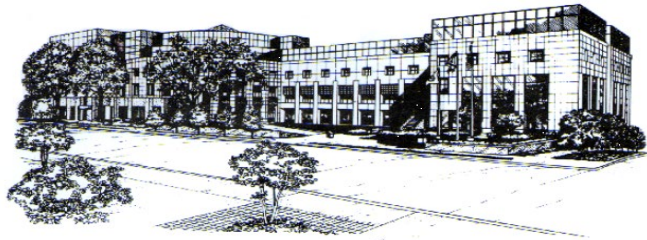


BOARD OF COUNTY COMMISSIONERS LEON COUNTY, FLORIDA

AGENDA REGULAR MEETING

**Tuesday, June 14, 2022
3:00 p.m.**

Leon County Courthouse, County Commission Chambers, Fifth Floor
301 South Monroe Street Tallahassee, FL 32301



COUNTY COMMISSIONERS

Bill Proctor, Chairman
District 1

Nick Maddox, Vice Chair
At-Large II

Carolyn D. Cummings
At-Large I

Kristin Dozier
District 5

Vacant
District 2

Rick Minor
District 3

Brian Welch
District 4

Vincent S. Long
County Administrator

Chasity H. O'Steen
County Attorney

The Leon County Commission typically holds regular meetings on the second Tuesday of each month and workshops are held on the fourth Tuesday of the month. Regularly scheduled meetings are held at 3:00 p.m. and workshops are held at 1:00 p.m. A tentative schedule of meetings and workshops is attached to this agenda as a "Public Notice." Commission meeting agendas and minutes are available on the County Home Page at: www.leoncountyfl.gov. The media and the public can access the meeting in real time on Comcast channel 16, the Leon County Florida channel on Roku, the County's [Facebook](#) page, [YouTube](#) channel, [Twitter](#), 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.

Board of County Commissioners
Leon County, Florida
Agenda

Regular Public Meeting
Tuesday, June 14, 2022, 3:00 p.m.

Leon County Courthouse, Commission Chambers, 5th Floor
301 S. Monroe Street Tallahassee, Florida 32301

The media and the public can access the meeting in real time on Comcast channel 16, the Leon County Florida channel on Roku, the County's [Facebook](#) page, [YouTube](#) channel, [Twitter](#) and County [web site](#).

Citizens wishing to provide input on any item(s) on the published agenda (or a non-agenda subject) for the meeting may share public comment by using one of the following options:

- In-person at the meeting; 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/>. Citizens wishing to provide virtual comment must register by 8 p.m. on the day before the meeting to provide County staff sufficient time to provide instructions to citizens for comment during the meeting. Anyone needing assistance with registration may contact County Administration at 850-606-5300.

Please note that Board of County Commissioners Policy 01-05, Article IX., Section E., titled "Addressing the Commission", and Article IX., Section F., entitled "Decorum", shall remain in full force and effect.

INVOCATION & PLEDGE OF ALLEGIANCE

Invocation by Rev. Candace McKibben, Director of Faith Outreach at Big Bend Hospice

Pledge of Allegiance by Commissioner Brian Welch

AWARDS AND PRESENTATIONS

- Presentation Recognizing County Administrator Vincent Long and Deputy County Administrator Alan Rosenzweig for their Leadership During the COVID pandemic
(Chief Judge Jonathan Sjostrom)
- Presentation on the Implementation of the Sheriff's HOST Program to Address Homelessness in the Community
(Sheriff Walt McNeill and Assistant Sheriff Argatha Gilmore)
- Proclamation Recognizing June as Pride Month
(Commissioner Dozier)

CITIZENS TO BE HEARD ON CONSENT AND NON-AGENDAED ITEMS

3-minute limit per speaker; there will not be any discussion by the Commission.

CONSENT

1. Minutes: March 22, 2022 Leon County Alternatives to Incarceration for the Possession of Small Amounts of Marijuana Workshop and March 22, 2022 Joint Leon County/City of Tallahassee Comprehensive Plan Workshop
(Clerk of Court)
2. Payment of Bills and Vouchers
(County Administrator/ Office of Financial Stewardship/ Office of Management & Budget)
3. Supervisor of Elections Proposed Alteration of Voting Precinct Boundaries
(County Administrator/ County Administration)
4. Florida Civil Rights Museum Proposal
(County Administrator/County Administration)
5. Commissioner Appointments to the Contractors Licensing Board and the Tallahassee-Leon County Commission on the Status of Women & Girls
(County Administrator/ County Administration)
6. Florida Department of Health Emergency Medical Services Matching Grants
(County Administrator/ Financial Stewardship/ Emergency Medical Services)
7. Stormwater Monitoring Contract with the Northwest Florida Water Management District
(County Administrator/ Public Works)
8. Florida Department of Agriculture and Consumer Services Arthropod / Mosquito Control State Aid
(County Administrator/ Public Works)

Procurements: *(These items are included under Consent.)*

9. Authorization to Utilize a New Cooperative Purchasing Contract for Microsoft Enterprise Licenses for FY 2023
(County Administrator/ / Purchasing/ Office of Information Technology)

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

10. FY2020/21 Annual Audit and Financial Statements
(Clerk of Court)

CONSENT ITEMS PULLED FOR DISCUSSION

GENERAL BUSINESS

11. Real Estate Option Agreement Related to Lake Hall School House Preservation Efforts
(County Administrator/ County Attorney/ County Administration/ Office of Financial Stewardship)
12. Increased Funding Request from the Tallahassee-Leon County Commission on the Status of Women and Girls
(County Administrator/ County Administration/ Financial Stewardship)
13. Consideration of Additional Funding to Support the Dr. Martin Luther King Celebration and Soul Santa Events
(County Administrator/ Financial Stewardship/ Office of Management & Budget)

14. Full Board Appointments to the Animal Shelter Advisory Board, the Architectural Review Board, the Board of Adjustments & Appeals, the CareerSource Capital Region Board, and the Planning Commission
(County Administrator/County Administration)

SCHEDULED PUBLIC HEARINGS, 6:00 P.M.

15. First and Only Public Hearing to Consider Adopting an Ordinance to Sunset the Leon County Contractors Licensing Program and the Contractors Licensing Board
(County Administrator/ Development Support & Environmental Management)
16. Second and Final Public Hearing to Consider Adopting an Ordinance Amending Chapter 10 of the Land Development Code to Address Sign Regulations
(County Administrator/ Development Support & Environmental Management)
17. First and Only Public Hearing to Consider Adopting an Ordinance Amending the Official Zoning Map to Change the Zoning Classification from Manufactured Home and Single-Family Detached (R-5) Zoning District to Office Residential (OR-2) Zoning District for the 11.07 Acres Located at 6034 W. Tennessee Street
(County Administrator/ PLACE/ Planning)

JOINT COUNTY-CITY COMPREHENSIVE PLAN PUBLIC HEARING, 6:00 P.M.

1. Joint Adoption Public Hearing on 2022 Cycle Comprehensive Plan Amendments
(County Administrator/ PLACE/ Planning)
2. Comprehensive Plan Evaluation and Appraisal Review
(County Administrator/ PLACE/ Planning)

CITIZENS TO BE HEARD ON NON-AGENDAED ITEMS

3-minute limit per speaker; Commission may discuss issues that are brought forth by speakers.

COMMENTS/DISCUSSION ITEMS

Items from the County Attorney

Items from the County Administrator

Discussion Items by Commissioners

RECEIPT AND FILE

- Piney-Z Community Development District Approved Annual Operating Budget Fiscal Year 2023
- Capital Region Community Development District Approved Budget Fiscal Year 2023

ADJOURN

*The next workshop meeting of the Board of County Commissioners is tentatively scheduled for
Tuesday, June 21, 2022 at 9:00 a.m.*

*The next regular meeting of the Board of County Commissioners is tentatively scheduled for
Tuesday, July 12, 2022 at 3:00 p.m.*

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

PUBLIC NOTICE

Leon County Board of County Commissioners

2022 Tentative Meeting Schedule

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

| Date | Day | Time | Meeting |
|--------------|---------|------------|--|
| January 24 | Monday | 9:00 a.m. | Board Retreat |
| January 25 | Tuesday | 3:00 p.m. | Regular Board Meeting |
| February 8 | Tuesday | 3:00 p.m. | Regular Board Meeting |
| February 22 | Tuesday | 9:00 a.m. | Joint County/City Affordable Housing Workshop |
| March 8 | Tuesday | 3:00 p.m. | Regular Board Meeting |
| March 22 | Tuesday | 9:00 a.m. | Workshop on Alternatives to Incarceration for the Possession of Small Amounts of Marijuana |
| | | 10:30 a.m. | Leon County Detention Facility Population Management Workshop |
| | | 1:00 p.m. | Joint County/City Workshop on the 2022 Cycle Comprehensive Plan Amendments |
| April 12 | Tuesday | 3:00 p.m. | Regular Board Meeting |
| April 12 | Tuesday | 6:00 p.m. | Joint Transmittal Hearing on the 2022 Cycle Comprehensive Plan Amendments |
| May 10 | Tuesday | 3:00 p.m. | Regular Board Meeting |
| June 14 | Tuesday | 3:00 p.m. | Regular Board Meeting |
| June 14 | Tuesday | 6:00 p.m. | Joint Adoption Hearing on 2022 Cycle Comprehensive Plan Amendments |
| June 21 | Tuesday | 9:00 a.m. | Budget Workshop |
| July 12 | Tuesday | 9:00 a.m. | Budget Workshop (if necessary) |
| July 12 | Tuesday | 3:00 p.m. | Regular Board Meeting |
| September 13 | Tuesday | 3:00 p.m. | Regular Board Meeting |
| September 13 | Tuesday | 6:00 p.m. | First Public Hearing on Tentative Millage Rate and Budgets |
| September 20 | Tuesday | | Workshop (TBD) |
| September 20 | Tuesday | 6:00 p.m. | Second Public Hearing on Final Millage Rate and Final Budgets |
| October 11 | Tuesday | 3:00 p.m. | Regular Board Meeting |
| October 25 | Tuesday | | Workshop (TBD) |
| November 22 | Tuesday | 3:00 p.m. | Installation, Reorganization & Regular Board Meeting |
| December 13 | Tuesday | 3:00 p.m. | Regular Board Meeting |

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

PUBLIC NOTICE
Leon County Board of County Commissioners
2022 Tentative Meeting Schedule

| Month | Day | Time | Meeting Type |
|----------------------|------------------------------------|-----------------------------------|---|
| January 2022 | Tuesday 11 | No meeting | BOARD RECESS |
| | Monday 17 | Offices Closed | MARTIN LUTHER KING, JR. DAY |
| | Wednesday 19 – Thursday 20 | | <i>FAC Legislative Day & Innovation Day Tallahassee, FL</i> |
| | Monday 24 | 9:00 a.m. | Board Retreat North Florida Fairgrounds |
| | Tuesday 25 | 3:00 p.m. | Regular Meeting County Courthouse, 5 th Floor Commission Chambers |
| | | 6:00 p.m. | First of Two Public Hearings to Consider an Amendment to the Park Place Development Agreement |
| | Tuesday 18 Monday 31 | 1:30 p.m. 5:30 p.m. | Capital Region Transportation Planning Agency City Commission Chambers |
| | Tuesday 8 | 3:00 p.m. | Regular Meeting County Courthouse, 5 th Floor Commission Chambers |
| February 2022 | | 6:00 p.m. | Second and Final Public Hearing to Consider an Amendment to the Park Place Development Agreement |
| | | 6:00 p.m. | First and Only Public Hearing to Consider an Ordinance Amending Article IV of Chapter 10 of the Leon County Code of Law, Entitled “Closed Basins and Standards” |
| | | 6:00 p.m. | First and only Public Hearing to consider the draft ordinance which repeals Chapter 11, Article VIII of the Code of Laws Entitled Solicitation on Public Street |
| | Saturday 12 – Wednesday 16 | | <i>NACO Legislative Conference Washington, D.C.</i> |
| | Monday 21 | 1:30 p.m. | Capital Region Transportation Planning Agency Meeting City Commission Chambers |
| | Tuesday 22 | 9:00 a.m. | Joint Workshop on Affordable Housing City Commission Chambers |
| | Thursday 24 | 3:00 p.m. | Blueprint Intergovernmental Agency Meeting City Commission Chambers |
| | Tuesday 8 | 3:00 p.m. | Regular Meeting County Courthouse, 5 th Floor Commission Chambers |
| March 2022 | | 6:00 p.m. | First and Only Public Hearing to consider an Ordinance Adopting the Annual Update to the Tallahassee-Leon County Comprehensive Plan Capital Improvements Schedule |
| | | 6:00 p.m. | First and Only Public Hearing for the Camellia Oaks Type C Site and Development Plan Application |
| | | 6:00 p.m. | First and Only Public Hearing to Consider an Ordinance Amending Ordinance No. 07-18, as amended, to contract the boundaries of the Fallschase Community Development District |
| | Tuesday 15 | 1:30 p.m. | Capital Region Transportation Planning Agency Meeting City Commission Chambers |
| | Tuesday 22 | 9:00 a.m. | Workshop on Alternatives to Incarceration for the Possession of Small Amounts of Marijuana County Courthouse, 5 th Floor Commission Chambers |
| | | 10:30 a.m. | Leon County Detention Facility Population Management Workshop |

| Month | Day | Time | Meeting Type |
|------------------------------|---|----------------------|--|
| March 2022 (cont.) | Tuesday 22 | 1:00 p.m. | Joint County/City Workshop on the 2022 Cycle Comprehensive Plan Amendments |
| | Thursday 31 | 3:00 p.m. | Blueprint Intergovernmental Agency Meeting City Commission Chambers |
| April 2022 | Tuesday 12 | 3:00 p.m. | Regular Meeting County Courthouse, 5 th Floor Commission Chambers |
| | | 6:00 p.m. | Joint County/City Transmittal Hearing on Cycle 2022 Comprehensive Plan Amendments |
| | | 6:00 p.m. | First & Only Public Hearing to consider an Ordinance Amending the Official Zoning Map to Change Zoning Classification from the Bradfordville Commercial-1 (BC-1) and Bradfordville Commercial-2 (BC-2) Zoning Districts to the Bradfordville Office Residential (BOR) Zoning District for 10.16 Acres Located at 6785 Thomasville Road |
| | Tuesday 19 <i>cancelled</i> | 1:30 p.m. | Capital Region Transportation Planning Agency Meeting City Commission Chambers |
| | Wednesday 20 – Saturday 24 | | National Organization of Black County Officials (NOBCO) Annual Economic Development Conference Memphis, TN |
| | Saturday 23 | | Honor Flight Tallahassee Washington D.C. |
| | Tuesday 26 <i>cancelled</i> | 9:00 a.m. | Budget Policy Workshop County Courthouse, 5th Floor Commission Chambers |
| May 2022 | Tuesday 10 | 3:00 p.m. | Regular Meeting County Courthouse, 5 th Floor Commission Chambers |
| | | 6:00 p.m. | First and Only Public Hearing to Consider Adopting an Ordinance Amending Section 10-1.101 of the Land Development Code Entitled “Definitions”, and Creating a New Section 10-7.545.1 Entitled “Electric Vehicle Charging Station Infrastructure and Electric Vehicle Parking Requirements” |
| | | 6:00 p.m. | First of Two Public Hearings to Consider Adoption of an Ordinance Amending Chapter 10 of the Land Development Code to Address Sign Regulations |
| | | 6:00 p.m. | First and only public hearing to consider adopting an Ordinance to repeal Section 18-142 of the Leon County Code of Laws Pertaining to Open Burning |
| | Tuesday 17 | 1:30 p.m. | Capital Region Transportation Planning Agency Meeting City Commission Chambers |
| | Thursday 19 | 1:00 p.m. | Blueprint Intergovernmental Agency Budget Workshop City Commission Chambers |
| | | 3:00 p.m. | Blueprint Intergovernmental Agency Meeting City Commission Chambers |
| | Friday 20 | Offices Closed | EMANCIPATION DAY |
| | Tuesday 24 | | Meeting and/or Workshop (TBD) County Courthouse, 5th Floor Commission Chambers |
| | Monday 30 | Offices Closed | MEMORIAL DAY |
| June 2022 | Tuesday 14 | 3:00 p.m. | Regular Meeting County Courthouse, 5 th Floor Commission Chambers |
| | | 6:00 p.m. | Joint County/City Adoption Hearing on Cycle 2022 Comprehensive Plan Amendments |
| | | 6:00 p.m. | Second & Final Public Hearing to Consider Adoption of an Ordinance Amending Chapter 10 of the Land Development Code to Address Sign Regulations |

| Month | Day | Time | Meeting Type |
|------------------------------|---------------------------------------|--|---|
| June 2022 (cont.) | Tuesday 14 | 6:00 p.m. | First & Only Public Hearing to Consider Adopting an Ordinance to Sunset the Leon County Contractors Licensing Program and the Contractors Licensing Board |
| | | 6:00 p.m. | First and Only Public Hearing to Consider Adopting an Ordinance Amending the Official Zoning Map to Change the Zoning Classification from Manufactured Home and Single Family Detached (R-5) Zoning District to the Office Residential (OR-2) Zoning District for the 11.07 Acres Located at 6034 W. Tennessee Street |
| | Monday 20 | 1:30 p.m. <i>Cancelled</i> | Capital Region Transportation Planning Agency Meeting City Commission Chambers |
| | Tuesday 21 | 9:00 a.m. | Budget Workshop County Courthouse, 5th Floor Commission Chambers |
| | <i>Tuesday 28 – Friday 1</i> | | <i>FAC Annual Conference & Educational Exposition Orange County; Orlando, FL</i> |
| July 2022 | Monday 4 | Offices Closed | INDEPENDENCE DAY |
| | Tuesday 12 | 9:00 a.m. | Budget Workshop (if necessary) County Courthouse, 5th Floor Commission Chambers |
| | Tuesday 12 | 3:00 p.m. | Regular Meeting County Courthouse, 5th Floor Commission Chambers |
| | | 6:00 p.m. | First and Only Public Hearing to Approve the Resolution Adopting the Fire Rescue Services Non-Ad Valorem Assessment Roll and Certification of the Entire Roll to Tax Collector |
| | | 6:00 p.m. | First and Only Public Hearing to Approve the Resolution Adopting the Stormwater Non-Ad Valorem Assessment Roll and Certification of the Entire Roll to Tax Collector |
| | | 6:00 p.m. | First and 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 and Only Public Hearing to Approve Resolution Imposing Non-Ad Valorem Assessments for Sewer Services for Certain Real Property in Annawood, and Certifying the Roll to the Tax Collector |
| | Thursday 14 | 3:00 p.m. | Blueprint Intergovernmental Agency Meeting City Commission Chambers |
| | <i>Wednesday 20 – Saturday 23</i> | | <i>National Urban League Annual Conference Washington D.C.</i> |
| | <i>Thursday 21 - Sunday 24</i> | | <i>NACo Annual Conference Adams County / Aurora, Colorado</i> |
| | Tuesday 26 | No Meeting | BOARD RECESS |
| August 2022 | <i>Thursday 18 - Sunday 21</i> | | <i>Chamber of Commerce Annual Conference Amelia Island, Fernandina Beach, FL</i> |
| September 2022 | Monday 5 | Offices Closed | LABOR DAY |
| | Tuesday 13 | 3:00 p.m. | Regular Meeting County Courthouse, 5 th Floor Commission Chambers |
| | | 6:00 p.m.* | First Public Hearing Regarding Tentative Millage Rates and Tentative Budgets for FY 21/22* |
| | <i>Wednesday 14 – Friday 16</i> | | <i>FAC Innovation & Policy Conference Miami-Dade County</i> |
| | <i>Sunday 18 – Wednesday 21</i> | | <i>ICMA Annual Conference Franklin County / Columbus, Ohio</i> |

| Month | Day | Time | Meeting Type |
|---|--|----------------|--|
| September 2022 (cont.) | Tuesday 20 | 1:00 p.m. | Workshop TBD County Courthouse, 5 th Floor Commission Chambers |
| | | 6:00 p.m.* | Second & Final Public Hearing on Adoption of Final Millage Rates and Budgets for FY 21/22* |
| | Tuesday 27 | 1:30 p.m. | Capital Region Transportation Planning Agency Meeting City Commission Chambers |
| | Thursday 15 Thursday 29 | 5:00 p.m. | Blueprint Intergovernmental Agency Meeting & 6:00 p.m. Budget Public Hearing City Commission Chambers |
| | TBD | | Congressional Black Caucus Annual Legislative Conference - TBD |
| <i>*These public hearing dates may change because of the School Board's scheduling of its budget adoption public hearings</i> | | | |
| October 2022 | Tuesday 11 | 3:00 p.m. | Regular Meeting County Courthouse, 5 th Floor Commission Chambers |
| | Tuesday 18 | 9:00 a.m. | Capital Region Transportation Planning Agency Workshop/Retreat – City Commission Chambers |
| | Tuesday 25 | | Meeting and/or Workshop (TBD) County Courthouse, 5 th Floor Commission Chambers |
| November 2022 | Tuesday 8 | Offices Closed | ELECTION DAY |
| | Friday 11 | Offices Closed | VETERAN'S DAY |
| | Tuesday 15 | 1:30 p.m. | Capital Region Transportation Planning Agency Meeting City Commission Chambers |
| | Tuesday 22 | 3:00 p.m. | Installation, Reorganization and Regular Meeting County Courthouse, 5 th Floor Commission Chambers |
| | Thursday 24 | Offices Closed | THANKSGIVING DAY |
| | Friday 25 | Offices Closed | FRIDAY AFTER THANKSGIVING DAY |
| | Wednesday 30 – Friday 2 | | FAC Legislative Conference Pinellas County |
| December 2022 | Thursday 8 | 3:00 p.m. | Blueprint Intergovernmental Agency Meeting City Commission Chambers |
| | Tuesday 13 | 3:00 p.m. | Regular Meeting County Courthouse, 5 th Floor Commission Chambers |
| | Tuesday 20 | 1:30 p.m. | Capital Region Transportation Planning Agency Meeting City Commission Chambers |
| | Monday 26 | Offices Closed | CHRISTMAS OBSERVED |
| January 2023 | Monday 2 | Offices Closed | NEW YEAR'S DAY OBSERVED |
| | Tuesday 10 | No Meeting | BOARD RECESS |
| | Monday 16 | | MARTIN LUTHER KING, JR. DAY |

Citizen Committees, Boards, and Authorities

Current and Upcoming Vacancies

leoncountyfl.gov/committees

CURRENT VACANCIES

Advisory Committee for Quality Growth

Board of County Commissioners (3 appointments of nominees)

Affordable Housing Advisory Committee

Board of County Commissioners (1 appointment) from one of the following categories:

- 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.
- j. A citizen who represents employers within the jurisdiction.
- k. A citizen who represents essential services personnel, as defined in the local housing assistance plan.
(*Essential Service Personnel includes teachers and educators, other school district, community college and university employees, police and fire personnel, health care personnel, skilled building trades personnel and active U.S. Armed Forces service members.*)

Animal Classification Committee

Board of County Commissioners (1 appointment) – Licensed Veterinarian

Board of County Commissioners (1 appointment) – Informed Citizen

Animal Shelter Advisory Board

Board of County Commissioners (1 appointment)

Contractors Licensing Board

Commissioner - District III: Rick Minor (1 appointment)

Commissioner - District II Commissioner (1 appointment)

Joint City/County Bicycling Workgroup

City of Tallahassee (4 appointments)

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

Commissioner - District At-Large I: Carolyn Cummings (1 appointment)

UPCOMING VACANCIES

JUNE 30, 2022

Architectural Review Board

Board of County Commissioners (1 appointment) – owner of historic property

Board of Adjustments & Appeals

Board of County Commissioners (2 appointments)

CareerSource Capital Region Board

Board of County Commissioners (2 appointments)

Planning Commission

Board of County Commissioners (1 appointment)

JULY 31, 2022

Big Bend Health Council

Board of County Commissioners (4 appointments)

Code Enforcement Board

Commissioner - District I: Bill Proctor (1 appointment)

Investment Oversight Committee

Board of County Commissioners (2 appointments)

Water Resource Committee

Commissioner - District II Commissioner (1 appointment)

Commissioner - District IV: Brian Welch (1 appointment)

SEPTEMBER 30, 2022

Community Development Block Grant Citizens Advisory Task Force

Board of County Commissioners (3 appointments)

Council on Culture & Arts

Board of County Commissioners (2 appointments)

Joint School Coordinating Committee

Board of County Commissioners (1 appointment)

Leon County Research & Development Authority

Board of County Commissioners (3 appointments)

Science Advisory Committee

Commissioner - District III: Rick Minor (1 appointment)

Commissioner - District IV: Brian Welch (1 appointment)

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

Commissioner - District III: Rick Minor (1 appointment)

Commissioner - District I: Bill Proctor (1 appointment)

Commissioner - District V: Kristin Dozier (1 appointment)

Board of County Commissioners (4 appointments- ratification of CSWG appointees)

Leon County
Board of County Commissioners
Notes for Agenda Item #1

Leon County Board of County Commissioners

Agenda Item #1

June 14, 2022

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Minutes: March 22, 2022 Leon County Alternatives to Incarceration for the Possession of Small Amounts of Marijuana Workshop and March 22, 2022 Joint Leon County/City of Tallahassee Comprehensive Plan Workshop

| | |
|-------------------------------------|--|
| Review and Approval: | Vincent S. Long, County Administrator |
| Department/ Division Review: | Alan Rosenzweig, Deputy County Administrator Edward Burke, Finance Director, Clerk of Court & Comptroller |
| Lead Staff/ Project Team: | Beryl Wood, Clerk to the Board |

Statement of Issue:

This item seeks Board review and approval of the following minutes: March 22, 2022 Leon County Alternatives to Incarceration for the Possession of Small Amounts of Marijuana Workshop and March 22, 2022 Joint Leon County/City of Tallahassee Comprehensive Plan Workshop.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Approve the minutes of the March 22, 2022 Leon County Alternatives to Incarceration for the Possession of Small Amounts of Marijuana Workshop and March 22, 2022 Leon County Detention Facility Population Management Workshop.

Attachments:

1. March 22, 2022, Leon County Alternatives to Incarceration for the Possession of Small Amounts of Marijuana Workshop Meeting Minutes
2. March 22, 2022, Joint Leon County/City of Tallahassee Comprehensive Plan Workshop Meeting Minutes

**BOARD OF COUNTY COMMISSIONERS
LEON COUNTY, FLORIDA
WORKSHOP MINUTES
Alternatives to Incarceration for the Possession
of Small Amounts of Marijuana
March 22, 2022**

The Leon County Board of County Commissioners met for a Workshop on Alternatives to Incarceration for the Possession of Small Amounts of Marijuana on Tuesday, March 22, 2022, at 9:00 a.m., with Chairman Bill Proctor presiding. Present were Vice-Chair Nick Maddox and Commissioners Brian Welch, Kristin Dozier, Carolyn Cummings, and Rick Minor. Commissioner Jimbo Jackson was not present. Also present were County Administrator Vincent Long, County Attorney Chasity O'Steen, and Clerk to the Board Beryl H. Wood.

Facilitator(s): Alan Rosenzweig, Deputy County Administrator
Wanda Hunter, Assistant County Administrator
Teresa Broxton, Director, Office of Intervention and Detention Alternatives
Andy Johnson, Assistant to the County Administrator
Walt McNeil, Leon County Sheriff
Jack Campbell, State Attorney

Chairman Proctor called the meeting to order. He thanked the public for joining and acknowledged State Attorney Jack Campbell and Leon County Sheriff Walt McNeil, along with County Attorney Chasity O'Steen, County Administrator Vince Long, and others. He shared they are prepared to discuss measures that have been trending throughout the State of Florida on public policy matters which they have tried to address before and to come to a resolution.

County Administrator Long gave the introduction for the workshop. He provided an outline and shared that after this workshop there will be two additional workshops, one on Jail Population and a Joint Workshop with the City on the Comprehensive Plan. He stated that, as requested by the Board at its October 12, 2021, regular meeting, this workshop will provide an overview of alternatives to incarceration for the possession of small amounts of marijuana, including alternatives currently utilized in the Second Judicial Circuit. He stated that marijuana use remains illegal under state and federal law. He shared that some counties in Florida have opted to adopt ordinances providing for a civil fine in lieu of a criminal penalty or incarceration. He noted that the State Attorney Offices in those jurisdictions have agreed to use discretion and not prosecute those offenses as criminal violations. He stated that at the present time there is no one currently incarcerated in the Leon County Detention Center Facility for only a misdemeanor marijuana possession charge. He shared it was primarily due to the diversion programs that are in place which are administered by the State Attorney and supported by our local law enforcement partners.

Wanda Hunter, Assistant County Administrator, addressed the Board. She stated they would start by discussing the federal and state laws on marijuana possession of 20 grams or less. She highlighted that, with the exception of medical marijuana at the state level, it is still considered an illegal substance. She then asked the County Attorney to provide a review of the law.

County Attorney O'Steen stated that there are layers of regulations, and at the very top is the federal law on marijuana/cannabis. She shared that under the Controlled Substances Act marijuana/cannabis is a Schedule I controlled substance, and possession of marijuana is a federal crime, which could result in imprisonment of not more than 1 year and a minimum fine

of \$1,000, or both. The penalties escalate with subsequent offenses. Also, federal law preempts state and local law. Under Florida law marijuana is still considered a Schedule I controlled substance, and possession of marijuana is illegal except as authorized for medical use. She noted that hemp is not defined as cannabis under federal or state law. She shared that at the local level some jurisdictions have adopted ordinances that give law enforcement discretion to issue civil citations resulting in fines for use and possession of small amounts of marijuana. She noted that law enforcement and prosecutors retain the ability to exercise their discretion in investigating and prosecuting criminal conduct, and the Board does not have jurisdiction to change that.

Ms. Hunter mentioned the two diversion programs that are in place. She also shared that a review of the detention facility was conducted from 2019 to the present, which indicated that no first-time offenders were detained merely for possession of a small amount of marijuana. She shared the following:

- State Attorney's Diversion Programs
 - Pre-Arrest diversion program
 - Post Arrest diversion program
- Felony Drug Court
- Education Institutions – Student Code of Conduct
- No one was incarcerated on a first-time, stand-alone charge of possession of 20 grams or less of marijuana.

Sheriff McNeil stated that the statute is clear regarding marijuana possession and use. He acknowledged that officers do have discretion and are cognizant of reducing the number of persons incarcerated in the detention facility. However, he also noted that most of the shootings in the County/City have a connection to marijuana, so it can be hard for an officer to make that pivot when on the road facing a particular situation.

State Attorney Campbell stated that since 2019 no one has been incarcerated solely for possession of 20 grams or less of marijuana.

Vice-Chair Maddox stated that he is convinced that the system is not broken. He shared that he appreciated the work of the Sheriff and State Attorney to ensure that the jail is not being filled with people possessing 20 grams or less of marijuana, and that he trusts law enforcement will continue that trend.

Commissioner Cummings acknowledged all that had a hand in today's workshop. She agreed with Vice-Chair Maddox that the Sheriff and State Attorney's Office are doing a great job. She shared that she had worked in the criminal justice system and that the diversion program works. She felt that they were at the point they want to be for not criminalizing individuals for possession of less than 20 grams of marijuana. However, she stated that the distrust in the community for law enforcement is real. She stated that she would support an ordinance if it would help close the gap of mistrust in law enforcement and send a resounding message to the community that we are trying to correct the perception.

Chairman Proctor recalled the war on drugs, how prosecution and arrest have been portrayed, and how it has affected minorities.

Commissioner Welch inquired what the jail situation was prior to 2019 for possession of 20 grams or less of marijuana.

State Attorney Campbell explained that he came into office in 2017 and modified the diversion program. He provided incarceration statistics since 2017, and the numbers have been declining. He also provided diversion statistics since 2019. He stated there were 27 cases in diversion so far this year. He noted that his diversion program is not costing the county any money, as it is run in-house by his office, and is working extraordinarily well.

Commissioner Welch acknowledged that the process is evolving, and the incarceration numbers are going down. He stated that marijuana is a gray area in this country, and more states are legalizing marijuana. He supports the ordinance and feels it codifies a stance that people shouldn't go to jail for possession of 20 grams or less of marijuana.

Chairman Proctor recalled that this generation of students comes from an environment that looks at law enforcement differently.

Commissioner Minor thanked all for taking the time to be at the workshop. He confirmed that in 2017, the State Attorney's Office took over the adult civil citation program and replaced it with the current pre-arrest program. He confirmed that few have taken advantage of the pre-arrest program. He commented that the post-arrest program has been very effective. He stated that adopting the ordinance would add another tool to the current toolbox.

State Attorney Campbell stated that if offered diversion by the officer they always tried to honor it. He shared that if an officer found someone with less than 20 grams of marijuana, they could refer the person to the pre-arrest program. He stated they use the post arrest program more often, and reiterated it is the officer's discretion. He stated that by adding the ordinance now the defendant would be charged with committing 3 crimes instead of two. He reiterated that the officer on the scene would still have discretion based on Florida law.

Sheriff McNeil commented that his office is trying to become more effective with what they have, including looking more at civil citations. He stated that by adding another level of violations via an ordinance, 3 crimes would be committed instead of two. He believes the present civil citation program is a great program and should be utilized more.

State Attorney Campbell noted that he took an oath to follow the law. He stated it is bad policy to treat counties differently. He stated the need for consistency and equality for all of the counties in the circuit he serves. He also shared that the fine for the diversion program is \$100, which is less than the civil citations around the state.

Commissioner Minor commented on the ordinance and reiterated he felt it would offer an additional tool to use.

State Attorney Campbell stated that he will follow his oath and the Constitution to uphold the laws of the State of Florida. He shared that in following the law, he would be as lenient as he can. He felt that marijuana reform is forthcoming.

Commissioner Minor commented on his concerns for children, including the effects of secondhand smoke.

Commissioner Dozier thanked all for the hard work on the agenda item. She stated their job is very difficult and thanked them for their work during the pandemic. She shared her concern for fairness. She commented on drug crimes, such as the tragedy involving the FAMU cheerleader. She noted the cost of medical marijuana cards, how some can get the cards and some cannot.

She asked why some other state attorneys have chosen to work with counties on a marijuana ordinance.

State Attorney Campbell shared that there are single county circuits, such as Pinellas County/Tampa and Palm Beach County, which have more resources, and those counties absorb the cost. He noted that the closest comparison is Alachua County, and the diversion program costs \$200-\$250.

Commissioner Dozier commented on the high cost of diversion programs in general and would like to understand it better. She asked Sheriff McNeil how they could encourage all law enforcement agencies to use diversion programs more effectively and consistently.

Sheriff McNeil responded they have to first realize the nature of the problem. He noted about 80% of the crimes with marijuana are directly related to the Tallahassee Police Department's engagement in that arena. He stated it would take all of them (Sheriff, State Attorney, and Police Chief) having a conversation about the utilization of civil citations and early intervention for those persons using marijuana.

Commissioner Dozier asked State Attorney Campbell if he would be open to the discussion on utilizing civil citations.

State Attorney Campbell noted other agencies have mandates that prohibit the use of pre-arrest programs. He stated he is open to the conversations and pointed out his job is to keep the community safe.

Commissioner Dozier stated they need to have a conversation with the city and others about using the pre-arrest and post-arrest diversion programs.

Vice-Chair Maddox commented on the perception of the community with law enforcement and how they would move forward with fixing the problem in the community. He stated he was not sure about enacting an ordinance that would not really have control. He stated there would have to be buy-in from the Sheriff and State Attorney to move in that direction. He asked County Attorney O'Steen if she would explain the difference between an ordinance versus a resolution.

County Attorney O'Steen replied that an ordinance is legally binding and is on the books, and a resolution is an expression of policy. She stated if they wanted to adopt something that would be forceful, then they would need to adopt an ordinance.

Vice-Chair Maddox commented on moving in the direction of a resolution asking the State Attorney and Sheriff's Office to use a diversion program for possession of 20 grams or less. He asked State Attorney Campbell and Sheriff McNeil if an ordinance was adopted today, would they direct their staffs to enforce that ordinance without discretion.

Sheriff McNeil responded he could not enforce without discretion.

Vice-Chair Maddox stated that given the answer from the Sheriff he would support a resolution. He recalled that Commissioner Dozier brought up good points on diversion and having further discussions. He noted mental health cases and having discussions on dealing with mental health issues. He motioned for a resolution supporting the use of the civil citation program for first time offenders with 20 grams or less of marijuana. The motion was seconded by Commissioner Cummings.

Commissioner Dozier asked if the motion would include Option 1, to accept the report on alternatives to incarceration for the possession of small amounts of marijuana and take no further action. Vice-Chair Maddox responded yes.

Chairman Proctor requested moving forward with the current motion on the table and then moving on to accept the report in a separate motion.

Commissioner Dozier stated the civil citation program is a conversation that needs to happen, and they can work collaboratively. She commented that it could be the Public Safety Coordinating Council (PSCC), the Commission on the Status of Men and Boys, or another vehicle to provide more in-depth conversation about the civil citation, pre-arrest, and post-arrest programs. She noted the programs are going well, but they don't have as many going through the pre-arrest program or post-arrest program. She asked if information on those programs could be brought back to the Commission.

Vice-Chair Maddox commented that Chairman Proctor is Chairman of the PSCC. He felt the conversation would be best starting with the PSCC. He stated he knows the Commission can't tell the Sheriff or State Attorney what to do; however, we can ask them how it is implemented. He stated that he would ask the PSCC to have a conversation with all involved on the topic of civil citations.

Vice-Chair Maddox moved, seconded by Commissioner Cummings, to adopt a resolution supporting the use of the civil citation program for first time offenders with 20 grams or less of marijuana, with staff monitoring, and if there is an increase, for staff to notify the Board so they can revisit the issue. The motion carried 6-0.

Chairman Proctor expressed gratitude to all for having the much-needed conversation. He shared if they need to revisit the issue it would definitely be warranted.

Adjourn:

There being no further business to come before the Board, the workshop was adjourned at 10:55 a.m.

ATTEST:

BY: _____
Bill Proctor, Chairman
Board of County Commissioners

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

**BOARD OF COUNTY COMMISSIONERS
LEON COUNTY, FLORIDA
WORKSHOP MINUTES
Comprehensive Plan Workshop
March 22, 2022**

The County Commission and City Commission met in a joint session on March 22, 2022, in the County Commission Chambers. Present were: Chairman Bill Proctor and Vice-Chair Nick Maddox; County Commissioners Brian Welch, Carolyn Cummings, Jimbo Jackson, Rick Minor, and Kristin Dozier; Mayor John E. Dailey; and City Commissioners Jack Porter, Jeremy Matlow, Curtis Richardson, and Diane Williams-Cox. Also present were County Administrator Vincent Long, City Manager Reese Goad, City Attorney Cassandra Jackson, County Attorney Chasity O'Steen, Clerk to the Board Beryl H. Wood, and members of County and City staff.

Chairman Proctor called the meeting to order at 1:02 p.m. He asked Artie White, Director, Tallahassee-Leon County Planning Department, to begin the discussions.

Artie White, Director, Tallahassee-Leon County Planning Department, led the discussion and presented the 2022 Cycle Comprehensive Plan Amendments. He stated that the Local Planning Agency (LPA) Public Hearing was held on March 1, 2022. The LPA voted unanimously to approve the seven proposed amendments included in the 2022 Amendment Cycle. Several citizens spoke at the public hearing, as follows:

- LMA 202201 (April Road) had eight speakers, seven opposed and one representing the applicant.
- LMA 202202 (Woodville Highway) had one speaker who was representing the applicant.
- LMA 202203 (Southwood Plantation Road) had seven speakers, six opposed and one representing the applicant.
- TMA 2022001 (Urban Services Area) had one speaker who was the applicant.

Citizens also submitted comments on the proposed amendments through the website, or by mail, email, or fax. The written comments are included in the workshop materials. No public comments were received on the other proposed amendments.

