical Planning Area. Prior to development of these remaining areas, the studies required by Land Use Policy 6.2.2 shall be performed and an amendment to this comprehensive plan shall be adopted.

### **Objective 13.2: Development Concept for the Welaunee Arch.**

The intent of the Welaunee Arch Master Plan is to provide an area-wide plan for the portion of the Welaunee Critical Planning Area located north of Interstate-10 and west of Miccosukee Road (i.e. the “Arch”). This master plan sets the standards and guidelines to coordinate one or more implementing development plans such that the development of the Arch results in a new, integrated community with a variety of land uses, diverse neighborhoods and mixed-use centers, a region-serving activity center, active and passive recreational options, and abundant open space. The development of the Arch consistent with this master plan shall be implemented in phases, connected by a multi-modal transportation system, served by regional, master planned stormwater facilities, and designed in ways that protect natural resources.

**Policy 13.2.1: Concept.** This Welaunee Arch Master Plan satisfies the requirements of the Tallahassee-Leon County Comprehensive Plan for a planned development master plan in order to foster development on the Welaunee Arch with a region-serving, mixed-use activity center; residential areas with a strong sense of place and a range of diverse housing choices; transportation choices with linkage to commercial services and jobs; and planned recreation and open space.

**Policy 13.2.2: Discourage Urban Sprawl.** The Welaunee Arch is located wholly within the Urban Services Area. Development within the Arch will discourage urban sprawl by, among other things, directing growth to a next-in-line area identified for future urban development since 1990; promoting walkable, connected neighborhoods that support a range of housing choices; implementing a multimodal transportation system that supports the internal capture of transportation trips; creating a balance of residential and nonresidential land uses through integrated, mixed-use centers and diverse housing types in close proximity to nonresidential uses; promoting the efficient and cost-effective provision or extension of public facilities and services; protecting and preserving natural resources; protecting environmentally sensitive lands; and providing public recreation and open space.

**Policy 13.2.3: Implementation.** The Welaunee Arch Master Plan shall be implemented by one or more Planned Unit Development (PUD) Concept Plans, Regulating Plans with Form-based Codes, or other implementing plan as allowed by the Comprehensive Plan at the time of development. All such plans are referred to herein as Planned Development Concept Plans or PUD Concept Plans. Such PUD Concept Plans shall be consistent with this master plan and contain guidelines and requirements for land use categories, transportation facilities, access management, and other specific design standards. All PUD Concept Plans shall be consistent with stormwater facility master plans and transportation plans for the Phase of the Arch in which they are located, as developed and approved prior to or concurrent with the initial PUD Concept Plan for that Phase. The phasing of development in the Arch shall be consistent with necessary infrastructure and supporting services and the phasing requirements of Policy 13.2.5. Development Phases and PUD Concept Plans shall consider previously approved PUD Concept Plans within the Arch and anticipated development based on Figures 13-5 through 13-7 such that open space, stormwater, and transportation systems are planned and implemented consistent with the Policies in this Welaunee Arch Master Plan portion of the Welaunee Critical Area Plan.

A PUD Concept Plan may address only a portion of a Phase or may address more than one Phase. The minimum size for the initial PUD Concept Plan for any Phase of the Arch shall be 350 acres. Subsequent PUD Concept Plans shall be implemented consistent with this Master Plan and the applicable implementing plan standards allowed by the Comprehensive Plan at the time of development.

## **LAND USE**

**Policy 13.2.4: Land Use Districts.** The Master Plan forms the basis upon which organizing elements are oriented to convey the overall urban form. Lands within the Welaunee Arch shall be planned for the generalized land uses described in this Policy and Table 1. As depicted on Figure 13-5, the Welaunee Arch shall be designed with the following land use districts:

- (1) Northeast Gateway District** – The intent of the Northeast Gateway District is to provide an area that capitalizes on the location of a potential future interchange with Interstate-10 and Welaunee Boulevard by including well-designed, region-serving commercial and employment uses. The Northeast Gateway District as identified on Figure 13-5 shall be comprised of:
- a. **Activity Center.** An activity center zone shall be a mixed-use zone including between 75 and 280 acres. The activity center zone shall be located east of the residential zone, as generally depicted on Figure 13-5, and no closer than 1,000 feet from the Buckhead subdivision. This zone shall contain a diverse mixture of region-serving commercial, office, hotel, and other non-residential uses with a trade area extending beyond the Welaunee Arch. This zone may also contain higher-density residential and public and civic uses that can contribute to the center’s vitality and sustainability. Residential densities in this zone shall have a minimum of 10 units per acre and a maximum of 20 units per acre for residential

development not in vertically mixed-use buildings. Non-residential intensities shall range from 4,000 square feet per acre to 30,000 square feet per acre. The mixture of uses shall be 10% to 55% residential and community services uses and 45% to 90% non-residential uses.

- b. **Employment Center.** An employment center zone shall be a mixed-use zone located proximate to major transportation arteries in order to provide jobs for residents as well as regional employment opportunities and shall contain 75 to 280 acres. Employment centers are intended to contain a mix of uses and not be a single-use environment. Allowable uses include office, hotels and inns, light industrial, warehousing and distribution, laboratories, research, printing, banks, retail, restaurants and cafes, infrastructure including stormwater management facilities, civic, religious and institutional uses and educational uses. Residential uses shall not be allowed in Employment Center zones except when located above the ground floor in mixed-use buildings. Development intensities of non-residential uses in the employment center zone shall range from 8,000 square feet per acre to 40,000 square feet per acre. This zone shall be designed with shared parking opportunities for nonresidential uses that have peak parking demands other than during normal office hours. The development of a PUD Concept Plan that includes this zone shall include coordination with Star Metro to include preliminary plans for transit connectivity between this zone and other mixed-use zones in the Arch.
  
- c. **Residential.** A residential zone shall be located between the Buckhead subdivision and the mixed-use zones as generally depicted on Figure 13-5. This residential zone shall include between 30 and 100 acres. Residential development density shall be no less than 2 dwelling units per acre and not exceed 6 dwelling units per acre. Accessory dwelling units shall not count towards the residential density in this zone.
  
- d. **Open Space/Greenway.** The Open Space and Greenway area within the Northeast Gateway District shall be consistent with Policy 13.2.36. Specifically, an open space zone shall be located along the border with the established Buckhead Neighborhood serving as a buffer between the existing Buckhead Neighborhood and new development in the Arch. This zone shall be no less than 250 feet wide and will include the Welaunee Greenway and existing utility easements. In total, a minimum of 25% of the gross area in Phase 1 shall be included in Open Space or the Greenway.

**(2) West Arch District** – The intent of the West Arch District is to provide an area with a mixed-use center that serves residents of both Welaunee via Welaunee Boulevard and Killearn Neighborhoods via Shamrock South. It is the intent of this District to allow the highest density and intensity development within the mixed-use center, gradually transitioning to lower densities and intensities as distance from the mixed-use center increases. The West Arch District as identified on Figure 13-5 shall be comprised of:



- a. **Mixed-Use Center.** Development of the West Arch District shall include a single mixed-use center designated as either a Town Center zone or Village Center zone.
- b. **Town Center.** A town center zone shall be a mixed-use development planned as a compact, efficient node between 15 and 125 acres in size. A town center shall contain uses that serve surrounding neighborhoods as well as those traveling through the area. Allowable uses include office, retail, restaurants, bed and breakfasts, hotels and inns, theaters and other entertainment venues, specialty retail, grocery stores, residential, home occupational uses, and civic, religious and institutional uses (including day care services for children and adults). Uses shall be mixed horizontally and vertically to the maximum extent feasible. It is the design intent to plan for multiple storefronts and multiple retailers in the town center, so all of the available retail space is not aggregated into one or two “big-box” stores.

Development intensities in the town center shall range from 4,000 square feet per acre up to 30,000 square feet per acre. Individual building footprints for non-residential uses shall be limited to 25,000 gross square feet. Residential densities shall be no less than 8 units per acre up to a maximum of 20 dwelling units per acre for residential development not in vertically mixed-use buildings. Residential uses shall be encouraged above ground-floor retail and other nonresidential uses. The mixture of uses shall be 10% to 55% residential and community services and 45% to 90% non-residential uses. Town centers shall be planned on a block system with a gridded road network to facilitate connectivity. Traffic calming measures such as on-street parking, buildings close to the road with parking in back, streetscapes with street trees and landscaping, and other such solutions shall be utilized to create a pedestrian-friendly, walkable center. Community open space in the form of public squares and greens shall be planned as a focal point for a town center. No minimum on-site open space shall be required on each preliminary plat.

- c. **Village Center.** A village center zone shall allow small retail, specialty retail, office, restaurants, services, residential and other uses (including day care services for children and adults) that support residential uses within the District. This zone is also intended to function as a neighborhood focal point and is envisioned to have churches, town squares, and other civic, religious, and institutional uses. The village center zone shall range in size from 5 to 50 acres and shall be designed to create a pedestrian-friendly environment. Traffic calming measures, such as on-street parking, buildings up close to the road with parking in back, streetscape with street trees and landscaping, and other such solutions, shall be utilized to create a pedestrian-friendly, walkable center.

The mixture of uses shall be 0% to 50% residential and community services and 50% to 100% non-residential uses. Development intensities in the village center zone shall range from 4,000 square feet per acre to 20,000 square feet per acre.