Mr. White provided a brief overview of the seven proposed 2022 Cycle Comprehensive Plan amendments, as follows:

- 3 Text Amendments
- 3 Large-Scale Map Amendments (greater than 50 acres)
 - 1 with 1 parcel within the City limits and 1 parcel in unincorporated Leon County
 - 2 in unincorporated Leon County
- 1 Small-Scale Map Amendment (50 acres or fewer)
 - 1 within City of Tallahassee limits

Mr. White asked Mindy Mohrman, Administrator of Comprehensive Planning, to provide a detailed review of each of the proposed amendments.

Ms. Mohrman provided the following presentation:

Amendment 1 Name: TTA 2022 004 – Property Rights Element

Applicant: Tallahassee-Leon County Planning Department
Jurisdiction: Joint Leon County and City of Tallahassee
Staff: Jacob Fortunas

Synopsis: During the 2021 session, the State Legislature passed a new requirement that local government comprehensive plans include a property rights element that respects judicially acknowledged and constitutionally protected private property rights. Because private property rights were already protected by law, the proposed new element does not impact the way private property is protected locally but meets the new statutory requirement.

Amendment 2 Name: TTA 2022 003 – Future Right-of-Way Needs Map

Applicant: Tallahassee-Leon County Planning Department
Jurisdiction: Joint Leon County and City of Tallahassee
Staff: Julie Christesen

Synopsis: The proposed amendment is procedural in nature and occurs at least every five years following the adoption of the Regional Mobility Plan by the Capital Region Transportation Planning Agency (CRTPA). The Future Right-of-Way Needs Map is included within the Mobility Element. Its purpose is to identify roadway corridors where public right-of-way is needed to implement identified transportation projects.

Amendment 3 Name: LTA 2022 01 – Urban Services Area

Applicant: D.R. Horton
Jurisdiction: Joint Leon County and City of Tallahassee
Staff: Oluwaseyi Akinrinde

Synopsis: The Comprehensive Plan, in Objective 1.1 [L], directs the establishment and maintenance of an Urban Services Area (USA), which is based upon a desire to have Tallahassee and Leon County 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. Established in 1990, the USA boundary has been adjusted twelve times since 1997, at times bringing additional acreage into the USA, and at times removing acreage. The proposed amendments to the USA are in locations where the current USA boundary crosses through parcels and/or where the parcels are adjacent to the USA boundary on multiple sides. The proposed amendments to the USA are related to map amendments described below.

Amendment 4 Name: LMA 2022 02 – Woodville Highway

Applicant: D.R. Horton
Jurisdiction: Joint Leon County and City of Tallahassee
Staff: Oluwaseyi Akinrinde

Synopsis: The proposed map amendment to Suburban, and concurrent rezoning to R-3, would allow low-density residential development at a density up to eight dwelling units per acre. The land use category and zoning district requested are the same as the land use and zoning on property directly across Woodville Highway. A portion of the subject site is currently zoned R-3, which allows residential development up to eight dwelling units per acre. The remainder of the

site is zoned Rural. The proposed concurrent rezoning from Rural to R-3 would increase allowable densities from one dwelling unit per 10 acres to eight dwelling units per acre. This zoning district allows a range of single-family and two-family housing types including single-family detached, attached, and two-family attached dwellings. Multifamily dwellings are not a permitted use in this district.

Ms. Mohrman stated the property is approximately 154 acres total.

Amendment 5 Name: LMA 2022 01 – April Road

Applicant: D.R. Horton
Jurisdiction: Leon County
Staff: Oluwaseyi Akinrinde

Synopsis: The proposed map amendment to Urban Residential-2 and concurrent rezoning to R-1 would allow low-density residential development at a density up to 3.63 dwelling units per acre. The land use category and zoning district requested are the same as the land use and zoning on property directly east of the site. The property to the west of the site is the Tallahassee National Cemetery and the higher density Hampton Creek subdivision. A portion of the subject site is currently zoned R-1, which allows a maximum of 3.63 dwelling units per acre. The portion of the site currently zoned Rural allows one dwelling unit per 10 acres, and the proposed R-1 zoning would be increased to 3.63 dwelling units per acre. The portion of the site currently designated Office Residential-2 (OR-2) currently allows between 8 and 16 dwelling units per acre and the R-1 zoning would decrease the allowable density to 3.63 dwelling units per acre. This zoning district allows single-family detached housing. Multifamily dwellings are not permitted in this district.

Ms. Mohrman stated the property is approximately 173 acres.

Amendment 6 Name: LMA 2022 03 – Southwood Plantation Road

Applicant: D.R. Horton
Jurisdiction: Leon County
Staff: Oluwaseyi Akinrinde

Synopsis: The proposed map amendment to Suburban and concurrent rezoning to R-3 would allow low density residential development at a density up to eight dwelling units per acre. The land use category and zoning district requested are the same as the property directly north of the site. The property to the east of the site is the Tallahassee National Cemetery. Other adjacent properties are Residential Preservation, Suburban with Medium Density Residential zoning, Planned Development (Southwood), and Rural. The rezoning from Rural to R-3 would increase the allowable residential density from one unit per 10 acres to eight dwelling units per acre. This zoning district allows a range of single-family and two-family housing types including single-family detached, attached, and two-family attached dwellings. Multifamily dwellings are not a permitted use in this district.

Ms. Mohrman stated the property is approximately 130 acres.

Amendment 7 Name: TMA 2022 001 - Ananeo Trust

Applicant: Ananeo Trust LLC

Jurisdiction: City of Tallahassee
Staff: Stephen Hodges

Synopsis: The Government Operational land use that is currently on the property is intended for “property owned or operated by local, state and federal government.” The requested Activity Center zoning district allows between 16 and 45 dwelling units per acre; however, allowable development on the subject site is constrained by existing utility easements. The proposed map amendment to Activity Center, and concurrent rezoning to the Activity Center district, would be consistent with the site being privately owned and allow limited development subject to the provisions of the easements, and would be the same land use and zoning as all end-to-end nongovernment operational properties.

Ms. Mohrman stated the property is approximately 0.39 acres.

Chairman Proctor opened the discussion and asked for comments from the County Commission. He also inquired about the Planning Commission’s stance on the proposed amendments.

Ms. Mohrman stated that the Planning Commission unanimously approved all of the amendments.

Commissioner Cummings asked if there was opposition to the amendments.

Ms. Mohrman stated that various comments were received from the public.

Commissioner Minor questioned the reason for the Urban Service Area expansions.

Ms. Mohrman replied that the request was reviewed by staff and considered to be consistent with Comprehensive Plan policy, which allows an adjustment if the parcel is adjacent to the Urban Service Area boundary.

Mr. White commented that two of the properties were bisected by the Urban Service Area. In all cases the Urban Service Area encompassed the parcels on multiple sides.

Commissioner Dozier shared that there have been concerns raised by area neighborhoods about utilizing canopy roads and St Augustine Road, the limited access on Southwood Plantation Road, and runoff from April Road. She mentioned the past flooding in the Timberlake neighborhood. She stated her biggest concerns were the Urban Service Area, April Road, and Southwood Plantation Road. She expressed concern that a lot of the issues would not come back to either Board, in particular the City.

Mr. White responded that they would go through the City Growth Management or the County Department of Development Support and Environmental Management.

Commissioner Dozier discussed the subsequent cost of writing a “blank check” to future development. She recalled the development at Cascades that caused flooding along Franklin Boulevard and South Monroe Street. She discussed the cost of cleaning up mistakes that were made before the Comprehensive Plan was in place. She shared that this was not about anti-growth or growth at all costs, but about getting it right the first time, so they don’t have to clean

up problems later. She asked Mr. White if there were specifics on whether or not Southwood Plantation Road needs to have any work done, or any impacts on the canopy road.

Mr. White replied that applicants would have to meet Code requirements as they go through the subdivision and site plan process.

Commissioner Dozier inquired if staff anticipates challenges with traffic coming into those areas.

Mr. White stated that staff has looked at the maximum traffic that will be allowed. This will also be reviewed by the State Department of Transportation. During the site planning stage, the concurrency and canopy road protection requirements may cause the development to be scaled back.

Commissioner Dozier asked if that information can be made available at the transmittal public hearing. Mr. White stated yes.

Commissioner Dozier expressed concern about the roadway network and water issues specifically and the density of the two developments in that area. She stated it would be helpful to get this information before the transmittal public hearing. She expressed concern about moving forward on the parcels and the rezoning.

Chairman Proctor expressed his concern about not having enough homes for sale in Leon County. He stated that properties, big and small, need to be made available.

Major Dailey opened the discussion for the City Commission.

Commissioner Matlow asked what the process is for considering expansion of the Urban Service Area to limit sprawl. There is much land that has been approved but not developed.

Mr. White shared that the Comprehensive Plan has a couple of policies that dictate what is eligible and what is not. In rural or urban fringe, you cannot go to a higher density land use that would be concurrent with the expansion of the Urban Service Area unless you are directly adjacent to the Urban Service Area., In each of these cases the properties were directly adjacent to the Urban Service Area.

Commissioner Matlow inquired what caps the expansion of property adjacent to the Urban Service Area. If the property continues to be adjacent, would they keep approving the expansion.

Mr. White stated that could happen if the property is adjacent to the Urban Service Area.

Commissioner Matlow asked if density was taken into consideration.

Mr. White explained that minimum densities do apply when the Urban Service Area is expanded. Population projections are also considered. As of now, population projections show a need for 28,000 residential units by 2040.

Commissioner Matlow asked if there was enough land in the existing Urban Service Area to accommodate 28,000 units.

Mr. White stated it was difficult to answer; there is vacant land, but the land is not necessarily intended for development.

Commissioner Matlow shared that they cannot continue to expand the Urban Service Area, especially just to continue to add single family neighborhoods. They must also consider increasing density.

Mayor Dailey asked if the text amendments and map amendments do not pass, would we be denying the landowners the opportunity to develop, or would they have other alternatives.

Mr. White explained that the properties that are currently designated rural could be developed at one unit per 10 acres.

Commissioner Williams-Cox spoke about the opportunity to expand the Urban Service Area for the southern section. She stated she supported the expansion of the north and wants the same for the south.

Mayor Dailey inquired who would be responsible to cover the cost of physical infrastructure if the expansion amendment passed.

Mr. White replied that the developer would assume the cost.

Mayor Dailey clarified that once the development was completed that the owner receiving the services would be responsible for paying for water and sewer services.

Mr. White confirmed that was the case.

Commissioner Porter asked about the population growth calculations for the next 20 years.

Mr. White replied that they monitor the population projections released each year by BEBR (Bureau of Economic and Business Research), as well as Geographic Information Systems (GIS) data.

Commissioner Porter requested the inclusion of population projections in the agenda materials. She also asked about the tools to incentivize and promote urban infill.

Mr. White stated there are a couple of incentives in place especially when it comes to affordable housing, such as the availability of a 25% density bonus. A lot of coordination is done with Blueprint, the City, and County Public Works to look at expanding the infrastructure. Mr. White added that the Design Works Division will help individuals or developers. They also encourage people to come in and talk to them before going through the Design Works process. This is to see what can be done before spending money on engineers and a site planner. In sum, they try to make it easy for someone to get a foot in the door.

Commissioner Richardson asked if services like water and sewer can be easily extended to the areas for the development.

Mr. White replied affirmatively that this was considered in the evaluation.

Commissioner Richardson indicated that Tallahassee would continue to grow; how and where the growth will occur is what needs to be determined. He stated there are not enough properties within the Urban Service Area (USA), particularly in the southern part of the city, for growth, and land needs to be made available. He believes bringing parcels into the USA is prudent because they are getting ahead of where they anticipate the growth will occur. He spoke about how the City can increase the amount of inclusionary housing in these developments. He concluded by stating that they must look at these issues going forward, particularly the housing crisis.

Chairman Proctor recognized additional County Commissioners who wished to speak.

Commissioner Jackson commented that it is great to see something come to the southwest that will hopefully be affordable, and to have housing opportunities for people who don't have permanent accommodations. He stated he looks forward to the extension of public transportation to Crawfordville, Woodville, and Blountstown Highway. He asked Mr. White to provide a map with the St. Marks Trail labeled.

Commissioner Welch agreed with the statements about promoting urban development and protecting our watersheds. He also agreed with Commissioner Richardson about the housing crisis. He stated he appreciated that the southside of the County is experiencing development interest. He asked Mr. White to what extent the market drives these decisions.

Mr. White stated that the proposed amendments are privately requested amendments, except for the property rights item and the Right-of-Way Needs Map.

Commissioner Welch shared there is not enough housing or dirt to build on that is affordable for housing. He accepted the idea of national builders in the community, but his concern is making sure the housing looks like it belongs in Leon County, and not Tampa or Orlando with massive clear-cut of track housing. He wants to make sure the developments are conducted in a way that fit into our landscape, and he looks forward to hearing the amendments brought back at the transmittal hearing.

Commissioner Dozier expressed concern on how the density will impact current development around the National Cemetery, Twin Lakes, and other areas. She asked Mr. White if the population data had been updated with the new census numbers.

Mr. White stated that the BEBR (Bureau of Economic and Business Research) has made some adjustments, and in April he expects to have the updated projections based on the census.

Commissioner Dozier commented about having the lowest amount of population growth in the County since 1930 over the last 10 years. She thinks the April numbers will be very informative.

Mr. White commented that they would keep an eye on the new release of data.

Commissioner Dozier discussed affordable housing and the need for different types of incentives. She shared different ways to encourage affordable housing through both urban infill and new developments. She asked staff if there is any way to bring this focus into growth management to

let developers know that they are very interested in mixed housing. She also mentioned the comments that were made by citizens regarding past agreements with St. Joe and the \$10 million concurrency. She asked if the property is sold, will the agreements go away, and will concurrency and impact fees be based on a new development.

Mr. White replied that was correct, any new development will have to pay concurrency.

Chairman Proctor asked if they were talking about transportation concurrency.

Commissioner Dozier stated yes.

Mr. White commented they will bring back more information about concurrency for Southwood.

Chairman Proctor inquired on concurrency, the transfer of trips reserved by St. Joe, and the attachment of trips with the sale of the property.

Mr. White stated they will look into that as they work with City and County concurrency.

Chairman Proctor stated this is very important, and he would like to know the transportation impacts for each of the projects.

Commissioner Dozier clarified that the Southwood development is separate and the \$10 million is if St. Joe were to expand outside the boundaries. She spoke about the notices being sent to residents within 1,000 feet of the subject areas and why other neighborhoods were not notified.

Mr. White confirmed that letters were sent to residents within 1,000 feet only, as well as to registered homeowners associations within 1,000 feet.

Commissioner Dozier suggested a policy recommendation to expand the notice radius for large scale amendments.

Commissioner Cummings shared support for the recommendation to expand notice.

Commissioner Richardson expressed his support for the recommendation to expand notice and asked if the 1,000-foot rule is in the local ordinance.

Mr. White stated that legally it is 500 feet. Based on the local code requirements, they expanded the notice to 1,000 feet.

Commissioner Porter stated her support for expanding the notification process. She stated that while she appreciates what is being done to incentivize urban infill and expand affordable housing, they need to be more aggressive about incentivizing affordable housing.

Chairman Proctor recalled the Southwood Planned Urban Development and the meticulous work of staff. He expressed concern for everyone being treated equal and included in the Urban Service Area. He thanked everyone and stated he is looking forward to the next meeting.

ADJOURN:

There being no further business to come before the Board, the workshop was adjourned at 2:15 p.m.

ATTEST:

BY: _____
Bill Proctor, Chairman
Board of County Commissioners

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

Leon County
Board of County Commissioners
Notes for Agenda Item #2

Leon County Board of County Commissioners

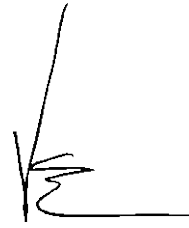
Agenda Item #2

June 14, 2022

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Payment of Bills and Vouchers



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|-------------------------------------|--|
| Review and Approval: | Vincent S. Long, County Administrator |
| Department/ Division Review: | Alan Rosenzweig, Deputy County Administrator Scott Ross, Director, Office of Financial Stewardship Roshaunda Bradley, Budget Manager |
| Lead Staff/ Project Team: | Amy McClure, Management Analyst |

Statement of Issue:

This item requests Board approval of the payment of bills and vouchers submitted for June 14, 2022 and pre-approval of payment of bills and vouchers for the period of June 15, 2022 through July 11, 2022.

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 June 14, 2022 and pre-approve the payment of bills and vouchers for the period of June 15, 2022 through July 11, 2022.

Report and Discussion

Background:

The Office of Financial Stewardship/Management and Budget (OMB) reviews the bills and vouchers printout, submitted for approval during the June 14th meeting, the morning of Monday, June 13, 2022. 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 July 12, 2022, it is advisable for the Board to pre-approve payment of the County's bills for June 15, 2022 through July 11, 2022 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 bills/vouchers will be approved until the next scheduled meeting. OMB will continue to review the printouts prior to payment; if for any reason OMB 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 June 14, 2022 and pre-approve the payment of bills and vouchers for the period of June 15, 2022 through July 11, 2022.
2. Do not approve the payment of bills and vouchers submitted for June 14, 2022, and do not pre-approve the payment of bills and vouchers for the period of June 15, 2022 through July 11, 2022.
3. Board direction.

Recommendation:

Option #1

**Leon County
Board of County Commissioners
Notes for Agenda Item #3**

Leon County Board of County Commissioners

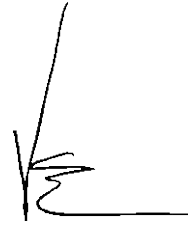
Agenda Item #3

June 14, 2022

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Supervisor of Elections Proposed Alteration of Voting Precinct Boundaries



| | |
|-------------------------------------|--|
| Review and Approval: | Vincent S. Long, County Administrator |
| Department/ Division Review: | Alan Rosenzweig, Deputy County Administrator |
| Lead Staff/ Project Team: | Nicki Paden, Special Projects Coordinator |

Statement of Issue:

As recommended by the Supervisor of Elections and pursuant to Florida Statutes, this item seeks Board approval for the alteration of voting precincts throughout Leon County.

Fiscal Impact:

This item has a fiscal impact. Funding is included in the Supervisor of Elections current year's budget to address the alteration of Leon County's voting precinct boundaries.

Staff Recommendation:

Option #1: Adopt, via resolution, the Supervisor of Election's proposed alteration of Leon County's precinct map (Attachment #1).

Report and Discussion

Background:

As recommended by the Supervisor of Elections and pursuant to Florida Statutes, this item seeks Board approval of the proposed alteration of Leon County's precinct map following the completion of the 2020 Census and subsequent redistricting process. The proposed revisions are to reflect redistricting changes to the Florida House, Congressional, and County Commission district lines within Leon County.

Per Section 101.001(1), Florida Statutes (F.S.), the Supervisor of Elections shall alter or create voting precincts and designate a polling place at a suitable location within each precinct. Upon recommendation and approval of the Supervisor of Elections, a majority of the Board of County Commissioners must approve voting precinct changes prior to implementation.

Analysis:

As noted previously, the proposed voting precinct map changes were necessitated following redistricting changes to the Florida House, Congressional, and County Commission district lines within Leon County. Accordingly, the proposed map changes Leon County's precinct lines to reflect the new district boundaries in advance of the 2022 Primary and General Elections. The Supervisor of Elections Office has sought to maintain, where possible, existing precinct boundaries and polling place locations to minimize the impact on voters.

As of the publication of this agenda item, litigation is ongoing in both state and federal courts regarding Florida's Congressional district lines recently approved by the Florida Legislature. While court action is not anticipated to impact the Congressional districts before the conclusion of the 2022 Election Cycle, it has delayed the Supervisor of Elections' efforts to finalize the redesign of Leon County's voting precinct boundaries. Most recently, an appeals court reinstated a stay of a circuit judge's previous decision that blocked the congressional district lines recently approved by the Florida Legislature. In effect, this action allows the Legislature's approved congressional district lines to be utilized for the 2022 Election Cycle as court action continues. Accordingly, the Supervisor of Elections' altered precinct map (Attachment #1 Exhibit A) reflect changes within Leon County in accordance with the latest court action. For reference, the current precinct boundaries, as well as additional demographic analysis from the Supervisor of Elections are attached to this item (Attachments #2 and #3). It should be noted that as this litigation continues, however, Congressional districts in Leon County may change prior to the 2024 Election Cycle, which would require additional updates to the precinct map.

The Supervisor of Elections has requested Board approval of voting precinct changes, in accordance with Section 101.001(1), F.S. If approved by the Board, the Supervisor of Elections Office will immediately begin updating informational materials and mailing updated voter information cards to all voters in Leon County. Members of the public and voters are informed of precinct and polling place changes in several ways, including legal notice advertisements (Attachment #4), direct mail, media campaigns, and signage on Election Day.

Options:

1. Adopt, via resolution, the Supervisor of Election's proposed alteration of Leon County's precinct map (Attachment #1).
2. Do not adopt, via resolution, the Supervisor of Election's proposed alteration of Leon County's precinct map.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Resolution Approving Supervisor of Election's proposed alteration of Leon County's voting precinct map
2. Current Precinct Boundaries
3. District Demographic Analysis
4. Notice of change to Leon County's Voting Precincts

RESOLUTION NO. 22-_____

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, APPROVING THE ALTERATION OF THE LEON COUNTY ELECTION PRECINCTS; CREATING AN ADDITIONAL PRECINCT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of County Commissioners of Leon County at its board meeting on June 14, 2022 accepted the new precinct boundaries for Leon County voters, as presented by Mark Earley, Leon County Supervisor of Elections; and

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Leon County, Florida, that:

1. Pursuant to Section 101.001, Florida Statutes, the Board of County Commissioners in consultation and agreement with the Supervisor of Elections does hereby revise and realign the precinct boundaries all as set forth in Composite Exhibit “A” as attached hereto and incorporated herein.
2. The Board of County Commissioners in consultation and agreement with the Supervisor of Elections does hereby fix the boundaries of Leon County Election Precincts.
3. This Resolution shall be effective upon adoption.

DONE AND ADOPTED by the Board of County Commissioners of Leon County,
Florida, on this the 14th day of June 2022.

LEON COUNTY, FLORIDA

By: _____
Bill Proctor, Chairman
Board of County Commissioners

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

By: _____

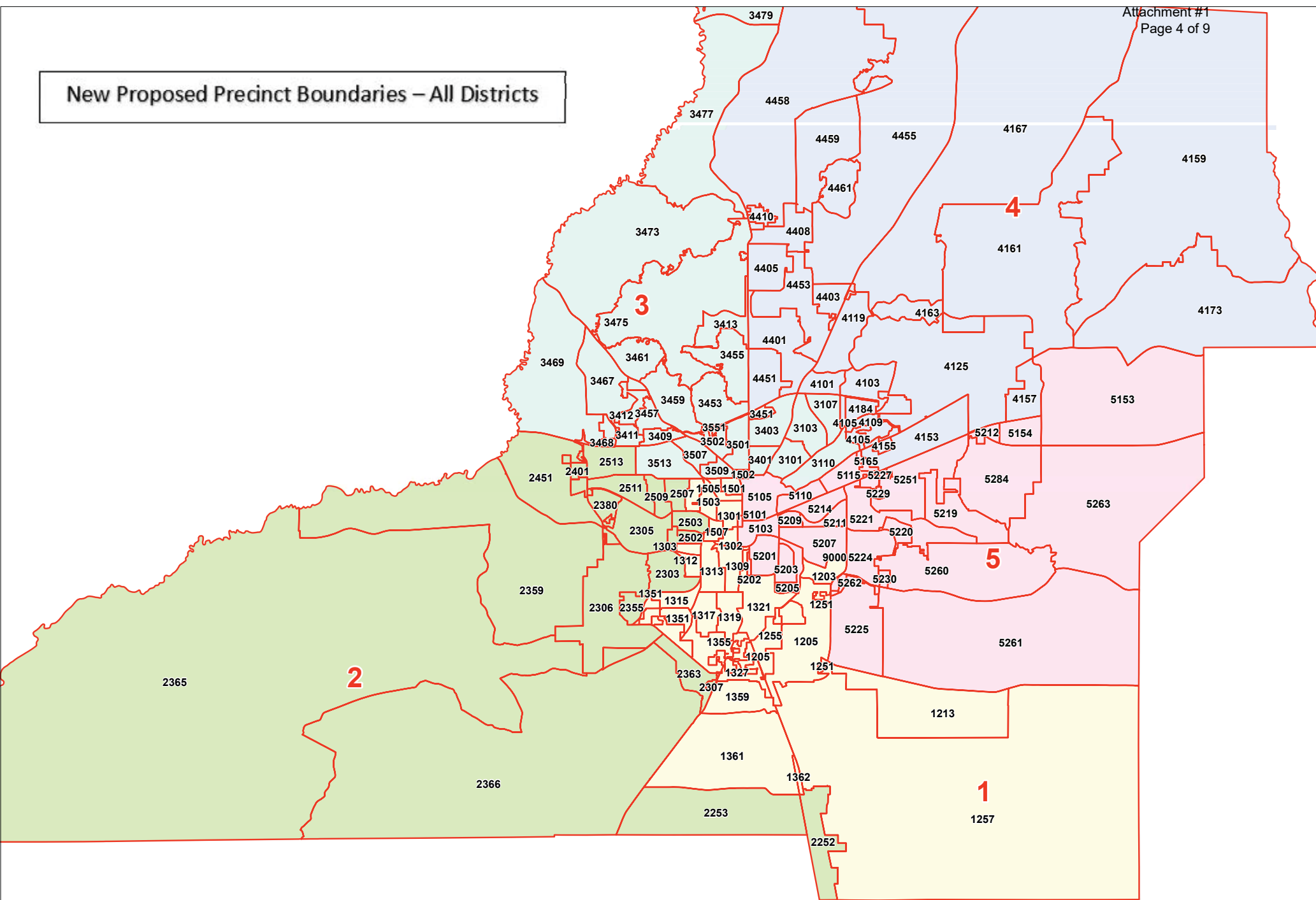
APPROVED AS TO FORM:
Chasity H. O'Steen, County Attorney
Leon County Attorney's Office

By: _____

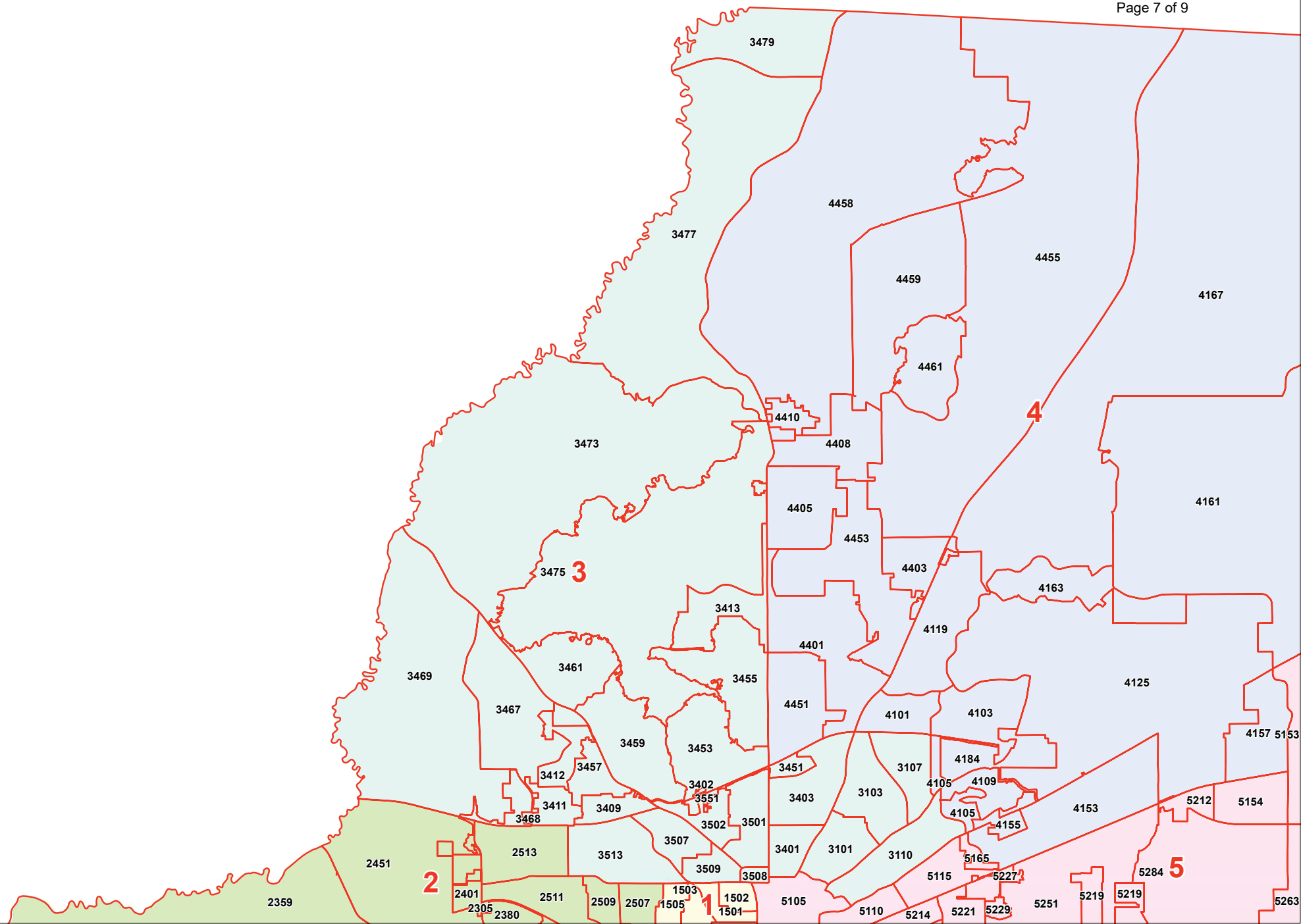
EXHIBIT A:

New Proposed Precinct Boundaries

New Proposed Precinct Boundaries – All Districts







This map was created by the Leon County GIS Department. It is for informational purposes only and does not constitute a legal document. The map is subject to change without notice. The map is not to be used for any purpose other than that for which it was created.

Date: 6/3/2022

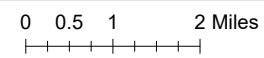


Precincts **County Commission Districts**

| | | | |
|--|-----------|--|---|
| | Precincts | | 3 |
| | 1 | | 4 |
| | 2 | | 5 |

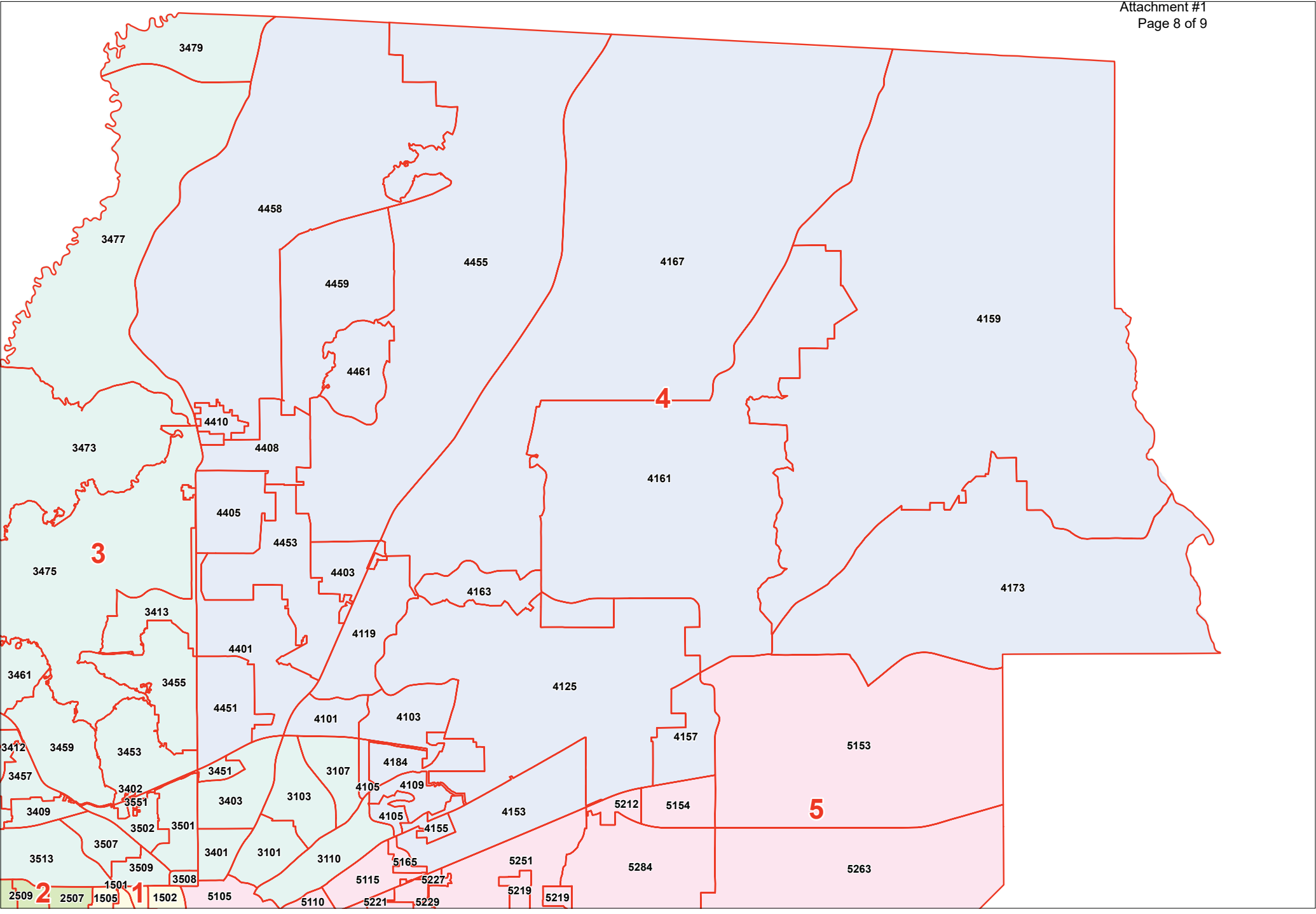
Leon County Commission District 3

Page 4 of 937
Precincts



Map Created by:
Jonah D.
Geographic Information Systems Manager
850-466-8883
Posted June 6, 2022

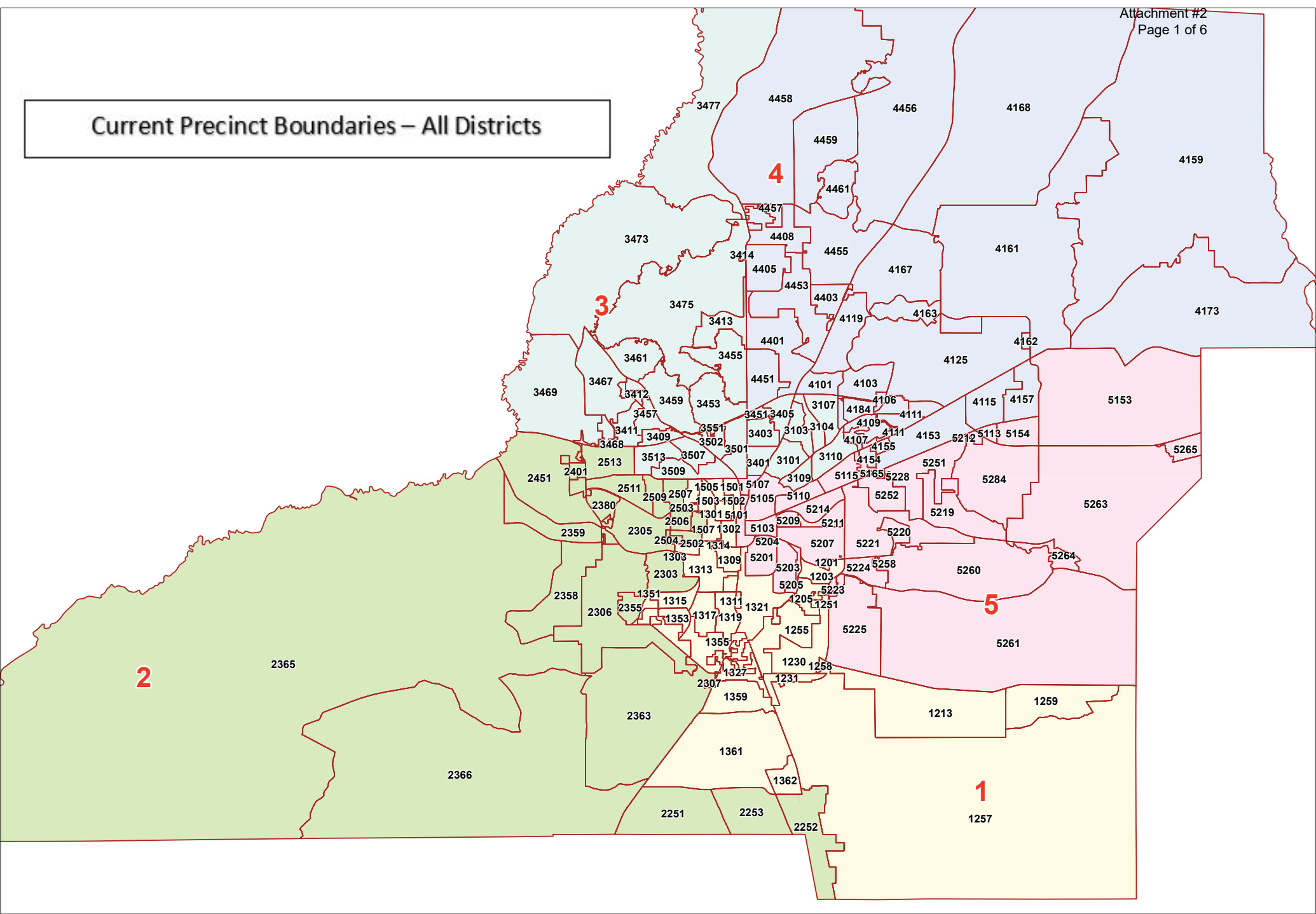
MARK S. EARLEY
SECRETARY OF ELECTIONS
LEON COUNTY, FLORIDA





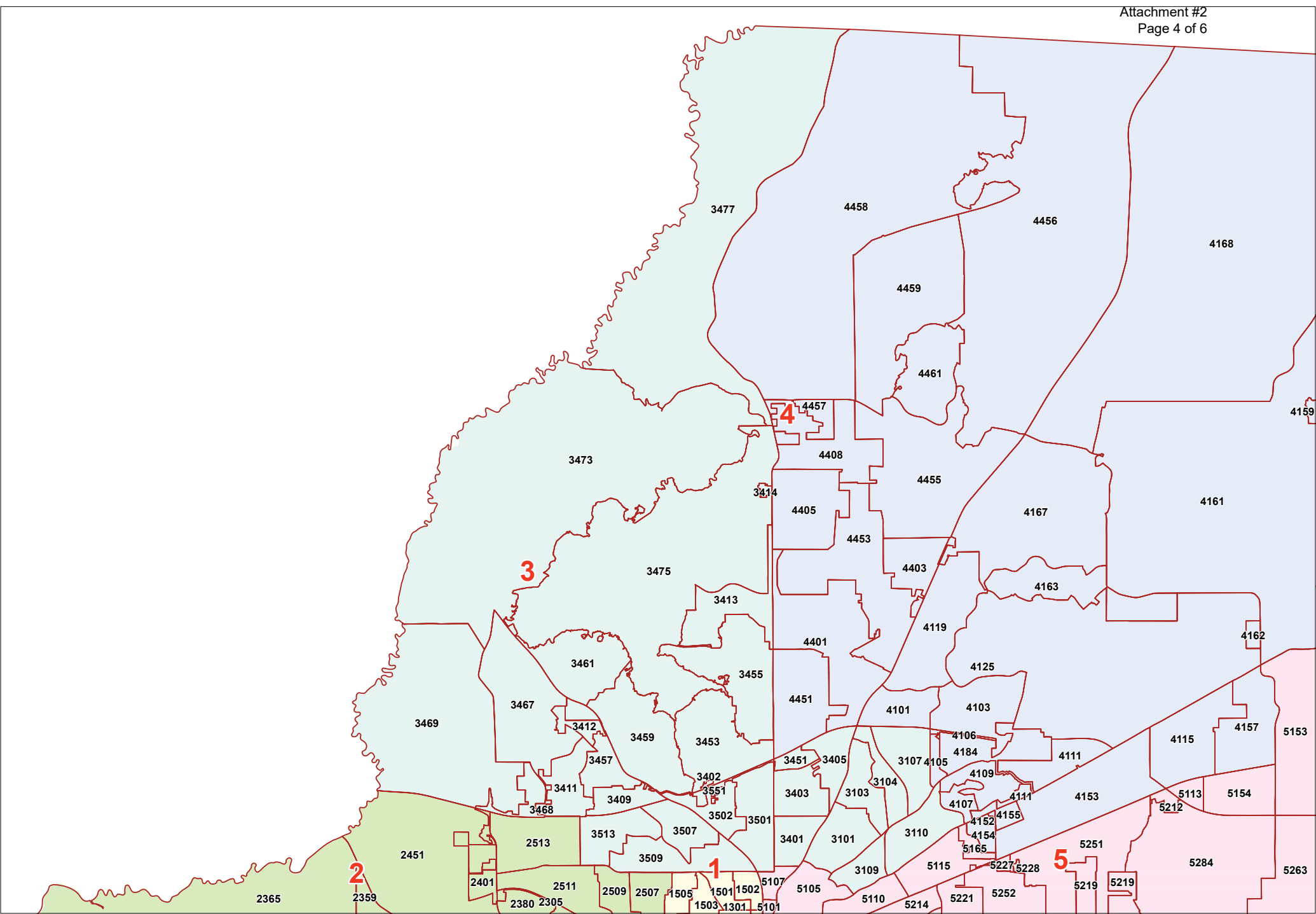
Leon County Commission District 5
Page 43 of 937
Precincts

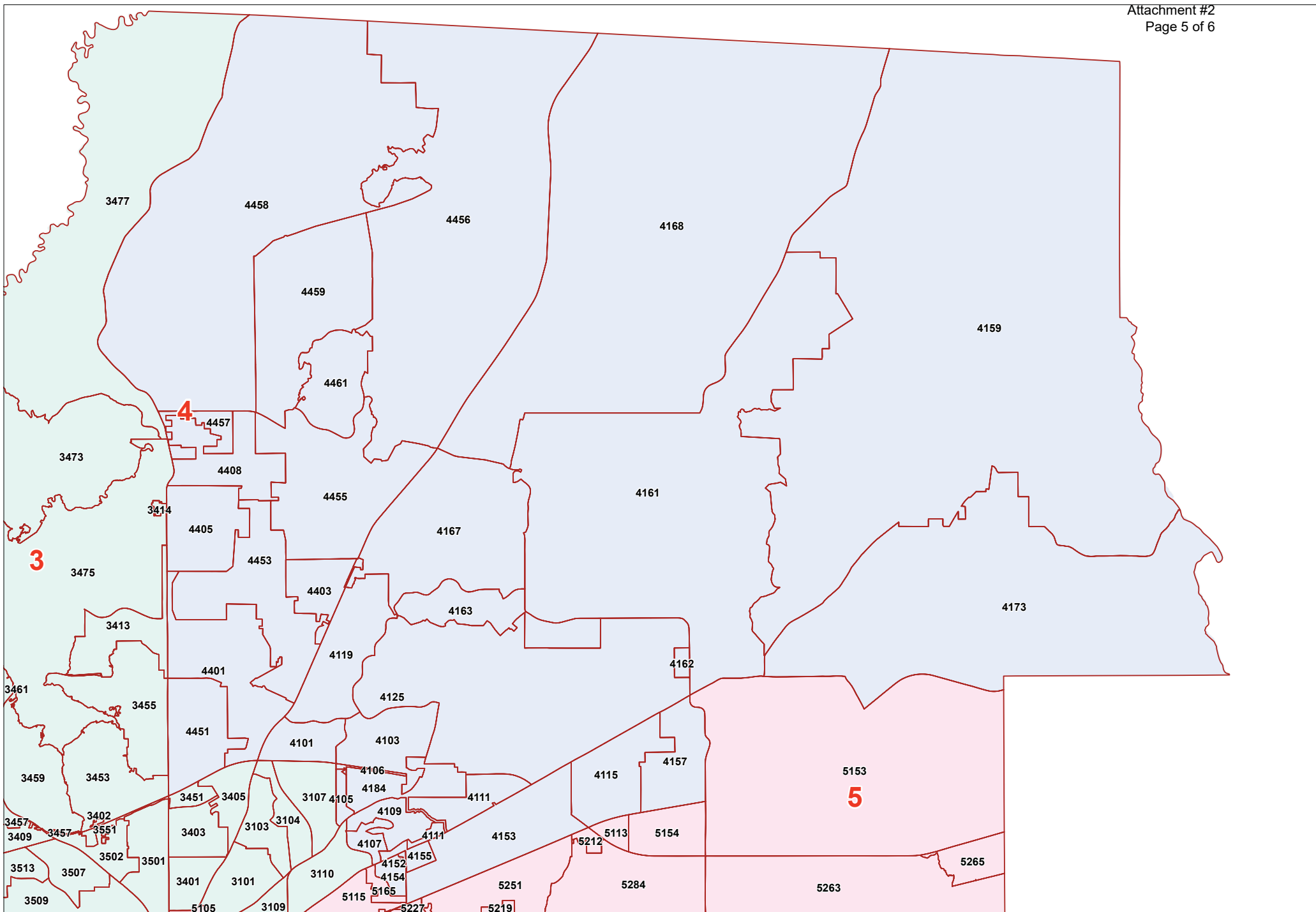
Posted June 6, 2022














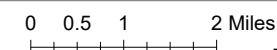
 Precincts **County Commission Districts**

 1

 2

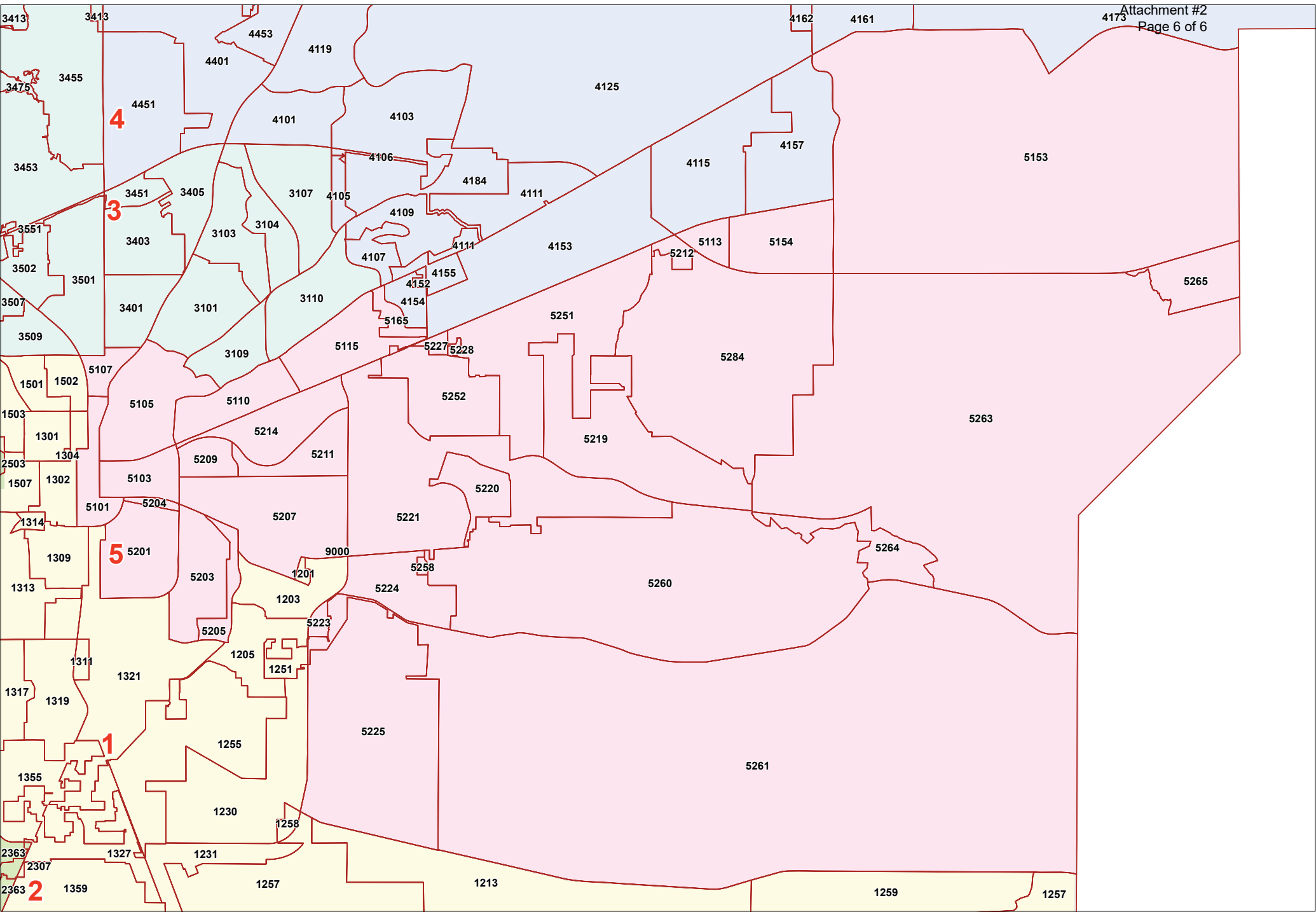
Leon County Commission District

Page 48 of 937
Precincts



Map Created by:
Johnny To
Demographics/GIS Manager
850-606-8883
www.LeonVotes.org
Source: Esri, DeLorme, GeoEye, ...
Posted June 6, 2022





District Demographic Analysis of New Proposed Precinct Boundaries

Mark S. Earley

Supervisor of Elections

LEON COUNTY, FLORIDA

Date 6/3/2022

Time 03:01 PM

District Demographic Analysis

CloseDate

| District | All County | <u>Total_Voters</u> | <u>DEM</u> | <u>REP</u> | <u>NPA</u> | <u>LIB</u> | <u>GRN</u> | <u>Other</u> |
|----------------------|-------------------|---------------------|------------|------------|------------|------------|------------|--------------|
| WHITE | | 121,529 | 47,667 | 48,808 | 22,806 | 479 | 89 | 1,680 |
| BLACK | | 57,812 | 47,960 | 1,241 | 8,138 | 36 | 13 | 424 |
| HISPANIC | | 9,238 | 4,527 | 1,962 | 2,579 | 33 | 6 | 131 |
| OTHER | | 15,667 | 6,964 | 2,431 | 5,999 | 48 | 18 | 207 |
| WHITE MALE | | 55,913 | 18,758 | 24,177 | 11,828 | 322 | 47 | 781 |
| BLACK MALE | | 22,965 | 18,034 | 672 | 4,000 | 25 | 6 | 228 |
| HISPANIC MALE | | 3,980 | 1,656 | 999 | 1,248 | 22 | 2 | 53 |
| OTHER MALE | | 5,396 | 2,231 | 1,022 | 2,019 | 33 | 9 | 82 |
| WHITE FEMALE | | 64,137 | 28,392 | 24,071 | 10,590 | 153 | 41 | 890 |
| BLACK FEMALE | | 33,680 | 29,027 | 549 | 3,893 | 11 | 7 | 193 |
| HISPANIC FEMALE | | 5,020 | 2,760 | 920 | 1,249 | 11 | 4 | 76 |
| OTHER FEMALE | | 6,451 | 3,445 | 924 | 1,970 | 10 | 6 | 96 |
| SEX UNKNWN ALL RACES | | 3,558 | 1,799 | 706 | 1,032 | 4 | 3 | 14 |
| AGE 18-25 | | 37,839 | 19,699 | 7,523 | 9,681 | 137 | 34 | 765 |
| AGE 26-30 | | 21,019 | 11,183 | 4,203 | 5,244 | 95 | 21 | 273 |
| AGE 31-35 | | 18,730 | 9,960 | 3,955 | 4,502 | 77 | 14 | 222 |
| AGE 36-40 | | 16,840 | 8,733 | 3,867 | 3,909 | 83 | 17 | 231 |
| AGE 41-45 | | 14,456 | 7,216 | 3,833 | 3,150 | 62 | 15 | 180 |
| AGE 46-50 | | 13,372 | 6,517 | 4,024 | 2,642 | 34 | 4 | 151 |
| AGE 51-55 | | 13,805 | 6,468 | 4,573 | 2,604 | 34 | 6 | 120 |
| AGE 56-60 | | 13,939 | 6,880 | 4,839 | 2,071 | 16 | 2 | 131 |
| AGE 61-65 | | 14,512 | 7,868 | 4,590 | 1,900 | 22 | 5 | 127 |
| AGE 66-UP | | 39,734 | 22,594 | 13,035 | 3,819 | 36 | 8 | 242 |
| **TOTAL** | | 204,246 | 107,118 | 54,442 | 39,522 | 596 | 126 | 2,442 |

Mark S. Earley

Supervisor of Elections

LEON COUNTY, FLORIDA

Date 6/3/2022

Time 03:01 PM

District Demographic Analysis

CloseDate

| | <u>Total_Voters</u> | <u>DEM</u> | <u>REP</u> | <u>NPA</u> | <u>LIB</u> | <u>GRN</u> | <u>Other</u> |
|----------------------|----------------------------|------------|------------|------------|------------|------------|--------------|
| District | County Commission 1 | | | | | | |
| WHITE | 10,458 | 4,399 | 3,278 | 2,523 | 49 | 12 | 197 |
| BLACK | 20,194 | 17,015 | 339 | 2,724 | 12 | 4 | 100 |
| HISPANIC | 1,869 | 960 | 385 | 486 | 6 | 1 | 31 |
| OTHER | 3,019 | 1,467 | 302 | 1,202 | 9 | 3 | 36 |
| WHITE MALE | 4,576 | 1,603 | 1,667 | 1,183 | 30 | 10 | 83 |
| BLACK MALE | 8,003 | 6,445 | 176 | 1,319 | 9 | 1 | 53 |
| HISPANIC MALE | 792 | 339 | 207 | 228 | 2 | 1 | 15 |
| OTHER MALE | 876 | 418 | 113 | 324 | 7 | 1 | 13 |
| WHITE FEMALE | 5,620 | 2,694 | 1,529 | 1,266 | 18 | 2 | 111 |
| BLACK FEMALE | 11,757 | 10,233 | 158 | 1,314 | 3 | 3 | 46 |
| HISPANIC FEMALE | 1,021 | 595 | 171 | 236 | 4 | 0 | 15 |
| OTHER FEMALE | 1,134 | 665 | 110 | 341 | 1 | 2 | 15 |
| SEX UNKNWN ALL RACES | 899 | 532 | 101 | 260 | 1 | 0 | 5 |
| AGE 18-25 | 10,612 | 5,928 | 1,783 | 2,669 | 32 | 7 | 193 |
| AGE 26-30 | 4,474 | 2,802 | 459 | 1,142 | 14 | 4 | 53 |
| AGE 31-35 | 3,498 | 2,348 | 287 | 824 | 9 | 2 | 28 |
| AGE 36-40 | 2,735 | 1,962 | 202 | 541 | 6 | 2 | 22 |
| AGE 41-45 | 2,366 | 1,710 | 211 | 427 | 2 | 2 | 14 |
| AGE 46-50 | 1,973 | 1,457 | 192 | 313 | 1 | 0 | 10 |
| AGE 51-55 | 1,805 | 1,281 | 227 | 284 | 4 | 0 | 9 |
| AGE 56-60 | 1,899 | 1,437 | 225 | 227 | 1 | 0 | 9 |
| AGE 61-65 | 1,977 | 1,537 | 226 | 200 | 4 | 1 | 9 |
| AGE 66-UP | 4,201 | 3,379 | 492 | 308 | 3 | 2 | 17 |
| **TOTAL** | 35,540 | 23,841 | 4,304 | 6,935 | 76 | 20 | 364 |

Mark S. Earley

Supervisor of Elections

LEON COUNTY, FLORIDA

Date 6/3/2022

Time 03:01 PM

District Demographic Analysis

CloseDate

| | <u>Total_Voters</u> | <u>DEM</u> | <u>REP</u> | <u>NPA</u> | <u>LIB</u> | <u>GRN</u> | <u>Other</u> |
|----------------------|----------------------------|------------|------------|------------|------------|------------|--------------|
| District | County Commission 2 | | | | | | |
| WHITE | 15,766 | 6,043 | 5,607 | 3,724 | 79 | 21 | 292 |
| BLACK | 12,507 | 10,058 | 239 | 2,089 | 10 | 4 | 107 |
| HISPANIC | 2,581 | 1,387 | 386 | 751 | 15 | 3 | 39 |
| OTHER | 3,119 | 1,448 | 395 | 1,218 | 13 | 3 | 42 |
| WHITE MALE | 7,502 | 2,409 | 2,980 | 1,919 | 55 | 11 | 128 |
| BLACK MALE | 4,857 | 3,675 | 124 | 1,002 | 6 | 1 | 49 |
| HISPANIC MALE | 1,130 | 504 | 231 | 369 | 11 | 1 | 14 |
| OTHER MALE | 944 | 389 | 177 | 354 | 8 | 2 | 14 |
| WHITE FEMALE | 7,942 | 3,533 | 2,523 | 1,691 | 23 | 10 | 162 |
| BLACK FEMALE | 7,307 | 6,138 | 110 | 996 | 4 | 3 | 56 |
| HISPANIC FEMALE | 1,356 | 837 | 139 | 350 | 4 | 2 | 24 |
| OTHER FEMALE | 1,288 | 763 | 134 | 364 | 2 | 1 | 24 |
| SEX UNKNWN ALL RACES | 918 | 451 | 138 | 323 | 1 | 0 | 5 |
| AGE 18-25 | 12,252 | 7,031 | 1,725 | 3,194 | 49 | 11 | 242 |
| AGE 26-30 | 4,908 | 2,731 | 755 | 1,335 | 27 | 3 | 57 |
| AGE 31-35 | 3,210 | 1,799 | 521 | 841 | 10 | 3 | 36 |
| AGE 36-40 | 2,255 | 1,233 | 403 | 571 | 7 | 6 | 35 |
| AGE 41-45 | 1,548 | 888 | 283 | 351 | 7 | 2 | 17 |
| AGE 46-50 | 1,529 | 809 | 376 | 315 | 3 | 2 | 24 |
| AGE 51-55 | 1,444 | 748 | 398 | 280 | 6 | 4 | 8 |
| AGE 56-60 | 1,631 | 818 | 515 | 276 | 1 | 0 | 21 |
| AGE 61-65 | 1,621 | 907 | 471 | 226 | 1 | 0 | 16 |
| AGE 66-UP | 3,575 | 1,972 | 1,180 | 393 | 6 | 0 | 24 |
| **TOTAL** | 33,973 | 18,936 | 6,627 | 7,782 | 117 | 31 | 480 |

Mark S. Earley

Supervisor of Elections

LEON COUNTY, FLORIDA

Date 6/3/2022

Time 03:01 PM

District Demographic Analysis

| CloseDate | | | | | | | | |
|----------------------|----------------------------|------------|------------|------------|------------|------------|--------------|--|
| | <u>Total_Voters</u> | <u>DEM</u> | <u>REP</u> | <u>NPA</u> | <u>LIB</u> | <u>GRN</u> | <u>Other</u> | |
| District | County Commission 3 | | | | | | | |
| WHITE | 27,026 | 11,579 | 10,034 | 4,936 | 119 | 19 | 339 | |
| BLACK | 10,800 | 8,931 | 260 | 1,505 | 8 | 1 | 95 | |
| HISPANIC | 1,618 | 782 | 351 | 461 | 5 | 0 | 19 | |
| OTHER | 2,668 | 1,231 | 420 | 958 | 10 | 6 | 43 | |
| WHITE MALE | 12,401 | 4,592 | 4,983 | 2,589 | 77 | 7 | 153 | |
| BLACK MALE | 4,216 | 3,269 | 145 | 742 | 5 | 1 | 54 | |
| HISPANIC MALE | 715 | 311 | 170 | 224 | 3 | 0 | 7 | |
| OTHER MALE | 954 | 423 | 168 | 329 | 6 | 4 | 24 | |
| WHITE FEMALE | 14,404 | 6,897 | 4,981 | 2,286 | 42 | 12 | 186 | |
| BLACK FEMALE | 6,431 | 5,541 | 110 | 736 | 3 | 0 | 41 | |
| HISPANIC FEMALE | 873 | 456 | 175 | 228 | 2 | 0 | 12 | |
| OTHER FEMALE | 1,137 | 606 | 177 | 336 | 4 | 0 | 14 | |
| SEX UNKNWN ALL RACES | 506 | 270 | 96 | 139 | 0 | 1 | | |
| AGE 18-25 | 5,192 | 2,656 | 1,008 | 1,386 | 19 | 6 | 117 | |
| AGE 26-30 | 4,495 | 2,338 | 980 | 1,081 | 21 | 8 | 67 | |
| AGE 31-35 | 4,347 | 2,320 | 926 | 1,022 | 22 | 1 | 56 | |
| AGE 36-40 | 3,940 | 2,104 | 849 | 909 | 25 | 4 | 49 | |
| AGE 41-45 | 3,249 | 1,694 | 757 | 734 | 21 | 1 | 42 | |
| AGE 46-50 | 2,725 | 1,424 | 714 | 538 | 10 | 2 | 37 | |
| AGE 51-55 | 2,840 | 1,433 | 856 | 511 | 8 | 1 | 31 | |
| AGE 56-60 | 2,907 | 1,482 | 983 | 420 | 5 | 0 | 17 | |
| AGE 61-65 | 3,172 | 1,695 | 1,021 | 423 | 6 | 1 | 26 | |
| AGE 66-UP | 9,245 | 5,377 | 2,971 | 836 | 5 | 2 | 54 | |
| **TOTAL** | 42,112 | 22,523 | 11,065 | 7,860 | 142 | 26 | 496 | |

Mark S. Earley

Supervisor of Elections

LEON COUNTY, FLORIDA

Date 6/3/2022

Time 03:01 PM

District Demographic Analysis

| CloseDate | | | | | | | | |
|----------------------|----------------------------|------------|------------|------------|------------|------------|--------------|--|
| | <u>Total_Voters</u> | <u>DEM</u> | <u>REP</u> | <u>NPA</u> | <u>LIB</u> | <u>GRN</u> | <u>Other</u> | |
| District | County Commission 4 | | | | | | | |
| WHITE | 37,224 | 12,224 | 18,471 | 5,942 | 113 | 9 | 465 | |
| BLACK | 4,926 | 4,129 | 164 | 580 | 1 | 3 | 49 | |
| HISPANIC | 1,393 | 552 | 468 | 345 | 4 | 1 | 23 | |
| OTHER | 3,179 | 1,177 | 726 | 1,220 | 9 | 4 | 43 | |
| WHITE MALE | 17,257 | 4,808 | 8,982 | 3,154 | 78 | 3 | 232 | |
| BLACK MALE | 2,118 | 1,679 | 97 | 311 | 0 | 2 | 29 | |
| HISPANIC MALE | 591 | 196 | 214 | 171 | 3 | 0 | 7 | |
| OTHER MALE | 1,205 | 413 | 299 | 469 | 6 | 1 | 17 | |
| WHITE FEMALE | 19,601 | 7,307 | 9,306 | 2,716 | 34 | 5 | 233 | |
| BLACK FEMALE | 2,728 | 2,379 | 65 | 262 | 1 | 1 | 20 | |
| HISPANIC FEMALE | 772 | 347 | 242 | 165 | 1 | 1 | 16 | |
| OTHER FEMALE | 1,337 | 597 | 279 | 434 | 2 | 2 | 23 | |
| SEX UNKNWN ALL RACES | 600 | 233 | 223 | 141 | 1 | 2 | | |
| AGE 18-25 | 4,820 | 1,636 | 1,863 | 1,195 | 17 | 4 | 105 | |
| AGE 26-30 | 2,899 | 1,093 | 1,104 | 643 | 13 | 2 | 44 | |
| AGE 31-35 | 3,314 | 1,243 | 1,244 | 759 | 19 | 3 | 46 | |
| AGE 36-40 | 3,722 | 1,336 | 1,444 | 849 | 27 | 1 | 65 | |
| AGE 41-45 | 3,776 | 1,223 | 1,631 | 838 | 14 | 3 | 67 | |
| AGE 46-50 | 3,753 | 1,250 | 1,728 | 722 | 10 | 0 | 43 | |
| AGE 51-55 | 4,004 | 1,279 | 1,913 | 758 | 8 | 1 | 45 | |
| AGE 56-60 | 3,861 | 1,351 | 1,894 | 563 | 5 | 1 | 47 | |
| AGE 61-65 | 3,971 | 1,672 | 1,735 | 520 | 6 | 1 | 37 | |
| AGE 66-UP | 12,602 | 5,999 | 5,273 | 1,240 | 8 | 1 | 81 | |
| **TOTAL** | 46,722 | 18,082 | 19,829 | 8,087 | 127 | 17 | 580 | |

Mark S. Earley

Supervisor of Elections

LEON COUNTY, FLORIDA

Date 6/3/2022

Time 03:01 PM

District Demographic Analysis

| CloseDate | | | | | | | | |
|----------------------|----------------------------|------------|------------|------------|------------|------------|--------------|--|
| | <u>Total_Voters</u> | <u>DEM</u> | <u>REP</u> | <u>NPA</u> | <u>LIB</u> | <u>GRN</u> | <u>Other</u> | |
| District | County Commission 5 | | | | | | | |
| WHITE | 31,055 | 13,422 | 11,418 | 5,681 | 119 | 28 | 387 | |
| BLACK | 9,385 | 7,827 | 239 | 1,240 | 5 | 1 | 73 | |
| HISPANIC | 1,777 | 846 | 372 | 536 | 3 | 1 | 19 | |
| OTHER | 3,682 | 1,641 | 588 | 1,401 | 7 | 2 | 43 | |
| WHITE MALE | 14,177 | 5,346 | 5,565 | 2,983 | 82 | 16 | 185 | |
| BLACK MALE | 3,771 | 2,966 | 130 | 626 | 5 | 1 | 43 | |
| HISPANIC MALE | 752 | 306 | 177 | 256 | 3 | 0 | 10 | |
| OTHER MALE | 1,417 | 588 | 265 | 543 | 6 | 1 | 14 | |
| WHITE FEMALE | 16,570 | 7,961 | 5,732 | 2,631 | 36 | 12 | 198 | |
| BLACK FEMALE | 5,457 | 4,736 | 106 | 585 | 0 | 0 | 30 | |
| HISPANIC FEMALE | 998 | 525 | 193 | 270 | 0 | 1 | 9 | |
| OTHER FEMALE | 1,555 | 814 | 224 | 495 | 1 | 1 | 20 | |
| SEX UNKNWN ALL RACES | 635 | 313 | 148 | 169 | 1 | 0 | 4 | |
| AGE 18-25 | 4,963 | 2,448 | 1,144 | 1,237 | 20 | 6 | 108 | |
| AGE 26-30 | 4,243 | 2,219 | 905 | 1,043 | 20 | 4 | 52 | |
| AGE 31-35 | 4,361 | 2,250 | 977 | 1,056 | 17 | 5 | 56 | |
| AGE 36-40 | 4,188 | 2,098 | 969 | 1,039 | 18 | 4 | 60 | |
| AGE 41-45 | 3,517 | 1,701 | 951 | 800 | 18 | 7 | 40 | |
| AGE 46-50 | 3,392 | 1,577 | 1,014 | 754 | 10 | 0 | 37 | |
| AGE 51-55 | 3,712 | 1,727 | 1,179 | 771 | 8 | 0 | 27 | |
| AGE 56-60 | 3,641 | 1,792 | 1,222 | 585 | 4 | 1 | 37 | |
| AGE 61-65 | 3,771 | 2,057 | 1,137 | 531 | 5 | 2 | 39 | |
| AGE 66-UP | 10,111 | 5,867 | 3,119 | 1,042 | 14 | 3 | 66 | |
| **TOTAL** | 45,899 | 23,736 | 12,617 | 8,858 | 134 | 32 | 522 | |

District Demographic Analysis of Current Precinct Boundaries

Mark S. Earley

Supervisor of Elections

LEON COUNTY, FLORIDA

Date 6/3/2022

Time 04:55 PM

District Demographic Analysis

CloseDate

| District | All County | <u>Total_Voters</u> | <u>DEM</u> | <u>REP</u> | <u>NPA</u> | <u>LIB</u> | <u>GRN</u> | <u>Other</u> |
|----------------------|-------------------|---------------------|------------|------------|------------|------------|------------|--------------|
| WHITE | | 119,609 | 46,552 | 48,176 | 22,638 | 474 | 90 | 1,679 |
| BLACK | | 57,587 | 47,666 | 1,248 | 8,191 | 37 | 13 | 432 |
| HISPANIC | | 9,121 | 4,435 | 1,928 | 2,589 | 33 | 5 | 131 |
| OTHER | | 15,409 | 6,840 | 2,379 | 5,933 | 42 | 17 | 198 |
| WHITE MALE | | 55,099 | 18,331 | 23,908 | 11,711 | 323 | 47 | 779 |
| BLACK MALE | | 22,970 | 18,003 | 682 | 4,025 | 25 | 6 | 229 |
| HISPANIC MALE | | 3,942 | 1,617 | 989 | 1,259 | 22 | 2 | 53 |
| OTHER MALE | | 5,310 | 2,190 | 1,007 | 1,996 | 32 | 8 | 77 |
| WHITE FEMALE | | 63,087 | 27,737 | 23,728 | 10,542 | 147 | 42 | 891 |
| BLACK FEMALE | | 33,467 | 28,782 | 545 | 3,921 | 12 | 7 | 200 |
| HISPANIC FEMALE | | 4,945 | 2,711 | 898 | 1,247 | 10 | 3 | 76 |
| OTHER FEMALE | | 6,327 | 3,364 | 904 | 1,955 | 6 | 5 | 93 |
| SEX UNKNWN ALL RACES | | 3,468 | 1,739 | 684 | 1,022 | 5 | 4 | 14 |
| AGE 18-25 | | 37,706 | 19,541 | 7,405 | 9,822 | 137 | 34 | 767 |
| AGE 26-30 | | 20,361 | 10,760 | 4,058 | 5,154 | 90 | 21 | 278 |
| AGE 31-35 | | 18,296 | 9,689 | 3,866 | 4,434 | 77 | 16 | 214 |
| AGE 36-40 | | 16,561 | 8,568 | 3,803 | 3,862 | 82 | 17 | 229 |
| AGE 41-45 | | 14,301 | 7,137 | 3,782 | 3,138 | 60 | 12 | 172 |
| AGE 46-50 | | 13,271 | 6,461 | 3,993 | 2,627 | 33 | 4 | 153 |
| AGE 51-55 | | 13,687 | 6,416 | 4,532 | 2,578 | 32 | 6 | 123 |
| AGE 56-60 | | 13,825 | 6,836 | 4,781 | 2,054 | 18 | 2 | 134 |
| AGE 61-65 | | 14,423 | 7,818 | 4,571 | 1,881 | 22 | 5 | 126 |
| AGE 66-UP | | 39,295 | 22,267 | 12,940 | 3,801 | 35 | 8 | 244 |
| **TOTAL** | | 201,726 | 105,493 | 53,731 | 39,351 | 586 | 125 | 2,440 |

Mark S. Earley

Supervisor of Elections

LEON COUNTY, FLORIDA

Date 6/3/2022

Time 04:55 PM

District Demographic Analysis

CloseDate

| District | County Commission 1 | <u>Total_Voters</u> | <u>DEM</u> | <u>REP</u> | <u>NPA</u> | <u>LIB</u> | <u>GRN</u> | <u>Other</u> |
|----------------------|----------------------------|---------------------|------------|------------|------------|------------|------------|--------------|
| WHITE | | 10,241 | 4,252 | 3,237 | 2,490 | 51 | 10 | 201 |
| BLACK | | 20,078 | 16,929 | 339 | 2,693 | 11 | 5 | 101 |
| HISPANIC | | 1,845 | 940 | 373 | 493 | 7 | 1 | 31 |
| OTHER | | 2,947 | 1,441 | 298 | 1,163 | 8 | 3 | 34 |
| WHITE MALE | | 4,489 | 1,551 | 1,644 | 1,167 | 32 | 9 | 86 |
| BLACK MALE | | 8,003 | 6,451 | 183 | 1,305 | 8 | 2 | 54 |
| HISPANIC MALE | | 786 | 330 | 205 | 232 | 3 | 1 | 15 |
| OTHER MALE | | 866 | 409 | 118 | 321 | 7 | 1 | 10 |
| WHITE FEMALE | | 5,508 | 2,610 | 1,521 | 1,246 | 18 | 1 | 112 |
| BLACK FEMALE | | 11,653 | 10,149 | 152 | 1,300 | 3 | 3 | 46 |
| HISPANIC FEMALE | | 1,003 | 584 | 162 | 239 | 3 | 0 | 15 |
| OTHER FEMALE | | 1,109 | 644 | 111 | 335 | 1 | 2 | 16 |
| SEX UNKNWN ALL RACES | | 866 | 510 | 89 | 260 | 2 | 0 | 5 |
| AGE 18-25 | | 10,539 | 5,884 | 1,748 | 2,671 | 32 | 8 | 196 |
| AGE 26-30 | | 4,357 | 2,725 | 450 | 1,111 | 14 | 4 | 53 |
| AGE 31-35 | | 3,407 | 2,266 | 289 | 812 | 9 | 2 | 29 |
| AGE 36-40 | | 2,695 | 1,921 | 209 | 534 | 6 | 2 | 23 |
| AGE 41-45 | | 2,319 | 1,691 | 196 | 416 | 4 | 0 | 12 |
| AGE 46-50 | | 1,971 | 1,465 | 191 | 304 | 1 | 0 | 10 |
| AGE 51-55 | | 1,788 | 1,281 | 223 | 272 | 3 | 0 | 9 |
| AGE 56-60 | | 1,890 | 1,440 | 221 | 218 | 1 | 0 | 10 |
| AGE 61-65 | | 1,987 | 1,548 | 228 | 198 | 4 | 1 | 8 |
| AGE 66-UP | | 4,158 | 3,341 | 492 | 303 | 3 | 2 | 17 |
| **TOTAL** | | 35,111 | 23,562 | 4,247 | 6,839 | 77 | 19 | 367 |

Mark S. Earley

Supervisor of Elections

LEON COUNTY, FLORIDA

Date 6/3/2022

Time 04:55 PM

District Demographic Analysis

CloseDate

| District | County Commission 2 | <u>Total_Voters</u> | <u>DEM</u> | <u>REP</u> | <u>NPA</u> | <u>LIB</u> | <u>GRN</u> | <u>Other</u> |
|----------------------|----------------------------|---------------------|------------|------------|------------|------------|------------|--------------|
| WHITE | | 15,365 | 5,793 | 5,510 | 3,675 | 77 | 22 | 288 |
| BLACK | | 12,483 | 9,986 | 242 | 2,133 | 11 | 4 | 107 |
| HISPANIC | | 2,503 | 1,336 | 377 | 734 | 14 | 3 | 39 |
| OTHER | | 3,095 | 1,457 | 379 | 1,207 | 12 | 3 | 37 |
| WHITE MALE | | 7,336 | 2,307 | 2,948 | 1,890 | 53 | 11 | 127 |
| BLACK MALE | | 4,883 | 3,670 | 129 | 1,028 | 7 | 1 | 48 |
| HISPANIC MALE | | 1,097 | 478 | 225 | 369 | 10 | 1 | 14 |
| OTHER MALE | | 923 | 388 | 170 | 342 | 8 | 2 | 13 |
| WHITE FEMALE | | 7,720 | 3,391 | 2,460 | 1,676 | 23 | 11 | 159 |
| BLACK FEMALE | | 7,256 | 6,071 | 107 | 1,014 | 4 | 3 | 57 |
| HISPANIC FEMALE | | 1,316 | 817 | 137 | 332 | 4 | 2 | 24 |
| OTHER FEMALE | | 1,271 | 763 | 124 | 363 | 1 | 0 | 20 |
| SEX UNKNWN ALL RACES | | 901 | 441 | 137 | 316 | 1 | 1 | 5 |
| AGE 18-25 | | 12,099 | 6,912 | 1,682 | 3,208 | 47 | 11 | 239 |
| AGE 26-30 | | 4,713 | 2,618 | 708 | 1,302 | 25 | 3 | 57 |
| AGE 31-35 | | 3,155 | 1,760 | 505 | 840 | 10 | 4 | 36 |
| AGE 36-40 | | 2,215 | 1,214 | 396 | 557 | 8 | 6 | 34 |
| AGE 41-45 | | 1,543 | 884 | 280 | 355 | 6 | 2 | 16 |
| AGE 46-50 | | 1,513 | 790 | 374 | 321 | 3 | 2 | 23 |
| AGE 51-55 | | 1,447 | 752 | 400 | 275 | 6 | 4 | 10 |
| AGE 56-60 | | 1,622 | 827 | 502 | 272 | 1 | 0 | 20 |
| AGE 61-65 | | 1,606 | 887 | 473 | 231 | 1 | 0 | 14 |
| AGE 66-UP | | 3,533 | 1,928 | 1,188 | 388 | 7 | 0 | 22 |
| **TOTAL** | | 33,446 | 18,572 | 6,508 | 7,749 | 114 | 32 | 471 |

Mark S. Earley

Supervisor of Elections

LEON COUNTY, FLORIDA

Date 6/3/2022

Time 04:55 PM

District Demographic Analysis

| CloseDate | | <u>Total_Voters</u> | <u>DEM</u> | <u>REP</u> | <u>NPA</u> | <u>LIB</u> | <u>GRN</u> | <u>Other</u> |
|----------------------|----------------------------|---------------------|------------|------------|------------|------------|------------|--------------|
| District | County Commission 3 | | | | | | | |
| WHITE | | 26,504 | 11,312 | 9,848 | 4,879 | 117 | 22 | 326 |
| BLACK | | 10,761 | 8,883 | 259 | 1,515 | 8 | 0 | 96 |
| HISPANIC | | 1,596 | 762 | 333 | 471 | 5 | 1 | 24 |
| OTHER | | 2,594 | 1,185 | 412 | 943 | 7 | 5 | 42 |
| WHITE MALE | | 12,167 | 4,478 | 4,892 | 2,569 | 77 | 8 | 143 |
| BLACK MALE | | 4,212 | 3,273 | 141 | 740 | 5 | 0 | 53 |
| HISPANIC MALE | | 711 | 305 | 164 | 229 | 3 | 0 | 10 |
| OTHER MALE | | 937 | 420 | 163 | 323 | 5 | 3 | 23 |
| WHITE FEMALE | | 14,119 | 6,751 | 4,885 | 2,246 | 40 | 14 | 183 |
| BLACK FEMALE | | 6,390 | 5,486 | 113 | 745 | 3 | 0 | 43 |
| HISPANIC FEMALE | | 855 | 441 | 163 | 234 | 2 | 1 | 14 |
| OTHER FEMALE | | 1,101 | 573 | 177 | 333 | 2 | 0 | 16 |
| SEX UNKNWN ALL RACES | | 506 | 266 | 96 | 143 | 0 | 1 | |
| AGE 18-25 | | 5,209 | 2,661 | 990 | 1,409 | 23 | 8 | 118 |
| AGE 26-30 | | 4,326 | 2,231 | 929 | 1,070 | 20 | 8 | 68 |
| AGE 31-35 | | 4,221 | 2,255 | 889 | 1,008 | 19 | 2 | 48 |
| AGE 36-40 | | 3,875 | 2,075 | 827 | 895 | 23 | 4 | 51 |
| AGE 41-45 | | 3,206 | 1,670 | 747 | 730 | 19 | 1 | 39 |
| AGE 46-50 | | 2,697 | 1,417 | 706 | 528 | 9 | 2 | 35 |
| AGE 51-55 | | 2,826 | 1,416 | 862 | 511 | 7 | 1 | 29 |
| AGE 56-60 | | 2,873 | 1,467 | 967 | 415 | 6 | 0 | 18 |
| AGE 61-65 | | 3,148 | 1,689 | 1,009 | 415 | 6 | 1 | 28 |
| AGE 66-UP | | 9,074 | 5,261 | 2,926 | 827 | 5 | 1 | 54 |
| **TOTAL** | | 41,455 | 22,142 | 10,852 | 7,808 | 137 | 28 | 488 |