- Residential development in the Village Center shall be no less than 4 dwelling units per acre and not exceed 14 dwelling units per acre for residential development not in vertically mixed-use buildings. Residential uses shall be encouraged above ground-floor retail and other nonresidential uses. Community open space in the form of village squares and village greens shall be planned as the focal point of a village center. No minimum on-site open space shall be required for each preliminary plat.
- d. **Neighborhood.** The neighborhood zone is intended to provide the opportunity for a range of housing choices integrated with neighborhood scale, non-residential uses in proximity to a mixed-use land use districts that include nonresidential uses which can provide commercial shopping opportunities to meet daily needs. This zone shall be located within ¼ to ½ mile from the edge of the town center zone. In the neighborhood zone, residential development shall be no less than 4 dwelling units per acre and not exceed 14 dwelling units per acre. The maximum gross intensity allowed for new non-residential development is 20,000 square feet per acre. Building footprints for non-residential uses shall be limited to 10,000 gross square feet.
- e. **Residential.** The Residential zone is intended to provide the opportunity for a range of housing choices in proximity to mixed-use land use zones that include nonresidential uses which can provide commercial shopping opportunities to meet daily needs. This zone is intended to provide a transition from the mixed-use center and neighborhood zones to existing development in the Killlearn neighborhoods. Residential development shall be limited to a minimum of 2 dwelling units per acre with a maximum density of 10 dwelling units per acre, comparable to the maximum density of the Urban Residential land use category, mixed with open spaces and compatible with protected areas such as the Welaunee Greenway.
- f. **Open Space/ Greenway.** The Open Space and Greenway area within the West Arch District shall be consistent with Policy 13.2.36. In total, a minimum of 25% of the gross area in Phase 1 shall be included in Open Space or the Greenway.

**(3) North Arch District** – The intent of the North Arch District is to provide an area with a mixed-use center that serves residents of Welaunee, Killlearn, and the residents along Roberts Road and Crump Road. The North Arch District as identified on Figure 13-5 shall be comprised of:

- a. **Mixed-Use Center.** Development of the North Arch District shall include a single mixed-use center designated as either a Town Center zone or Village Center zone as defined in the West Arch District policy.
- b. **Neighborhood.** The neighborhood zone is intended to provide the opportunity for a range of housing choices integrated with neighborhood scale, non-residential uses in proximity to a mixed-use land use districts that include

- nonresidential uses which can provide commercial shopping opportunities to meet daily needs. This zone shall be located within ¼ to ½ mile from the edge of the mixed-use center zone. In this neighborhood zone, residential development shall be no less than 4 dwelling units per acre and not exceed 14 dwelling units per acre. The maximum gross intensity allowed for new non-residential development is 20,000 square feet per acre. Building footprints for non-residential uses shall be limited to 10,000 gross square feet.
- c. **Residential.** The Residential zone is intended to provide the opportunity for a range of housing choices in proximity to mixed-use land use districts that include nonresidential uses which can provide commercial shopping opportunities to meet daily needs. Residential development shall be a minimum of 2 dwelling units per acre and shall not exceed a density of 10 dwelling units per acre, comparable to the maximum density of the Urban Residential land use category, mixed with open spaces and compatible with protected areas such as the Welaunee Greenway. This zone is intended to provide a transition from the mixed-use center and neighborhood zones to existing development in the Killlearn neighborhoods.
- d. **Open Space/ Greenway.** The Open Space and Greenway area within the North Arch District shall be consistent with Policy 13.2.36. In total, a minimum of 25% of the gross area in Phase 1 shall be included in Open Space or the Greenway.

Additionally, high quality native forests in the North Arch District shall be protected and preserved. Trails shall be planned around the high-quality native forest areas to serve as both recreational facilities and as fire breaks when these areas are managed with prescribed fires. Potential locations of high-quality native forests are shown on the Preliminary Environmental Map (Figure 13-6). The location of protected areas will be determined through a Natural Features Inventory approved by the City prior to approval of a PUD Concept Plan that includes this District.

- e. **Regional Park.** A regional park may be located in the North Arch District. If a regional park is designated within this District, it shall be designed to include connectivity with the trail system around any high-quality native forests as described in the open space zone for this District.

**(4) Conservation Design District** - The intent of the Conservation Design District is to provide an area that is primarily residential in nature with a small village center. The residential development is intended to be arranged as cluster subdivisions in order to maximize the efficiency of infrastructure and to preserve environmental features and open spaces. The village center is intended to include non-residential uses in a location that minimizes the number of miles residents drive to meet their daily needs and promote the internal capture of vehicular trips. The Conservation Design District as identified on Figure 13-5 shall be comprised of:

- a. **Clustered Residential.** The conservation design zone shall be comprised of clustered development that sets aside 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, oak-hickory forest, significant trees, passive recreation areas, and stormwater facilities designed as a community amenity. Adjacent open space as designated on Figure 13-5 and consistent with Policy 13.2.36 may be included in the Conservation Design District reserve area calculations for cluster development. The development area shall be the area not set aside as reserve area and shall comprise no more than 40 percent of the total conservation design district. Within this district, development area shall be located on the least environmentally sensitive areas; be contiguous to the greatest extent practicable; and allow maximum open space to be easily maintained in the reserve area. The development area shall be developed at a minimum of two dwelling units per acre and a maximum of 12 units per acre. Planned Unit Developments may provide for a density bonus up to 20 units per acre where more area is set aside than required or where greenways, trails, or other passive recreational opportunities are provided in the reserve area.

The conservation subdivision zone shall contain a mixture of housing types. Allowable housing types include single family detached homes, single family attached homes, duplexes, triplexes, fourplexes, courtyard buildings (a 1 to 3.5 story detached structure consisting of multiple side-by-side and/or stacked dwelling units oriented around a courtyard or series of courtyards), and cottage courts (a group 1 to 1.5-story detached structures arranged around a shared court visible from the street). The conservation design district shall not contain greater than 80% of any one housing type. Accessory dwelling units are allowable per City of Tallahassee land development code. Accessory dwelling units do not count towards the overall density and do not count as a different housing type for the purpose of requiring a mixture of housing types. Design standards for this District shall include Dark Sky principles to prevent and reduce light pollution.

The acreage of the reserve area shall be preserved through the creation of conservation or preservation easements, 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 which includes natural open space, passive recreation uses (e.g., greenways, picnic areas or open fields), stormwater facilities, or other environmental conservation purposes.

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.

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:

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.

- b. **Village Center.** The Conservation Design District shall include a Village Center Zone subject to the design standards for a Village Center zone in the West Arch District Policy.
- c. **Open Space/ Greenway.** The Open Space and Greenway area within the Conservation Design District shall be consistent with Policy 13.2.36 and shall be included in the reserve area calculations for cluster development. At a minimum 60% of Phase 2 and 3 shall be designated Open Space and Greenway.

Additionally, high quality successional forests and native forests as defined in the Tallahassee-Leon County Comprehensive Plan Glossary in the Conservation Design District shall be protected and preserved. Trails shall be planned around the high-quality native forest areas to serve as both recreational facilities and as fire breaks when these areas are managed with prescribed fires. Potential locations of high-quality native forests are shown on the Preliminary Environmental Map (Figure 13-6). The location of protected areas will be determined through a Natural Features Inventory approved by the City prior to approval of a PUD Concept Plan that includes this District.

Core canopy or core forests, as defined in the City of Tallahassee's Urban Forest Master Plan, that is part of the fragmentation class of Core Canopy (>500 acres) and shown on the Preliminary Environmental Map (Figure 13-6), shall be protected and shall be connected to greenways and open space that function as wildlife corridors. These areas may be included in the reserve area calculations for cluster development. Potential locations of core forest areas that are part of the fragmentation class of Core Canopy (>500 acres) are shown on the Preliminary Environmental Map (Figure 13-6). The location of protected areas will be determined through a Natural Features Inventory approved by the City prior to approval of a PUD Concept Plan that includes this District.

- d. **Residential Reserve Zone** - The Residential Reserve Zone of the Conservation Design District as identified on Figure 13-5 is intended to be residential in nature, arranged as cluster subdivisions in order to maximize the efficiency of infrastructure and to preserve environmental features and open spaces. This zone is also intended to maintain compatibility with established residential development along Roberts Road and Crump Road. The Residential Reserve Zone shall be subject to the Clustered Residential policy above with a maximum density of 6 units per acre. The Residential Reserve zone shall include open space buffers to Roberts Road and Crump Road that include the Welaunee Greenway system.

**(5) Open Space** - The Open Space district shall be designed as a connected network of open space as generally depicted on Welaunee Arch Map, Figure 13-5, which shall include Conservation and Preservation lands as generally depicted on the Preliminary Environmental Features Map, Figure 13-6, aesthetic open space, Greenways, and the Perpetual Drainage Easement held by the City and County. PUD Concept Plans shall incorporate and account for that portion of the Open Space area within the boundaries of the PUD and may include that portion of Open Space adjacent to one of the development districts if such district is included in the PUD. By the completion the final PUD Concept Plan for each Phase, all Open Space within such Phase shall be included in a PUD Concept Plan and subject to the implementation requirements of this Master Plan. At a minimum, 25% of Phase 1, 60% of Phase 2 and 3, and 40% of the total gross area of the Arch shall be designated Open Space. The primary open space system shall be subject to the design and development criteria in Policy 13.2.36.

Passive Recreation Facilities may be constructed in the Open Space land use district. In addition, bandshells, gazebos, and other improved gathering places may be allowed in such lands if designed for pedestrian access only and subject to a management plan approved by the City.