Mark S. Earley

Supervisor of Elections

LEON COUNTY, FLORIDA

Date 6/3/2022

Time 04:55 PM

District Demographic Analysis

CloseDate

| | <u>Total_Voters</u> | <u>DEM</u> | <u>REP</u> | <u>NPA</u> | <u>LIB</u> | <u>GRN</u> | <u>Other</u> |
|----------------------|----------------------------|------------|------------|------------|------------|------------|--------------|
| District | County Commission 4 | | | | | | |
| WHITE | 36,919 | 12,072 | 18,314 | 5,940 | 114 | 9 | 470 |
| BLACK | 4,924 | 4,112 | 167 | 590 | 1 | 3 | 51 |
| HISPANIC | 1,402 | 560 | 467 | 352 | 4 | 0 | 19 |
| OTHER | 3,154 | 1,148 | 718 | 1,233 | 8 | 4 | 43 |
| WHITE MALE | 17,108 | 4,747 | 8,919 | 3,126 | 78 | 3 | 235 |
| BLACK MALE | 2,113 | 1,667 | 97 | 316 | 0 | 2 | 31 |
| HISPANIC MALE | 593 | 200 | 213 | 172 | 3 | 0 | 5 |
| OTHER MALE | 1,188 | 398 | 297 | 471 | 5 | 1 | 16 |
| WHITE FEMALE | 19,456 | 7,221 | 9,216 | 2,744 | 35 | 5 | 235 |
| BLACK FEMALE | 2,731 | 2,376 | 68 | 265 | 1 | 1 | 20 |
| HISPANIC FEMALE | 778 | 350 | 242 | 171 | 1 | 0 | 14 |
| OTHER FEMALE | 1,326 | 589 | 280 | 430 | 2 | 2 | 23 |
| SEX UNKNWN ALL RACES | 585 | 224 | 218 | 140 | 1 | 2 | |
| AGE 18-25 | 4,875 | 1,648 | 1,848 | 1,252 | 17 | 3 | 107 |
| AGE 26-30 | 2,849 | 1,064 | 1,092 | 632 | 12 | 2 | 47 |
| AGE 31-35 | 3,278 | 1,226 | 1,237 | 745 | 20 | 3 | 47 |
| AGE 36-40 | 3,690 | 1,324 | 1,421 | 856 | 27 | 1 | 61 |
| AGE 41-45 | 3,751 | 1,195 | 1,628 | 843 | 14 | 3 | 68 |
| AGE 46-50 | 3,731 | 1,232 | 1,719 | 728 | 10 | 0 | 42 |
| AGE 51-55 | 3,942 | 1,248 | 1,888 | 750 | 9 | 1 | 46 |
| AGE 56-60 | 3,814 | 1,332 | 1,870 | 558 | 5 | 1 | 48 |
| AGE 61-65 | 3,929 | 1,650 | 1,726 | 510 | 6 | 1 | 36 |
| AGE 66-UP | 12,540 | 5,973 | 5,237 | 1,241 | 7 | 1 | 81 |
| **TOTAL** | 46,399 | 17,892 | 19,666 | 8,115 | 127 | 16 | 583 |

Mark S. Earley

Supervisor of Elections

LEON COUNTY, FLORIDA

Date 6/3/2022

Time 04:55 PM

District Demographic Analysis

CloseDate

| | <u>Total_Voters</u> | <u>DEM</u> | <u>REP</u> | <u>NPA</u> | <u>LIB</u> | <u>GRN</u> | <u>Other</u> |
|----------------------|----------------------------|------------|------------|------------|------------|------------|--------------|
| District | County Commission 5 | | | | | | |
| WHITE | 30,580 | 13,123 | 11,267 | 5,654 | 115 | 27 | 394 |
| BLACK | 9,341 | 7,756 | 241 | 1,260 | 6 | 1 | 77 |
| HISPANIC | 1,775 | 837 | 378 | 539 | 3 | 0 | 18 |
| OTHER | 3,619 | 1,609 | 572 | 1,387 | 7 | 2 | 42 |
| WHITE MALE | 13,999 | 5,248 | 5,505 | 2,959 | 83 | 16 | 188 |
| BLACK MALE | 3,759 | 2,942 | 132 | 636 | 5 | 1 | 43 |
| HISPANIC MALE | 755 | 304 | 182 | 257 | 3 | 0 | 9 |
| OTHER MALE | 1,396 | 575 | 259 | 539 | 7 | 1 | 15 |
| WHITE FEMALE | 16,284 | 7,764 | 5,646 | 2,630 | 31 | 11 | 202 |
| BLACK FEMALE | 5,437 | 4,700 | 105 | 597 | 1 | 0 | 34 |
| HISPANIC FEMALE | 993 | 519 | 194 | 271 | 0 | 0 | 9 |
| OTHER FEMALE | 1,520 | 795 | 212 | 494 | 0 | 1 | 18 |
| SEX UNKNWN ALL RACES | 610 | 298 | 144 | 163 | 1 | 0 | 4 |
| AGE 18-25 | 4,984 | 2,436 | 1,137 | 1,282 | 18 | 4 | 107 |
| AGE 26-30 | 4,116 | 2,122 | 879 | 1,039 | 19 | 4 | 53 |
| AGE 31-35 | 4,235 | 2,182 | 946 | 1,029 | 19 | 5 | 54 |
| AGE 36-40 | 4,086 | 2,034 | 950 | 1,020 | 18 | 4 | 60 |
| AGE 41-45 | 3,482 | 1,697 | 931 | 794 | 17 | 6 | 37 |
| AGE 46-50 | 3,359 | 1,557 | 1,003 | 746 | 10 | 0 | 43 |
| AGE 51-55 | 3,684 | 1,719 | 1,159 | 770 | 7 | 0 | 29 |
| AGE 56-60 | 3,626 | 1,770 | 1,221 | 591 | 5 | 1 | 38 |
| AGE 61-65 | 3,753 | 2,044 | 1,135 | 527 | 5 | 2 | 40 |
| AGE 66-UP | 9,990 | 5,764 | 3,097 | 1,042 | 13 | 4 | 70 |
| **TOTAL** | 45,315 | 23,325 | 12,458 | 8,840 | 131 | 30 | 531 |

LEON COUNTY SUPERVISOR OF ELECTIONS
NOTICE OF CHANGE REGARDING PRECINCTS AND POLLING PLACES

The Leon County Supervisor of Elections Office has updated precinct lines throughout Leon County so that they align with updated Federal, State, and Local district boundaries.

Since precincts have changed, some polling places have changed as well. Starting with the 2022 Primary Election, some voters will have new Election Day polling places. We have made every effort to consider access, convenience, and visibility of the new locations. You can view the new precinct map and list of polling places at LeonVotes.gov.

All voters in Leon County will be mailed a new voter information card that includes updated district, precinct, and polling place information. If you do not receive yours within two weeks, or if you have any questions, call our office at (850) 606-8683. To confirm your assigned precinct and Election Day polling place, visit LeonVotes.gov and click the "Your Voter Info" button.



Mark S. Earley
Supervisor of Elections - Leon County
2990-1 Apalachee Parkway Tallahassee, FL 32301
(850) 606-8683
LeonVotes.gov

LEON COUNTY SUPERVISOR OF ELECTIONS
NOTICE OF CHANGE REGARDING PRECINCTS AND POLLING PLACES

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Mark S. Earley
Supervisor of Elections - Leon County
2990-1 Apalachee Parkway Tallahassee, FL 32301
(850) 606-8683
LeonVotes.gov

**Leon County
Board of County Commissioners
Notes for Agenda Item #4**

Leon County Board of County Commissioners

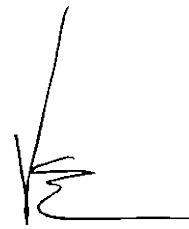
Agenda Item #4

June 14, 2022

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Florida Civil Rights Museum Proposal



| | |
|-------------------------------------|---|
| Review and Approval: | Vincent S. Long, County Administrator |
| Department/ Division Review: | Alan Rosenzweig, Deputy County Administrator |
| Lead Staff/ Project Team: | Ken Morris, Assistant County Administrator Nicki Paden, Special Projects Coordinator |

Statement of Issue:

During the April 12, 2022 meeting, the Board directed staff to bring back an analysis on the Florida Civil Rights Museum, Inc.'s proposal and funding request for consideration.

Fiscal Impact:

The Florida Civil Rights Museum, Inc.'s proposal requests \$240,000 in County funds which is not recommended as part of this item.

Staff Recommendation:

Option #1: Accept the analysis on the Florida Civil Rights Museum Inc.'s proposal and take no further action.

Report and Discussion

Background:

During the April 12, 2022 meeting, the Board received a handout from the Florida Civil Rights Museum, Inc. regarding its proposal for the development of a civil rights museum (Attachment #1) and requested an agenda item be prepared regarding this proposal. The Florida Civil Rights Museum, Inc. (FCRM) is requesting County funds in the amount of \$240,000 to support its proposed initiative, titled “Leon County Division of the Florida Civil Rights Museum, Inc.”, to produce a local repository of documents, publications, photographs and artifacts showcasing Leon County’s civil rights leaders and educational pioneers.

In regard to FCRM’s proposal, it is important to note that various County-supported entities and others currently offer repositories, programming, educational opportunities related to civil rights, emancipation, and area history and culture – several of which are noted within the FCRM’s project overview as having a “connection to Leon County’s civil rights and educational pioneers.” Through community partnerships and initiatives, Leon County has a long history of supporting entities such as the John G. Riley House Museum, the Meek-Eaton Black Archives Research Center & Museum, and the Florida African-American Heritage Preservation Network.

In addition, each year Leon County dedicates significant funding specifically to support cultural arts and programming through the Council on Culture and Arts (COCA) with a combination of Tourist Development Tax (TDT) revenue and general revenue. This investment continues to support the County’s many diverse cultural organizations while also raising the awareness of the community as a cultural destination. Through its annual grant process, COCA administers these funds on behalf of the County and makes awards to local culture, arts, and heritage organizations that offer cultural arts programs and activities in the community, such as the activities outlined in the FCRM’s proposal.

As detailed in this item, however, the FCRM’s proposal is in the early concept stage at this time. The FCRM does not currently meet the eligibility requirements for COCA’s grant programs such as completion of at least one full year of programming, documented statistics on attendance which represents a broad community impact and demonstrated community support (grants, in-kind donations, earned income. Since the County dedicates significant funding to support cultural arts and programming through COCA, it is recommended that FCRM pursue grant funding opportunities through COCA during future grant cycles once its proposal is further developed. Accordingly, this item does not recommend the Board’s further consideration of the FCRM’s proposed funding request at this time.

Analysis:

Since the April 12th meeting, County staff engaged with the FCRM regarding its funding request for the proposed civil rights museum titled the Leon County Division of the Florida Civil Rights Museum, Inc. As noted in the project proposal (Attachments #1 and #2), the FCRM is requesting \$240,000 in funding from the County to support a local repository of documents, publications, photographs and artifacts showcasing locally significant civil rights contributions.

Each year, Leon County dedicates funding to support cultural arts and programming through COCA with a combination of TDT revenue and general revenue. In FY 2023, the dedicated one-cent of TDT is anticipated to provide over \$1.3 million to support the local arts, cultural and heritage programs through COCA's annual grant process. This investment, through the cultural grant programs administered by COCA, continues to support the programmatic and operating needs of the many diverse cultural organizations in the County. COCA's grant programs have established eligibility requirements that applicants must meet to ensure grant funds are invested into cultural organizations that have demonstrated capacity for success in growing the community as a cultural destination.

Given that the FCRM proposal is in the early stages of conception, the FCRM does not currently meet the eligibility requirements for COCA's grant programs. To be eligible for grant funding, organizations must be a 501c(3) with arts and/or history programming as its primary purpose, and at minimum, have completed at least one full year of programming and demonstrated community support (grants, in-kind donations, earned income). The eligibility requirements in place for COCA's cultural grant programs are to ensure funding is awarded for established programs which demonstrate an ability to generate a return on investment for public funds, enhance the cultural resources in the community, and support the overall growth of the market as a destination.

In May 2021, the FCRM was registered and incorporated as a nonprofit entity. The FCRM has not yet identified or secured a site which is necessary to initiate the implementation of its proposal and, in turn, complete at least one full year of programming as required by COCA. Furthermore, while the FCRM has a list of diverse people that it wishes to recognize in the proposed virtual museum and database, the FCRM currently does not have a formalized list of exhibits to be showcased or formalized plans to acquire such exhibits. Additionally, the FCRM has not secured funding from any other sources, in-kind donations, or local partnerships to sustain the proposed initiative at this time. FCRM intends to explore opportunities to receive grant funding through the State and local entities, such as COCA, in the future.

As noted previously, the County provides financial support to arts and cultural organizations and programs through COCA's annual grants process. Recognizing that the FCRM proposal is in the early stages of conception, COCA's grant programs would be an appropriate funding source for the FCRM to pursue once its proposal becomes further developed. Additionally, there are various County and State-supported entities that currently offer repositories, programming, educational opportunities related to civil rights, emancipation, and African American history and culture in the community. Among these entities include the John G. Riley House Museum, the Meek-Eaton Black Archives Research Center & Museum, the Grove Museum, the Taylor House Museum, and the Knott House Museum. Several of these entities are noted within the FCRM's project overview as having a "connection to Leon County's civil rights and educational pioneers." Recognizing this alignment, there may be future opportunities for the FCRM to engage these partners in furthering the development of its proposal. Given these considerations, this item does not recommend approval of the FCRM's funding request at this time.

Options:

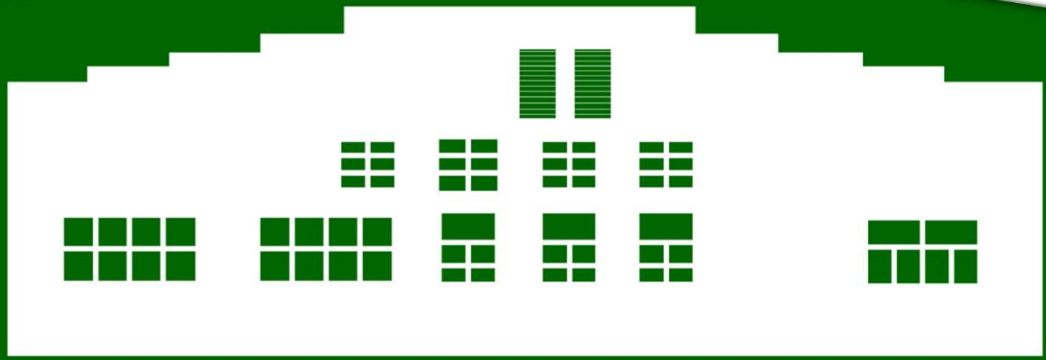
1. Accept the analysis on the Florida Civil Rights Museum Inc.'s proposal and take no further action.
2. Board direction.

Recommendation:

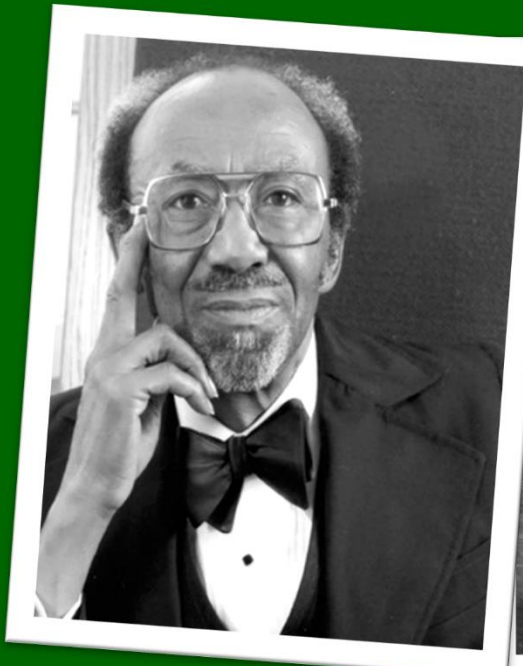
Option #1

Attachments:

1. Florida Civil Rights Museum, Inc. Proposal
2. Florida Civil Rights Museum Proposed Budget



LEON COUNTY DIVISION OF THE FLORIDA CIVIL RIGHTS MUSEUM, INC.



The Leon County Division of the Florida Civil Rights Museum, Inc. was established to display, protect, and preserve the stories, legacies, and institutions that exist to illuminate the history of civil rights leaders in Florida's Capital County. The museum is significant as the only statewide-focused civil rights museum in Florida, headquartered in the capital city.

In 2010, the Florida Legislature unanimously enacted the Florida Civil Rights Hall of Fame, with the intent to recognize and honor those persons, living or dead, who have made significant contributions to this state as leaders in the struggle for equality and justice for all persons. Since that time, 24 individuals have been selected for induction into the civil rights hall of fame. Though this extraordinary act of the legislature is critically important, there have been no new inductees included in the hall since 2019. Additionally, the existence of a fully functional institution to serve as a repository for the pertinent and significant documentation of this history at both the local level and statewide, is sorely needed.

The curation of exhibits, including virtual, traditional, and traveling displays, will serve to enlighten members of the public about the contributions of historical figures whose commitment to the advancement of equal opportunity made life better for all. A statewide convention would serve to put heads in beds, increase tourism, and contribute to economic development in Leon County. Through partnerships with various sites, universities, libraries, local governments and institutes, all persons, whether they be resident, or visitor, will be treated to pertinent historical information heretofore unknown to most. The creation of a database, and subsequent dissemination of such information to the public will enhance the knowledge of many, and further stimulate the intellectual curiosity of the visitor. Of the many initiatives created by the Leon County Division of the FCRM, providing significant research for the creation of civil rights heritage walks and interactive historical markers in select Florida counties, beginning with the restoration and refurbishment of the Tallahassee-Leon County Civil Rights Heritage Walk, will also serve to honor and preserve this history in a unique and attractive fashion.

Through the Leon County Division of the FCRM, visitors will be encouraged to visit other sites, locally, regionally, and statewide, which hold a connection to Leon County's civil rights and education pioneers. These institutions and/or sites include: The Reubin O'D. Askew School of Public Administration and Policy; Claude Pepper Center; LeRoy Collins Institute; The Grove; John Gilmore Riley Center/Museum; Carrie Meek-James N. Eaton, Sr. Southeastern Regional Black Archives Research Center and Museum; and others.



John G. Riley Center/Museum



Taylor House



The Grove

Leon County Division of the Florida Civil Rights Museum, Inc.

The Leon County Division of the Florida Civil Rights Museum, Inc. seeks funding to support a civil rights museum in Florida's Capital County. This historic initiative will increase tourism and cultural enhancement throughout Tallahassee and Leon County. Partnerships with libraries, community centers, colleges, universities, and other institutions will serve to increase knowledge of the Floridians who have made significant contributions throughout the state.

What specific purpose or goal will be achieved by the funds requested?

This project is an initiative designed to produce a model community-based curriculum that will educate students and the general public on the lives and legacies of Leon County's civil rights leaders and educational pioneers, regardless of race, color, creed, or national origin. In addition, funding will be used to develop a statewide consortium of libraries, and community centers which will provide educational information to students, residents, tourists, researchers, to include those completing theses and/or dissertations. This information will be made available worldwide to colleges, universities and the general public via social media platforms and an interactive virtual component.

What activities and services will be provided to meet the intended purpose of these funds?

The Leon County Division of the Florida Civil Rights Museum, Inc.'s staff will conduct research and present the historical contributions of various civil rights leaders and educational pioneers in Leon County. Tours, educational workshops, training sessions, and symposia will be held to educate students attending public/private schools, colleges, those pursuing graduate degrees, researchers, scholars, residents, and the general public. Educational materials produced will adhere to Sunshine State Standards, and prepared curricula will contribute to tourism and cultural enhancement across all strata.

What direct services will be provided to citizens by the appropriation project?

Direct services include the establishment and maintenance of a repository of documents, publications, photographs and artifacts, which will highlight those whose civil rights contributions are significant to Leon County, Florida. There will also be a database available for online research, as well as onsite use. Services will be provided through informational sessions, annual meetings/conferences, workshops, exhibits and virtual sessions.

Who is the target population served by this project? How many individuals are expected to be served?

Target populations include all persons (in the city, county, state, nation or worldwide) who are seeking to expand their level of knowledge regarding the contributions of Leon Countians and Floridians who were pioneers in the area of civil rights and/or education. Students, researchers, scholars, community advocates, authors, and masters or doctoral degree candidates will also benefit. Between 600,000-750,000* individuals are expected to be served by this project. *The current COVID-19 pandemic necessitates virtual delivery of most services.

What is the expected benefit or outcome of this project? What is the methodology by which this outcome will be measured?

To increase the level of awareness of well-known and unknown civil rights and education pioneers, who have made significant contributions to Leon County and Florida. The Leon County Division of the FCRM will determine the baseline knowledge level of its audiences through the administration of pretests and will ascertain the level of knowledge gained through posttests. Through follow-up contacts, the Leon County Division of the FCRM will ascertain whether the information was useful to whatever projects the users are engaged in, e.g., school report, thesis, dissertation, research project, etc.

Leon County Division of the Florida Civil Rights Museum, Inc.

Florida House of Representatives

Sponsor: Representative Ramon Alexander
Co-Sponsor(s): Representative Allison Tant

Florida Senate

Sponsor: Senator Lorraine Ausley

Selected Partners

Mortgage Refinancing International, LLC
Tallahassee Urban League, Inc.
Tallahassee Branch NAACP
Chester | Dean Group, LLC
Trinity United Methodist Church
M3E, LLC

Robert and Trudie Perkins Foundation, Inc.
Claude Pepper Foundation at Florida State University
Black History Alliance, Inc.
Cathedral of Faith Ministries, Inc.
DJJ Associates, LLC
WFSU – PBS



Florida Civil Rights Museum (FCRM)/Leon County Division

Attachment #2

Page 1 of 1

Proposed Line Item Budget For Year 1: Justification/Explanations for Projected Expenditures

| Budget Line | FCRM/LEON | As a % | Justification/Explanation for Funding Request (by line item) |
|-----------------------------|----------------|-------------|--|
| Item Requested | Start Up-Yr 1 | of Tot* | |
| Curator (s) | 52000 | 0.22 | Supports the costs of lead curatorial team: 1.0 FTE @ \$25 per hr (2080 hrs) or two .50 FTE @ \$25 per hr (1040 hrs) |
| Fringe Ben* | 0 | 0.00 | No benefits requested |
| OPS/Temp | 28080 | 0.12 | Two OPS staff: 1040 hrs ea @ \$13.50 per hour : duties include organizing, scanning documents (20 hrs per week or .50 FTE) |
| Travel | 2100 | 0.01 | Cost estimate for car rental and fuel (six trips to visit museums) |
| Equipment | 12815 | 0.05 | Estimated costs for Museum software for website and social media, cameras, frames, easels, etc. |
| Rent/Use of Space** | 30000 | 0.13 | \$2,500 per mo: cost for rental of climate controlled facility to store, maintain, prepare and present documents/artifacts (includes utilities) |
| Security Sys (basic) | 600 | 0.00 | Electronic monitoring/security system to protect building and contents: \$50 per month |
| Furnishings | 2008 | 0.01 | Desks, chairs, work stations, book cases, shelving, etc. |
| Supplies (Office) | 300 | 0.00 | Paper, pens, folders, paper cutters, clips, post-it-notes |
| Supplies (Prog) | 600 | 0.00 | Hand held recorders, artifact conservation materials (plastic covering and sleeving to protect donations/acquisitions) |
| Training (Staff) | 750 | 0.00 | Paper, pens, folders, paper cutters, clips, post-it-notes |
| Grad Assts/Interns | 46800 | 0.20 | Two grad assts or interns: 1560 hr (or .75 FTE) @ \$15 per hr each. Will be trained to become Museum Curators |
| Contractual Serv | 9200 | 0.04 | Rental of commercial copiers and scanners/repair and maintenance of equipment/custom cleaning and restoration of artifacts |
| Professional Fees | 10000 | 0.04 | Audio tour and oral histories/media production of documentaries and exhibits for presentation to visitors/music production |
| Advertising | 2400 | 0.01 | Placement of ads in Newspapers, Consumer and trade publications, broadcast outlets (Radio/TV and Google Ads) |
| Membership Incentives | 1750 | 0.01 | Tokens provided to new members based on level of support (e.g. pencils, pens, cups, tote bags with Museum logo) |
| Printing | 5000 | 0.02 | Large scale printing: Donor Agreements; Applications for persons seeking inclusion into the gallery; membership cards for donors; ink and toner for copiers; |
| Furniture/Display Cases | 4500 | 0.02 | Est. cost of glass cases to display artifacts on loan to the museum. |
| Copier/Scanner(s) | 5200 | 0.02 | Purchase of computers and desk top printers with copying and scanning capabilities; purchase of service agreements |
| I.T. Support | 12000 | 0.05 | Domain name and hosting services/determine capacity needed to support and expand platform/trouble shoot |
| Marketing/Promo | 6000 | 0.03 | Design, create and produce materials to promote museum and costs associated with fundraising activities and events |
| Liability Ins | 750 | 0.00 | Estimated cost to insure |
| Postage | 425 | 0.00 | USPS, UPS and FED EX mailing/delivery of large packages |
| Telephone/Internet | 1560 | 0.01 | Estimated cost to lease 2 cell phones and internet service- \$100 per mo for phones - \$80 per mo for internet |
| Vehicle Exp | 2750 | 0.01 | Truck rental/vehicle use and fuel costs to retrieve and return of items/artifacts on loan(temporarily) |
| Other/Misc | 2397 | 0.01 | 10% contingency for underestimated costs or for costs not listed |
| Subtotals | 239,985 | 1.00 | |
| Indirect Costs | 0 | 0.00 | |
| Totals (Requested)* | 239,985 | 1.00 | |
| Differential | | | |

Notes/Assumptions/Salient Issues:

**Further explanations/justifications for proposed line item budget requests/expenditures will be presented during Commission Meeting (as requested).
 Figures presented herein assumes full funding of requested Budget Proposal in Year 1 (to include rental of building/storage space)
 Alternate Budget Proposal Presented represents a reduced request for seed funding (which equals 25% of original budget)
 FCRM is amenable to receiving 25% of total funding allocation (requested for Year 1) in consideration of Leon County's Budget priorities and financial constraints, due to inflation;
 exorbitant fuel costs to operate county fleet, and its pledge to increase County employees minimum wage to \$15 per hour.

**Leon County
Board of County Commissioners**

Notes for Agenda Item #5

Leon County Board of County Commissioners

Agenda Item #5

June 14, 2022

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Commissioner Appointments to the Contractors Licensing Board and the Tallahassee-Leon County Commission on the Status of Women & Girls

| | |
|-------------------------------------|--|
| Review and Approval: | Vincent S. Long, County Administrator |
| Department/ Division Review: | Alan Rosenzweig, Deputy County Administrator |
| Lead Staff/ Project Team: | Mary Smach, Agenda Coordinator |

Statement of Issue:

This item seeks Board approval to ratify the Commissioner appointment of citizens to the Contractors Licensing Board and the Tallahassee-Leon County Commission on the Status of Women & Girls.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

- Option #1: Ratify Commissioner Minor's citizen appointment of Jack Seitzinger to the Contractors Licensing Board for the remainder of the three-year term ending March 31, 2024.
- Option #2: Ratify Commissioner Cummings's citizen appointment of Antoinette Grier to the Tallahassee-Leon County Commission on the Status of Women and Girls for the remainder of the unexpired term ending September 30, 2023.

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:

Contractors Licensing Board (CLB)

Purpose: The responsibilities of the CLB are to accept and approve or disapprove applications and issue authorized specialty contractor certificates. The CLB has the authority to issue cease and desist orders; revoke, suspend or deny the certified contractor’s ability to obtain a building permit; require financial restitution to a consumer; impose an administrative fine for violations; require additional hours of continuing education; and assess costs associated with investigation and prosecution.

Composition: The CLB has seven (7) citizen members appointed by the Board of County Commissioners with each Commissioner appointing one member. The CLB members, except for the consumers representatives and business person, shall be licensed in the State and actively engaged in the profession they represent on the CLB. All members must be registered voters in Leon County. Members serve three-year terms, expiring March 31. The membership should include, whenever possible:

- One (1) engineer
- One (1) architect
- One (1) business person
- One (1) general contractor, or other contractor (building or residential), who is registered or certified
- One (1) pool/spa contractor or other contractor (sheet metal, roofing, air-conditioning, mechanical, pool/spa servicing, or plumbing) who is registered or certified
- Two (2) consumer representatives who may be any resident of Leon County that is not, and has never been, a member or practitioner of a profession regulated by the Contractors Licensing and Examination Board or a member of any closely related profession

The current membership includes one (1) business person, one (1) building contractor, one (1) residential contractor, one (1) architect and two (2) consumer representatives. Staff has recommended that no more than two people be appointed to any single category.

Title: Commissioner Appointments to the Contractors Licensing Board and the Tallahassee-Leon County Commission on the Status of Women & Girls

June 14, 2022

Page 3

Diversity of Current Membership:

| Total Seats | Vacant Seats | Gender | Race |
|-------------|--------------|------------------------|------------------------|
| 7 | 2 | Male - 4 Female - 1 | White - 4 Black - 1 |

Vacancy: The term of CLB member William (Kip) Carpenter expired on March 31, 2021. Mr. Carpenter did not seek reappointment and his seat on the CLB has been vacant. The Commissioner has reviewed the applications of the eligible applicants and selected the applicant as listed in Table #1.

Table #1: Contractors Licensing Board

| Vacancy / Category | Term Expiration | Eligible Applicant / Seat Category (Application Attachment #) | Gender - Race | Recommended Action |
|---|--------------------|---|------------------|--|
| William (Kip) Carpenter /General Contractor <i>Did not seek reappointment</i> | 3/31/2021 | 1. John (Jack) Seitzinger / Residential Contractor | Male - White | Ratify Commissioner Minor's appointment for the remainder of the three- year term ending March 31, 2024. |

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

Purpose: CSWG provides input and recommendations on approaches with which to address issues affecting the women and girls in Tallahassee and Leon County. The Committee's goal is promoting 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.

Composition: The CSWG has twenty-one (21) members:

- Seven (7) members appointed by the Board of County Commissioners with each County Commissioner having one appointment;
- seven (7) members appointed by the City Commission; and
- seven (7) members appointed by the CSWG, and ratified by the County Board of Commissioners and the City Commission.

Members serve two-year terms, expiring on September 30. Members can serve no more than three full consecutive terms. Vacancies are filled for the remainder of the unexpired term.

Title: Commissioner Appointments to the Contractors Licensing Board and the Tallahassee-Leon County Commission on the Status of Women & Girls

June 14, 2022

Page 4

Diversity of Current Membership:

| Total Seats | Vacant Seats | Gender | Race |
|-------------|--------------|-------------------------|---|
| 21 | 1 | Female - 20 Male - 0 | Black - 9 White - 6 Hispanic – 4 Not Available - 1 |

Vacancies: Board-appointed CSWG member, Tonnette Graham, has resigned. Her term was due to expire on September 30, 2023. The appointing Commissioner has reviewed the applications and selected an applicant to fill the vacant seat as listed in Table #2.

Table #2. Commission on the Status of Women & Girls – Individual Commissioner Appointment

| Vacancies: <i>Term Status</i> | Term Expires: | Eligible Applicant (Application attachment #) | Gender - Race | Recommended Action |
|---|----------------------|---|----------------------|--|
| Tonette Graham <i>Resigned</i> | 9/30/2023 | 1. Antoinette Grier | Female – Black | Ratify Commissioner Cummings’s appointment for the remainder of the unexpired term ending on 9/30/2023 |

Options:

1. Ratify Commissioner Minor’s citizen appointment of Jack Seitzinger to the Contractors Licensing Board for the remainder of the three-year term ending March 31, 2024.
2. Ratify Commissioner Cummings’s citizen appointment of Antoinette Grier to the Tallahassee-Leon County Commission on the Status of Women and Girls, for the remainder of the unexpired term ending September 30, 2023.
3. Board direction.

Recommendation:

Options #1 and #2

Attachments:

1. Seitzinger application and resume
2. Grier application and resume



**LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
CONTRACTORS LICENSING BOARD**

**It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Mary Smach by telephone at 606-5300 or by e-mail at smachm@leoncountyfl.gov.
Applications will be discarded if no appointment is made after two years.**

| | | | |
|--|---|--|-----|
| Name: Mr. John Louis Seitzinger | | Date: 2/3/2022 11:48:21 AM | |
| Home Address: | 3904 Royal Oaks Ct Tallahassee, FL 32309 | Do you live in Leon County? | Yes |
| | | Do you live within the City limits? | Yes |
| | | Do you own property in Leon County? | Yes |
| Home Phone: | (850) 210-1228 | Do you own property in the Tallahassee City Limits? | Yes |
| Email: | jack@finelinetally.com | How many years have you lived in Leon County? | 24 |

(EMPLOYMENT INFORMATION)

| | | | |
|--------------------------|------------------|----------------------|---|
| Employer: | Fine Line Design | Work Address: | 2840 Pablo Ave Tallahassee, FL 32309 |
| Occupation: | Owner | | |
| Work/Other Phone: | (850) 210-1228 | | |

(OPTIONAL)

Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.

| | | | | | |
|------------------|------------|------------------|----|-------------|----|
| Race: | White | Gender: | M | Age: | 41 |
| District: | District I | Disabled? | No | | |

(RESUME AND REFERENCES)

References (you must provide at least one personal reference who is not a family member):

| | | | |
|-----------------|--|-----------------|--|
| Name: | Allen Nobles | Name: | Mark Kessler |
| Address: | 2795 AJ Henry Park Dr Tallahassee, FL 32308 | Address: | 3375-C, Capital Cir NE Suite 200A Tallahassee, FL 32308 |
| Phone: | (850) 666-0812 | Phone: | (850) 242-9364 |

Resume Uploaded? Yes

If no resume is available, in the space below briefly describe or list the following: any previous experience on other Committees; your educational background; your skills and experience you could contribute to a Committee; any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in Leon County; any charitable or community activities in which you participate; and reasons for your choice of the Committee indicated on this Application. Please attach your resume, if one is available.

(COMMITTEE QUESTIONNAIRE)

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

Citizen participation is important in developing Leon County's programs and policies, and in providing quality public services to the community. We appreciate your interest in serving on a committee and would like to bring a few items to your attention. As a member of a committee/board/authority, you will be obligated to follow any applicable laws regarding government-in-the-sunshine, code of ethics for public officers, and public records disclosure.

The consequences for violating these applicable laws include criminal penalties, civil fines, and the voiding of any committee/board/authority action and of any subsequent action by the Board of County Commissioners. In order to be familiar with these laws and to assist you in answering the following questions, please take a few minutes to complete the mandatory orientation. Your application will not be deemed complete until you have completed the orientation.

Have you completed the Applicant Orientation for membership on Citizen Committees, Board & Authorities?* **Yes**

Are you currently serving on a County Advisory Committee or other Committee/Authority/Board?* **No**

Have you served on any previous Leon County committees?* **No**

Are you willing to complete a financial disclosure form 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**

Is your personal information exempt from public records disclosure in accordance with FS 119.071(2)(j)1 or FS 119.071(4)? **No**

Members must be voters registered in Leon County

Are you a registered voter in Leon County? **Yes**

Members must meet one of the membership eligibility criteria as listed below. Please indicate your area of expertise.

- ☐ Architect
- ☐ Engineer
- ☐ Business person
- ☒ General contractor or other contractor (building & residential) who is registered or certified under Section 489.105(3)(a) (c). F.S.
- ☐ Pool/spa contractor or other contractor (sheet metal, roofing, air conditioning, mechanical, plumbing, excavation or solar) who is registered or certified under Section 489.105(3)(d) (o). F.S.
- ☐ Consumer representative who is not, and has never been, a member or practitioner of a profession regulated by the Contractors Licensing Board or a member of any closely related profession.

All members of the board, except for the consumer representatives, shall be licensed in this State and actively engaged in the profession they represent on the Board

Are you licensed in the state of Florida and actively engaged in that licensed profession? **Yes**

All statements and information provided in this application are true to the best of my knowledge.

Signature: *Mr. John Louis Seitzinger*

The application was electronically sent: 2/3/2022 11:48:21 AM

John “Jack” L. Seitzinger

3904 Royal Oaks Ct
Tallahassee, FL 32309
850-933-5950
jack@finelinetally.com

In my 23 years of experience from Design, Sales, Inspection, Project Management, Residential, Commercial and Land Development, I am well versed in most aspects of Construction. As a Builder, Designer and Inspector I am active in the construction community and am a member of numerous associations, local and nationally. I also sit on the local Building Industry Association of the Big Bend (formerly the TBA) Executive Board as Vice President for 2022.

Registrations & Certifications

- Florida State Certified Home Inspector – License HI10613 (see attached transcript)
- Florida State Certified Residential Contractor – License CRC1332269
- Florida State Certified Residential Insurance Adjuster – W594295
- AutoCAD 2021
- Quest – Earthwork 6.6 and Estimator 7.5
- Florida DEP Stormwater Inspector #16849
- ADA National Network – ADA Title I: Employment Requirements
- ADA National Network – ADA Architectural Accessibility Laws
- ADA National Network – ADA Disability Rights
- ProActive Safety Services – Renovator Initial per CFR40 part 745.225
- Coursera – Construction Project Management – Columbia University

Experience

Owner/Operator 2017 – Present

Fine Line Design Tallahassee, Florida

As the owner of Fine Line Design, my team and I produce conceptual designs for residential new construction homes as well as additions and remodels. Developing design & concept plans for homeowners and builders lets us use our knowledge and experience to get them to the next step.

We also provide drafting services for numerous local Architects and Engineering firms using our CAD software. I am proud to say that Fine Line Design is an award-winning design firm as well as its sister company Fine Line Design & Construction is an award-winning builder/remodeler.

Along with our Drafting and Construction services, we also provide Home Inspection services including, 4-Points, and Wind Mitigation inspections.

Project Manager/Estimator 2015-2017

H&H Construction & Restoration Services Tallahassee, Florida

Managed residential new construction, renovations, fire & storm repair, and commercial renovations. Prepared estimates and bid packages. Coordinated with customers and prepared schedules. Designed all renovations and new construction projects. Assisted with all home and commercial inspections.

Estimator/Purchaser 2011-2015
Premier Construction
Tallahassee, Florida

Single family home builder, Tallahassee and surrounding area, 150 homes built per year. Coordination between prospective homeowners and superintendents to overcome design vs constructability issues. Review plans and specs. with personnel, realtors, subcontractors, superintendents, and vendors to ensure each home is built to the customer's satisfaction. Ordering and tracking all material purchases, including negotiating with vendors and suppliers to get required materials at the best price.

Project Manager/Asst. Estimator 2007-2011
Sandco Inc.
Tallahassee, Florida

Project Manager on Sewer, Water, Storm water, and site construction projects. Ordering and tracking all material purchases, including negotiating with vendors and suppliers to get required materials at the best price. As well as analyzing and forecasting cost and revenue to ensure that project resources are allocated efficiently. Also, assisted in the bidding and estimating process for most projects.

Project Manager 2004-2007
HHH Construction
Crawfordville, Florida

Custom home builder 20 miles south of Tallahassee. Approximately 75 homes per year. Scheduling and coordination between personnel, realtors, subcontractors, superintendents, vendors to ensure each home was built to the customers satisfaction.

Commercial Sales Specialist 2001-2004
Lowes Store 417
Tallahassee, Florida

Top 35th salesman in the southern region, out of 160 salesmen. Handled top builders accounts for the Tallahassee and surrounding area.

Residential Designer 1998-2001
Premier Construction
Tallahassee, Florida

Single family home builder, Tallahassee and surrounding area. Approx. 6 subdivisions and 200 homes per year. Designed and drafted all homes offered by this builder.

Skills

Word, Excel, Adobe, AutoCAD 2021, Outlook, Quest Earthwork 6.6 and Estimator 7.5, Timberline, Primavera.

THE OFFICIAL SITE OF THE FLORIDA DEPARTMENT OF BUSINESS & PROFESSIONAL REGULATION



Department of Business
& Professional Regulation

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[Unlic ns d Activity arch e](#)

[AB&T D linqu nt Invoic & Activity
List arch e](#)

LICENSEE DETAILS e

1:43:12 PM 2/16/2022

Licensee Information

| | |
|------------------|--|
| Nam : e | SEITZINGER, JOHN LOUIS (Primary Name) FINE LINE DESIGN AND CONSTRUCTION, LLC (DBA Name) |
| Main Addr ss: e | 2840 PABLO AVE TALLAHASSEE Florida 32308 |
| County: | LEON |
| Lic ns Location: | 2840 PABLO AVE TALLAHASSEE FL 32308 |
| County: e | LEON |

License Information

| | |
|------------------|---|
| Lic ns Typ : | Certified Residential Contractor |
| ank: | Cert Residential e |
| Lic ns Numb r: | CRC1332269 |
| tatus: | Current,Active |
| Lic nsur Dat : e | 01/08/2019 |
| xpir s: | 08/31/2022 |

**Special
Qualifications**

Qualification Effective e

| | |
|------------------------------------|-------------------|
| Construction e Business | 01/08/2019 |
|------------------------------------|-------------------|

Alternate Names e

| |
|--|
| |
|--|

[Vi w lat d Lic ns Information e](#)

[Vi w Lic ns Complaint](#)

2601 Blair Stone Road, Tallahassee FL 32399 :: mail: **Customer Contact Center** :: Custom r Contact C nt r: 850.487.1395

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Und r Florida law, mail addr ss s ar public r cords. If you do not want your mail addr ss r l as d in r spons to a public r cords r qu st, do e not s nd l ctronic mail to this ntity. Inst ad, contact th offic by phon or by traditional mail. If you hav any qu stions, pl as contact 850.487.1395. *Pursuant to ction 455.275(1), Florida tatute, ffctiv Octob r 1, 2012, lic ns s lic ns d und r C Act r 455 F, m 2012

2/16/2022

DBP

ITZINGE, JOHN LOUI ; Doing Business As FIN LIN DIGN AND CONSTRUCTION, LLC, C

provid th D partm nt with an mail addr ss i th y hav on . Th mails provid d may b s d or o icial communication with Page 7 of 7.
How v r mail addr ss s ar public r cord. If you do not wish to supply a p rsonal addr ss, pl as provid th D partm nt with an mail
addr ss which can b mad availabl to th public. Pl as s our [Chapter 455](#) pag to d t rmin if you ar aff ct d by this chang .



**LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
TALLAHASSEE-LEON COUNTY COMMISSION ON THE STATUS OF WOMEN
& GIRLS**

**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@leoncountyl.gov.
Applications will be discarded if no appointment is made after two years.**

Name: Ms. Antoinette "Annie" R Grier

Date: 9/22/2021 4:47:22 PM

Home Address: 1387 Casethau Ct
Apt 2
TALLAHASSEE, FL 32301

Do you live in Leon County? Yes

Do you live within the City limits? Yes

Do you own property in Leon County? No

Home Phone: (253) 376-4946

Do you own property in the Tallahassee City Limits? No

Email: annie.grier11@gmail.com

How many years have you lived in Leon County? 3

(EMPLOYMENT INFORMATION)

Employer: Florida State University
Occupation: Social Worker (Senior Coordinator for Diversity & Inclusion)

Work Address: 282 Champions Way, Bldg A, Suite 6100
Tallahassee, FL 32301

Work/Other Phone:

(OPTIONAL)

Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.

Race: Black or African American

Gender: F

Age: 39

District: District I

Disabled? No

(RESUME AND REFERENCES)

References (you must provide at least one personal reference who is not a family member):

Name: Adrienne Cain
Address: 681 Wilson Rd NW
Atlanta, GA 30318
Phone: (404) 909-3689

Name: Dr. Stephanie Kennedy
Address: 2010 Levy Ave, Building B, Suite 3400
Phone: (850) 567-6987

Resume Uploaded? Yes

If no resume is available, in the space below briefly describe or list the following: any previous experience on other Committees; your educational background; your skills and experience you could contribute to a Committee; any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in Leon County; any charitable or community activities in which you participate; and reasons for your choice of the Committee indicated on this Application. Please attach your resume, if one is available.

(COMMITTEE QUESTIONNAIRE)

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

Citizen participation is important in developing Leon County's programs and policies, and in providing quality public services to the community. We appreciate your interest in serving on a committee and would like to bring a few items to your attention. As a member of a committee/board/authority, you will be obligated to follow any applicable laws regarding government-in-the-sunshine, code of ethics for public officers, and public records disclosure.

The consequences for violating these applicable laws include criminal penalties, civil fines, and the voiding of any committee/board/authority action and of any subsequent action by the Board of County Commissioners. In order to be familiar with these laws and to assist you in answering the following questions, please take a few minutes to complete the mandatory orientation. Your application will not be deemed complete until you have completed the orientation.

Have you completed the Applicant Orientation for membership on Citizen Committees, Board & Authorities?* **Yes**

Are you currently serving on a County Advisory Committee or other Committee/Authority/Board?* **No**

Have you served on any previous Leon County committees?* **No**

Are you willing to complete a financial disclosure form 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**

Is your personal information exempt from public records disclosure in accordance with FS 119.071(2)(j)1 or FS 119.071(4)? **No**

Members on this committee must be a resident of Leon County.

All statements and information provided in this application are true to the best of my knowledge.

Signature: *Ms. Antoinette "Annie" R Grier*

The application was electronically sent: 9/22/2021 4:47:22 PM





ANNIE R. GRIER

SENIOR COORDINATOR FOR DIVERSITY & INCLUSION

OWNER & PRINCIPAL CONSULTANT, IDEAAS LLC

ADJUNCT FACULTY

Contact

 (253) 376-4946
 annie.grier11@gmail.com
 Tallahassee, FL
 [linkedin.com/in/antoinette-annie-grier/](https://www.linkedin.com/in/antoinette-annie-grier/)

Education & Certificates

MASTER OF SOCIAL WORK
(SPECIALIZATION:
RESEARCH)
WASHINGTON UNIVERSITY IN ST.
LOUIS

BACHELOR OF ARTS
PSYCHOLOGY AND
COMMUNICATION STUDIES
UNIVERSITY OF NORTH CAROLINA
AT CHAPEL HILL

**CERTIFICATE IN
NONPROFIT MANAGEMENT**
DUKE UNIVERSITY

CV

FOR A LINK TO MY FULL CV:
[CLICK HERE](#)

Profile

Courageous and authentic change agent advancing inclusion, diversity, equity, anti-racism, accessibility, and sustainability (IDEAAS) in practice, education, and research. **Expertise** building relationships and leveraging access to create innovative diversity, equity, and inclusion (DEI) solutions within institutions, communities, and systems.

Experience

SENIOR COORDINATOR FOR DIVERSITY & INCLUSION

EQUITY, DIVERSITY & INCLUSION OFFICE (OFFICE OF HUMAN RESOURCES)

FLORIDA STATE UNIVERSITY | TALLAHASSEE, FL | 2020 - PRESENT

- Lead development and implementation of proactive diversity, equity, and inclusion (DEI) initiatives that align with [strategic plan](#) for Top 25 public university with 15,000+ employees and 40,000+ students
- Serve as primary liaison with human resources leadership and President's Council on Diversity & Inclusion to develop and implement university strategic plan and initiatives approved by President's Taskforce on Anti-racism, Equity & Inclusion
- Lead [President's Council on Diversity & Inclusion](#) through strategic planning using DEI Maturity Index (College & University Professional Association for Human Resources)
- Responsible for executing DEI strategies, metrics, processes, and programs related to employee support, staff programming, and learning and development
- Provide consultation and develop robust plans of action to attract and develop top talent and improve employee engagement, resulting in diverse workforce and inclusive work environment
- Coordinate Employee Resource Groups ([Affinity Groups](#)) to increase employee belonging, engagement, and retention
- Create interdepartmental partnerships to achieve streamlined goals; develop, communicate, and implement DEI initiatives with key internal and external partners
- Facilitate Council workgroups and advance projects related to grants and sustainable funding, community relations, and becoming a Hispanic Serving Institution, attracting a more diverse workforce and student body
- Create and deliver university-wide DEI trainings and workshops, training hundreds of employees and students in a year
- Created, implemented and supervise Diversity & Inclusion Internship program, build networks to receive interns from across U.S., developing 21st century workforce

DEI Certifications

**DIVERSITY, EQUITY &
INCLUSION IN THE
WORKPLACE CERTIFICATE**
UNIVERSITY OF SOUTH FLORIDA

**EQUITY & SOCIAL JUSTICE
IN THE DIGITAL
LEARNING ENVIRONMENT**
*2U FACULTY ENRICHMENT
PROGRAM*

**INTERCULTURAL
DEVELOPMENT
INVENTORY**
QUALIFIED ADMINISTRATOR

**NATIONAL COALITION
BUILDING INSTITUTE**
*CERTIFIED EQUITY, DIVERSITY &
INCLUSION TRAINER*

Listen to Me Talk About DEI

**CARRYING THE WATER:
CREATING BETTER
COMMUNITIES**
DIVERSITY TALKS (PODCAST)

**RIGOROUSLY RELEVANT
(EPISODE 3)**
*RIGOROUSLY RELEVANT (VIDEO
PODCAST)*

**CULTURALLY RESPONSIVE
RESEARCH**
*NETWORK FOR SOCIAL WORK
MANAGEMENT – FORWARD
THINKING SUMMIT (VIDEO)*

- Responsible for creation and development of comprehensive services to identify gaps and areas of continued development and measure impact and effectiveness of DEI initiatives and overall impact on university culture
- Research best-practices and identify cross-sector trends in recruitment efforts, applicant pool development, candidate review, and interviewing to guide success in fostering culturally diverse workforce in alignment university's goals and values
- Coordinate and monitor Diversity & Inclusion Certificate; review and certify Theory to Action Projects completed by employees
- Created monthly Lunch & Learn series for employees from underrepresented groups to increase knowledge and access to critical university resources for retention & promotion

DIRECTOR OF COMMUNITY PARTNERSHIPS & TRAINING

*INSTITUTE FOR JUSTICE RESEARCH & DEVELOPMENT | FLORIDA STATE UNIVERSITY
TALLAHASSEE, FL | 2018 – 2020 (Promotion from Smart Decarceration Initiative)*

- Provided leadership and strategic planning; contributed innovative solutions to complex problems for multi-million-dollar research organization at R1 public university
- Oversight for unfunded and funded (\$565,000) projects; developed and executed multiple concurrent initiatives and programs integral to organization's success
- Led development and implementation of culturally responsive, community-driven, and evidence-driven programs across 13 states, over 20 major metropolitan areas
- Built organization's capabilities by creating and implementing young talent professional development programs; developed and implemented talent management framework to identify and cultivate diverse, high-performing students and young professionals
- Provided subject matter expertise, coaching, and education to criminal justice entities seeking to implement innovative evidence-driven interventions
- Responsible for amplifying organization's presence in community; develop strategic relationships in community integral to executing organization's mission
- Delivered professional development seminars and trainings related to DEI topics
- Served as public face of organization; conducted community presentations; organized conferences and convenings at local, regional and national levels
- Supervised and trained staff across 7 states; used best practices to manage remote and diverse teams
- Fostered and maintained collaborative partnerships with internal and external stakeholders, such as academic, government, for-profit and non-profit entities
- Created and coordinated Community Advisory Board to create inclusivity and equity in research and decision-making
- Served as co-investigator with faculty for research projects; executed research study activities including relationship building, product creation and grant deliverables

PROJECT MANAGER (2 Positions)

*SMART DECARCERATION INITIATIVE | WASHINGTON UNIVERSITY IN ST. LOUIS |
ST. LOUIS, MO | 2015 – 2018*

CONCORDANCE ACADEMY OF LEADERSHIP | ST. LOUIS, MO | 2014 – 2015

- Worked with senior leadership team to provide strategic direction, thought leadership, and build social capacity in ways that are effective, sustainable, and socially just

Fellowships

**ADVANCED LEADERSHIP
DEVELOPMENT PROGRAM**
FLORIDA STATE UNIVERSITY | 2021

POLICY FELLOW
NETWORK FOR SOCIAL WORK
MANAGEMENT | 2020

PUBLIC AFFAIRS FELLOW
CORO SOUTHERN CALIFORNIA |
2010

Service & Achievements

ADJUNCT FACULTY
FORDHAM UNIVERSITY | GRADUATE
SCHOOL OF SOCIAL SERVICE

MEMBER
PRESIDENT'S COUNCIL ON DIVERSITY
& INCLUSION | FLORIDA STATE
UNIVERSITY

PROFESSIONOLE MENTOR
FLORIDA STATE UNIVERSITY

**FIELD SUPERVISOR/
INSTRUCTOR**
8 UNIVERSITIES ACROSS U.S.

COMMITTEE MEMBER
SPECIAL COMMISSION TO ADVANCE
MACRO PRACTICE IN SOCIAL WORK

COMMITTEE MEMBER
ST. LOUIS SLAM WOMEN'S
PROFESSIONAL TACKLE FOOTBALL

**3X NATIONAL CHAMPION
(2016, 2017, 2019)**
ST. LOUIS SLAM
DEFENSIVE LINEWOMAN (STARTER)
WOMEN'S FOOTBALL ALLIANCE

- Developed and implemented major unfunded and funded (\$537,572) innovative research projects; executed strategic process; maintained projects' phased delivery, timeline & milestone achievement
- Convened and facilitated project teams in completion of concurrent projects; managed relationships with external local, state, and national organizations
- Created hiring policies and practices, involved in the hiring process for foundational staff
- Served on panels; organized and presented at conferences/symposia (from local to national) to educate and engage community
- Built organizational capacity; cultivated relationships with philanthropic organizations, grant writing, and securing public and private consulting contracts
- Partner with universities across U.S. to recruit practicum students and recent graduates for placement/hire on multi-state projects
- Supervised employees and coordinated consultants from business, academic, and nonprofit sectors; resulting in execution of multiple concurrent projects integral to success

Additional Relevant Work History

PROJECT COORDINATOR

BROWN SCHOOL | WASHINGTON UNIVERSITY IN ST. LOUIS | ST. LOUIS, MO | 2012 - 2014

FAMILY STRENGTHENING SPECIALIST

LYDIA'S PLACE INC | PITTSBURGH, PA | 2008 - 2010

VOLUNTEER COORDINATOR

PRISON MOTHERS AND THEIR CHILDREN | RALEIGH, NC | 2005 - 2008

Briefs, Reports & Tools (Samples)

Grier, A., Schmidt, L., & Julian, S. (2020). *And other related fields: strategies for social work students to develop competence in macro practice (under review)*. IDEAAS, LLC and Network for Social Work Management.

Pettus-Davis, C., Epperson, M., Grier, A., Kraatz, M., Sawh, L., & Kennedy, S. (2018). [Deferred prosecution programs: an implementation guide](#). Florida State University. Institute for Justice Research and Development.

Copeland, P., Jacob, D., Young, D., Grier, A., Kennedy, S., & Tripodi, S. (2018). [Smart decarceration practice behaviors for social work and competencies](#). Florida State University. Institute for Justice Research and Development.

Pettus-Davis, C., Epperson, M. W., & Grier, A. (2017). [Guideposts for the era of smart decarceration: smart decarceration strategies for practitioners, advocates, reformers, and researchers](#). Community report. Center for Social Development, Washington University in St. Louis and University of Chicago.

Pettus-Davis, C., Epperson, M. W., & Grier, A. (2017). [Reverse civic and legal exclusions for persons with criminal charges and convictions](#) (Policy Action No. 9.1). Cleveland, OH: American Academy of Social Work & Social Welfare.

Additional Field Contributions: Book chapters (4), Media posts/articles (8), Peer-reviewed articles (2), Panels & Presentations (28), and Courses (3)

From: [Annie Grier](#)
To: [Mary Smach](#)
Subject: Re: CSWG vacancy
Date: Thursday, March 31, 2022 11:32:44 PM
Attachments: [image001.png](#)

Hello Ms. Smach,

Thank you for contacting me. Yes, I am still interested in the position and my application is current.

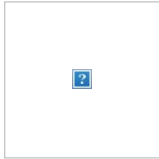
Warm regards,
Annie

On Thu, Mar 31, 2022, 1:58 PM Mary Smach <SmachM@leoncountyfl.gov> wrote:

Dear Ms. Annie Grier,

The [Tallahassee-Leon County Commission on the Status of Women & Girls](#) has a vacancy to be appointed by a Leon County Board of County Commissioner. We have your 2021 application on file, and were wondering if you are still interested in being appointed to the CSWG. Please let us know, and if you are interested please check your application (attached) to see if it is still current. If you are interested in being appointed and your application is obsolete, please complete a new [online application](#) for consideration by the Board.

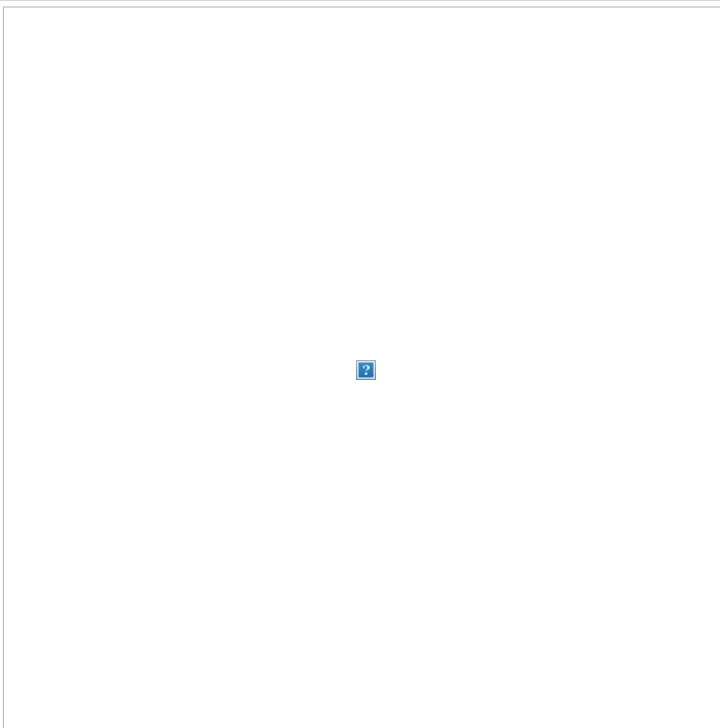
Regards,



Mary Smach
Agenda Coordinator
County Administration
301 S. Monroe St. | Tallahassee, FL 32301
(850) 606-5311 /work | (850) 606-5301 /fax
Smachm@leoncountyfl.gov

People Focused. Performance Driven.

Please note that under Florida's Public Records laws, most written communications to or from County staff or officials regarding County business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.



**Leon County
Board of County Commissioners**

Notes for Agenda Item #6

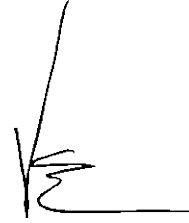
Leon County Board of County Commissioners

Agenda Item #6

June 14, 2022

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator



Title: Florida Department of Health Emergency Medical Services Matching Grants

| | |
|-------------------------------------|---|
| Review and Approval: | Vincent S. Long, County Administrator |
| Department/ Division Review: | Alan Rosenzweig, Deputy County Administrator Wanda Hunter, Assistant County Administrator Scott Ross, Director, Office of Financial Stewardship Chad Abrams, Chief, Emergency Medical Services |
| Lead Staff/ Project Team: | Timothy Carlson, Financial Compliance Manager |

Statement of Issue:

This item seeks Board acceptance of two Florida Department of Health Emergency Medical Services Matching Grants in the amount of \$56,910, for a citizen Cardio Pulmonary Resuscitation (CPR) training program and for ultrasound equipment and training.

Fiscal Impact:

This item has a fiscal impact. The associated grants require a 25% local match totaling \$18,970 for both grants. Funding to provide the County's matching contribution is budgeted and available in the current FY 2022 EMS operating budget.

Staff Recommendations:

- Option # 1: Accept the Florida Department of Health grant totaling \$56,910 and authorize the County Administrator to execute all documents related to the grant funded project.
- Option # 2: Adopt the Resolution and associated Budget Amendment Request (Attachment #1).

Report and Discussion

Background:

This item seeks Board acceptance of two Florida Department of Health Emergency Medical Services Matching Grants in the amount of \$34,875 for a citizen Cardio Pulmonary Resuscitation (CPR) training program and \$22,035 for ultrasound equipment and training software. This item also seeks Board adoption of the Resolution and associated budget amendment request (Attachment #1) to realize the grant funding into the FY 2022 budget.

This FDOH grant will advance the following FY2022-FY2026 Strategic Initiative and five-year Target:

- *Continue to evaluate emergency medical response strategies to improve medical outcomes and survival rates. (2022-22)*
- *Support 900 community events, sporting competitions, festivals, performances, and cultural programing. (T10)*

This Strategic Initiative aligns with the Board's Quality of Life Strategic Priority:

- *(Q3) Provide essential public safety infrastructure and services while supporting early intervention and prevention strategies.*

In FY 2022, the County submitted a grant application to support a citizen CPR training program and implement pre-hospital ultrasound capabilities. On May 2, 2022, the County was notified by the Florida Department of Health (FDOH) Division of Emergency Preparedness and Community Support of two grant awards to fund a citizen Cardio Pulmonary Resuscitation (CPR) Training program (Attachment #2) and Ultrasound equipment and training (Attachment #3).

Annually, the FDOH makes competitive grant funding available to Emergency Medical Services organizations in Florida to improve and enhance pre-hospital emergency medical services. The grant provides 75% of the funding toward the project and requires the grantee to provide 25% as local match funding.

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 Squire Patton Boggs also garners access to recently announced federal funding opportunities and OMB also routinely monitors the federal Grants.gov portal for funding 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. Including funding received under the federal CARES Act and the American Rescue Plan Act in FY 2020 and FY 2021, the total County grant leverage ratio is \$12.39 to \$1; excluding the significant septic to sewer related grants which require one-to-one dollar match, the leveraging ratio would be \$65.58 to \$1.

Analysis:

Should the Board accept these FDOH grant awards, the grants would provide funding to support the annual Press the Chest community CPR training event, and for the purchase of ultrasound equipment and training software. The annual Press the Chest community CPR training event includes expenses such as the CPR Anytime kits utilized during the training, advertising of the event, and the facility rental costs. Residual CPR Anytime kits will be used to conduct additional CPR training programs for citizens. The total CPR project budget is \$46,500, consisting of \$34,875 in grant funds and \$11,625 in Leon County's matching share. The required local match funding is available in the current EMS operating budget.

The purchase of ultrasound equipment and training software will utilize grant funding to enhance diagnostics to aid in providing appropriate pre-hospital treatments. The total ultrasound project budget is \$29,380, consisting of \$22,035 in grant funds and \$7,345 in Leon County's matching share. The required local match funding is available in the current EMS operating budget.

Options:

1. Accept the Florida Department of Health grants for \$56,910 and authorize the County Administrator to execute all documents related to the grant funded project.
2. Adopt the Resolution and associated Budget Amendment Request (Attachment #1).
3. Board direction.

Recommendations:

Options #1 and #2

Attachments:

1. Resolution and associated Budget Amendment Request
2. Grant Award Notification – CPR Program
3. Grant Award Notification – Ultrasound Program

RESOLUTION NO.

WHEREAS, the Board of County Commissioners of Leon County, Florida, approved a budget for fiscal year 2021/2022; 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 14th day of June, 2022.

LEON COUNTY, FLORIDA

By: _____
Bill Proctor, Chairman
Board of County Commissioners

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

By: _____

APPROVED AS TO FORM:
Chasity H. O'Steen, County Attorney
Leon County Attorney's Office

By: _____

FISCAL YEAR 2021/2022 BUDGET AMENDMENT REQUEST

No: BAB22027
Date: 5/17/2022

Agenda Item No: _____
Agenda Item Date: 6/14/2022

County Administrator

Deputy County Administrator

Vincent S. Long

Alan Rosenzweig

Request Detail

Expenditures

| Account Information | | | | | Current Budget | Change | Adjusted Budget |
|---------------------|------------|-------------|-------------|----------------------------|----------------|----------|-----------------|
| <i>Fund</i> | <i>Org</i> | <i>Acct</i> | <i>Prog</i> | <i>Title</i> | | | |
| 135 | 185 | 53400 | 526 | Other Contractual Services | 4,572,785 | (18,970) | 4,553,815 |
| 135 | 950 | 591127 | 581 | Transfer to Grant Fund | - | 18,970 | 18,970 |
| Subtotal: | | | | | | - | |

Revenues

| Account Information | | | | | Current Budget | Change | Adjusted Budget |
|---------------------|------------|-------------|-------------|-----------------------------------|----------------|--------|-----------------|
| <i>Fund</i> | <i>Org</i> | <i>Acct</i> | <i>Prog</i> | <i>Title</i> | | | |
| 127 | 961069 | 381135 | 000 | Transfer from EMS Fund | - | 11,625 | 11,625 |
| 127 | 961069 | 334202 | 000 | EMS Matching Grant (CPR Training) | - | 34,875 | 34,875 |
| Subtotal: | | | | | | 46,500 | |

Expenditures

| Account Information | | | | | Current Budget | Change | Adjusted Budget |
|---------------------|------------|-------------|-------------|------------------------|----------------|--------|-----------------|
| <i>Fund</i> | <i>Org</i> | <i>Acct</i> | <i>Prog</i> | <i>Title</i> | | | |
| 127 | 961069 | 54800 | 526 | Promotional Activities | - | 46,500 | 46,500 |
| Subtotal: | | | | | | 46,500 | |

Revenues

| Account Information | | | | | Current Budget | Change | Adjusted Budget |
|---------------------|------------|-------------|-------------|--|----------------|--------|-----------------|
| <i>Fund</i> | <i>Org</i> | <i>Acct</i> | <i>Prog</i> | <i>Title</i> | | | |
| 127 | 961070 | 381135 | 000 | Transfer from EMS Fund | - | 7,345 | 7,345 |
| 127 | 961070 | 334202 | 000 | EMS Matching Grant (Ultrasound equipment and training) | - | 22,035 | 22,035 |
| Subtotal: | | | | | | 29,380 | |

Expenditures

| Account Information | | | | | Current Budget | Change | Adjusted Budget |
|---------------------|------------|-------------|-------------|-----------------------|----------------|--------|-----------------|
| <i>Fund</i> | <i>Org</i> | <i>Acct</i> | <i>Prog</i> | <i>Title</i> | | | |
| 127 | 961070 | 56400 | 526 | Machinery & Equipment | - | 29,380 | 29,380 |
| Subtotal: | | | | | | 29,380 | |

Purpose of Request

This budget amendment appropriates \$56,910 in funding from the Florida Department of Health for two Emergency Medical Services matching grants. The grant program requires a 25% local match. The first grant is for CPR training to the public in the amount of \$34,875 with a county match of \$11,625 for a total of \$46,500. The second grant is for the purchase of ultrasound equipment and training software in the amount of \$22,035 with a county match of \$7,345 for a total of \$29,380.

Division/Department
2620/26

Roshaunda Bradley, Budget Manager

Scott Ross, Director, Office of Financial Stewardship

Approved By: Resolution ☒

Motion ☐

Administrator ☐

Mission:

To protect, promote & improve the health of all people in Florida through integrated state, county & community efforts.



Ron DeSantis
Governor

Joseph A. Ladapo, MD, PhD
State Surgeon General

Vision: To be the Healthiest State in the Nation

RECEIVED MAY 23 2022

May 02, 2022

Vincent Long, Administrator
Leon County Emergency Medical Services
301 South Monroe Street
Tallahassee, Florida 32301

Dear Mr. Long,

The Florida Department of Health (DOH) is pleased to award an Emergency Medical Services (EMS) Matching Grant, ID Code M0049 in the amount of \$34,875.00 to Leon County Emergency Medical Services. This grant program is funded by the DOH, EMS Trust Fund. There are no federal funds involved. The purpose of this grant is to improve and expand EMS by assisting your organization with purchase of CPR anytime kits, Facilities rent, food for event, promotional items & advertising, audio visual.

The grant begins the date of this letter and ends June 30, 2023. Your required local cash match is \$11,625.00 with a total budget of \$46,500.00. You are required to report grant activities and purchases to the state pursuant to section 401.113 (2) (b), Florida Statutes, and in compliance with the Florida Catalog of State Financial Assistance, program number 64.003. The reports are due the third week of October 2022, February 2023, and the final report by the grant ending date of June 30, 2023.

Your signed grant application affirms you have read, understand, and will comply with the conditions and requirements in the "Florida EMS Matching Grant Program Application Packet, December 2008." You may obtain a copy of the grant application packet from your identified state contact person.

Thank you for participation in this state EMS grant. If you need assistance, please contact the Bureau of Emergency Medical Oversight, EMS Section, EMS Grants Program Manager, Lorrianna Jean-Jacques at (850) 558-9500.

Sincerely,

Douglas H. Woodlief
Division Director
Emergency preparedness and Community Support

cc: Mac Kemp

Mission:

To protect, promote & improve the health of all people in Florida through integrated state, county & community efforts.



Ron DeSantis
Governor

Joseph A. Ladapo, MD, PhD
State Surgeon General

Vision: To be the Healthiest State in the Nation

May 02, 2022

Vincent Long, Administrator
Leon County Emergency Medical Services
301 South Monroe Street
Tallahassee, Florida 32301

Dear Mr. Long,

The Florida Department of Health (DOH) is pleased to award an Emergency Medical Services (EMS) Matching Grant, ID Code M0048 in the amount of \$22,035.00 to Leon County Emergency Medical Services. This grant program is funded by the DOH, EMS Trust Fund. There are no federal funds involved. The purpose of this grant is to improve and expand EMS by assisting your organization with purchase of Ultrasound training w/ Software, Ultrasound probes w/ accessories.

The grant begins the date of this letter and ends June 30, 2023. Your required local cash match is \$7,345.00 with a total budget of \$29,380.00. You are required to report grant activities and purchases to the state pursuant to section 401.113 (2) (b), Florida Statutes, and in compliance with the Florida Catalog of State Financial Assistance, program number 64.003. The reports are due the third week of October 2022, February 2023, and the final report by the grant ending date of June 30, 2023.

Your signed grant application affirms you have read, understand, and will comply with the conditions and requirements in the "Florida EMS Matching Grant Program Application Packet, December 2008." You may obtain a copy of the grant application packet from your identified state contact person.

Thank you for participation in this state EMS grant. If you need assistance, please contact the Bureau of Emergency Medical Oversight, EMS Section, EMS Grants Program Manager, Lorrianna Jean-Jacques at (850) 558-9500.

Sincerely,

Douglas H. Woodlief
Division Director
Emergency preparedness and Community Support

cc: Mac Kemp



Leon County
Board of County Commissioners
Notes for Agenda Item #7

Leon County Board of County Commissioners

Agenda Item #7

June 14, 2022

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Stormwater Monitoring Contract with the Northwest Florida Water Management District



| | |
|-------------------------------------|--|
| Review and Approval: | Vincent S. Long, County Administrator |
| Department/ Division Review: | Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Brent Pell, Director, Public Works Charles Wu, Director, Engineering Services |
| Lead Staff/ Project Team: | Anna Padilla, Stormwater Management Coordinator |

Statement of Issue:

This item seeks Board approval of a Stormwater Monitoring Contract with the Northwest Florida Water Management District for the collection of water level and rainfall data at gauges throughout the County.

Fiscal Impact:

This item has a fiscal impact. Funding is included in the Public Works Engineering Services operating budget.

Staff Recommendation:

Option #1: Approve the Stormwater Monitoring Contract with the Northwest Florida Water Management District (Attachment #1) and authorize the County Administrator to execute the contract, subject to funding availability and legal review by the County Attorney.

Report and Discussion

Background:

This item seeks Board approval of a Stormwater Monitoring Contract with the Northwest Florida Water Management District (NFWFMD) for the collection of water level and rainfall data at gauges throughout the County. The data collected in this program will aid in partially fulfilling U.S. Environmental Protection Agency National Pollutant Discharge Elimination System (NPDES) stormwater regulation requirements and updating hydrologic and flooding elevation data as actual growth and development occurs.

The NFWFMD initiated surface water quantity data collection in 1986 as part of the Stormwater Master Plan for the urban basins for the City of Tallahassee (City) and Leon County (County). The work continued under a 1989 tri-party agreement for water quantity and dry weather data collection, and, subsequently, under a contract executed in 1992. The Board approved a new contract on October 28, 1997, with the additional provision for supplementary monitoring efforts as needed for a specified cost. The NFWFMD updated the Contract in 2006 to incorporate specific monitoring activities performed independently for the City and County.

The previous contracts have been a joint agreement between the NFWFMD, the City and the County. To simplify the contract and improve contract execution efficiency, the new contract is between the NFWFMD and the County, with a separate contract to be entered between the NFWFMD and the City. The services provided by the NFWFMD to the County will continue under the new contract structure.

The current contract expired in September 2021, however, the NFWFMD has continued providing services. The County and NFWFMD have been working over the past several months to finalize a new contract for Board approval.

Analysis:

NFWFMD staff installs, maintains, and operates the gauging equipment to measure rainfall and water elevations throughout the County. Near real-time data is available through the Web Portal, while monthly data is provided in an annual report. NFWFMD staff responds promptly to inspect and repair gauges, as well as to download data immediately following storm events as needed. The data collected includes five-minute rainfall totals and surface water elevations.

The Stormwater Flow Monitoring Program includes operation and maintenance of 22 surface water and rainfall data collection stations in the County. The base annual contract amount is \$51,675 in FY2021, \$54,235 in FY2022, and \$56,923 in FY2023. Funding for the contract is included in the Engineering Services operating budget.

The proposed contract will include a contractual period beginning retroactively on October 1, 2021 and ending on September 30, 2024 and will acknowledge that the NFWFMD has satisfactorily performed the services from the beginning of the contractual period. The continuation of the program is subject to future year budget appropriations by the County, at which time contract

services and fees will be renegotiated with NFWFMD. A new contract will be presented to the Board for approval, or the existing contract will be extended by an amendment.

Options:

1. Approve the Stormwater Monitoring Contract with the Northwest Florida Water Management District (Attachment #1) and authorize the County Administrator to execute the contract, and any future contract amendments to extend the contract, subject to funding availability and legal review by the County Attorney.
2. Do not approve the Stormwater Monitoring Contract with the Northwest Florida Water Management District.
3. Board direction.

Recommendation:

Option #1

Attachment:

1. Stormwater Monitoring Contract with the Northwest Florida Water Management District

STORMWATER MONITORING CONTRACT

CONTRACT NO. 22-xxx

This STORMWATER MONITORING CONTRACT (the “Contract”), is entered into as of the date of the last party to sign (“Effective Date”), by and among LEON COUNTY, FLORIDA, a charter county and political subdivision of the State of Florida, hereinafter called the “COUNTY,” and the NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT, an agency operating under the authority of Chapter 373, Florida Statutes, hereinafter called the “DISTRICT,” with COUNTY and DISTRICT referred to herein collectively as the “Parties.”

WITNESSETH:

That for the consideration and under the provisions hereinafter stated and referred to moving from each to the other of the said Parties, respectively, it is mutually understood and agreed as follows:

1. That the DISTRICT, having personnel knowledgeable in the area of hydrologic data collection and being located and operating near the City of Tallahassee and Leon County, has submitted, at the request of the COUNTY, a proposal to provide scope of work and services for the data collection and Operation and Maintenance of a stormwater monitoring program described in “Attachment A - Leon County Monitoring Services” and attached hereto and made a part hereof by reference, hereinafter the “Monitoring Services”).
2. That the COUNTY has selected the DISTRICT to furnish all labor, equipment, and materials to accomplish the Monitoring Services, and the DISTRICT will complete the Monitoring Services. The DISTRICT agrees to maintain existing stormwater monitoring equipment and, as needed, provide additional equipment for the monitoring stations listed in “Attachment A – Leon County Monitoring Services” for the duration of this Contract. Under this Contract, all stormwater monitoring equipment operated, maintained, purchased, or replaced for “Attachment A – Leon County Monitoring Services” shall remain as property of the DISTRICT with the exception of the platforms used to mount the monitoring equipment, subject to reversion of ownership to the COUNTY as stated in Attachment A, Page 2.
3. That the COUNTY agrees to compensate the DISTRICT up to \$51,675.00 for fiscal year 2021-2022, up to \$54,235.00 for fiscal year 2022-2023, and up to \$56,923.00 for fiscal year 2023-2024 for this Contract, for the Monitoring Services. The maximum compensation to the DISTRICT during the term of this Contract shall be \$162,833.00 (the “Contract Amount”). The continuation of this Contract in subsequent years is subject to written approval by both Parties and appropriation of funding by the COUNTY in its annual fiscal year budget. The Contract amount may be re-negotiated on an annual basis upon three (3) months written notice by the DISTRICT to the COUNTY, but any change to the Contract amount shall only be effective upon written approval by both Parties.
4. That the DISTRICT and the COUNTY agree that the DISTRICT has performed the Monitoring Services from the beginning of the contractual period on October 1, 2021, through the Effective Date, and is entitled to payment for the Monitoring Services performed, and the DISTRICT agrees to continue to perform the Monitoring Services for the remainder of the contractual period. All data collection under this Contract will be complete by September 30, 2024. An additional

45 days is provided for data compilation and submittal of the final report by November 15, 2024. Unless this Contract is terminated or extended by a formal amendment in accordance with the terms set forth herein, this Contract shall expire on November 15, 2024.

5. That the DISTRICT shall invoice the COUNTY on no more frequently than a semi-annual basis for the Monitoring Services. Operation and Maintenance costs will be invoiced semi-annually based on annual per station fixed costs for active stations as set forth in Table A-1. As-needed equipment repair and replacement costs will be approved by the COUNTY in writing prior to implementation and invoiced, at cost and with no mark-up, on a semi-annual basis, including receipts, as repair and replacement costs are incurred. Equipment repair and replacement costs shall be approved through execution of a work order, bearing the dated signatures of the Contract Managers. An example of the work order is provided in "Attachment B - Work Order for Equipment Repair and Replacement Costs."
6. That the DISTRICT agrees to maintain sufficient professional and technical staffing to ensure timely and competent completion of the Monitoring Services under this Contract.
7. That the COUNTY agrees to maintain safe and unobstructed access to monitoring sites. The DISTRICT will communicate needs for improvements or maintenance to the COUNTY, as needed. In the event that a site is unsafe to access or is inaccessible due to debris, dense vegetation or other obstructions, data collection may cease until safe access is provided.
8. That the COUNTY agrees that the Monitoring Services by the DISTRICT shall occur between the hours of 7:00 AM to 6:00 PM excluding weekends and holidays. Exceptions for work outside of these hours may be made at the sole discretion of the DISTRICT.
9. That the COUNTY agrees that the DISTRICT DOES NOT guarantee immediate, real-time, or near real-time access to any data stored on or passed through DISTRICT systems, including, but not limited to: the DISTRICT's databases, the DISTRICT's Aquarius Hydrologic WebPortal, the DISTRICT's Virtual Private Network, the DISTRICT's data acquisition software, or any other software or hardware owned or operated by the DISTRICT. Upon request from the COUNTY, the DISTRICT shall provide access to all raw unprocessed data from up to 22 stations selected by the COUNTY within three (3) business days of a rainfall event, unless District staff are unable to safely access the stations.
10. That the DISTRICT will provide DISTRICT's Aquarius Hydrologic WebPortal training and assistance to COUNTY staff or contractors, upon request by the COUNTY, to facilitate on-demand data access and data acquisition for data.
11. That the DISTRICT will provide authorization and coordination of access to Read Only Views of Cloud-based data storage to the COUNTY for use in any services that may be selected by the COUNTY to satisfy data delivery and data interface needs. These alternative services may operate using or in coordination with Monitoring Services that are a part of this Contract by reference. Any access to the data or data processing applications other than the Read Only Views referenced above shall require DISTRICT approval and an amendment to this Contract to include any additional costs associated with changes to access.
12. That the COUNTY and DISTRICT agree that any changes to this Contract will be preceded by written approval.