The Open Space areas shall be open to the general public and be designed to include and provide access to the Miccosukee Canopy Road Greenway and the Welaunee Greenway at multiple locations. Open Space areas shall include and provide additional buffering for designated Canopy Roads where feasible. Open Space may be privately owned or be dedicated to the public by conveyance to a general- or special-purpose local governmental entity. Public roads and utilities may cross through the Open Space district if no alternative route can be secured and impacts are minimized.

The portion of the Arch bordering Miccosukee Road shall be designated as Open Space district and shall include the Canopy Road Protection Zone for Miccosukee Road. An additional area with a minimum width of 75 feet along the length of the Canopy Road Protection Zone shall be designated as open space. The Canopy Road Protection Zone and contiguous Open Space area shall serve as a wildlife corridor that terminates in the core forest area that is part of the fragmentation class of Core Canopy (>500 acres) in the Conservation Design District as shown on the Preliminary Environmental Map

(Figure 13-6). This area may serve as a greenway as long as the greenway does not preclude the ability of the area to serve as a wildlife corridor.

Open Space shall comprise a minimum of 40% of the total area within the Welaunee Arch, or approximately 1,900 acres. Open Space shall include Conservation Areas and Preservation Areas, Canopy Road Protection Zones, Greenways, and aesthetic open space. Adjacent to Conservation and Preservation areas, the additional Open Space shall prioritize additional buffers around Conservation and Preservation Features, areas that provide continuous and contiguous connectivity of Open Space, additional buffers for Canopy Protection Zones, additional areas around the Core canopy or core forests that are part of the fragmentation class of Core Canopy (>500 acres), additional areas that support the network of wildlife corridors, undeveloped uplands, oak-hickory forest, significant trees, passive recreation areas, priority planting areas identified in the Urban Forest Master Plan, and stormwater facilities designed as a community amenity.

**Policy 13.2.5: Phasing.** Development of the Arch shall be implemented in phases consistent with this plan and necessary infrastructure (including water and sewer) and supporting services (including adequate schools, police and fire service). Phase 1 shall include the Gateway District, West Arch District, and the North Arch District. Phase 2 shall include the Conservation Design District less the Residential Reserve zone. Phase 3 shall include the Residential Reserve zone of the Conservation Design District. A PUD Concept Plan may address only a portion of a phase or may address more than one phase. Phase 1 of the Welaunee Arch must include one Town Center Zone and one Village Center Zone, either of which can be located in the West Arch District or North Arch District.

Phase 2 shall not be developed until 1,500 dwelling units and 150,000 square feet of non-residential uses have been constructed in Phase 1.

Phase 3 shall not be developed until at least 500 units have been constructed in Phase 2. Sub phases or stages of each phase may be developed in separate PUD Concept Plans. This phasing schedule shall expire on January 1, 2035, the plan horizon year of the Tallahassee-Leon County Comprehensive Plan.

Upon expiration of the phasing policy, all land use districts may be developed subject to availability of necessary infrastructure and supporting services. It is the intent that infrastructure improvements occur contemporaneous with development. This timing of infrastructure with development prevents stranded or early investment in infrastructure.

Table 1. Land Uses in the Welaunee Arch

<u>District</u>	<u>Zone</u>	<u>Size</u>	<u>Nonresidential Intensity</u>	<u>Residential Density</u>	<u>Mixture</u>
<u>Northeast Gateway District (Phase 1)</u>	<u>Activity Center</u>	<u>75-280 acres</u>	<u>4,000-30,000 SF/acre</u>	<u>10-20 DU/acre</u>	<u>10-55% residential 45-90% nonresidential</u>
	<u>Employment Center</u>	<u>75-280 acres</u>	<u>8,000-40,000 SF/acre</u>	<u>n/a*</u>	<u>n/a*</u>
	<u>Residential</u>	<u>30-100 acres</u>	<u>n/a</u>	<u>2-6 DU/acre</u>	<u>n/a</u>
	<u>Open Space</u>	<u>Min. 25% of gross area in Phase 1</u>			
<u>West Arch District (Phase 1)</u>	<u>Town Center**</u>	<u>15-125 acres</u>	<u>4,000-30,000 SF/acre</u>	<u>8-20 DU/acre</u>	<u>10-55% residential 45-90% nonresidential</u>
	<u>Neighborhood</u>	<u>¼-½ mile from Town Center</u>	<u>Max 20,000 SF/acre</u>	<u>4-14 DU/acre</u>	<u>n/a</u>
	<u>Residential</u>		<u>n/a</u>	<u>2-10 DU/acre</u>	<u>n/a</u>
	<u>Open Space</u>	<u>Min. 25% of gross area in Phase 1</u>			
<u>North Arch District (Phase 1)</u>	<u>Village Center**</u>	<u>5-50 acres</u>	<u>4,000-20,000 SF/acre</u>		<u>0-50% residential 50-100% nonresidential</u>
	<u>Neighborhood</u>	<u>¼-½ mile from Village Center</u>	<u>Max 20,000 SF/acre</u>	<u>4-14 DU/acre</u>	<u>n/a</u>
	<u>Residential</u>		<u>n/a</u>	<u>2-10 DU/acre</u>	
	<u>Open Space</u>	<u>Min. 25% of gross area in Phase 1</u>			
<u>Conservation Design District (Phase 2)</u>	<u>Village Center</u>	<u>5-50 acres</u>	<u>4,000-20,000 SF/acre</u>	<u>4-14 DU/acre</u>	
	<u>Conservation Design Clustered Residential</u>		<u>n/a</u>	<u>2-12 DU/acre</u>	
	<u>Residential Reserve (Phase 3)</u>		<u>n/a</u>	<u>0-6 DU/acre</u>	
	<u>Open Space</u>	<u>60% gross area as Reserve Area</u>			
<u>Open Space***</u>	<u>Primary Open Space</u>	<u>Minimum of 25% of Phase 1; 60% of Phase 2 and 3; and minimum of 40% of total area in Welaunee Arch shall be Open Space</u>			



	<u>Conservation/ Preservation****</u>	<u>Approximately 900 acres (19% of the Arch)</u>			
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\*Residential uses permitted only above ground floor in mixed-use buildings

\*\*Town Center Zone and Village Center Zone are permitted in West Arch District and North Arch District, provided one of each zone is located in Phase 1.

\*\*\*Open Space, including Greenways shall be incorporated into all development Phases

\*\*\*\*Precise size and location of Conservation and Preservation Lands to be determined through a Natural Features Inventory.

**Policy 13.2.6: Development Totals.** Densities and intensities for development of the Arch shall be consistent with Policy 13.2.4 and other policies of this master plan. The maximum development for the Arch shall not exceed 12,500 residential units and 3,000,000 square feet of non-residential development.

**Policy 13.2.7: Development Standards for Mixed-Use Zones.** The Activity Center, Employment Center, Town Center, and Village Centers (collectively “Mixed-Use Zones”) shall be subject to the following development standards in addition to the requirements of Policy 13.2.4:

- (1) PUD Concept Plans that include mixed-use zones shall include specific design standards, public facility standards, and building standards, such that the district develops as a compact, walkable urban district. At a minimum, the form-based code or design standards shall address relationship between building facades and the public realm, the form and mass of buildings in relation to one another, and the scale and types of streets and blocks. Design standards shall also minimize driveway cuts along sidewalks facilities by requiring alleys, shared access points, and/or structured parking facilities.
- (2) Development in the Mixed-Use Zones may request a waiver from the requirements in the Environmental Management Ordinance for natural area, landscaping and buffers for the purpose of maximizing intensity and density within the mixed-use zone.
- (3) Stormwater detention and treatment facilities for Mixed-Use Zones shall be designed in accordance with applicable standards and should be located outside of a Mixed-Use Zones in order to promote a compact pedestrian-oriented arrangement of land uses. Stormwater facilities may be located within mixed-use zones if alternative sites are not reasonably available outside of mixed-use zones or where stormwater facilities can be integrated with pedestrian friendly environments. PUD Concept Plans shall include design standards for stormwater facilities that are consistent with the intent of the zone.
- (4) Building heights in mixed-use centers shall not exceed 65 feet from grade.

**Policy 13.2.8: Inclusionary housing.** Development within the Welaunee Arch shall comply with any ordinances in effect at the time of development that address the need for affordable or inclusionary housing. Each PUD Concept Plan shall include a Housing Plan

designed to achieve compliance with the City's Inclusionary Housing Ordinance, or other affordable and inclusionary housing ordinances in effect, by buildout of the area governed by that Concept Plan.

**Policy 13.2.9: Housing affordability.** In addition to complying with ordinances in effect at the time of development that address the need for affordable or inclusionary housing, a range of housing choices shall be provided to accommodate diverse income levels, age groups, people with a range of abilities, and housing needs. Granny flats, garage apartments, and other accessory dwelling units will not be included in unit or density calculations or transportation impact analyses. The range of housing options provided shall be based on the land use districts and zones within each District. No land use district or zone within a district that allows residential development shall limit housing types to only single-family detached homes.

In order to promote a range of housing types and choices, the City of Tallahassee shall incentivize the development of workforce housing within ¼-mile of mixed-use zones or transit hubs. The City shall also incentivize the provision of housing for low-income and very-low income families, seniors, and/or people with disabilities. Incentives shall be incorporated into PUD Concept Plans and may include increases in building height, waiver or reduction of mobility and impact fees, reduction of parking and setback requirements, reservation of infrastructure capacity without cost, expedited processing of applications for Concept Plans and site development plans, and similar measures such as the incentives allowed in the City's Inclusionary Housing Ordinance.