- A. A change order to this Contract is required for changes to Attachment A that do not involve changes to the cost of Operation and Maintenance as set forth in Table A-1 attached hereto, including, but not limited to, alteration of the telemetry system, coordination with a third party, or collection of additional field observations. The COUNTY Administrator is authorized to designate personnel to authorize change orders.
 - B. A formal amendment to this Contract is required for changes which cause an increase or decrease in the cost of Operation and Maintenance; provided, however, that the determination of the amount of any increase or decrease in cost shall be made by the DISTRICT in its sole discretion.
 - C. All change orders or amendments will identify both Parties subject to the contractual changes and are subject to the mutual agreement of both Parties as evidenced in writing and must be signed by both Parties in order to be effective.
13. That the provision of Monitoring Services in subsequent contractual periods shall be subject to renegotiation of the Monitoring Services, associated fees, and funding appropriation by the COUNTY and DISTRICT in their respective budgets and execution of a formal amendment to extend the Contract by the COUNTY and DISTRICT.
14. That either party may terminate this Contract by giving (60) days written notice of termination to the other party. Upon receipt of such notice from the COUNTY, the DISTRICT shall, unless the notice directs otherwise, immediately discontinue its performance under this Contract and procurement for all materials and services in connection with the performance of this Contract. In the event of termination by either party, the DISTRICT shall be compensated for work completed and for any irrevocable commitments for procurement of materials for this Contract by the DISTRICT. The DISTRICT agrees that it will make no such commitments after receiving written notification of termination. In the event of termination by the DISTRICT, the DISTRICT will provide reviewed data in excel format for all work performed since the last semi-annual report through the date of the written termination notice.
15. That the DISTRICT shall maintain books, records and documents directly pertinent to performance under this Contract in accordance with generally accepted accounting principles consistently applied. The DISTRICT, the COUNTY, the State, inspector general or their authorized representatives shall have access to such records for audit purposes for five (5) years following completion of this Contract. In the event any Monitoring Services to be provided by the DISTRICT hereunder is subcontracted, the DISTRICT shall similarly require each subcontractor to maintain and allow access to such records for audit purposes.
16. That the DISTRICT and the COUNTY shall comply with Florida Public Records law under Chapter 119, Florida Statutes. Records made or received in conjunction with this Contract are public records under Florida law, as defined in section 119.011(12), Florida Statutes. The DISTRICT shall keep and maintain public records required to perform the Monitoring Services under this Contract.
17. That the COUNTY and the DISTRICT understands and shall comply with s. 20.055(5), F.S., which states: It is the duty of every state officer, employee, agency, special district, board, commission, contractor and subcontractor to cooperate with the inspector general in any investigation, audit, inspection, review, or hearing pursuant to this section.

18. The DISTRICT shall upload the stormwater data collected on this project to the DISTRICT's Web Portal for the COUNTY on a monthly basis following data collection. Delivery of data via the DISTRICT's Web Portal will be provided approximately 45 days following the end of each month. A semi-annual report will be submitted 45 days after each six-month reporting period starting April 1, 2022. The semi-annual reports for the six-month reporting periods starting October 1, 2022 and April 1, 2022 will be provided as one report at the and will be submitted 45 days after the April 1, 2022 period. The report will be comprised of reviewed data in excel format, daily precipitation values, daily mean and maximum stage values, and a summary of any data issues that occurred during the reporting period.
19. That all notices and written communication between the Parties shall be sent by electronic mail, U.S. Mail, a courier delivery service, or delivered in person to the respective Contract Manager. Notices shall be considered delivered when reflected by an electronic mail read receipt, a courier service delivery receipt, other mail service delivery receipt, or when receipt is acknowledged by recipient.
20. Force Majeure. That neither the COUNTY nor the DISTRICT shall be responsible for a delay in its respective performance under this Contract if such delay is caused by acts of God; fire; flood; extraordinary weather conditions; natural catastrophes; unanticipated or differing site conditions; explosion; war; terrorist attacks; sabotage; computer viruses; strikes; lockouts; industrial disturbances; requests, acts, or intervention of a governmental agencies or authorities; court orders; labor relations; accidents; the inability to obtain materials, equipment, fuel, or transportation; federal or state-declared pandemics, epidemics, or other health emergencies, or other events or circumstances beyond the reasonable control of the claiming party.
21. That the DISTRICT's Contract Manager (which may also be referred to as the DISTRICT's Project Manager) at the time of execution for this Contract is identified below.

| | |
|---|--------------------------|
| Katie Price, or her Successor | |
| Northwest Florida Water Management District | |
| Hydrologic Data Services Section | |
| 81 Water Management Drive | |
| Havana, Florida 32333 | |
| Telephone No.: | (850) 539-5999 |
| E-mail Address: | Katie.Price@nwfwater.com |

The COUNTY's Contract Manager (which may also be referred to as the COUNTY's Project Manager) at the time of execution for this Agreement is identified below.

| | |
|-------------------------------------|--|
| Anna Padilla, or her Successor | |
| Leon County Public Works Department | |
| Engineering Services Division | |
| 2280 Miccosukee Road | |
| Tallahassee, Florida 32308 | |

| | |
|-----------------|---------------------------|
| Telephone No.: | (850) 606-1539 |
| E-mail Address: | padillaa@leoncountyfl.gov |

22. That it is expressly understood and agreed that this Contract states the entire agreement of the Parties, and that the Parties are not bound by any stipulations, representations, or promises, not included in this Contract.
23. That the Parties to this Contract are bound by Chapter 119, Florida Statutes, to make available to the public all records related to this Contract excepting those records exempted by law.

IF THE DISTRICT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE DISTRICT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

Leon County
850-606-2500
BOCCPublicRecordsRequests@leoncountyfl.gov
301 S. MONROE STREET
ROOM 202
TALLAHASSEE, FLORIDA 32301

IN WITNESS THEREOF, the DISTRICT and the COUNTY have executed this Contract as of the date below written.

LEON COUNTY

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 Knight, Clerk of the
Court & Comptroller, Leon County, Florida

By: _____

By: _____

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

By: _____
Lyle Seigler
Executive Director

Date: _____

List of attachments/exhibits included:

| | | | |
|------------|---|---|-----------|
| Attachment | A | Leon County Monitoring Services | (2 pages) |
| Attachment | B | Work Order for Equipment Repair and Replacement Costs | (1 page) |
| Attachment | C | Property Transfer for Supplementary Monitoring Services | (1 page) |
| Exhibit | 1 | Station Identification Number to Station Name Matrix | (1 page) |
| Exhibit | 2 | Map – Leon County Hydrologic Data Stations 2021-2024 | (1 page) |

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ATTACHMENT A

Leon County Monitoring Services

The Leon County Monitoring Services includes the operation and maintenance of twenty-two (22) surface water and rainfall data collection stations for the COUNTY. The cost estimates for providing the Monitoring Services are provided below. These monitoring stations will provide hydrologic data for the COUNTY. Operation of individual stations can be discontinued by change order at the request of the COUNTY during the period of this CONTRACT. If stations are discontinued, the DISTRICT will invoice the COUNTY semi-annually for the pro-rated operational costs for active stations.

Table A-1. Annual Budget for Leon County Monitoring Services

| Monitoring Station Summary | | | | |
|--|----------------------|---|---|---|
| <u>Annual Station Operation and Maintenance and Data Processing Costs (a) (b)</u> | | | | |
| See Exhibit 1 for Station List with identification numbers | | | | |
| <u>Station Type</u> | <u>Station Count</u> | <u>FY 21-22 Annual Fixed Cost Per Station</u> | <u>FY 22-23 Annual Fixed Cost Per Station</u> | <u>FY 23-24 Annual Fixed Cost Per Station</u> |
| Rainfall | 11 | \$2,300.00 | \$2,415.00 | \$2,535.75 |
| Stage | 7 | \$2,100.00 | \$2,205.00 | \$2,315.25 |
| Stage + Rainfall | 4 | \$2,800.00 | \$2,940.00 | \$3,087.00 |
| Total Annual Operation and Maintenance Cost | | \$51,200.00 | \$53,760.00 | \$56,448.00 |
| Annual Data and Telemetry Service | | | | |
| <u>Telemetry and Cloud data storage</u> | <u>Station Count</u> | <u>FY 21-22</u> | <u>FY 22-23</u> | <u>FY 23-24</u> |
| Cellular telemetry (\$25.00/station/year) | 19 | \$475.00 | \$475.00 | \$475.00 |
| TOTAL ANNUAL COST FOR LEON COUNTY MONITORING SERVICES | | \$51,675.00 | \$54,235.00 | \$56,923.00 |

- (a) Annual cost for Station Operation and Maintenance. Station Operation and Maintenance includes maintenance, operation, repair and replacement of equipment, data QA/QC, data retrieval in a computerized format, storage of data in DISTRICT databases, data reports, and delivery of digital data.
- (b) Five percent (5%) increase added each year after FY 21-22 for increased labor and equipment costs.

Leon County Monitoring Services

1. All equipment purchased for the Leon County Monitoring Services shall remain as property of the DISTRICT.
 - A. New equipment shall be purchased on an as-needed basis to replace Leon County monitoring equipment that has become non-functional or lost due to storm damage, equipment failure, obsolescence, or theft, subject to approval by the COUNTY in writing prior to implementation.
 - B. Equipment repairs and purchases will be invoiced on a semi-annual basis as acquired. Invoice for equipment reimbursement shall be accompanied by supporting documentation.
 - C. The DISTRICT will provide an annual inventory report for equipment deployed at COUNTY monitoring stations with the final report that shall include the model, serial number, current location of the item, and current condition of the item (New, Good, Fair, Poor, Nonfunctional).
 - D. The DISTRICT will maintain two (2) additional tipping buckets (rainfall gauges) to allow for laboratory calibrations and rotation of field equipment on a semi-annual basis.
 - E. The DISTRICT will retain one data logger with a cellular modem at DISTRICT headquarters as back-up inventory. In the event a back-up logger or modem needs to be deployed, it shall be replaced by the repaired equipment or, if the non-functional equipment cannot be repaired, by purchase of new equipment. Purchase of new equipment will be contingent on available repair and replacement funds.
 - F. **REPLACEMENT OF EQUIPMENT MAY TAKE SEVERAL MONTHS.** Procurement, production and delivery of new equipment or warranty repairs may exceed 30 calendar days. After receipt of replacement equipment and/or replacement parts, repairs shall be completed by the DISTRICT within 10 calendar days.
 - G. If this Contract is terminated and/or not renewed, all equipment purchased for the Leon County Monitoring Services shall become property of the COUNTY excluding previously surplus and nonfunctional equipment. Equipment transferred to the COUNTY will be documented by a completed and signed Property Transfer (Attachment C.)

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ATTACHMENT B

Work Order for Equipment Repair and Replacement Costs

WORK ORDER

Northwest Florida Water Management District

81 Water Management Dr
Havana, FL 3233
850-539-5999



| | | | |
|---------------|--|---------------------|-------------------|
| CLIENT NAME | Leon County | ORDER DATE | ORDER NUMBER |
| CLIENT PHONE | (850) 606-1526 | | |
| CLIENT EMAIL | HeikerT@leoncountyfl.gov | EXPECTED START DATE | EXPECTED END DATE |
| | | | |
| WORK LOCATION | | | |

| | |
|---------------------|--|
| TERMS OF SERVICE | |
| WORK DESCRIPTION | |
| ADDITIONAL COMMENTS | |

| EQUIPMENT DESCRIPTION | QUANTITY | COST | AMOUNT |
|-----------------------|----------|----------------|--------|
| | - | \$ | |
| | - | \$ | |
| | - | \$ | |
| | - | \$ | |
| | - | \$ | |
| | | MATERIAL TOTAL | |

| | |
|-----------------------------|--|
| WORK ORDER COMPILED BY | |
| Leon County Project Manager | |
| SIGNATURE | |
| DATE OF APPROVAL | |

| | |
|----------------|------------|
| SUBTOTAL | |
| TAX RATE % | N/A |
| TOTAL TAX | tax exempt |
| SHIPPING COSTS | |
| TOTAL | |

| | |
|----------------------------|--|
| NWFWMD PROJECT MANGER NAME | |
| SIGNATURE | |
| DATE OF APPROVAL | |

ATTACHMENT C

Property Transfer for Supplementary Monitoring Services

Date: _____

Property Owner: Leon County ☐

Property Description: _____

Manufacturer: _____

Model: _____

Serial Number: _____

Invoice/PO #: _____ Purchase Date: _____

Other: _____

Deployment History:

Location: _____ Date Deployed: _____

Date Removed: _____

Location: _____ Date Deployed: _____

Date Removed: _____

Location: _____ Date Deployed: _____

Date Removed: _____

Location: _____ Date Deployed: _____

Date Removed: _____

Transfer Information:

Received By: _____

Received Date: _____

Condition: NEW GOOD FAIR POOR NONFUNCTIONAL DESTROYED

Signature (District Custodian)

Signature (Receiving Party)

EXHIBIT 1

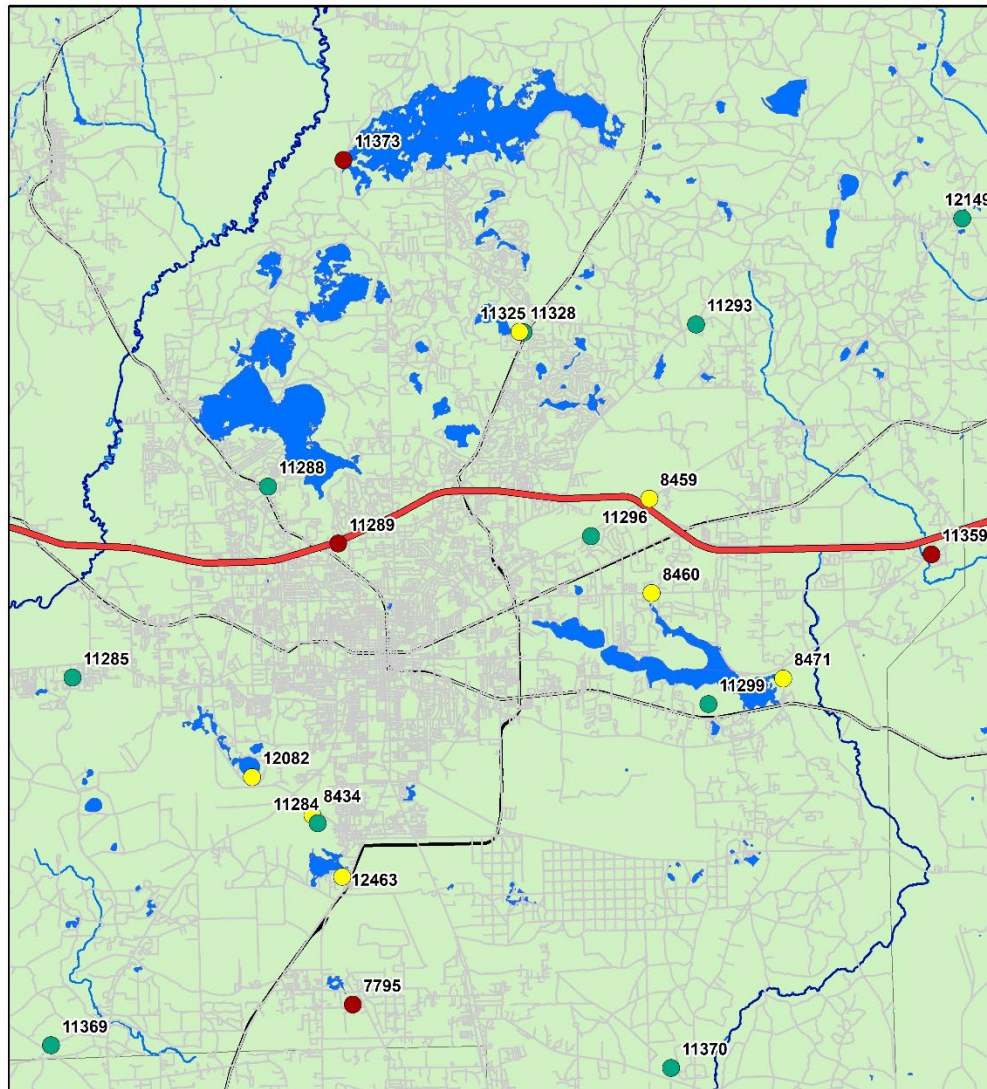
Station Name to ID Matrix

| Station Name | NWFID | Map Ref | Station type | Telemetry |
|---|-------|---------|----------------|-----------|
| Munson Slough @ Capitol Circle | 8434 | 3 | Stage | x |
| Alford Arm Tributary @ Miccosukee | 8459 | 14 | Stage | |
| Alford Arm Tributary @ Buck Lake | 8460 | 15 | Stage | x |
| Lake Lafayette Outfall | 8471 | 35 | Stage | x |
| Lake Bradford | 12082 | 662 | Stage | x |
| Capitol Circle Landfill (Munson Slough) | 11284 | 601 | Rainfall | x |
| Herron Steel | 11285 | 602 | Rainfall | x |
| Restoration Place Christian Heritage | 11288 | 605 | Rainfall | x |
| Tuck Site- N Centerville | 11293 | 610 | Rainfall | x |
| City Well- Limoges Dr | 11296 | 613 | Rainfall | x |
| Apalachee Regional Park | 11299 | 616 | Rainfall | x |
| Lake Jackson Retention Pond | 11289 | 606 | Stage+Rainfall | x |
| Lauder Pond | 11328 | 680 | Stage | |
| Bannerman Rd | 11325 | 654 | Rainfall | x |
| Wakulla Work Center | 11369 | 803 | Rainfall | x |
| Military Trail | 11370 | 804 | Rainfall | x |
| Miccosukee Community Center | 12149 | 753 | Rainfall | x |
| Ft. Braden Rainfall | 12728 | 827 | Rainfall | x |
| Ames Sink | 7795 | 555 | Stage+Rainfall | x |
| Still Creek | 11359 | 729 | Stage+Rainfall | x |
| Lake Iamonia Outfall | 11373 | 810 | Stage+Rainfall | x |

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EXHIBIT 2

Leon County Hydrologic Data Stations – 2021-2024



Leon County Monitoring Stations

Station type

- Rainfall
- Stage
- Stage+Rainfall

0 2.5 5 10 Miles



Leon County
Board of County Commissioners
Notes for Agenda Item #8

Leon County Board of County Commissioners

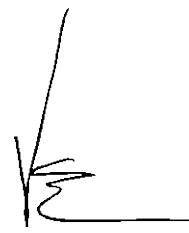
Agenda Item #8

June 14, 2022

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Florida Department of Agriculture and Consumer Services Arthropod / Mosquito Control State Aid



| | |
|-------------------------------------|---|
| Review and Approval: | Vincent S. Long, County Administrator |
| Department/ Division Review: | Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Scott Ross, Director, Office of Financial Stewardship |
| Lead Staff/ Project Team: | Andrew Riley, Director of Operations Glen Pourciau, Stormwater Superintendent |

Statement of Issue:

This item seeks Board approval of the Mosquito Control annual budget in order to receive FY 2023 State Mosquito Control funds from the Florida Department of Agriculture and Consumer Services.

Fiscal Impact:

This item has a fiscal impact. The State Mosquito Control grant in the amount of \$38,025 requires a dollar-for-dollar match. Leon County Mosquito Control's proposed FY 2023 budget provides adequate funding to meet the match requirement. This item also adds \$1,065 in additional grant funds provided by the State for the County's FY 2022 budget for Mosquito Control.

Staff Recommendation:

- Option #1: Approve the Detailed Work Plan Budget for Florida Department of Agriculture and Consumer Services Arthropod/Mosquito Control State Aid (Attachment #1) and authorize the Chairman to execute.
- Option #2: Authorize the County Administrator to execute the associated Mosquito Control State Aid Agreement, when received from the Department of Agriculture and Consumer Services, subject to legal review by the County Attorney.
- Option #3: Approve the Resolution and associated Budget Amendment Request adding \$1,065 into the FY 2022 budget (Attachment #2).

Report and Discussion

Background:

This item seeks Board approval of the Mosquito Control annual budget in order to receive FY 2023 State Mosquito Control funds from the Florida Department of Agriculture and Consumer Services (DACS). Since the late 1950's, Leon County has received State funds for mosquito control. The anticipated funding is included in the Leon County annual budget each year and supports several mosquito control functions. Board review of State funding occurs during budget workshops and public hearings. Again, this year, DACS has required that the County's signed Detailed Work Plan Budget be submitted to its office by July 15, 2022, without exception.

The County's Detailed Work Plan budget of \$815,689 is an approximate budget for FY 2023. The County's final Mosquito Control budget will be adopted by the Board during the public hearings in September and will be reflected in the State Certified Budget.

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. The total County grant leverage ratio is \$12.39 to \$1; excluding the significant septic to sewer related grants which require a one-to-one dollar match, the leveraging ratio would be \$65.58 to \$1.

Analysis:

In order to receive State Mosquito Control funds, the County must complete the following three steps:

1. Submit a Detailed Work Plan Budget to DACS by July 15, 2022.
2. Execute an agreement with DACS for receiving Arthropod/Mosquito Control State Aid; however, DACS has not yet provided the Agreement to the County. The Agreement will not tie either party to a funding figure. The Agreement simply says that the County will comply with state rules and regulations governing the funding. The County anticipates receipt of the Mosquito Control State Aid Agreement in August 2022.
3. Board adoption of a State Certified Budget during the County's FY 2023 Budget Adoption Public Hearings in September.

FY 2022 Mosquito Control State Aid Agreement Amendment

On June 8, 2021, the Board approved the Detailed Work Plan Budget and authorized the County Administrator to execute the Mosquito Control State Aid Agreement. The State subsequently contacted the County in early December with notification that the contract amount was revised to increase the allocation from \$36,960 to \$38,025. This item includes a Resolution and Budget Amendment Request adding the \$1,065 into the FY 2022 budget (Attachment #2).

Options:

1. Approve the Detailed Work Plan Budget for Florida Department of Agriculture and Consumer Services Arthropod/Mosquito Control State Aid (Attachment #1) and authorize the Chairman to execute.
2. Authorize the County Administrator to execute the associated Mosquito Control State Aid Agreement, when received from the Florida Department of Agriculture and Consumer Services, subject to legal review by the County Attorney.
3. Approve the Resolution and associated Budget Amendment Request adding \$1,065 into the FY2022 budget (Attachment #2).
4. Do not approve the Detailed Work Plan Budget for Florida Department of Agriculture and Consumer Services Arthropod/Mosquito Control State Aid.
5. Do not approve the Resolution and associated Budget Amendment Request.
6. Board direction.

Recommendation:

Options #1, #2 and #3

Attachments:

1. Detailed Work Plan Budget for Florida Department of Agriculture and Consumer Services Arthropod/Mosquito Control State Aid
2. Resolution and Budget Amendment Request



DETAILED WORK PLAN BUDGET - ARTHROPOD CONTROL

Attachment #1
Page 1 of 5

Submit to:
Mosquito Control Program
3125 Conner Blvd, Bldg 6
Tallahassee, FL 32399-1650

[illegible]



NICOLE "NIKKI" FRIED
COMMISSIONER

Florida Department of Agriculture and Consumer Services
Division of Agricultural Environmental Services

DETAILED WORK PLAN BUDGET - ARTHROPOD CONTROL

Section 388.341, F. S. and 5E-13.022(1) and (3), F. A. C.
Telephone Number (850) 617-7995

Attachment #1

Page 2 of 5

**FOR COUNTY OR
DISTRICT USE ONLY**

Submit to:
Mosquito Control Program
3125 Conner Blvd, Bldg 6
Tallahassee, FL 32399-1650

| RECOMMENDED FOR APPROVAL: | | FOR FISCAL YEAR BEGINNING OCTOBER 1, 20 22 ENDING SEPTEMBER 30, 20 23 | | | PREPARED BY: Glen Pourciau, Stormwater Superintendent | | | | | | | | | |
|---|---|--|--------------|-----------------|---|-------|-----------------|---------|------------------|--|--|--|--|--|
| DATE: | | | | | DATE: 4/15/2022 | | | | | | | | | |
| APPROVED BY: Mosquito Control Program | | COUNTY or DISTRICT Leon <small>AUTHORITY: CHAPTER 388.341, F.S.</small> | | | APPROVED BY: <small>CHAIRMAN, BOARD OF COUNTY COMMISSIONERS</small> | | | | | | | | | |
| DATE: | | | | | DATE: | | | | | | | | | |
| PAGE | 2 | OF | 5 | TO BE PAID FROM | | | | | PROGRAM ELEMENTS | | | | | |
| ACCOUNT | TITLE | PERIOD OR QUANTITY | RATE OR UNIT | TOTAL COST | LOCAL | STATE | GENERAL EXPENSE | CAPITAL | | | | | | |
| | EXPENDITURES | | | | | | | | | | | | | |
| 10 | Personal Services | | | | | | | | | | | | | |
| | Regular Salary & Wages. | | | | | | | | | | | | | |
| 12 | Director - 230010 | | | 17,687 | 17,687 | | 17,687 | | | | | | | |
| 12 | Administrative Assoc. III - 720004 | | | 40,823 | 40,823 | | 40,823 | | | | | | | |
| 12 | Mosquito Control Supervisor-722020 | | | 52,498 | 52,498 | | 52,498 | | | | | | | |
| 12 | Crew Chief II -723008 | | | 38,584 | 38,584 | | 38,584 | | | | | | | |
| 12 | Mosquito Control Technician-723007 | | | 29,848 | 29,848 | | 29,848 | | | | | | | |
| 12 | Mosquito Control Technician-723009 | | | 32,751 | 32,751 | | 32,751 | | | | | | | |
| 12 | Cell Phone - Glen | | | 108 | 108 | | 108 | | | | | | | |
| 12 | Consolidated Mosquito Control OPS staff | | | 90,392 | 90,392 | | 90,392 | | | | | | | |
| 12 | 216 Full-Time Staff - COLA01 | | | 5,209 | 5,209 | | 5,209 | | | | | | | |
| 14 | Overtime | | | 36,000 | 36,000 | | 36,000 | | | | | | | |
| 15 | Special Pay | | | 735 | 735 | | 735 | | | | | | | |
| | Total | | | 344,635 | 344,635 | | 344,635 | | | | | | | |
| 20 | Personal Services Benefits | | | | | | | | | | | | | |
| 21 | FICA Taxes | | | 23,657 | 23,657 | | 23,657 | | | | | | | |
| 22 | Deferred Compensation | | | 655 | 655 | | 655 | | | | | | | |
| 22 | Retirement | | | 27,112 | 27,112 | | 27,112 | | | | | | | |
| 23 | Life & Health Insurance | | | 81,446 | 81,446 | | 81,446 | | | | | | | |
| 24 | Worker's Compensation | | | 13,950 | 13,950 | | 13,950 | | | | | | | |
| | Total | | | 146,820 | 146,820 | | 146,820 | | | | | | | |
| 30 | Operating Expense | | | | | | | | | | | | | |
| 34 | Uniforms | | | 4,339 | 4,339 | | 4,339 | | | | | | | |
| 34 | Aerial Larviciding Contract | | | 26,640 | 26,640 | | 26,640 | | | | | | | |
| 34 | Mosquito Identification Services | | | 5,760 | 5,760 | | 5,760 | | | | | | | |
| | Total | | | 36,739 | 36,739 | | 36,739 | | | | | | | |
| 40 | Travel & Per Diem | | | | | | | | | | | | | |
| 40 | Dodd short Courses | | | 5,000 | | 5,000 | 5,000 | | | | | | | |
| | Total | | | 5,000 | - | 5,000 | 5,000 | | | | | | | |
| 41 | Communication Serv | | | | | | | | | | | | | |
| 41 | Cell Telephones charges | | | 240 | 240 | | 240 | | | | | | | |
| 41 | Wireless Connection for Laptops | | | 8,208 | 8,208 | | 8,208 | | | | | | | |
| 41 | Phone System Allocation | | | 235 | 240 | | 235 | | | | | | | |
| | Total | | | 8,688 | 8,688 | | 8,688 | | | | | | | |



NICOLE "NIKKI" FRIED
COMMISSIONER

Florida Department of Agriculture and Consumer Services
Division of Agricultural Environmental Services

DETAILED WORK PLAN BUDGET - ARTHROPOD CONTROL

Section 388.341, F. S. and 5E-13.022(1) and (3), F. A. C.
Telephone Number (850) 617-7995

Attachment #1

Page 3 of 5

FOR COUNTY OR
DISTRICT USE ONLY

Submit to:
Mosquito Control Program
3125 Conner Blvd, Bldg 6
Tallahassee, FL 32399-1650

| | | | | | | | |
|---|--|--|--|---|--|--|--|
| RECOMMENDED FOR APPROVAL: | | FOR FISCAL YEAR BEGINNING OCTOBER 1, 20 22 ENDING SEPTEMBER 30, 20 23 | | PREPARED BY: Glen Pourciau, Stormwater Superintendent | | | |
| DATE: | | | | DATE: 4/15/2022 | | | |
| APPROVED BY: Mosquito Control Program | | COUNTY or DISTRICT Leon <small>AUTHORITY: CHAPTER 388.341, F.S.</small> | | APPROVED BY: <small>CHAIRMAN, BOARD OF COUNTY COMMISSIONERS</small> | | | |
| DATE: | | | | DATE: | | | |

| PAGE | 3 | OF | 5 | TO BE PAID FROM | | | | | PROGRAM ELEMENTS | | | | | |
|---------|---|--------------------|---|-----------------|----------------|---------------|-----------------|---------|------------------|--|--|--|--|--|
| ACCOUNT | TITLE | PERIOD OR QUANTITY | RATE OR UNIT | TOTAL COST | LOCAL | STATE | GENERAL EXPENSE | CAPITAL | | | | | | |
| | EXPENDITURES | | | | | | | | | | | | | |
| 42 | Freight Services | | | | | | | | | | | | | |
| 42 | Postage, Freight | | | 2,640 | 2,640 | | 2,640 | | | | | | | |
| | Total | | | 2,640 | 2,640 | | 2,640 | | | | | | | |
| 43 | Utility Service | | | | | | | | | | | | | |
| 44 | Rentals & Leases | | | | | | | | | | | | | |
| | | | | - | | | - | | | | | | | |
| 45 | Insurance | | | | | | | | | | | | | |
| 45 | Vehicle | | | 7,936 | 7,936 | | 7,936 | | | | | | | |
| 45 | Helicopter Hull & Liability Insurance | | | 6,635 | 6,635 | | 6,635 | | | | | | | |
| | Total | | | 14,571 | 14,571 | | 14,571 | | | | | | | |
| 46 | Repairs & Maintenance | | | | | | | | | | | | | |
| 46.2 | Maintenance of Automotive Equipment | | | 27,147 | 27,365 | | 27,147 | | | | | | | |
| 46.4 | Maintenance of Handheld Foggers | | | 3,228 | 3,228 | | 3,228 | | | | | | | |
| | Total | | | 30,593 | 30,593 | | 30,593 | | | | | | | |
| 47 | Printing and Binding | | | | | | | | | | | | | |
| 47 | Printing for Educational Material | | | 2,335 | 2,335 | - | 2,335 | | | | | | | |
| | Total | | | 2,335 | 2,335 | - | 2,335 | | | | | | | |
| 48 | Promotional Activities | | | | | | | | | | | | | |
| 48 | Production Cost Television PSA | | | 6,800 | 6,800 | - | 6,800 | | | | | | | |
| | Total | | | 6,800 | 6,800 | - | 6,800 | | | | | | | |
| 49 | Other Charges | | | | | | | | | | | | | |
| 49.1 | Used Tire Recycling Program | | | 4,800 | 4,800 | | 4,800 | | | | | | | |
| | Total | | | 4,800 | 4,800 | | 4,800 | | | | | | | |
| 51 | Office Supplies | | | | | | | | | | | | | |
| 51 | Office Supplies for MC Director & Staff | | | 1,479 | 1,479 | | 1,479 | | | | | | | |
| | Total | | | 1,479 | 1,479 | | 1,479 | | | | | | | |
| 52.1 | Gasoline/Oil/Lube | | | | | | | | | | | | | |
| 52.1 | Gasoline & Diesel | | | 30,405 | 37,705 | | 30,405 | | | | | | | |
| | Total | | | 37,705 | 37,705 | | 37,705 | | | | | | | |
| 52.2 | Chemicals | | | | | | | | | | | | | |
| 52.2 | Bti Granules - EPA # 62637-3 | | | 82,474 | 49,448 | 33,026 | 82,474 | | | | | | | |
| 52.2 | Vectolex FG - EPA # 73049-20 | | | 23,992 | 23,992 | - | 23,992 | | | | | | | |
| 52.2 | Anvil - EPA # 1021-1688-8329 | | | 57,616 | 57,616 | | 57,616 | | | | | | | |
| 52.2 | Permanone RTU - EPA # 769-982 | | | 8,000 | 8,000 | | 8,000 | | | | | | | |
| | Total | | | 172,082 | 139,056 | 33,026 | 172,082 | | | | | | | |



NICOLE "NIKKI" FRIED
COMMISSIONER

Florida Department of Agriculture and Consumer Services
Division of Agricultural Environmental Services

DETAILED WORK PLAN BUDGET - ARTHROPOD CONTROL

Section 388.341, F. S. and 5E-13.022(1) and (3), F. A. C.
Telephone Number (850) 617-7995

FOR COUNTY OR
DISTRICT USE ONLY

Submit to:
Mosquito Control Program
3125 Conner Blvd, Bldg 6
Tallahassee, FL 32399-1650

| RECOMMENDED FOR APPROVAL: | | | | FOR FISCAL YEAR BEGINNING OCTOBER 1, 20 22 ENDING SEPTEMBER 30, 20 23 | | | | PREPARED BY: Glen Pourciau, Stormwater Superintendent | | | | | | |
|---|--------------------------------------|--------------------|--------------|--|----------------|---------------|-----------------|--|--|--|--|--|--|--|
| DATE: | | | | | | | | DATE: 4/15/2022 | | | | | | |
| APPROVED BY: Mosquito Control Program | | | | COUNTY or DISTRICT Leon AUTHORITY: CHAPTER 388.341, F.S. | | | | APPROVED BY: CHAIRMAN, BOARD OF COUNTY COMMISSIONERS | | | | | | |
| DATE: | | | | | | | | DATE: | | | | | | |
| PAGE 4 OF 5 | | | | TO BE PAID FROM | | | | PROGRAM ELEMENTS | | | | | | |
| ACCOUNT | TITLE | PERIOD OR QUANTITY | RATE OR UNIT | TOTAL COST | LOCAL | STATE | GENERAL EXPENSE | CAPITAL | | | | | | |
| | EXPENDITURES | | | | | | | | | | | | | |
| 52.3 | Protective Clothing | | | | | | | | | | | | | |
| 52.3 | Safety Supplies | | | 4,600 | 4,600 | | 4,600 | | | | | | | |
| | Total | | | 4,600 | 4,600 | | 4,600 | | | | | | | |
| 52.4 | Misc. Supplies | | | | | | | | | | | | | |
| 52.4 | Tools and Small Implements | | | 14,029 | 14,029 | | 14,029 | | | | | | | |
| 52.4 | Domestic Surveillance Supplies | | | 2,548 | 2,548 | | 2,548 | | | | | | | |
| 52.4 | Mosquitofish Supplies | | | 3,000 | 3,000 | | 3,000 | | | | | | | |
| 52.4 | Employee Caps, Belts & Jackets | | | 945 | 945 | | 945 | | | | | | | |
| 52.4 | WNV/EEE Surveillance Supplies | | | 9,400 | 9,400 | | 9,400 | | | | | | | |
| | Total | | | 29,922 | 29,922 | - | 29,922 | | | | | | | |
| 52.5 | Tools & Implements | | | | | | | | | | | | | |
| | | | | - | | | - | | | | | | | |
| 54 | Publications & Dues | | | | | | | | | | | | | |
| 54 | FL Mosquito Control Assoc. for Staff | | | 1,000 | 1,000 | | 1,000 | | | | | | | |
| | Total | | | 1,000 | 1,000 | | 1,000 | | | | | | | |
| 55 | Training | | | | | | | | | | | | | |
| 55 | Training for CEU's | | | 3,306 | 3,306 | | 3,306 | | | | | | | |
| 60 | Capital Outlay | | | | | | | | | | | | | |
| | Capital Outlay | | | - | | | - | | | | | | | |
| 71 | Principal | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| 72 | Interest | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| 81 | Aids to Government Agencies | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| 83 | Other Grants and Aids | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| 89 | Contingency (Current Year) | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| 99 | Payment of Prior Year Accounts | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| TOTALS | | | | 853,715 | 815,689 | 38,026 | 853,715 | | | | | | | |



DETAILED WORK PLAN BUDGET - ARTHROPOD CONTROL

Telephone Number (850) 617-7995

Page 5 of 5

Submit to:
Mosquito Control Program
3125 Conner Blvd, Bldg 6
Tallahassee, FL 32399-1650

[illegible]

RESOLUTION NO.

WHEREAS, the Board of County Commissioners of Leon County, Florida, approved a budget for fiscal year 2021/2022; 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 14th day of June, 2022.

LEON COUNTY, FLORIDA

By: _____
Bill Proctor, Chairman
Board of County Commissioners

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

By: _____

APPROVED AS TO FORM:
Chasity H. O'Steen, County Attorney
Leon County Attorney's Office

By: _____

FISCAL YEAR 2021/2022 BUDGET AMENDMENT REQUEST

No: BAB22029
Date: 5/19/2022

Agenda Item No: _____
Agenda Item Date: 6/14/2022

County Administrator

Deputy County Administrator

Vincent S. Long

Alan Rosenzweig

Request Detail

Revenues

| <i>Fund</i> | <i>Org</i> | <i>Account Information</i> <i>Acct</i> | <i>Prog</i> | <i>Title</i> | <i>Current Budget</i> | <i>Change</i> | <i>Adjusted Budget</i> |
|------------------|------------|---|-------------|------------------------|-----------------------|---------------|------------------------|
| 125 | 214 | 334610 | 000 | Mosquito Control Grant | 85,439 | 1,065 | 86,504 |
| Subtotal: | | | | | | 1,065 | |

Expenditures

| <i>Fund</i> | <i>Org</i> | <i>Account Information</i> <i>Acct</i> | <i>Prog</i> | <i>Title</i> | <i>Current Budget</i> | <i>Change</i> | <i>Adjusted Budget</i> |
|------------------|------------|---|-------------|--------------------|-----------------------|---------------|------------------------|
| 125 | 214 | 55200 | 562 | Operating supplies | 74,483 | 1,065 | 75,548 |
| Subtotal: | | | | | | 1,065 | |

Purpose of Request

This budget amendment appropriates an additional \$1,065 from the Florida Department of Agriculture and Consumer Services for the Mosquito Control State Aid grant funds for operating supplies.

Division/Department
2604/26

Roshaunda Bradley, Budget Manager

Scott Ross, Director, Office of Financial Stewardship

Approved By: Resolution ☒

Motion ☐

Administrator ☐

**Leon County
Board of County Commissioners
Notes for Agenda Item #9**

Leon County Board of County Commissioners

Agenda Item #9

June 14, 2022

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Authorization to Utilize a New Cooperative Purchasing Contract for Microsoft Enterprise Licenses for FY 2023

| | |
|-------------------------------------|--|
| Review and Approval: | Vincent S. Long, County Administrator |
| Department/ Division Review: | Alan Rosenzweig, Deputy County Administrator Michelle Taylor, Chief Information Officer Scott Ross, Director, Financial Stewardship |
| Lead Staff/ Project Team: | Shelly Kelley, Director, Division of Purchasing Janna Richardson, Director, Applications and Development Alan Wittmier, Acting Director, IT Operations Alan Russell, Cyber Security Manager |

Statement of Issue:

This item seeks Board authorization to utilize Sourcewell's cooperative purchasing contract with Software House International Corporation for the purchase of Microsoft Enterprise Licenses, for the period of October 1, 2022 through September 30, 2023.