**Policy 13.2.10: Community Facilities.** Community Services, Light Infrastructure, Community Parks, and Neighborhood Parks shall be allowed uses in any land use district or zone consistent with the intent of each district and zone.

**Policy 13.2.11: Essential Services.** Mixed-use centers and residential neighborhoods shall be designed to facilitate essential services, such as fire, police, and emergency medical services consistent with generally accepted response times. PUD Concept Plans shall include the locations of essential services upon request by and through coordination with the City of Tallahassee and/or the Leon County School Board.

**Policy 13.2.12: Landscaping.** All landscaped areas, except athletic playing fields and golf course fairways and greens, shall utilize drought-resistant native plant materials from the "Florida Friendly Landscaping™ Guide to Plant Selection and Landscape Design" or other regionally appropriate plant material guide approved by the City. Landscaping may not include invasive species listed by the Florida Exotic Pest Plan Council. Landscaping in mixed-use and neighborhood zones shall include shade trees planted as street trees. PUD concept plans may include incentives, such as reduced tree mitigation, for shade trees planted as street trees outside of mixed use and neighborhood zones.

**Policy 13.2.13: Crime prevention through design.** Integrated mixtures of uses shall be located and designed consistent with comprehensive crime prevention strategies of natural surveillance, territorial reinforcement, and natural access control.

**Policy 13.2.14: General Compatibility.** Development in the Welaunee Arch shall be compatible with adjoining land uses through measures including but not limited to density and height limitations, setbacks, and vegetative and open space buffers. Unless otherwise specified in this master plan, buffers are not required between or within land use districts in the Welaunee Arch.

**Policy 13.2.15: Compatibility with Existing Residential Development.** To facilitate compatibility with the existing residential developments located east of Centerville Road and west of Miccosukee Road that are designated as Residential Preservation or Urban Residential-2 on the Future Land Use Map, land in the Welaunee Arch that is within 1,000 feet of such neighborhoods as measured from the boundary of the neighborhood shall be limited to open space, greenways, and residential uses with a maximum density of 6 units per acre comparable to the Residential Preservation Land Use Category. Mixed Use Land Use districts shall extend no closer than 1,000 feet from these existing residential developments. The location and size of each specific use category shall be depicted on a Planned Unit Development (PUD) Concept Plan.

**Policy 13.2.16: Interim Uses.** Agricultural and silvicultural uses, whether existing or new, shall be an allowed interim use in any area of the Welaunee Arch on which development is planned to occur, up to and until the start of actual construction on the applicable land.

## **TRANSPORTATION**

**Policy 13.2.17: Transportation System.** The Welaunee Arch shall be served by a transportation system designed to optimize mobility. Major thoroughfares shall be generally located as depicted on Welaunee Arch Transportation Map, Figure 13-7, with the final location and design to be based upon site-specific environmental, engineering, and related considerations. Thoroughfares connection through the Arch to areas beyond the Arch shall be arterials designed as boulevards for high vehicular capacity and moderate speeds not to a design speed of 45 miles per hour with sidewalks on both sides of the roadway and bicycle facilities. Thoroughfares connecting mixed use areas within the Arch shall be collectors designed as avenues with high vehicular capacity and low to moderate speeds not to exceed a design speed of 30 miles per hour with sidewalks on both side of the roadway and bicycle facilities. On thoroughfares, a shared use path of adequate width to accommodate bicycle and pedestrian traffic may substitute for the sidewalk on one side of the road and the bike lanes for that facility. Within mixed-use centers and neighborhoods, where feasible a grid of interconnected streets will provide alternative travel paths. Energy efficiency shall be accomplished in areas that are intended for greater densities and intensities through support of frequent transit service and providing a safe, comfortable and attractive environment for pedestrians and cyclists.

**Policy 13.2.18: Internal Trip Capture.** The transportation system, along with the mixture of uses, shall be designed to achieve an internal capture of at least 20 percent of the vehicular trips generated on-site at buildout. To achieve this minimum internal capture rate, mixed-use and neighborhood zones shall be developed with a mixture of uses and

higher density residential development located adjacent to non-residential uses. Residential zones shall be connected to mixed use zones by a network of sidewalks, shared use paths, and bicycle facilities designed to provide safe, comfortable transportation options. Transit facilities shall be coordinated with Star Metro to ensure infrastructure that supports connectivity to various transit routes.

**Policy 13.2.19: Northeast Gateway/Welaunee Boulevard.** The Northeast Gateway, which is a major infrastructure project for the entire Welaunee Critical Planning Area, consists of region-serving roads to distribute traffic north, south, east and west from a potential I-10 interchange at Welaunee Boulevard, which was recommended in the Florida Department of Transportation (FDOT) Master Plan Update on February 28, 2013. North of I-10, the roadways that make up the Northeast Gateway include the extension of Welaunee Boulevard from south of I-10 north through the Arch, and the extension of Shamrock South from Centerville Road to U.S. 90 (Mahan Drive). Welaunee Boulevard and Shamrock South Extension are programmed to be constructed by the Blueprint Intergovernmental Agency consistent with the voter-approved Northeast Gateway project and may be phased based upon trip demand. Within the Arch, both Welaunee Boulevard and Shamrock South Extension shall be designed to function as a complete street to promote mobility for multiple users—pedestrians, bicyclists, motorists, and transit riders of all ages. No residential driveways shall connect directly to Welaunee Boulevard or Shamrock South Extension.

**Policy 13.2.20: I-10 Flyover or Interchange.** Welaunee Boulevard shall connect to a flyover across I-10 or a potential interchange, if approved by the Federal Highway Administration, in order to facilitate vehicular movement to Welaunee Boulevard south of I-10. Any flyover or potential interchange shall meet federal requirements to ensure the safe and efficient use of I-10.

Welaunee Boulevard shall connect to a potential interchange with Interstate-10, subject to approval by the Federal Highway Administration and the Florida Department of Transportation. The potential interchange of Welaunee Boulevard and Interstate-10 shall be designed consistent with a federally approved Interchange Justification Report. It is the intent to allow for the design of an interchange that supports a gridded street network and city blocks on the north side of Interstate-10. The gridded street system shall serve to divert traffic onto a network of town center streets and should support an environment that prioritizes pedestrian mobility. Welaunee Boulevard may pass over Interstate-10 unless and until such time that a potential interchange is approved and constructed.

**Policy 13.2.21: Right-of-Way Reservation.** The landowner shall reserve for future conveyance the right-of-way for Welaunee Boulevard, the Shamrock South Extension, and the I-10 Flyover or Interchange as generally depicted on Welaunee Arch Transportation Map, Figure 13-7. The terms of such reservation shall be consistent with the Urban Services-Development Agreement between the City of Tallahassee and Powerhouse, Inc. dated April 15, 1990, as restated and amended. Rights-of-way shall be restricted to transportation facilities and compatible infrastructure.

**Policy 13.2.22: Complete Streets.** The transportation system shall be designed with complete streets in accordance with Objective 1.2 [M] and associated policies in the Mobility Element. A PUD Concept Plan shall provide in mixed-use centers for complete streets that include safe and convenient pedestrian facilities reasonably free from hazards and adequately separated from streets that carry high volumes of vehicular traffic and create a reasonable and direct route between destinations. Sidewalks shall be provided on both sides of local streets in mixed-use zones. Sidewalks shall be provided on at least one side of local streets in zones that allow only residential development.

**Policy 13.2.23: Bicycle Facilities.** A PUD Concept Plan shall include a network of bicycle facilities, including on-street and off-street facilities, which should be coordinated with the open space areas of the Arch. The intent is to provide safe and convenient movement for bicycles reasonably free from hazard and providing a reasonable and direct route between destinations. Bicycle facilities shall be designed where practical to connect to similar facilities in other PUD Concept Plans. Where feasible, a shared-use path of adequate width to accommodate bicycle and pedestrian traffic may substitute for sidewalks and bike lanes. Protected bicycle lanes may be incorporated where feasible. Where bicycle, pedestrian, and/or shared use path facilities intersect the Welaunee Greenway, opportunities shall be provided to access the Greenway.

**Policy 13.2.24: Parking in Mixed-Use Centers.** In mixed-use centers, vehicular parking shall be located on the street, in parking structures, or off-street at the street level. Off-street parking shall be provided in the rear of buildings where feasible or on the side of buildings and shall be limited in size and scale through such measures as shared parking, parking credits, and maximum parking limits. PUD Concept Plans may include incentives, such as reduced parking or setback requirements, for the use of building-mounted solar systems on parking structures.

**Policy 13.2.25: Canopy Roads.** Direct access to Canopy Roads shall not be permitted for any residential or nonresidential uses except parks or open space. Road access to the Welaunee Arch shall be provided from Miccosukee Road at no more than three locations. Road access to the Arch shall be provided from Centerville Road in no more than two locations. Canopy Protections Zones shall be provided along Miccosukee Road and Centerville Road in addition to the Welaunee Greenway. PUD Concept Plans may include incentives, such as reduced tree mitigation, in return for new roadways being designed and planted with shade trees consistent with the requirements for future canopy road designation.

**Policy 13.2.26: Transit.** Mixed use centers are intended to be designed with transit as a component of the multimodal transportation system in the Welaunee Arch. As PUDs are developed, coordination with Star Metro shall occur to ensure the plan accommodates necessary infrastructure to support anticipated transit service. PUDs shall address connectivity between mixed use zones and the transit hub identified in Policy 13.1.4.

**Policy 13.2.27: Electric, Connected and Automated Vehicles.** As PUDs are developed, coordination with the Planning Department and the City's Public Infrastructure

departments shall occur to ensure the plan accommodates necessary infrastructure to support charging infrastructure for electric vehicles and infrastructure to support Connected and Automated Vehicles (CAV). PUDs may include incentives, such as reduced parking and setback requirements, for development that is electric vehicle capable or electric vehicle ready by providing for the future installation and use of Electric Vehicle Supply Equipment (EVSE) in accordance with the National Electrical Code. Incentives will be greater for electric vehicle-ready than for electric vehicle-capable developments.

## **PUBLIC FACILITIES AND SERVICES**

**Policy 13.2.28: Adequate Public Facilities and Services.** The supply and delivery of safe and adequate public facilities shall accommodate existing and future development consistent with the Comprehensive Plan. Development in the Welaunee Arch shall be served by adequate public facilities and services as required by law and consistent with the Welaunee Urban Services-Development Agreement, as restated and amended. Public facilities and services may be phased and financed, constructed, owned, operated, or maintained by any entity allowed by law, including but not limited to independent or dependent special districts, property owner associations, homeowner associations, or any combination of such entities. Any such entity may finance public facilities through any means allowed by law.

**Policy 13.2.29: Utilities.** Potable water, sanitary sewer, and electricity service shall be provided by the City pursuant to the Welaunee Urban Services-Development Agreement, as restated and amended. Private providers shall provide telecommunications services. The installation of utilities may be phased consistent with the level-of-service and availability standards of the Tallahassee-Leon County Comprehensive Plan. Utility infrastructure improvements shall occur consistent with the general timing of development, instead of the infrastructure being provided well before development occurs. This timing of infrastructure with development is intended to ensure that there is no stranded or early investment in infrastructure waiting for future development to occur.

**Policy 13.2.30: Clean Energy.** PUD Concept Plans may incorporate strategies and standards that are consistent with the City of Tallahassee's Clean Energy Resolution or any clean energy plan adopted by the City subsequent to the resolution. PUD Concept Plans shall comply with applicable clean energy and renewable energy ordinances in effect at the time of development. PUDs may include additional incentives to encourage energy efficiency.

**Policy 13.2.31: Energy Efficient Environmental Design.** Planned Unit Development Concept Plans may provide for incentives such as increases in building height, waiver or reduction of mobility and impact fees, reduction of parking and setback requirements, reservation of infrastructure capacity without cost, expedited processing of applications for Concept Plans and site development plans, and similar measures in each District where developments incorporate Leadership in Energy and Environmental Design (LEED) standards or similar industry-recognized green certifications and/or provide building-mounted solar systems that generate threshold MW levels of electricity. Alternatively, PUD

Concept Plans may provide for utility fee or other similar exaction offsets commensurate to estimated energy efficiency gains from incorporating Leadership in Energy and Environmental Design (LEED) standards or similar industry-recognized green certifications and/or provide building-mounted solar systems that generate threshold MW levels of electricity. This policy does not apply to the Residential Reserve Zone.

**Policy 13.2.32: Stormwater Management.** Prior to approval of the first PUD Concept Plan, a Stormwater Facilities Master Plan (SFMP) shall be prepared for the entirety of the Welaunee Arch. The Stormwater Facilities Master Plan must be reviewed and approved by the City before PUD Concept Plans can be approved. For areas not included in a PUD, the stormwater plan may be conceptual and generalized based upon the projected development allowed by this master plan accounting for non-developable areas.

The SFMP shall accommodate stormwater flows from full build out conditions from any upstream offsite property within the Arch. The SFMP shall, at a minimum, identify regional impacts to flood extents and stormwater conveyance; establish infrastructure requirements necessary to manage stormwater in compliance with local, state, and federal regulations; document the phasing, implementation, and easement reservations necessary to serve projected full build out; and facilitate environmental and stormwater permitting. To accomplish these goals, the SFMP shall provide analysis and design of the primary stormwater system based on detailed hydrologic and hydraulic modeling of existing and post-development conditions. The analysis shall incorporate existing land uses, soils and topographic data, and the conceptual land use plan (Figures 13-5 through 13-7). The design shall provide general parameters associated with the primary stormwater management facilities, drainage easements and conservation easements necessary to serve the development under projected full build-out conditions. Flood extents delineated by the SFMP shall identify the 100-year flood exclusion area under the full build-out condition. No habitable structures shall be constructed within the post-development, full build-out 100-year floodplains or 100-year flood exclusion areas. The SFMP shall incorporate low-impact design best management practices to encourage the disconnection of impervious surfaces and increase the removal of nutrients from stormwater discharges. The SFMP shall also evaluate the existing nutrient pollutant loading to Class III surface water resources and ensure net improvement in the post development condition. The SFMP scope of work must be approved by the local government prior to development of the SFMP.

The Stormwater Facilities Master Plan shall identify the feasibility and location of regional stormwater facilities and how they should be designed and constructed as amenities within parks or publicly accessible areas. Stormwater facilities shall be located outside wetlands and floodplains. Stormwater facilities may be located in Open Space that is not wetland or floodplain subject to design standards in a PUD Concept Plan and consistent with protection of conservation and preservation lands required by the comprehensive plan and the Environmental Management Ordinance.

**Wetlands and Floodplains.** Development shall minimize encroachment into wetland habitat areas by ensuring that public and private roads avoid crossing wetlands or require that such crossings are cited at the narrowest point of a wetland allowing for an efficient

transportation design while maintaining the continuity of identified wildlife corridors. No net reduction in floodplain storage shall be permitted within the 100-year floodplain. Otherwise floodplains shall be managed consistent with the Comprehensive Plan Conservation Element.

Wetland acreage and function within the Welaunee Arch shall be protected through compliance with local, state, and federal environmental permitting requirements. For purposes of permanent protection of Conservation and Preservation lands designated on Figure 13-6 the delineation of wetlands shall be based upon the jurisdictional determination by the governing agency.

Wetlands depicted on Figure 13-6 utilized for mitigation within the Welaunee Arch shall be made subject to conservation easements consistent with the requirements of the authorizing regulatory agency. These easements will be defined in a manner that serves as permitted mitigation for wetland and other impacts or species relocation. To the extent authorized by federal, state, and local permitting agencies, Conservation and Preservation Lands association with the PUD Concept Plan under consideration may be utilized for achieving any mitigation requirements. The mitigation conservation easement area shall allow passive recreation facilities and shall be subject to a management plan.

**Policy 13.2.33. Florida Springs and Aquifer Protection.** Wakulla Spring is an impaired first magnitude Outstanding Florida Springs. Planned development for the Welaunee Arch is within the springshed boundaries of the Upper Wakulla River and Wakulla Spring Basin Management Action Plan. Development activities associated with the project have the potential to impact water quality; therefore, PUD Concept Plans shall mitigate potential nutrient loadings by implementing measures such as proper treatment and disposal of wastewater, stormwater, and the implementation of adequate sediment and erosion control practices to mitigate any surface water impacts.

**Policy 13.2.34: Schools.** Each PUD Concept Plan shall be analyzed for impacts on public schools based upon then-applicable pupil generation rates utilized by Leon County Schools. Schools shall be located in relation to neighborhoods in order to serve residents, provide a focal point for the neighborhoods, and be safely accessible by pedestrians and bicyclists. The co-location of schools, civic spaces, and active parks is encouraged. The City and County shall adhere to the Public School Concurrency and Facility Planning Interlocal Agreement, as required by Section 1013.33, F.S., which establishes procedures for, among other things, coordination and sharing of information; planning processes; school siting procedures; site design and development plan review; and school concurrency implementation. Prior to site plan approval of the 500th residential dwelling unit in Phase 1, a 10-acre site shall be reserved for future dedication to the Leon County School Board proximate to residential areas, a Town or Village center and the primary open space system with off-site stormwater management provided through a regional system. Impacts to existing public schools shall be addressed during the development review process as required by this comprehensive plan, provided that the fair market value of the school site, any off-site stormwater treatment and storage capacity and any other land or improvement



to support a public school shall be a credit, on a dollar-for-dollar basis, against any fee or exaction for public school impacts.

**Policy 13.2.35: Fire and Emergency Services.** Upon request of the City, PUD Concept Plans shall include identified sites for fire and/or emergency services in coordination with the City.

## **RECREATION, OPEN SPACE and CONSERVATION**

**Policy 13.2.36: Primary Open Space System.** The intent of the Open Space and Conservation strategy is to identify, conserve, manage, restore, and protect significant natural resources during and after development of the Welaunee Arch in accordance with the Conservation Element of the Tallahassee-Leon County Comprehensive Plan and consistent with this Master Plan. At a minimum, 40% of the gross area in the Welaunee Arch shall be designated Open Space and Greenways.

The Welaunee Arch shall contain an open space concept that will contain the majority of the open space requirements within a connected corridor as depicted on Figure 13-5. This connected, continuous network of open space constitutes a fundamental building block of the Arch and is intended to serve multiple purposes including but not limited to protection of conservation and preservation areas. Open Space may include but are not limited to conservation and preservation lands, buffers for residential areas and canopy roads, greenways, environmentally sensitive areas, including wildlife corridors, aesthetic open space, active and passive recreation areas, and community gathering spaces. Open Space may be applied to any PUD Concept Plan to satisfy requirements of the Environmental Management Ordinance. Constructed stormwater facilities consistent with Policy 13.2.32 may be utilized to satisfy open space requirements in a PUD Concept Plan.