Fiscal Impact:

This item has a fiscal impact. The total cost for the County's FY 2023 licenses is \$762,279 which represents an annual increase of \$82,195. Funding for the Microsoft licenses is included annually as part of the Office of Information Technology's (OIT) operating budget.

Staff Recommendation:

Option #1: Authorize the utilization of the Sourcewell/ SHI cooperative purchasing contract to purchase Microsoft Enterprise Licenses from SHI International Corporation for the period of October 1, 2022 through September 30, 2023, in the amount of \$762,279.

Report and Discussion

Background:

This item seeks Board authorization to obtain Microsoft licenses from Software House International (SHI) Corporation, utilizing a Sourcewell cooperative purchasing contract (Attachment #1). On September 15, 2020, the Board approved the renewal of the three-year Microsoft Licensing Enterprise Agreement, with SHI as the approved reseller, utilizing a State of Florida cooperative purchasing contract. By obtaining the licenses through SHI, the County receives access to SHI services such as license management, maintenance, and training. Each year, the County issues a purchase order to SHI for the Microsoft licenses. However, prior to the issuance of the purchase order for the third year, the State of Florida cooperative purchasing contract that allowed the County to obtain licenses through SHI expired. Consequently, there is a need to utilize a new cooperative purchasing contract for the third year of the Microsoft Licensing Enterprise Agreement, October 1, 2022 through September 30, 2023.

Pursuant to the Purchasing Policy No. 96-1, Section 5.12, the County may take advantage of cooperative purchasing agreements when it is in the best interest of the County as determined by the award thresholds authorized in the policy. The Microsoft licenses for the third year can be acquired through a competitively bid contract, the Sourcewell Contract for Technology Catalog Solutions, contract number 081419-SHI. Sourcewell is a State of Minnesota local government agency and service cooperative created under the laws of the State of Minnesota, that offers cooperative procurement solutions to its members. Participation is open to all levels of governmental and other public entities located in the United States. The contract contains cooperative purchasing language, allowing the County to utilize this contract. The Office of Information Technology and Purchasing Division agree that this is the most cost-effective and efficient way to procure the necessary licenses for the third year without an interruption of services.

In 2017, the County migrated from the Groupwise email platform to Microsoft Outlook. Microsoft Office tools such as Word, Excel, and PowerPoint were already being utilized and adding the O365 Office suite to the collection allowed the advantage of interconnectivity with the entire suite of products. Microsoft Agreements are for 36-months each. The original agreement for the O365 suite was approved by the Board in the fall of 2017, and the first renewal was in the fall of 2020. The next approval of the Microsoft Enterprise Agreement will be presented to the Board in the fall of 2023 for the FY 2024-FY 2026 licensing period.

Analysis:

The Microsoft Office O365 desktop suite provides Word, Excel, PowerPoint, Outlook email, and other applications used throughout the Leon County enterprise covering Leon County Government and all Constitutional offices except the Property Appraiser.

Title: Authorization to Utilize a New Cooperative Purchasing Contract for Microsoft Enterprise Licenses for FY 2023

June 14, 2022

Page 3

Microsoft uses a subscription model, and the budget is established to cover the yearly licensing costs. The subscription includes 2,670 Microsoft Office O365 licenses as follows:

| <u>Users</u> | <u>Total Licenses</u> |
|------------------------|------------------------------|
| Leon County Government | 1,100 |
| Sheriff's Office | 854 |
| State Attorney | 140 |
| Public Defender | 137 |
| Elections | 79 |
| Clerk of Court | 132 |
| Court Administration | 136 |
| Tax Collector | <u>92</u> |
| TOTAL: | 2,670 |

The SHI Pricing Proposal for the FY 2023 County Microsoft licenses is included as Attachment #2. The annual cost for the period of October 1, 2022 through September 30, 2023 is \$762,279.

In addition to the desktop licenses above, the Enterprise Agreement includes licenses for over 600 server operating systems, multiple SQL database licenses, and numerous cyber-security-related licenses. The new yearly subscription cost is \$762,279, which represents an annual increase of \$82,195 from FY 2022. Funding is included annually in OIT's operating budget for this expense.

Options:

1. Authorize the utilization of the Sourcewell/ SHI cooperative purchasing contract to purchase Microsoft Enterprise Licenses from SHI International Corporation for the period of October 1, 2022 through September 30, 2023, in the amount of \$762,279.
2. Do not authorize the purchase of Microsoft Enterprise Licenses for the period of October 1, 2022 through September 30, 2023 from SHI International Corporation utilizing the Sourcewell / SHI cooperative purchasing contract, in the amount of \$762,279.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Sourcewell / SHI cooperative purchasing contract
2. SHI Proposal for FY 2023 Leon County Microsoft licenses

**Solicitation Number: RFP#081419****CONTRACT**

This Contract is between Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 (Sourcewell) and **SHI International Corp.**, 290 Davidson Ave., Somerset, NJ 08873 (Vendor).

Sourcewell is a State of Minnesota local government agency and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that offers cooperative procurement solutions to its members. Participation is open to all levels of governmental entity, higher education, K-12 education, nonprofit, tribal government, and other public entities located in the United States and Canada.

Vendor desires to contract with Sourcewell to provide equipment, products, or services to Sourcewell and its Members (Members).

1. TERM OF CONTRACT

- A. **EFFECTIVE DATE.** This Contract is effective upon the date of the final signature below.
- B. **EXPIRATION DATE AND EXTENSION.** This Contract expires October 30, 2023, unless it is cancelled sooner pursuant to Article 24. This Contract may be extended up to one additional one-year period upon request of Sourcewell and with written agreement by Vendor.
- C. **SURVIVAL OF TERMS.** Articles 11 through 16 survive the expiration or cancellation of this Contract.

2. EQUIPMENT, PRODUCTS, OR SERVICES

- A. **EQUIPMENT, PRODUCTS, OR SERVICES.** Vendor will provide the Equipment, Products, or Services as stated in its Proposal submitted under the Solicitation Number listed above. Vendor's Equipment, Products, or Services Proposal (Proposal) is attached and incorporated into this Contract. "Equipment" and "Products" shall mean the third party software, computer peripherals, computer hardware, and associated IT services resold by Vendor and provided by third parties. "Services" shall mean all professional services provided by Vendor under a Scope of Work. "Scope of Work" or "SOW" shall mean a document mutually agreed upon between the Vendor and the Member that references these terms and conditions and describes the Services

to be provided the associated schedule and price and any special conditions applicable to that SOW.

All Equipment and Products provided under this Contract must be new/current model. Vendor may offer close-out or refurbished Equipment or Products if they are clearly indicated in Vendor's product and pricing list. Unless agreed to by the Member in advance, Equipment or Products must be delivered as operational to the Member's site.

This Contract offers an indefinite quantity of sales, and while substantial volume is anticipated, sales and sales volume are not guaranteed.

B. LAWS AND REGULATIONS. All Equipment, Products, or Services must comply fully with applicable federal laws and regulations, and with the laws of the state or province in which the Equipment, Products, or Services are sold.

C. WARRANTY. Vendor warrants that all Equipment, Products, and Services furnished are free from liens and encumbrances. Vendor warrants that the Services are free from material defects for ninety (90) days commencing with final acceptance of the Services unless otherwise specified in a SOW (the "Warranty Period"). Member agrees to look solely to the manufacturer to reach a resolution in any dispute over warranty terms with the manufacturer. Any manufacturer's warranty that is provided to Vendor from the manufacturer of the Product will be passed on to the Member. EXCEPT AS OTHERWISE PROVIDED IN THIS AGREEMENT AND/OR ANY ORDER ISSUED, HEREUNDER VENDOR HEREBY DISCLAIMS ALL OTHER WARRANTIES, EITHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO, ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, WARRANTY OF NONINFRINGEMENT, OR ANY WARRANTY RELATING TO THIRD PARTY SERVICES OR PRODUCTS. THE DISCLAIMER CONTAINED IN THIS PARAGRAPH DOES NOT AFFECT THE TERMS OF ANY WARRANTY PROVIDED BY A MANUFACTURER.

3. PRICING

All Equipment, Products, or Services under this Contract will be priced as stated in Vendor's Proposal.

Regardless of the payment method chosen by the Member, the total cost associated with any purchase option of the Equipment, Products, or Services must always be disclosed in the pricing quote to the applicable Member at the time of purchase.

When providing pricing quotes to Members, all pricing quoted must reflect a Member's total cost of acquisition. This means that the quoted cost is for delivered Equipment, Products, and Services, and includes all costs to the Member's requested delivery location.

A. SHIPPING AND SHIPPING COSTS. All delivered Equipment and Products must be properly packaged. Damaged Equipment and Products may be rejected. If the damage is not readily

apparent at the time of delivery, Vendor may permit the Equipment and Products to be returned within a reasonable time at no cost to Sourcewell or its Members, in accordance with Vendor's Return Policy at www.shi.com/returnpolicy. Members reserve the right to inspect the Equipment and Products within 3 business days after delivery where circumstances or conditions prevent effective inspection of the Equipment and Products at the time of delivery.

Vendor must arrange for and pay for the return shipment on Equipment and Products that arrive in a defective or inoperable condition subject to Vendor's Return Policy.

In the event of the delivery of nonconforming Equipment and Products, the Member will notify the Vendor as soon as possible and the Vendor will replace nonconforming Equipment and Products with conforming Equipment and Products that are acceptable to the Member subject to Vendor's Return Policy.

B. SALES TAX. Each Member is responsible for supplying the Vendor with valid tax-exemption certification(s). When ordering, Members must indicate if it is a tax-exempt entity.

C. HOT LIST PRICING. At any time during this Contract, Vendor may offer a specific selection of Equipment, Products, or Services at discounts greater than those listed in the Contract. When Vendor determines it will offer Hot List Pricing, it must be submitted electronically to Sourcewell in a line-item format. Equipment, Products, or Services may be added or removed from the Hot List at any time through a Sourcewell Price and Product Change Form as defined in Article 4 below.

Hot List program and pricing may also be used to discount and liquidate close-out and discontinued Equipment and Products as long as those close-out and discontinued items are clearly identified as such. Current ordering process and administrative fees apply. Hot List Pricing must be published and made available to all Members.

4. PRODUCT AND PRICING CHANGE REQUESTS

Vendor may request Equipment, Product, or Service changes, additions, or deletions at any time. All requests must be made in writing by submitting a signed Sourcewell Price and Product Change Request Form to the assigned Sourcewell Contract Administrator. This form is available from the assigned Sourcewell Contract Administrator. At a minimum, the request must:

- Identify the applicable Sourcewell contract number
- Clearly specify the requested change
- Provide sufficient detail to justify the requested change
- Individually list all Equipment, Products, or Services affected by the requested change, along with the requested change (e.g., addition, deletion, price change)
- Include a complete restatement of pricing documentation in Microsoft Excel with the effective date of the modified pricing, or product addition or deletion. The

new pricing restatement must include all Equipment, Products, and Services offered, even for those items where pricing remains unchanged.

A fully executed Sourcwell Price and Product Request Form will be become an amendment to this Contract and be incorporated by reference.

5. MEMBERSHIP, CONTRACT ACCESS, AND MEMBER REQUIREMENTS

A. MEMBERSHIP. Membership in Sourcwell is open to public and nonprofit entities across the United States and Canada; such as municipal, state/province, K-12 and higher education, tribal government, and other public entities.

The benefits of this Contract should be available to all Members that can legally access the Equipment, Products, or Services under this Contract. A Member's authority to access this Contract is determined through its cooperative purchasing, interlocal, or joint powers laws. Any entity accessing benefits of this Contract will be considered a Service Member of Sourcwell during such time of access. Vendor understands that a Member's use of this Contract is at the Member's sole convenience and Members reserve the right to obtain like Equipment, Products, or Services from any other source.

Vendor is responsible for familiarizing its sales and service forces with Sourcwell membership requirements and documentation and will encourage potential members to join Sourcwell. Sourcwell reserves the right to add and remove Members to its roster during the term of this Contract.

B. PUBLIC FACILITIES. Vendor's employees may be required to perform work at government-owned facilities, including schools. Vendor's employees and agents must conduct themselves in a professional manner while on the premises, and in accordance with Member policies and procedures, and all applicable laws.

6. MEMBER ORDERING AND PURCHASE ORDERS

A. PURCHASE ORDERS AND PAYMENT. To access the contracted Equipment, Products, or Services under this Contract, Member must clearly indicate to Vendor that it intends to access this Contract; however, order flow and procedure will be developed jointly between Sourcwell and Vendor. Typically a Member will issue a purchase order directly to Vendor. Members may use their own forms for purchase orders, but it should clearly note the applicable Sourcwell contract number. Members will be solely responsible for payment and Sourcwell will have no liability for any unpaid invoice of any Member.

B. ADDITIONAL TERMS AND CONDITIONS. Additional terms and conditions to a purchase order may be negotiated between a Member and Vendor, such as job or industry-specific requirements, legal requirements (such as affirmative action or immigration status requirements), or specific local policy requirements. Any negotiated additional terms and

conditions must never be less favorable to the Member than what is contained in Vendor's Proposal.

C. **PERFORMANCE BOND.** If requested by a Member, Vendor will provide a performance bond that meets the requirements set forth in the Member's purchase order.

D. **SPECIALIZED SERVICE REQUIREMENTS.** In the event that the Member requires service or specialized performance requirements (such as e-commerce specifications, specialized delivery requirements, or other specifications and requirements) not addressed in this Contract, the Member and the Vendor may enter into a separate, standalone agreement, apart from this Contract. Sourcwell, including its agents and employees, will not be made a party to a claim for breach of such agreement.

E. **TERMINATION OF PURCHASE ORDERS.** Members may terminate a purchase order, in whole or in part, immediately upon notice to Vendor in the event of any of the following events:

1. The Member fails to receive funding or appropriation from its governing body at levels sufficient to pay for the goods to be purchased;
2. Federal or state laws or regulations prohibit the purchase or change the Member's requirements; or
3. Vendor commits any material breach of this Contract or the additional terms agreed to between the Vendor and a Member.

F. **GOVERNING LAW AND VENUE.** The governing law and venue for any action related to a Member's purchase order will be determined by the Member making the purchase.

7. CUSTOMER SERVICE

A. **PRIMARY ACCOUNT REPRESENTATIVE.** Vendor will assign an Account Representative to Sourcwell for this Contract and must provide prompt notice to Sourcwell if that person is changed. The Account Representative will be responsible for:

- Maintenance and management of this Contract;
- Timely response to all Sourcwell and Member inquiries; and
- Business reviews to Sourcwell and Members, if applicable.

B. **BUSINESS REVIEWS.** Vendor must perform a minimum of one business review with Sourcwell per contract year. The business review will cover sales to members, pricing and contract terms, administrative fees, supply issues, customer issues, and any other necessary information.

8. REPORT ON CONTRACT SALES ACTIVITY AND ADMINISTRATIVE FEE PAYMENT

A. **CONTRACT SALES ACTIVITY REPORT.** Each calendar quarter, Vendor must provide a contract sales activity report (Report) to the Sourcewell Contract Administrator assigned to this Contract. A Report must be provided regardless of the number or amount of sales during that quarter (i.e., if there are no sales, Vendor must submit a report indicating no sales were made).

The Report must contain the following fields:

- Customer Name (e.g., City of Staples Highway Department);
- Customer Physical Street Address;
- Customer City;
- Customer State;
- Customer Zip Code;
- Customer Contact Name;
- Customer Contact Email Address;
- Customer Contact Telephone Number;
- Sourcewell Assigned Entity/Member Number;
- Item Purchased Description;
- Item Purchased Price;
- Sourcewell Administrative Fee Applied; and
- Date Purchase was invoiced/sale was recognized as revenue by Vendor.

B. **ADMINISTRATIVE FEE.** In consideration for the support and services provided by Sourcewell, the Vendor will pay an administrative fee to Sourcewell on all Equipment, Products, and Services provided to Members. The Vendor will submit a check payable to Sourcewell for the percentage of administrative fee stated in the Proposal multiplied by the total sales of all Equipment, Products, and Services purchased by Members under this Contract during each calendar quarter. Payments should note the Sourcewell-assigned contract number in the memo and must be mailed to the address above "Attn: Accounts Receivable." Payments must be received no later than forty-five (45) calendar days after the end of each calendar quarter.

Vendor agrees to cooperate with Sourcewell in auditing transactions under this Contract to ensure that the administrative fee is paid on all items purchased under this Contract.

In the event the Vendor is delinquent in any undisputed administrative fees, Sourcewell reserves the right to cancel this Contract and reject any proposal submitted by the Vendor in any subsequent solicitation. In the event this Contract is cancelled by either party prior to the Contract's expiration date, the administrative fee payment will be due no more than thirty (30) days from the cancellation date.

9. AUTHORIZED REPRESENTATIVE

Sourcwell's Authorized Representative is its Chief Procurement Officer.

Vendor's Authorized Representative is the person named in the Vendor's Proposal. If Vendor's Authorized Representative changes at any time during this Contract, Vendor must promptly notify Sourcwell in writing.

10. ASSIGNMENT, AMENDMENTS, WAIVER, AND CONTRACT COMPLETE

A. **ASSIGNMENT.** Neither the Vendor nor Sourcwell may assign or transfer any rights or obligations under this Contract without the prior consent of the parties and a fully executed assignment agreement. Such consent will not be unreasonably withheld.

B. **AMENDMENTS.** Any amendment to this Contract must be in writing and will not be effective until it has been fully executed by the parties.

C. **WAIVER.** If either party fails to enforce any provision of this Contract, that failure does not waive the provision or the right to enforce it.

D. **CONTRACT COMPLETE.** This Contract contains all negotiations and agreements between Sourcwell and Vendor. No other understanding regarding this Contract, whether written or oral, may be used to bind either party.

E. **RELATIONSHIP OF THE PARTIES.** The relationship of the parties is one of independent contractors, each free to exercise judgment and discretion with regard to the conduct of their respective businesses. This Contract does not create a partnership, joint venture, master-servant, principal-agent, or any other relationship.

11. LIABILITY

Vendor must indemnify, save, and hold Sourcwell and its Members, including their agents and employees, harmless from any third party claims or causes of action, including attorneys' fees, arising out of the Vendor's negligence, willful misconduct, or violation of law, in the course of the performance of this Contract by the Vendor or its agents or employees; this indemnification includes injury or death to person(s) or property alleged to have been caused by Vendor under this Contract.

NEITHER PARTY WILL BE LIABLE FOR ANY SPECIAL, PUNITIVE, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES INCLUDING BUT NOT LIMITED TO LOSS OF OR DAMAGE TO DATA, LOSS OF ANTICIPATED REVENUE OR PROFITS, WORK STOPPAGE OR IMPAIRMENT OF OTHER ASSETS, WHETHER OR NOT FORESEEABLE AND WHETHER OR NOT A PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

NEITHER PARTY'S TOTAL CUMULATIVE LIABILITY TO THE OTHER IN CONNECTION WITH THIS AGREEMENT WHETHER IN CONTRACT TORT OR OTHER THEORY WILL EXCEED THE TOTAL AMOUNT OF FEES ACTUALLY PAID OR PAYABLE BY SOURCEWELL TO VENDOR UNDER THIS AGREEMENT FOR THE YEAR PREVIOUS TO THE INCIDENT WHICH GAVE CAUSE FOR SUCH LIABILITY.

12. AUDITS

Sourcewell reserves the right to review the financial books, records, documents, and accounting procedures and practices of the Vendor relevant to this Contract for a minimum of six (6) years from the end of this Contract upon thirty (30) days' advance notice to Vendor. Audits may not take place more than once during a twelve (12) month period. This clause extends to Members as it relates to business conducted by that Member under this Contract.

13. GOVERNMENT DATA PRACTICES

Vendor and Sourcewell must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by or provided to Sourcewell under this Contract and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Vendor under this Contract.

If the Vendor receives a request to release the data referred to in this article, the Vendor must immediately notify Sourcewell and Sourcewell will assist with how the Vendor should respond to the request.

14. INTELLECTUAL PROPERTY

As applicable, Vendor agrees to indemnify and hold harmless Sourcewell and its Members against any and all suits, claims, judgments, and costs instituted or recovered against Sourcewell or Members by any person on account of the use of any Services by Sourcewell or its Members performed by Vendor in violation of applicable patent or copyright laws.

15. PUBLICITY, MARKETING, AND ENDORSEMENT

A. **PUBLICITY.** Any publicity regarding the subject matter of this Contract must not be released without prior written approval from the Authorized Representatives. Publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Vendor individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this Contract.

B. **MARKETING.** Any direct advertising, marketing, or offers with Members must be approved by Sourcewell. Materials should be sent to the Sourcewell Contract Administrator assigned to this Contract.

C. ENDORSEMENT. The Vendor must not claim that Sourcewell endorses its Equipment, Products, or Services.

16. GOVERNING LAW, JURISDICTION, AND VENUE

Minnesota law governs this Contract. Venue for all legal proceedings out of this Contract, or its breach, must be in the appropriate state court in Todd County or federal court in Fergus Falls, Minnesota.

17. FORCE MAJEURE

Neither party to this Contract will be held responsible for delay or default caused by acts of God or other conditions that are beyond that party's reasonable control. A party defaulting under this provision must provide the other party prompt written notice of the default.

18. SEVERABILITY

If any provision of this Contract is found to be illegal, unenforceable, or void then both Sourcewell and Vendor will be relieved of all obligations arising under such provisions. If the remainder of this Contract is capable of performance, it will not be affected by such declaration or finding and must be fully performed.

19. PERFORMANCE, DEFAULT, AND REMEDIES

A. PERFORMANCE. During the term of this Contract, the parties will monitor performance and address unresolved contract issues as follows:

1. *Notification.* The parties must promptly notify each other of any known dispute and work in good faith to resolve such dispute within a reasonable period of time. If necessary, Sourcewell and the Vendor will jointly develop a short briefing document that describes the issue(s), relevant impact, and positions of both parties.
2. *Escalation.* If parties are unable to resolve the issue in a timely manner, as specified above, either Sourcewell or Vendor may escalate the resolution of the issue to a higher level of management. The Vendor will have thirty (30) calendar days to cure an outstanding issue.
3. *Performance while Dispute is Pending.* Notwithstanding the existence of a dispute, the Vendor must continue without delay to carry out all of its responsibilities under the Contract that are not affected by the dispute. If the Vendor fails to continue without delay to perform its responsibilities under the Contract, in the accomplishment of all undisputed work, Sourcewell may terminate this Contract as stated herein.

B. DEFAULT AND REMEDIES. Either of the following constitutes cause to declare this Contract, or any Member order under this Contract, in default:

1. Nonperformance of contractual requirements, or
2. A material breach of any term or condition of this Contract.

Written notice of default and a reasonable opportunity to cure must be issued by the party claiming default. If the default remains after the opportunity for cure, the non-defaulting party may:

- Exercise any remedy provided by law or equity, or
- Terminate the Contract or any portion thereof, including any orders issued against the Contract.

20. INSURANCE

A. REQUIREMENTS. At its own expense, Vendor must maintain insurance policy(ies) in effect at all times during the performance of this Contract with insurance company(ies) licensed or authorized to do business in the State of Minnesota having an "AM BEST" rating of A- or better, with coverage and limits of insurance not less than the following:

1. *Workers' Compensation and Employer's Liability.*

Workers' Compensation: As required by any applicable law or regulation.

Employer's Liability Insurance: must be provided in amounts not less than listed below:

Minimum limits:

\$500,000 each accident for bodily injury by accident

\$500,000 policy limit for bodily injury by disease

\$500,000 each employee for bodily injury by disease

2. *Commercial General Liability Insurance.* Vendor will maintain insurance covering its operations, with coverage on an occurrence basis, and must be subject to terms no less broad than the Insurance Services Office ("ISO") Commercial General Liability Form CG0001 (2001 or newer edition). At a minimum, coverage must include liability arising from premises, operations, bodily injury and property damage, independent contractors, products-completed operations including construction defect, contractual liability, blanket contractual liability, and personal injury and advertising injury. All required limits, terms and conditions of coverage must be maintained during the term of this Contract.

Minimum Limits:

\$1,000,000 each occurrence Bodily Injury and Property Damage

\$1,000,000 Personal and Advertising Injury

\$2,000,000 aggregate for Products-Completed operations

\$2,000,000 general aggregate

3. *Commercial Automobile Liability Insurance.* During the term of this Contract, Vendor will maintain insurance covering all owned, hired, and non-owned automobiles

in limits of liability not less than indicated below. The coverage must be subject to terms no less broad than ISO Business Auto Coverage Form CA 0001 (2010 edition or newer).

Minimum Limits:

\$1,000,000 each accident, combined single limit

4. *Umbrella Insurance.* During the term of this Contract, Vendor will maintain umbrella coverage over Workers' Compensation, Commercial General Liability, and Commercial Automobile.

Minimum Limits:

\$2,000,000

5. *Professional/Technical, Errors and Omissions, and/or Miscellaneous Liability.* During the term of this Contract, Vendor will maintain coverage for all claims the Vendor may become legally obligated to pay resulting from any actual or alleged negligent act, error, or omission related to Vendor's professional services required under this Contract.

Minimum Limits:

\$2,000,000 per claim or event

\$2,000,000 – annual aggregate

6. *Network Security and Privacy Liability Insurance.* During the term of this Contract, Vendor will maintain coverage for network security and privacy liability. The coverage may be endorsed on another form of liability coverage or written on a standalone policy. The insurance must cover claims which may arise from failure of Vendor's security resulting in, but not limited to, computer attacks, unauthorized access, disclosure of not public data – including but not limited to, confidential or private information, transmission of a computer virus, or denial of service.

Minimum limits:

\$2,000,000 per occurrence

\$2,000,000 annual aggregate

Failure of Vendor to maintain the required insurance will constitute a material breach entitling Sourcewell to immediately terminate this Contract for default.

B. CERTIFICATES OF INSURANCE. Prior to commencing under this Contract, Vendor must furnish to Sourcewell a certificate of insurance, as evidence of the insurance required under this Contract. Prior to expiration of the policy(ies), renewal certificates must be mailed to Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 or sent to the Sourcewell Contract Administrator assigned to this Contract. The certificates must be signed by a person authorized by the insurer(s) to bind coverage on their behalf. All policies must include there will be no cancellation, suspension, non-renewal, or reduction of coverage without thirty (30) days' prior written notice to the Vendor.

Upon request, Vendor must provide to Sourcewell copies of applicable policies and endorsements, within ten (10) days of a request. Failure to request certificates of insurance by Sourcewell, or failure of Vendor to provide certificates of insurance, in no way limits or relieves Vendor of its duties and responsibilities in this Contract.

C. **ADDITIONAL INSURED ENDORSEMENT AND PRIMARY AND NON-CONTRIBUTORY INSURANCE CLAUSE.** Vendor agrees to name Sourcewell and its Members, including their officers, agents, and employees, as an additional insured under the Vendor's commercial general liability insurance policy with respect to liability arising out of activities, "operations," or "work" performed by or on behalf of Vendor, and products and completed operations of Vendor. The policy provision(s) or endorsement(s) must further provide that coverage is primary and not excess over or contributory with any other valid, applicable, and collectible insurance or self-insurance in force for the additional insureds.

D. **WAIVER OF SUBROGATION.** Vendor waives and must require (by endorsement or otherwise) all its insurers to waive subrogation rights against Sourcewell and other additional insureds for losses paid under the insurance policies required by this Contract or other insurance applicable to the Vendor or its subcontractors. The waiver must apply to all deductibles and/or self-insured retentions applicable to the required or any other insurance maintained by the Vendor or its subcontractors. Where permitted by law, Vendor must require similar written express waivers of subrogation and insurance clauses from each of its subcontractors.

E. **UMBRELLA/EXCESS LIABILITY.** The limits required by this Contract can be met by either providing a primary policy or in combination with umbrella/excess liability policy(ies).

F. **SELF-INSURED RETENTIONS.** Any self-insured retention in excess of \$10,000 is subject to Sourcewell's approval.

21. COMPLIANCE

A. **LAWS AND REGULATIONS.** All Services provided under this Contract must comply fully with applicable federal laws and regulations, and with the laws in the states and provinces in which the Services are sold.

B. **LICENSES.** Vendor must maintain a valid status on all required federal, state, and local licenses, bonds, and permits required for the operation of the business that the Vendor conducts with Sourcewell and Members.

22. BANKRUPTCY, DEBARMENT, OR SUSPENSION CERTIFICATION

Vendor certifies and warrants that it is not in bankruptcy or that it has previously disclosed in writing certain information to Sourcewell related to bankruptcy actions. If at any time during

this Contract Vendor declares bankruptcy, Vendor must immediately notify Sourcewell in writing.

Vendor certifies and warrants that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated by the State of Minnesota, the United States federal government, or any Member. Vendor certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this Contract. Vendor further warrants that it will provide immediate written notice to Sourcewell if this certification changes at any time.

23. PROVISIONS FOR NON-UNITED STATES FEDERAL ENTITY PROCUREMENTS UNDER UNITED STATES FEDERAL AWARDS OR OTHER AWARDS

Members that use United States federal grant or FEMA funds to purchase goods or services from this Contract may be subject to additional requirements including the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 C.F.R. § 200. Members may also require additional requirements based on specific funding specifications. Within this Article, all references to “federal” should be interpreted to mean the United States federal government. The following list only applies when a Member accesses Vendor’s Equipment, Products, or Services with United States federal funds.

A. **EQUAL EMPLOYMENT OPPORTUNITY.** Except as otherwise provided under 41 C.F.R. § 60, all contracts that meet the definition of “federally assisted construction contract” in 41 C.F.R. § 60-1.3 must include the equal opportunity clause provided under 41 C.F.R. §60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 C.F.R. §, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 C.F.R. § 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.” The equal opportunity clause is incorporated herein by reference.

B. **DAVIS-BACON ACT, AS AMENDED (40 U.S.C. § 3141-3148).** When required by federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. § 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 C.F.R. § 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-federal entity must report all suspected or reported violations to

the federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. § 3145), as supplemented by Department of Labor regulations (29 C.F.R. § 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-federal entity must report all suspected or reported violations to the federal awarding agency. Vendor must be in compliance with all applicable Davis-Bacon Act provisions.

C. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT (40 U.S.C. § 3701-3708). Where applicable, all contracts awarded by the non-federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. § 3702 and 3704, as supplemented by Department of Labor regulations (29 C.F.R. § 5). Under 40 U.S.C. § 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. § 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence. This provision is hereby incorporated by reference into this Contract. Vendor certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Vendor must comply with applicable requirements as referenced above.

D. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT. If the federal award meets the definition of "funding agreement" under 37 C.F.R. § 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 C.F.R. § 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency. Vendor certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Vendor must comply with applicable requirements as referenced above.

E. CLEAN AIR ACT (42 U.S.C. § 7401-7671Q.) AND THE FEDERAL WATER POLLUTION CONTROL ACT (33 U.S.C. § 1251-1387). Contracts and subgrants of amounts in excess of \$150,000 require the non-federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. § 7401- 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. § 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA). Vendor

certifies that during the term of this Contract will comply with applicable requirements as referenced above.

F. DEBARMENT AND SUSPENSION (EXECUTIVE ORDERS 12549 AND 12689). A contract award (see 2 C.F.R. § 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 C.F.R. §180 that implement Executive Orders 12549 (3 C.F.R. § 1986 Comp., p. 189) and 12689 (3 C.F.R. § 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. Vendor certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

G. BYRD ANTI-LOBBYING AMENDMENT, AS AMENDED (31 U.S.C. § 1352). Vendors must file any required certifications. Vendors must not have used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Vendors must disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the non-federal award. Vendors must file all certifications and disclosures required by, and otherwise comply with, the Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352).

H. RECORD RETENTION REQUIREMENTS. To the extent applicable, Vendor must comply with the record retention requirements detailed in 2 C.F.R. § 200.333. The Vendor further certifies that it will retain all records as required by 2 C.F.R. § 200.333 for a period of three (3) years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

I. ENERGY POLICY AND CONSERVATION ACT COMPLIANCE. To the extent applicable, Vendor must comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

J. BUY AMERICAN PROVISIONS COMPLIANCE. To the extent applicable, Vendor must comply with all applicable provisions of the Buy American Act. Purchases made in accordance with the Buy American Act must follow the applicable procurement rules calling for free and open competition.

K. ACCESS TO RECORDS (2 C.F.R. § 200.336). Vendor agrees that duly authorized representatives of a federal agency must have access to any books, documents, papers and records of Vendor that are directly pertinent to Vendor's discharge of its obligations under this

Contract for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to Vendor's personnel for the purpose of interview and discussion relating to such documents.

L. PROCUREMENT OF RECOVERED MATERIALS (2 C.F.R. § 200.322). A non-federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. § 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

24. CANCELLATION

Sourcewell or Vendor may cancel this Contract at any time, with or without cause, upon sixty (60) days' written notice to the other party. However, Sourcewell may cancel this Contract immediately upon discovery of a material defect in any certification made in Vendor's Proposal. Termination of this Contract does not relieve either party of financial, product, or service obligations incurred or accrued prior to termination.

Sourcewell

DocuSigned by:
By: Jeremy Schwartz
C0FD2A139D06489...
Jeremy Schwartz
Title: Director of Operations &
Procurement/CPO
Date: 11/11/2019 | 11:33 AM CST

SHI International Corp.

DocuSigned by:
By: Kristina Mann
2A3B1E59B06C459...
Aimee Ballenger
Title: Public Program Manager
Date: 11/12/2019 | 8:35 AM CST

Approved:
DocuSigned by:
By: Chad Coauette
7E42B8F817A64CC...
Chad Coauette
Title: Executive Director/CEO
Date: 11/11/2019 | 11:12 AM CST

RFP#081419 - Technology Catalog Solutions

Vendor Details

Company Name: SHI International
290 Davidson Ave.
Address: Somerset, NJ 08873
Contact: Aimee Ballenger
Email: aimee_ballenger@shi.com
Phone: 678-708-3906
HST#: 22-3009648

Submission Details

Created On: Thursday June 27, 2019 20:01:55
Submitted On: Tuesday August 13, 2019 20:57:55
Submitted By: Aimee Ballenger
Email: aimee_ballenger@shi.com
Transaction #: de73d79e-ac55-45de-8aa6-01abc94b3ead
Submitter s IP Address: 161.69.112.12

Specifications**Proposer Identity & Authorized Representatives**

| Line Item | Question | Response * |
|-----------|--|---|
| 1 | Proposer Legal Name (and applicable d/b/a, if any): | SHI International Corp. |
| 2 | Proposer Address: | 290 Davidson Ave Somerset, New Jersey 08873 |
| 3 | Proposer website address: | https://www.shi.com/ |
| 4 | Proposer's Authorized Representative name, title, address, email address & phone) (The representative must have authority to sign the "Proposer's Assurance of Compliance" on behalf of the Proposer): | Aimee Ballenger Public Program Manager aimee_ballenger@shi.com 678-708-3906 |
| 5 | Proposer's primary contact for this proposal (name, title, address, email address & phone): | Aimee Ballenger Public Program Manager aimee_ballenger@shi.com 678-708-3906 |
| 6 | Proposer's other contacts for this proposal, if any (name, title, address, email address & phone): | Meghan Flisakowski Public Sector Program Manager Meghan_flisakowski@shi.com 512-317-0799 |

Company Information and Financial Strength

| Line Item | Question | Response * |
|-----------|--|---|
| 7 | Provide a brief history of your company, including your company's core values, business philosophy, and industry longevity related to the requested equipment, products or services. | <p>This past July, SHI celebrated our 30th Anniversary at our annual Global Sales Conference. The theme of that conference was Purpose and Passion, a theme that speaks to both our business philosophy and our core values. We define success not only quantitatively but also by the quality of our relationships. While we are proud to have topped \$10 billion in revenue in 2018, largely because of our financially strong and stable business model, we also recognize that our Purpose and our Passion have cultivated our longevity within the industry; that our growing success stems directly from our purpose: to deliver exceptional value and experience as we help customers select, deploy, and manage their technology. And that our passion, which remains focused on forging and nurturing relationships with our customers and with our colleagues and partners, will sustain us for another 30 years as an industry leader.</p> <p>Since 1989, SHI has persistently maintained our small-company feel by retaining our leadership personnel (many of whom have been with the company since its inception) and by empowering our 4,000+ employees to collaborate with customers to resolve IT problems and needs directly, shoulder to shoulder. With the largest field sales organization of any technology reseller, our visibility across all Public Sector verticals (K12, Higher Ed, State and Local Government, Federal, and Healthcare initiatives), boasts 175 field AEs, working and living in the territories they support, and 170 telesales specialists, who cater to the needs of small and medium public entities and who dedicate their energy every day to customer success.</p> <p>As the largest privately-owned, M/WBE organization in the country, we are proud of our spirit of community and partnership and in our ability to facilitate IT solutions, services, and hardware and software products for our national and global clients. Loyalty, trustworthiness, and reliability are paramount qualities of SHI, and we offer those qualities, in tandem with our Purpose and Passion, to Sourcewell with an eagerness to help your Members work more efficiently and effectively.</p> <p>We are committed to providing Sourcewell members the most advantageous pricing models and the most exceptional values; we recognize that our role as a Sourcewell affiliate is to support your Members, providing expert best practices to keep their IT resources safe, secure, and operational, 24 hours a day, 365 days a year.</p> |