Primary open space systems, together with other green spaces set aside to meet the urban forest and landscape requirements shall also meet the requirements of the Tallahassee-Leon County Comprehensive Plan and Chapter 5 - Environmental Management, Tallahassee Land Development Code. The intent of this policy will be achieved through the following:

- (1) Credits for open space, wetland mitigation, slope mitigation, stormwater management and/or urban forest requirements may be requested outside of individual parcels or tracts under review but elsewhere within the Arch.
- (2) Areas with severe and significant slopes that are not located in the open space systems shall be protected in site-specific plans in accordance with the Comprehensive Plan and Chapter 5 – Environmental Management, Tallahassee Land Development Code.
- (3) The Open Space systems shall be open to the general public and be designed to include and provide connections with the Miccosukee Canopy Road Greenway and Welaunee Greenway at multiple locations and to integrate internal recreational multi-use paths with the greenways trails. Connections to future regional greenways shall be considered in the design of open space.
- (4) The open space systems shall be designed to provide additional buffering for existing designated canopy road protection zones.

- (5) Open space may be privately owned or dedicated to the public by conveyance to a general-purpose or special-purpose local government entity; or be designated a part of a statewide system of greenways and trails pursuant to state law. Privately owned open space/greenways shall, at a minimum, guarantee designated public trail access in perpetuity at the time of development. All required conservation easements will be placed over the conservation and preservation areas in accordance with local government regulations.
- (6) The open space systems shall be governed by one or more management plans approved by the City in order to protect the values for which they were designated. The management plans may be adopted in phases so long as they are consistent with one another. Protection of conservation and preservation areas shall be provided by conservation easements and other measures consistent with Chapter 5 – Environmental Management, Tallahassee Land Development Code. Conservation and preservation areas placed in conservation easements may be used towards satisfying the urban forest and landscaping requirements of Chapter 5 – Environmental Management, Tallahassee Land Development Code. A single management plan may be adopted for all open space and conservation and preservation area lands.
- (7) Any Open Space area located within the geographic boundary of a PUD Concept Plan Shall be included in the lands to be designated as Open Space/Greenway as a result of approval of that PUD Concept Plan. If additional Open Space area are required to meet the minimum Open Space area for that Phase set forth in Policy 13.2.4(5) then such additional land will be designated as such from the adjacent Open Space areas as shown in Figure 13-5. To the extent that a PUD Concept Plan provides Open Space acreage beyond the required minimum, subsequent PUD Concept Plans are entitled to a credit for the additional acreage provided in proceeding PUD Concept Plans.
- (8) Acreage in the primary open space system shall be counted towards satisfying the open space requirements established in PUD Concept Plans.
- (9) The following guidelines shall apply to uses within the open space system as established in PUD Concept Plans:
  - (A) Passive recreation improvements that are natural resource-oriented, such as hiking, biking, and riding trails and passive parks, may be constructed in the primary open space systems. Also allowable are community facilities such as bandshells, amphitheaters, gazebos and other improved gathering places if designed for non-vehicular access only, provided these activities are located such that impacts to conservation and preservation areas are minimized and the overall purpose of the conservation easement is maintained.
  - (B) Wildlife management areas may be included in the primary open space systems protective measures addressed in the management plans, including a wildlife habitat management plan, in accordance with Chapter 5 – Environmental Management, Tallahassee Land Development Code.
  - (C) Public roads and utilities may cross through the open space systems if the impacts are minimized. The location of the roads shown on Figure 13-5 are approximate.
  - (D) Stormwater Management facilities may be located in the open space systems subject to design criteria in the PUD Concept Plans and consistent with

protection of conservation and preservation features pursuant to Chapter 5 – Environmental Management, Tallahassee Land Development Code. Each stormwater management facility must be evaluated in terms of impacts and meet the requirements of the Tallahassee-Leon County Comprehensive Plan and Chapter 5 – Environmental Management, Tallahassee Land Development Code. If stormwater facilities are contained in the open space system, the public and/or private entities responsible for maintenance shall be allowed to perform necessary maintenance of these facilities consistent with each facilities level of service. The SFMPs shall identify areas where drainage easements will be needed for proper maintenance of stormwater conveyances located within conservation or preservation areas.

(10)To promote creation of the open space systems and their integration into the planned mixed-use communities with appropriate credit, PUD Concept Plans shall establish an open space requirement that includes credit for the open space system, protected preservation and conservation areas, areas of constructed landscape, and the minimum onsite landscaping required for individual sites set forth in Policy 13.2.12. Specific landscape standards and requirements shall be established in PUD Concept Plans. Such standards and requirements shall be designated to meet or exceed, on a cumulative basis, the Landscape and Urban Forest requirements in Chapter 5 – Environmental Management, Tallahassee Land Development Code. These landscape standards shall include, but not be limited to, standards for provision of street trees in mixed use zones, along public roadways, shade trees and landscaped islands within parking lots, and patriarch tree preservation. These standards will be developed to reflect the intent that town and neighborhood centers will be developed in an urban context with minimal setbacks and an emphasis on dense, mixed use development. Various land uses in the Arch shall satisfy the Urban Forest/Landscaping requirements based on thresholds established in the PUD Concept Plans. Such requirements shall be designed to meet or exceed, on a cumulative basis, the landscaping and urban forest requirements in Chapter 5 – Environmental Management, Tallahassee Land Development Code.

**Policy 13.2.37: Conservation and Preservation Lands.** Lands identified for permanent preservation and conservation are shown generally on the Preliminary Environmental Map (Figure 13-6) as Designated Wetlands, 100-year Floodplains, High Quality Native Forest, and core forest areas that are part of the fragmentation class of Core Canopy (>500 acres). These allocations are intended to protect significant environmental resources on the Welaunee Arch and account for approximately 900 acres or approximately 19% percent of the total gross area of the Welaunee Arch. The precise size and location of Conservation and Preservation Lands shall be determined through a Natural Features Inventory to be conducted prior to or concurrent with the initial PUD Concept Plan for each Phase of the Welaunee Arch in which the feature is located. Additional environmental resources will be designated and protected as Open Space as addressed in this Master Plan.

Conservation and Preservation lands shall be subject to a management plan to be reviewed and approved concurrent with the PUD Concept Plan that includes the applicable

Conservation and Preservation lands. Such management plan shall address wildlife preservation, maintenance of native species diversity, management of the natural environment, restoration of environmental resources where warranted, and responsibility for long term management. Such management plan shall include measures to protect the values for which such lands were designated, including wildlife habitat and corridors, and may include conservation easements and other measures consistent with the Environmental Management Ordinance. Conservation and Preservation lands may be utilized for public access, including trails, subject to the Environmental Management Ordinance. To the extent allowed by local, state, or federal law, Conservation or Preservation lands may be utilized to achieve mitigation required by permits. A single management plan may be adopted for all open space and conservation and preservation area lands.

Lands that are not otherwise identified as Conservation and Preservation Lands on Figure 13-6 and are identified as areas suitable for future development may contain areas of natural upland or wetland communities. These resources will be identified through the Natural Features Inventory process and protected as required by the Comprehensive Plan's Conservation Element and will be incorporated into the lands identified as Open Space and Greenways consistent with the overall conservation and development strategy for the Welaunee Arch planning area.

Conservation easements for Conservation and Preservation lands shall be effective before or concurrent with the effective dates of the PUD Concept Plan for which they are granted.  
**Policy 13.2.38: Recreation Areas.** A PUD Concept Plan shall provide for reasonable public access to parks, recreation areas, natural areas, and open space. A multi-use trail system will be included that will link these areas where feasible to residential neighborhoods, mixed-use centers, schools, civic spaces, employment, recreation and open space, parks, and the Welaunee Greenway and Miccosukee Canopy Road Greenway.

**Policy 13.2.39. Historic and Cultural Resources.** Through the completion of Natural Features Inventories, Planned Unit Developments shall identify historic and cultural resources including archaeological sites, historic structures and districts, and historic cemeteries. PUDs shall include standards sensitive to locating, assessing, and avoiding potential adverse impacts to these resources. Where feasible and appropriate, informational and interpretive signage may be considered for these resources.

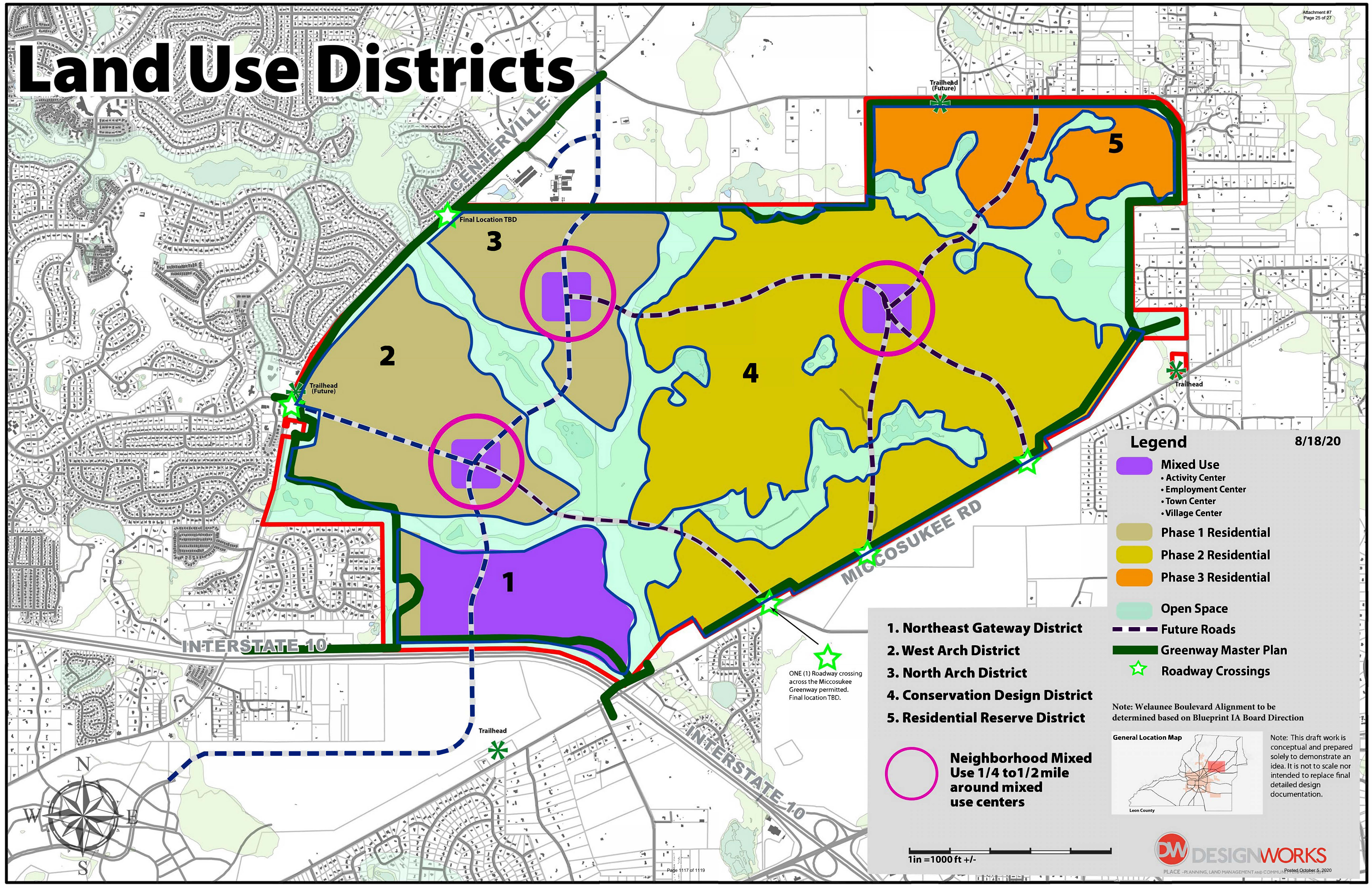
**Policy 13.2.40: Natural Area Resident Notifications.** PUD Concept Plans will include notification requirements for informing residents, once development is completed, with information on how to avoid human-bear conflicts and notices of proximity to areas that are actively managed with prescribed fires.

**Policy 13.2.41: Perpetual Drainage Easement.** The Perpetual Drainage Easement across the Welaunee Arch shall be subject to the Order Clarifying Definition of Perpetual Drainage Easement, entered by Leon County Circuit Court on March 13, 1997. Lands within the Perpetual Drainage Easement shall be considered Open Space and may be utilized for active and passive recreation facilities and activities, including but not limited to, walking

and bicycle trails, and playgrounds associated with development of lands owned by the landowner within the altered or undisturbed floodplains so long as the function of the easement is not impaired.

**Policy 13.2.42: Welaunee Greenway.** The Welaunee Greenway shall consist at a minimum of an 8.4-mile-long shared-use trail corridor along the northeast, north, and west perimeter of the Arch, and shall be developed consistent with adopted local government plans. The Welaunee Greenway shall connect to the existing Miccosukee Canopy Road Greenway to create a 17-mile linear park loop and a pedestrian bridge across Interstate-10. Connections shall be provided to and from the Greenway from interior multi-use trails along roadways or from other open space areas. The Welaunee Greenway shall be subject to a management plan approved by the City that is consistent with the policies of this master plan. A single management plan may be adopted for all open space, conservation and preservation area lands, and the Welaunee Greenway. Public roadways and utilities may cross through the Welaunee Greenway at points specified as road crossings on the land use and transportation maps, or at additional points if necessary, provided the crossing includes restoration of the Greenway and open space area. PUD Concept Plans that include or are adjacent to the Welaunee Greenway or Miccosukee Canopy Road Greenway shall provide access to those facilities. Development of the Arch should be incentivized through PUD process to provide pedestrian and bicycle connectivity to the Greenway, particularly where it interfaces with Open Space areas and associated trail systems.

# Land Use Districts



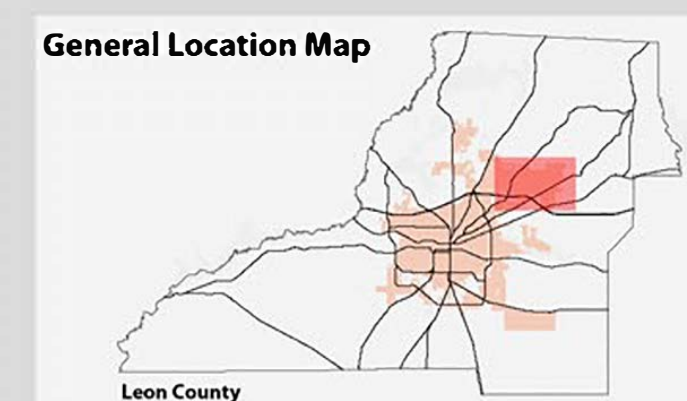
Legend 8/18/20

- Mixed Use**
  - Activity Center
  - Employment Center
  - Town Center
  - Village Center
- Phase 1 Residential**
- Phase 2 Residential**
- Phase 3 Residential**
- Open Space**
- Future Roads**
- Greenway Master Plan**
- Roadway Crossings**

- 1. Northeast Gateway District**
- 2. West Arch District**
- 3. North Arch District**
- 4. Conservation Design District**
- 5. Residential Reserve District**

**Neighborhood Mixed Use 1/4 to 1/2 mile around mixed use centers**

Note: Welaunee Boulevard Alignment to be determined based on Blueprint IA Board Direction

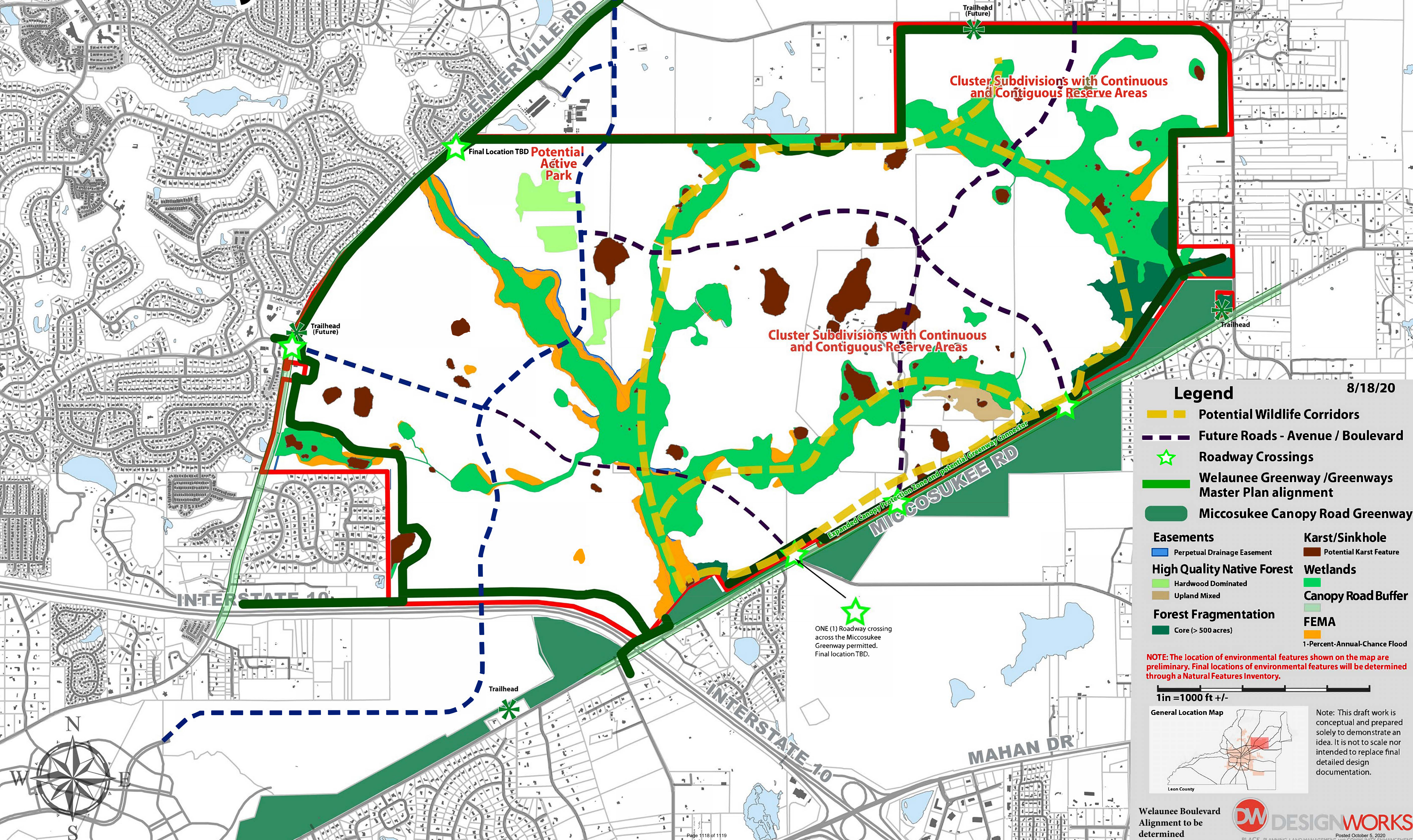


Note: This draft work is conceptual and prepared solely to demonstrate an idea. It is not to scale nor intended to replace final detailed design documentation.

ONE (1) Roadway crossing across the Micosukee Greenway permitted. Final location TBD.

1in = 1000 ft +/-

# Preliminary Environmental Features



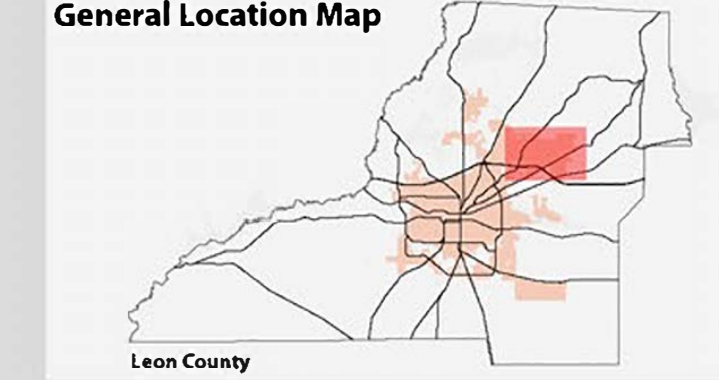
### Legend

8/18/20

- Potential Wildlife Corridors
  - - - Future Roads - Avenue / Boulevard
  - ★ Roadway Crossings
  - Welaunee Greenway / Greenways Master Plan alignment
  - Miccosukee Canopy Road Greenway
- |  |   |
|--|---|
| <span style="color: blue;">—</span> Perpetual Drainage Easement      | <span style="color: brown;">—</span> Karst/Sinkhole                 |
| <span style="color: lightgreen;">—</span> High Quality Native Forest | <span style="color: brown;">—</span> Potential Karst Feature        |
| <span style="color: lightgreen;">—</span> Hardwood Dominated         | <span style="color: green;">—</span> Wetlands                       |
| <span style="color: tan;">—</span> Upland Mixed                      | <span style="color: green;">—</span> Canopy Road Buffer             |
| <span style="color: green;">—</span> Forest Fragmentation            | <span style="color: yellow;">—</span> FEMA                          |
| <span style="color: green;">—</span> Core (> 500 acres)              | <span style="color: orange;">—</span> 1-Percent-Annual-Chance Flood |

**NOTE:** The location of environmental features shown on the map are preliminary. Final locations of environmental features will be determined through a Natural Features Inventory.

1in = 1000 ft +/-



Note: This draft work is conceptual and prepared solely to demonstrate an idea. It is not to scale nor intended to replace final detailed design documentation.



Final Location TBD  
**Potential Active Park**

**Cluster Subdivisions with Continuous and Contiguous Reserve Areas**

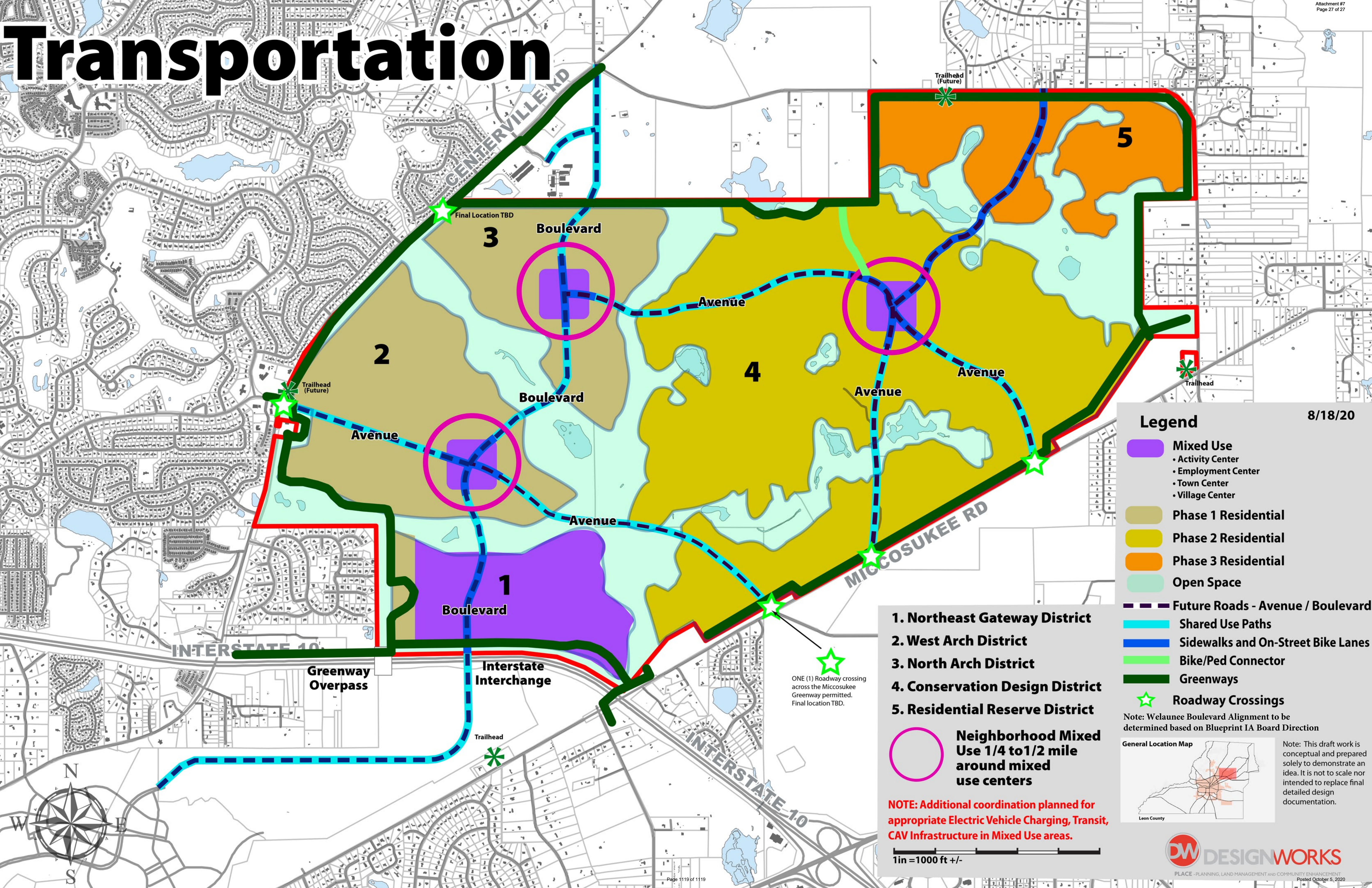
**Cluster Subdivisions with Continuous and Contiguous Reserve Areas**

★ ONE (1) Roadway crossing across the Miccosukee Greenway permitted. Final location TBD.

Welaunee Boulevard Alignment to be determined



# Transportation



Legend 8/18/20

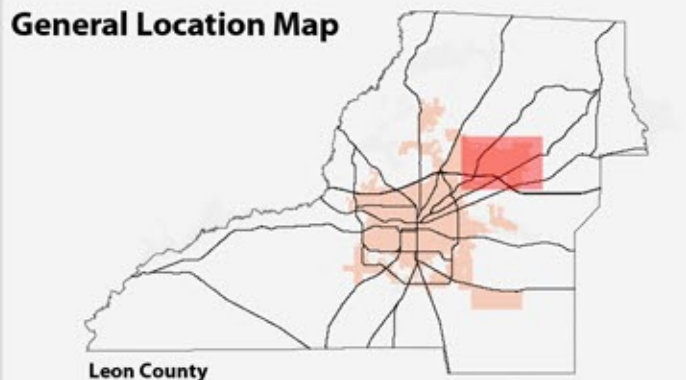
- Mixed Use**
    - Activity Center
    - Employment Center
    - Town Center
    - Village Center
  - Phase 1 Residential**
  - Phase 2 Residential**
  - Phase 3 Residential**
  - Open Space**
  - Future Roads - Avenue / Boulevard**
  - Shared Use Paths**
  - Sidewalks and On-Street Bike Lanes**
  - Bike/Ped Connector**
  - Greenways**
  - Roadway Crossings**
- Note: Welaunee Boulevard Alignment to be determined based on Blueprint IA Board Direction

1. Northeast Gateway District
2. West Arch District
3. North Arch District
4. Conservation Design District
5. Residential Reserve District

**Neighborhood Mixed Use 1/4 to 1/2 mile around mixed use centers**

**NOTE: Additional coordination planned for appropriate Electric Vehicle Charging, Transit, CAV Infrastructure in Mixed Use areas.**

ONE (1) Roadway crossing across the Miccosukee Greenway permitted. Final location TBD.



Note: This draft work is conceptual and prepared solely to demonstrate an idea. It is not to scale nor intended to replace final detailed design documentation.



1in = 1000 ft +/-