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| 8 | <p>Provide a detailed description of the products and services that you are offering in your proposal.</p> | <p>We offer our complete catalogue of products and services to Sourcewell members. Providing a vendor-neutral approach to help customers find the right technology that meets every specific requirement of their IT environment, one of our greatest strengths is our ability to provide tremendous depth and breadth in choosing the ideal software, hardware, Cloud, and other products and services for each individual Sourcewell member.</p> <p>In fact, SHI's current catalogue includes tens of thousands of hardware, software, and other product partners. Generally, SHI is able to sell between 75%-100% of our partners' product lines, and we offer a wide range of services delivered directly by our internal teams, by the manufacturer directly, or by subcontracting to a third-party, vetted partner.</p> <p>In addition, SHI provides Sourcewell members with full IT solutions, from commodity software and hardware to complete, end-to-end datacenter solutions. We specialize in IT solutions that fit precisely with our customers' needs and wants, and Sourcewell's members will benefit from our experience and breadth of knowledge to help design, implement, and optimize their IT ecosystem.</p> <p>It's worth noting that, over the past decade, IT has changed dramatically. Although there is still a definite need for commodity products, attention has shifted more and more to building comprehensive solutions that will solve customers' needs. In response to this shift, and working from our customer-centered foundation, SHI developed our Enterprise Solutions Group to include solution-based support. This team is comprised of over 150 people who hold 3000+ certifications for various products and solutions. Their goal is to address Sourcewell Members' needs, help them acquire the right technology, and facilitate adoption of that technology into their own unique environment. Our Enterprise Solutions Group, like all of SHI, is vendor-neutral and uses its range of experience to help tailor conversations that are optimal for each Sourcewell member. We engage customers during the strategy and solution design of a project and assist with activities like deliberate planning, assessments, white boarding, proof of concepts, and obtaining demo units.</p> <p>Our purpose is to provide the best overall value to each Sourcewell member, and we understand that this goal is achieved through a combination of world-class support, aggressive pricing, and extensive product and service offerings. Our objectives align with Sourcewell's mission to help government, education, and nonprofits work more efficiently, and we accomplish this by remaining laser-focused on customer satisfaction: every SHI employee understands that we are here because of our customers and will remain here only as long as we continue to provide extraordinary products, services, and customer satisfaction.</p> |
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| 9 | What are your company's expectations in the event of an award? | <p>SHI is genuinely excited about the opportunity to collaborate with Sourcewell and its members! We expect a phenomenally successful partnership, beginning with our immediate expectations in the event of an award, which include</p> <ol style="list-style-type: none"> 1. To support and advocate our Sourcewell partnership. Each team member from every Public Sector vertical will support our partnership with Sourcewell and will advocate for the contract with passion and vigor. Given our position in the Public Sector market, the size of our sales force, and our experience with implementing and growing similar contracts, we are confident that we can extend Sourcewell's reach not only in terms of revenue achieved, but also in terms of the number of distinct members who use this contract. 2. To develop marketing materials and campaigns that articulate the value of the Sourcewell-SHI partnership. As an example, we will employ our Business Development Team, dedicated to the Public Sector Business Unit at SHI, to call all prospective customers and detail our partnership promptly upon award. 3. To train our entire Public Sector sales and sales-support staff about Sourcewell and its members. This training will include contract terms and methodology, pricing parameters, and the value that Sourcewell provides to its Members. 4. To connect immediately with current Sourcewell Members, introduce SHI, and listen to Members' needs. Our introduction will ensure that each Member's dedicated Account Team is familiar with and accessible to them, in addition to educating Members on the value we provide. We will work with each Member to understand their business preferences (specific information on a quote, reporting requirements, invoicing/billing requirements, and the like). And we will offer webinars on various topics including: <ul style="list-style-type: none"> • Getting to know SHI; • SHI.com (eProcurement intro); • SHI's Service Capabilities; • Microsoft Volume Licensing. 5. Finally, to create a dedicated Sourcewell online catalogue that displays the contracted pricing and any additional information that Sourcewell deems important. We will work with Sourcewell Members to customize their site, adding reporting and punch-out capabilities specific to that member, when needed. <p>We recognize why cooperative contract usage is on the rise, and we realize the value of having strategic partners in this space.</p> <p>Sourcewell can expect that SHI sets ourselves apart from organizations similar to us in that we will collaborate with only a few select Consortia partners; in fact, we intentionally keep the number of Consortia partners strategically small to provide proactive support to Consortia members, rather than attaining many partnerships and diffusing ourselves reactively.</p> <p>If awarded, we bring to this new contract both a deep desire to partner with Sourcewell and fresh, innovative perspectives for your Members. We expect the transition to a new partnership will be seamless, and we will assist in that transition by supporting Sourcewell members personally, starting with our Senior Director of Public Sector, Denise Verdicchio. Denise is committed to the success of our partnership from day one of an award, and she will dedicate her energy to making our Sourcewell partnership a thriving one. Denise has demonstrated that her leadership and teamwork create success: for example, with our most recent consortia contract award, under her leadership, our Public Sector Team grew the contract to over \$100M in the first year.</p> <p>In short, our expectations are bold, and they are also achievable. Our SHI team is flexible and agile, and we are committed to providing Sourcewell's members an extraordinary experience, with a purpose and a passion, that is incomparable.</p> |
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| 10 | Demonstrate your financial strength and stability with meaningful data. This could include such items as financial statements, SEC filings, credit and bond ratings, letters of credit, and detailed reference letters. Upload supporting documents as applicable) in the document upload section of your response. | <p>With over 4,200 employees worldwide, SHI is proud to be the largest Woman/Minority owned business in North America. We maintain 35+ offices in North America, EMEA, and Asia in addition to our Integration Center, Solution Lab, and Executive Briefing Center, which are located at our headquarters in New Jersey. In 2018, SHI reached \$10B in revenue (one year ahead of our goal) and set the stage for continued exponential growth.</p> <p>The SHI Public Sector unit made up \$2.2B of SHI's overall sales last year and was recognized as the #1 business unit for 2018, with an astounding 25% increase over 2017. While this past year was one of the largest growth years, SHI's Public Sector has grown consistently over the last 30 years. In combination with our articulated Purpose and Passion, this growth stems from a laser focus on customer service, dedicated and tenured leadership, world-class Account Executives (who live and work in the communities they serve), and a broad spectrum of customers and partners. In other words, we recognize the vitality of our community, and our financial strength and stability are a direct result of our community approach.</p> <p>Since SHI is a privately-owned company with no bank debt, we are nimble and able to reinvest in our business with integrity and in a way that aligns with Sourcewell's values and its Members' needs. SHI continues to invest in new infrastructure, most recently with a brand-new Integration Center that will open in Q4 2019. We also made significant investments in hiring more resources – the people with whom Sourcewell Members will engage. In 2018, for example, we brought on 150 additional Field Solutions Engineers and Professional Services Executives for a total of 550 customer-facing technical experts who support our Account Executives.</p> <p>Our financial strength and stability is predicated on our staunch affiliations within our communities – our relationships with customers, partners, OEMs, and our own SHI colleagues.</p> <p>We have included our 2 years of audited financials in the upload section for your review and to demonstrate our strength and stability.</p> |
| 11 | What is your US market share for the solutions that you are proposing? | <p>Overall Market Share based on Fortune 100, 500 & 1000</p> <ul style="list-style-type: none"> • 60% of the Fortune 100 use SHI for primary IT Products (Software & Hardware) • 40% of the Fortune 500 use SHI for primary IT Products (Software & Hardware) • 30% of the Fortune 1000 use SHI for primary IT Products (Software & Hardware) <p>SHI Overall Product Mix</p> <ul style="list-style-type: none"> • 60% is be considered Software, Subscriptions, and Cloud based Sales • 40% is be considered Hardware, Peripherals and Accessories – Including categories of Devices, Servers, Storage, Networking <p>Market Share Indicators for Software</p> <p>SHI is considered the leading Reseller Partner for many of the Top Software Publishers such as Microsoft, Adobe, Symantec/Veritas, McAfee (Intel Security), and others. We estimate that 20-25% of revenue with these partners as representative of their Partner Sales. This number does not include Sales that Software Publishers conduct directly with the end-customer.</p> <p>Market Share Indicators for Hardware</p> <p>OEM direct sales to the end-customer typically represents a larger percentage of the business; therefore our overall Market Share will be lower, estimated in the 5-10% range. This number, however, still makes SHI one of the largest Hardware Resellers in North America.</p> |
| 12 | What is your Canadian market share, if any? | SHI's Canadian Market Share is 5-10%, and we provide more detailed information about our Canadian resources in our response to Question 42. |
| 13 | Has your business ever petitioned for bankruptcy protection? If so, explain in detail. | In our 30-year history, SHI has never petitioned for bankruptcy protection. We are a privately held company and currently have no debt. |

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| 14 | <p>How is your organization best described: is it a manufacturer, a distributor/dealer/reseller, or a service provider? Answer whichever question either a) or b) just below) best applies to your organization.</p> <p>a) If your company is best described as a distributor/dealer/reseller (or similar entity), provide your written authorization to act as a distributor/dealer/reseller for the manufacturer of the products proposed in this RFP. If applicable, is your dealer network independent or company owned?</p> <p>b) If your company is best described as a manufacturer or service provider, describe your relationship with your sales and service force and with your dealer network in delivering the products and services proposed in this RFP. Are these individuals your employees, or the employees of a third party?</p> | <p>SHI is best described as an Information Technology Value-Added Reseller, providing a total solution to information technology acquisitions by providing multi-vendor hardware and software along with significant services.</p> <p>As we mention throughout this proposal, one of our greatest strengths is our ability to offer customers tremendous depth and breadth in choosing products (hardware, software, Cloud) in conjunction with a wide range of services – in short, we provide full IT solutions, and our focus aligns with Sourcewell’s mission to build valued relationships and to deliver innovative solutions with integrity and respect to Members’ needs and wants.</p> <p>We understand that Sourcewell’s goal is to identify a trusted procurement partner that can assist in helping you achieve your mission of saving time and money for your Members. Whether working on large campus-wide projects like a one-on-one initiative, a Network Refresh for anytime/anywhere accessibility, Unified Communications, Modernizing Legacy Systems, or providing a customer-first experience with day-to-day IT procurement transactions, SHI has both the resources and the experience to execute seamlessly for your Members and to exceed their expectations.</p> <p>Our approach is centered on extraordinary quality and overall value. We strive to provide the highest level of support and services every day of the year, and we will deliver the most personalized touch to the end-user computing enterprise for all Sourcewell members. We recognize that Sourcewell is looking for their Vendor to provide:</p> <ul style="list-style-type: none">• A robust presence that can fully support Members’ technology needs, saving them both time and money.• A trusted advisor/consultant who can help Members support the entire lifecycle of an asset and ensure successful implementation at each phase.• A strong relationship with industry partners.• An actionable strategy to educate potential members on the value of Sourcewell in order to gain increased membership. <p>We are well positioned to deliver on these goals because of our exemplary relationships with our sales/service force and with our dealer network. Our experience in supporting contracts of similar size and scope is unparalleled, and we have a proven formula to onboard and optimize contracts.</p> <p>Our Public Sector team is ready to implement this contract for Sourcewell; and we are committed to expanding our team dedicated to Public Sector entities to ensure we meet (and exceed!) all requirements of the contract. With the largest and most highly-certified sales support team in the industry, SHI will act as a loyal consultant to your Members.</p> <p>Working from a customer-centric foundation, we have organized our support teams to include solution-based support, including specific, presales technical expertise around Datacenter, Mobility, Backup/Recovery, DR, Cybersecurity, Virtualization, and more. These teams provide vendor-neutral advisement and use their breadth of experience to help tailor conversations that are optimal for each Member’s specific environment.</p> <p>SHI has the experience and vendor partnerships in place to bring phenomenal value to Sourcewell and your members. All of the leading manufacturers have established SHI as an authorized partner, and we can provide LOAs immediately upon request. Furthermore, SHI has a diverse partner ecosystem, supporting over 15,000 unique Publishers and Manufacturers.</p> <p>Sourcewell can feel confident that your Members will benefit from our aggressive pricing and exceptional value. A dedicated approach to the Public Sector business for the last twenty years has helped us to create solutions that are specific to the unique needs of State, Local, and Education customers across North America. SHI will work with each Sourcewell Member collaboratively, with purpose and passion, and with a goal of “continuous improvement.”</p> <p>We are fully committed to the long-term success of Sourcewell and your Members, and we appreciate the opportunity to bring IT solutions to your current and future members.</p> | | | | | | | | | | | | | | | | | | |
| 15 | <p>If applicable, provide a detailed explanation outlining the licenses and certifications that are both required to be held, and actually held, by your organization (including third parties and subcontractors that you use) in pursuit of the business contemplated by this RFP.</p> | <p>Among the thousands of licenses and certifications available within the IT industry, SHI holds a comprehensive number relevant to the business articulated for Sourcewell’s RFP: Cloud Services, Microsoft, Intel, Dell, Symantec, McAfee, IBM, HP, Apple, VMware, Red Hat, Tenable, Citrix, AWS – across all platforms and solutions, our teams stay current with all licenses and certifications made available by providers.</p> <p>We have included a total number of certifications from some of our larger partners and have included a sampling of types of certifications in response to question 69 in our response.</p> <table><tr><td>Acronis –</td><td>5 Certifications</td></tr><tr><td>Adobe –</td><td>7 Certifications</td></tr><tr><td>AGOE –</td><td>1 Certifications</td></tr><tr><td>AirWatch –</td><td>2 Certifications</td></tr><tr><td>APC -</td><td>12 Certifications</td></tr><tr><td>Apple -</td><td>17 Certifications</td></tr><tr><td>Arbor -</td><td>4 Certifications</td></tr><tr><td>Aruba -</td><td>3 Certifications</td></tr><tr><td>Avaya -</td><td>12 Certifications</td></tr></table> | Acronis – | 5 Certifications | Adobe – | 7 Certifications | AGOE – | 1 Certifications | AirWatch – | 2 Certifications | APC - | 12 Certifications | Apple - | 17 Certifications | Arbor - | 4 Certifications | Aruba - | 3 Certifications | Avaya - | 12 Certifications |
| Acronis – | 5 Certifications | | | | | | | | | | | | | | | | | | | |
| Adobe – | 7 Certifications | | | | | | | | | | | | | | | | | | | |
| AGOE – | 1 Certifications | | | | | | | | | | | | | | | | | | | |
| AirWatch – | 2 Certifications | | | | | | | | | | | | | | | | | | | |
| APC - | 12 Certifications | | | | | | | | | | | | | | | | | | | |
| Apple - | 17 Certifications | | | | | | | | | | | | | | | | | | | |
| Arbor - | 4 Certifications | | | | | | | | | | | | | | | | | | | |
| Aruba - | 3 Certifications | | | | | | | | | | | | | | | | | | | |
| Avaya - | 12 Certifications | | | | | | | | | | | | | | | | | | | |

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| Blue Coat Systems - | 3 Certifications |
| Bluebeam - | 7 Certifications |
| Bomgar - | 3 Certifications |
| Business Objects - | 11 Certifications |
| CA - | 34 Certifications |
| Check Point - | 12 Certifications |
| Cisco - | 44 Certifications |
| Citrix - | 88 Certifications |
| CIW - | 1 Certifications |
| Commvault - | 67 Certifications |
| Compellent - | 5 Certifications |
| CompTIA - | 35 Certifications |
| CradlePoint - | 2 Certifications |
| DataCore - | 1 Certifications |
| Dell - | 92 Certifications |
| Dell EMC - | 44 Certifications |
| D-Link- | 4 Certifications |
| Domino - | 1 Certifications |
| EMC - | 54 Certifications |
| Emulex - | 1 Certifications |
| ESET - | 3 Certifications |
| Exin - | 2 Certifications |
| F5 - | 8 Certifications |
| HDS (Hitachi Data Systems) - | 4 Certifications |
| HP - | 201 Certifications |
| HPE - | 327 Certifications |
| IBM - | 174 Certifications |
| IBM hardware - | 11 Certifications |
| Imation/Nexsan - | 4 Certifications |
| ISC2 - | 10 Certifications |
| ITIL - | 5 Certifications |
| Ixia - | 3 Certifications |
| Juniper - | 28 Certifications |
| LanDesk - | 10 Certifications |
| Lenovo - | 26 Certifications |
| LogRhythm - | 3 Certifications |
| McAfee - | 92 Certifications |
| Mellanox - | 2 Certifications |
| Metastorm - | 1 Certification |
| Microsoft - | 1090 Certifications |
| Motorola - | 8 Certifications |
| MS0616813816 - | 1 Certification |
| NetApp - | 26 Certifications |
| NetIQ - | 6 Certifications |
| Nimble - | 7 Certifications |
| Novell - | 11 Certifications |
| Nutanix - | 7 Certifications |
| Oracle - | 340 Certifications |
| Other - | 30 Certifications |
| Polycom - | 14 Certifications |
| ProCurve - | 6 Certifications |
| Proofpoint - | 3 Certifications |
| Pure - | 5 Certifications |
| Qlogic - | 5 Certifications |
| Quantum - | 2 Certifications |
| Quest Software - | 1 Certification |
| Red Hat - | 18 Certifications |
| RIM - | 1 Certification |
| RSA - | 33 Certifications |
| SANS.ORG - | 1 Certification |
| Scale Computing - | 1 Certification |
| ScriptLogic - | 2 Certifications |
| Secure Computing / McAfee - | 2 Certifications |
| Security Horizon - | 2 Certifications |
| SimpliVity - | 5 Certifications |
| Sonicwall - | 2 Certifications |
| Splunk - | 6 Certifications |
| Sun Microsystems - | 65 Certifications |
| Symantec - | 142 Certifications |
| Tegile - | 2 Certifications |
| Tintri - | 4 Certifications |
| Trend Micro | 5 Certifications |
| Veeam | 10 Certifications |
| Vision Solutions | 1 Certification |
| VMware | 300 Certifications |
| Watchguard | 1 Certification |
| Websense | 18 Certifications |

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| 16 | Provide all "Suspension or Disbarment" information that has applied to your organization during the past ten years. | SHI has not been suspended or disbarred on any contracts similar to what is being requested by Sourcewell. |
| 17 | Within this RFP category there may be subcategories of solutions. List subcategory titles that best describe your products and services. | <p>Today, we continue to fine-tune our products and services to meet the needs of our customers and the ever-changing, broad technology landscape. Our catalogue of products continues to grow and change in response to technological demands and customer needs.</p> <p>SHI categorizes the technology landscape and our capabilities into three broad segments: End-User, Datacenter, and Security. Within each of these segments are practices; for instance, the End-User Segment is comprised of Mobility, Desktop, Unified Communications, Devices, Peripherals, and Accessories.</p> <p>At the next level are the Solutions that reside within each practice. For example, within the Mobility practice, Unified Endpoint Management, Enterprise Mobility Management, Mobile App Management, Mobile Device Management, and Enterprise File Sharing exist.</p> <p>Another example includes the Solutions that reside under the Devices, Peripherals, and Accessories practice; these include Operating System, Desktop, Laptop, Tablet, Thin Client, Smart Phone, Video Surveillance, Printing and Imaging, Digital Signage, and Peripherals.</p> <p>The last piece of this conversation centers on Services for each Solution. These Services include Advisory Assessments, Solution Design, Proof of Concept, Implementation, Staff Augmentation, Training, Project Management, and Managed Services.</p> <p>Due to the size of SHI's Solutions Directory, it would be cumbersome to include all of the granular categories here, as our categorization and capabilities are extensive. But Sourcewell can be confident knowing that SHI has the capability to support its Members and to facilitate the right solution for each Member's environment at an extraordinary value.</p> <p>Should Sourcewell wish to discuss our Solutions Directory in greater detail, we will gladly schedule a call to articulate the comprehensive practice and solution areas we provide.</p> |

Industry Recognition & Marketplace Success

| Line Item | Question | Response * |
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| 18 | Describe any relevant industry awards or recognition that your company has received in the past five years | <p>Both clients and vendors have recognized SHI generously over the last five years for our exceptional quality, service, and partnerships. We are truly humbled by these accolades and by the recognition that has resulted from our Purpose and Passion.</p> <p>2019 Awards</p> <ul style="list-style-type: none"> Microsoft US Surface Transformation Reseller of the Year Microsoft Partner of the Year Award (MSUS Awards): Modern Workplace, Modern Desktop Award Ranked 10th on CRN's 2019 Solution Provider 500 Dell Technologies Transformational Partner of the Year SOPHOS Cloud Partner of the year Intel Partner of the Year for Vertical Solutions: Client Solution - National Solution Provider Intel Partner of the Year for Marketing: Training for Results - Sales CRN's 2019 Managed Service Provider 500 - Elite 150 Category Forbes Best Employers for Diversity 2019 Adobe Digital Media Worldwide Partner of the Year <p>2018 Awards</p> <ul style="list-style-type: none"> VMware Partner Innovation Award: Transform Networking & Security VMware Partner Innovation Award: Partner of the Year – Americas VMware Partner Innovation Award: VMware Cloud on AWS Solution – Americas Panasas Accelerate Newcomer Partner of the Year 2018 Citrix Networking Partner of the Year CloudHealth North America Partner of the Year Cisco US Commercial POY - South Area Cisco Capital POY - South Area Cisco US Commercial POY - West Area Cisco Advanced Collaboration Partner of the Year Austin American-Statesman Top Workplaces RSA North American SecurID® Suite Partner of the Year Pure Storage Disruptor of the Year Partner Award Partner of the Year - Municipal Information Systems Association (MISA) of Ontario Ranked 8th on CRN's 2018 Solution Provider 500 MSI Outstanding Channel Partner Award Intel Partner of the Year PC Client Solution Award <p>2017 Awards</p> <ul style="list-style-type: none"> VMware Americas Marketing Partner of the Year VMware Global Marketing Partner of the Year Cradlepoint North America Growth Partner of the Year |

- Ribbon Communications North America Partner of the Year Award
- Fortinet North America Fabric Partner of the Year Award
- Citrix Sales Acceleration Award
- McAfee Partner of the Year
- Cisco Commercial Partner of the Year 2017
- Cisco Commercial Territory Partner of the Year 2017
- SHI Achieves AWS Managed Service Partner Status - 2017
- Citi Lean Partner Award
- Microsoft US Public Sector 2017 Partner of The Year
- HP U.S. Print Hardware National Solution Provider of the Year
- Forbes America's Best Midsize Employers 2017
- Hewlett Packard Enterprise Global Financial Services Partner of the Year 2017
- Microsoft Top Partner Windows Commercial Revenue 2017
- Nutanix Velocity Partner of the Year
- Ranked 9th on CRN's 2017 Solution Provider 500
- SAP Ariba Supplier of the Year
- Microsoft's SLG Channel Partner of the Year

2016 Awards

- Intalere Supplier Growth Leader - 20 Percent Club
- Aflac Partner of the Year Award 2016 - Diversity
- Austin American-Statesman Top Workplaces 2016 - SHI International Corp.
- Breakaway Partner 2016 - U.S. National
- Citrix Enterprise Partner of the Year 2016
- Cohesity National Partner of the Year 2016
- CRN Tech Elite 250
- Forbes America's Largest Private Companies 2016
- Forbes America's Best Employers 2016
- Fortinet North American Enhanced Technology Partner of the Year 2016
- Hewlett Packard Enterprise North America Financial Services Partner of the Year 2016
- HP Managed Print Services Best in Class Partner Award 2016
- Intel Security North America Reseller MVP
- Intel Security Partner of the Year- United States
- Meraki Elevate Partner of the Year 2016 - US Central Region
- MES XCellence 2016- Best Solution Provider
- Microsoft FY16 Top Windows Client Commercial Revenue Partner
- Microsoft FY16 US NASPO Top Partner
- Microsoft Operational Excellence Award
- Nutanix Momentum Award
- Ranked 13th on CRN's 2016 Solution Provider 500
- Sophos Top Performer National Americas 2016
- Veritas Technologies AMS Partner of the Year 2016

2015 Awards

- 2015 Adobe Americas Reseller of the Year
- 2015 CRN Triple Crown Award Recipient
- 2015 F5 Growth Partner of the Year
- 2015 Kaspersky National Partner of the Year
- Amerinet Diversity Supplier of the Year
- Austin American-Statesman Top Workplaces 2015 - SHI International Corp.
- Autodesk - Partner of the Year 2015
- Autodesk Volume Channel Partner of the Year
- Citrix NA Partner of the Year 2015 - Mid-Market
- Citrix NA Partner of the Year 2015 - SMB
- Dell Healthcare Partner of the Year
- ESET Most Valuable Partner (MVP) 2015
- Fortinet 2015 United States Enhanced Technology Partner of the Year
- NJBIZ's #1 Top Women-Owned Business
- Ranked 12th on CRN's 2015 Solution Provider 500
- Raytheon-Websense Growth Reseller of the Year (NA)
- Raytheon-Websense Net New Customer Acquisition Reseller of the Year (NA)
- Red Hat North American Commercial High Volume Partner of the Year
- SHI Canada ranks #14 out of Top 100 Solution Providers
- Sophos Top Performer North America
- Southern California MSDC Supplier of the Year Winners Circle
- Southwest Minority Supplier Development Council Class IV Supplier of the Year
- US National Commercial Partner of the Year
- US South Region Meraki Partner of the Year
- Veeam Corporate Reseller of the Year 2015
- VMware Americas Renewals Partner of the Year and vCloud Air Partner of the Year
- VMware Mobility Partner of the Year - Global and Regional

2014 Awards

- 2014 LAR of the Year, North America
- 2014 Microsoft Partner of the Year Award Education
- 2014 VMware Solutions Partner of the Year
- Americas Region VMware Solution Provider Partner of the Year Award
- arcserve LAR of the Year
- Autodesk Top Volume Channel Partner

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| | | <ul style="list-style-type: none"> Blue Cross Blue Shield of Michigan LifeSecure Diverse Supplier Achievement Award Cisco Meraki Partner of the Year, Americas Cisco New Break Away Partner of the Year, Americas GMIS International Partner Award - Diamond Level HP PartnerOne Award for Global Reseller of the Year McAfee Corporate Reseller of the Year 2014, North America Microsoft Operational Excellence Award - Eleventh consecutive year and thirteenth time overall: 2014, 2013, 2012, 2011, 2010, 2009, 2008, 2007, 2006, 2005, 2004, 2000 & 1999 NJBIZ's #1 Top Minority-Owned Business NJBIZ's #1 Top Women-Owned Business NJBIZ's #3 Top Privately Held Company Ranked 15th on CRN's 2014 Solution Provider 500 SolarWinds' 2014 Partner of the Year Award Sophos Top Performing Partner 2014 - Fifth consecutive year Thai Lee, SHI President and CEO, named to CRN's Women of the Channel Power 50 Solution Providers | |
| 19 | What percentage of your sales are to the governmental sector in the past three years | 2018 – 14% 2017- 13% 2016-15% | * |
| 20 | What percentage of your sales are to the education sector in the past three years | 2018 – 6% 2017 – 6% 2016 – 3% | * |
| 21 | List any state or cooperative purchasing contracts that you hold. What is the annual sales volume for each of these contracts over the past three years? | SHI has included sales volume for our top 5 contracts over the last 3 years. In addition to the information we've provided here, a full list of our contracts by state can be found at: https://www.shi.com/Contract/PSCContract/ContractHome NASPO Software Contract <ul style="list-style-type: none"> 2016 – \$176 Million 2017 - \$163 Million 2018 – 302 Million State Microsoft Software Contract <ul style="list-style-type: none"> 2016 - \$39 Million 2017 - \$188 Million 2018 - \$104 Million State Microsoft Software Contract <ul style="list-style-type: none"> 2016 - \$133 Million 2017 - \$149 Million 2018 - \$40 Million State Software Contract <ul style="list-style-type: none"> 2016 - \$95 Million 2017 - \$108 Million 2018 - \$117 Million GSA <ul style="list-style-type: none"> 2016 - \$64 Million 2017 - \$85 Million 2018 - \$84 Million | * |
| 22 | List any GSA contracts that you hold. What is the annual sales volume for each of these contracts over the past three years? | GSA Contract number GS-35F-0111K 2018 - \$82M 2017 - \$85M 2016 - \$64M | * |

References/Testimonials

Line Item 23.

| Entity Name * | Contact Name * | Phone Number * | |
|--------------------------------|---|----------------|---|
| Houston ISD | Chris Stroupe – Sr. Platform Admin. | 713-556-5131 | * |
| WA State Dept of Enterprise | Elena McGrew – Enterprise Contract | 360-407-3957 | * |
| City of New York | John Gioia – Chief Contracting Officer | 718-403-8503 | * |
| VA-INFORMATION TECHNOLOGIES AG | Greg Searce - Strategic Sourcing Specialist | 804- 416-6166 | |

Top Five Government or Education Customers

Line Item 24. Provide a list of your top five government, education, or non-profit customers (entity name is optional), including entity type, the state or province the entity is located in, scope of the project(s), size of transaction(s), and dollar volumes from the past three years.

| Entity Name | Entity Type * | State / Province * | Scope of Work * | Size of Transactions * | Dollar Volume Past Three Years * | |
|--------------|---------------|--------------------|------------------------------|------------------------|----------------------------------|---|
| Not Required | Government | Kentucky - KY | All IT products and services | \$16-\$1.7M | \$59,310,742 | * |
| Not Required | Government | New York - NY | All IT products and services | \$10-\$4M | \$40,512,256 | * |
| Not Required | Government | Louisiana - LA | All IT products and services | \$33-\$1.1M | \$40,338,113 | * |
| Not Required | Government | New York - NY | All IT products and services | \$11-\$1M | \$30,228,675 | * |
| Not Required | Education | Texas - TX | All IT products and services | \$10-\$1.6M | \$29,986,441 | * |

Ability to Sell and Deliver Service Nationwide

Describe your company's capability to meet the needs of Sourcewell Members across the US, and Canada if applicable. Your response should address in detail at least the following areas: locations of your network of sales and service providers, the number of workers (full-time equivalents) involved in each sector, whether these workers are your direct employees (or employees of a third party), and any overlap between the sales and service functions.

| Line Item | Question | Response * |
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| 25 | Sales force. | <p>SHI is capable and eager to meet the needs of Sourcewell Members across the U.S. and Canada! Our ethos at SHI grows from our team members, and those team members remain our greatest asset. Each individual on our Sales Force is dedicated to providing exceptional customer service and support to Sourcewell Members. Building on Purpose and Passion, SHI continues to develop improved procurement and Internet solutions, strong partnerships with top manufacturers, and a company-wide determination to be the best for our customers. We do not rest on our laurels!</p> <p>In order to remain successful for Sourcewell Members, we will remain flexible in our approach and will engage with each Member on an individual basis; we understand that one size does not fit all and that philosophy is apparent in our service structure. In terms of organization, we have retained a small business feel in order to remain agile for our customers. We operate successfully with minimal layers of management, and we empower our sales teams to make decisions that are in the best interest of their customers.</p> <p>U.S. Public Sector Sales – The Public Sector Field division supports State Government, Local Government, K-12, Higher Ed, Public Healthcare, and Federal entities across the country. Customers in the Public Sector Field are supported by both an Account Executive and a dedicated Inside Sales Team.</p> <p>Account Executives – Led by Denise Verdicchio, this team consists of 175 Account Executives who live and work in their territories throughout the United States. We have the largest field-based sales force in the industry and believe one of the keys to a customer-centric model is nurturing a strong fidelity with our customers. Account Executives spend time at their customers' locations, listening to their customers' needs, and developing a thorough understanding of what is important to that customer with purpose and with passion.</p> <p>Inside Account Managers – This team of 130 Inside Account Managers (IAMs) helps support Members' day-to day-needs. IAMs work in tandem with up to three AEs, and in this way, our customer support stays consistent and personal.</p> <p>SM SLED –Our Small/Medium SLED division is focused on supporting the needs of the smaller K-12, local government, and higher education institutions across the country to ensure personalized attention regardless of their size. In this case, we have defined small as a K-12 district with 7500 students or less, a higher education institution with 1500 students or less, or a city/town with a population of 50,000 or less. These customers often are overlooked by large resellers, yet they have the same needs as their larger counterparts to stay current with technology. Our SM SLED division is based out of our global headquarters in Somerset, NJ, and the team consists of 170 Inside Account Executives (IAEs) who support Members' needs from start to finish.</p> <p>Canadian Public Sector Sales – SHI provides a comprehensive customer support plan to ensure we are meeting each Members' needs as part of our presence in Canada. Currently, our 12 field AEs (8 covering Ontario, 1 Vancouver, 1 Calgary, 1 Montreal) are supported by six IAMs in Austin, Texas. We also have four IAEs who are phone-based administrators covering Canada to augment the AEs. From a support perspective, we have two in-country field solution engineers – one focuses on UCC and the other on DataCenter. SHI currently employs two Microsoft Licensing Executives and one Cisco business development representative dedicated specifically to Canada.</p> <p>And our Canada presence is growing! As of January, 2020, we will employ approximately 30 AEs, with 20 representing Ontario and an additional 10 spread primarily between Calgary and Vancouver. We will make similar investments in inside sales – both the IAEs and IAMs to support the added headcount in the field. We also plan to simultaneously double our Canadian technical resources.</p> <p>All of SHI's Account Executives are empowered to make decisions around the support of their customers, and they have the capacity and autonomy to resolve issues as they arise. Because our Account Executives are responsible for ensuring extraordinary customer satisfaction, SHI is able to provide high-quality customer service and ensure efficient and effective responses to questions and issues. In addition, the SHI Regional Directors are directly engaged with their account teams to provide executive-level support and to meet with customers as needed.</p> <p>In addition, SHI believes in regular and transparent communication with our customers. Our Account Executives will meet with the participating entities and individual Sourcewell members to review their business with SHI. During these review meetings, we discuss purchase history and the Member's future plans. Through devout listening and with open discussions, SHI can provide tremendous value in supporting future initiatives and will engage support teams as needed to meet Member's goals and objectives. If awarded, SHI will provide this level of service for all Members who use the Sourcewell contract to procure IT products and services.</p> <p>We are confident that our capabilities and our commitment to meeting our customers' needs is demonstrated in our level of success under our public sector contracts nationwide. For instance, SHI holds the most Participating Addenda and has achieved the most volume under the NASPO SVAR contract. We have met and exceeded service levels for NASPO ValuePoint and for each State during the contract term, and we have been an active participant in helping NASPO ValuePoint and the States to explore new avenues to achieve additional benefits under the contract.</p> |
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| 26 | Dealer network or other distribution methods. | <p>SHI is proud of our abundant and broad community of distributors and partners, and we work loyally to maintain relationships with both our large IT Distributors (Ingram Micro, Tech Data, and Synnex) as well as smaller, local distributors and manufacturers directly. For every customer transaction, we source from the supplier with inventory in the closest proximity and drop ship directly to our customers' door. Most products are, therefore, delivered within 3-5 business days of order.</p> <p>In order to ensure reduced time to market, we also resource from our own Customer Integration Center, located in Somerset, New Jersey, that provides warehousing and complete configuration capabilities. Regardless of where we resource products, we always find opportunity to save our customers money. In addition to leveraging our partner relationships for savings at the vision and design phases, our sales teams also request information from all of our distributors' stock to obtain the best price for our customers when quoting and sourcing product.</p> <p>In addition, we have sourcing specialists on our procurement team who monitor purchase orders with the partner and distributor community to safeguard that no savings have been missed. In many instances, our sourcing specialists have the ability to aggregate purchases for a specific partner or product across multiple transactions or even across multiple customers to realize a lower overall cost.</p> <p>While SHI does maintain a warehouse/integration center in Somerset, New Jersey, it is our relationships with our major distributors that allow us to provide for efficient product delivery across North America. This model reduces the overhead costs of maintaining additional warehouses, and our distribution model is also important to SHI's own internal cost structure and subsequently allows us to offer our customers a very aggressive pricing model.</p> <p>Our major distribution centers are located strategically in:</p> <ul style="list-style-type: none"> • Atlanta, GA • Chicago, IL • Dallas, TX • Fontana, CA • Fort Worth, TX • Jonestown, PA • Swedesboro, NJ Los Angeles, CA • Memphis, TN • Miami, FL • Ontario, CA • South Bend, IN • Suwanee, GA <p>SHI receives electronic feeds from these major distributors as well as the top publishers/OEMs in the industry. We include advertised list price in our catalog and have based our discounts off of this pricing.</p> |
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| 27 | Service force. | <p>We realize that IT changes constantly and exponentially. As we mentioned elsewhere, although there remains a need for basic IT commodities, the urgency to build solutions that will solve customers' technology and data challenges is more acute than ever. In response to this urgency, we restructured our Service Force to include solution-based support. In fact, we now have specific, technical expertise around our entire portfolio of services and products, ensuring we are able to meet all of Sourcewell Members' IT needs. A sampling of our Service Force for the U.S. and Canada includes these areas:</p> <p>Field Solutions Engineers - In order to provide more technical expertise, SHI currently employs a team of 32 Field Solution Engineers in the US and 2 FSEs serving Canada, and those numbers are increasing in the near future. Our FSEs collaborate directly with Account Executives and are the first point of contact for more in-depth technical discussions.</p> <p>Enterprise Solutions Group - In synchrony with other support teams, SHI's Enterprise Solutions Group (ESG) has the agility and expertise to help design, build, test, and deploy hardware and software solutions. ESG's goal is to help customers execute their mission and educate end-users by getting the right technology to the right people at the right time. Today there are over 250 people dedicated to this division of SHI.</p> <p>Cloud and Innovative Solutions – Tapping into the potential of the Cloud is essential to help Public Sector agencies meet their missions and to facilitate the needs of their citizens as well. In addition to our Enterprise Solutions Group, SHI's Cloud and Innovative Solutions Group (CIS) provides insight into Sourcewell Members' cloud environments, making assessments, evaluations, and recommendations that benefit your specific organization. CIS helps identify over-provisioned or dormant resources, analyze historical usage to determine more favorable pricing models, and provide ongoing monitoring to ensure you're staying on track with a secure, cost-efficient, and optimized cloud environment. SHI delivers industry best practices and custom offerings through our Assess, Design, Build, and Manage methodology in order to integrate leading cloud technologies to Members' environment. Our CIS practice is staffed with approximately 50 senior-level consultants focused on supporting and engaging customers across the continuum of cloud computing.</p> <p>Corporate Training Group by SHI – Providing on-site, online, or on-demand Technical, End-User, and Professional Development Training, our newly acquired Corporate Training Group complements our other services flawlessly. We recognized the need to equip our customers with the skills and knowledge to increase their adoption and consumption of technology, and our CTG team offers full-service training to meet those growing demands – from IT professionals to end-users – we provide training that enables customers to increase their return on investment in technology. With approximately 20 training experts dedicated to our CTG team, we are always ready to provide invaluable, personalized training for Sourcewell Members!</p> <p>Software and Hardware Partner Support Organizations - SHI has the largest team of Software and Licensing Specialists in the industry. These teams are in place to support our customers and sales teams with the expertise to manage the varied features of the Publisher Licensing Programs. Our award winning team of Software and Licensing Specialists is available to assist Sourcewell Members with selecting their licensing programs, executing agreements, and supporting the agreement lifecycle. Today SHI has dedicated teams that support 38 Strategic Software Partners and over 70 Emerging Technology Partners.</p> <p>Service Providers – SHI provides services in one of three ways:</p> <p>(1) SHI-Delivered Services – our internal delivery resources are based both in NJ and across the country. Today we have approximately 270 SHI Employees who deliver various IT Services to our customers.</p> <p>(2) Partner Delivered Services – SHI has the ability to resell partner services. In this case, we rely on either employees of that partner or contractors of that partner. Although it is difficult to clearly quantify the number of resources in this category, as the number of partners that we support in this manner is large, we are happy to provide more detailed information if needed.</p> <p>(3) Service Partner Network – SHI maintains an Elite Partner network of service providers across the U.S. and Canada. These partners are vetted and managed carefully by SHI to ensure customer satisfaction and success. Currently, our Elite Network is comprised of 50 partners; in addition to that network, we also collaborate with external Service Partners at a customer's request. Often, our customers have established relationships with local partners, and in these cases, SHI will eagerly join with that partner in order to provide services on contract.</p> <p>Our capability for services is extensive, and with resources across the country and Canada, SHI facilitates services in almost every IT Solution area.</p> |
| 28 | Describe in detail the process and procedure of your customer service program, if applicable. Include your response-time capabilities and commitments, as well as any incentives that help your providers meet your stated service goals or promises. | <p>We begin every day reminding ourselves of one of our principal purposes – to focus on empowering the people who use technology and to maintain integrity in our relationships with our customers.</p> <p>With this purpose, we clearly recognize the need for exceptional Relationship Management (which might include resolving technical issues and responding to product delivery, billing, and requests regarding Statements of Work). We also understand the need for efficient and transparent communication in order to keep Sourcewell Members' projects moving forward smoothly and successfully.</p> |

The first step to ensure success in these areas is to define collaborative and clear SLAs that meet Members' needs. It is standard practice for us to respond to email and phone requests within two to four hours. We process orders within 24 hours of receipt (unless additional information is required), and we provide daily updates on any pending requests.

We are confident that our Account Team will fully support both daily needs and provide accessible, courteous, responsive, and seamless customer service. If Members ever require a higher level of support, we encourage them to escalate their request.

The following articulates our standard procedure with response times:

1. Call answered timely: Ninety percent (90%) of calls answered within sixty (60) seconds
 - a. SHI has Team Phone Lines where all members of the support team are logged in, and calls are answered in a round-robin method, by members who are not on a call. In the instance all members are helping other customers, calls will be directed to voicemail. Customers can leave a voice message, which will be returned within 2-4 business hours
 - b. If the customer has an urgent request, they can escalate their request to the Inside Sales Team Manager or Account Executive for immediate assistance.
2. Voicemail response: Four (4) business hours from time customer has recorded message: All voicemails are answered or returned within 2-4 business hours
3. Quotes: Respond and/or resolve to ninety percent (90%) within eight (8) business hours from vendor's receipt of customer's request
 - If quotes are out of a standard catalogue for the customer, they will be fulfilled within 8 business hours. If quotes are requested for items which are third party source/weird ware items, IAMs will take the following action:
 1. Reply to customer request within 2-4 hours, confirming receipt of request
 2. Relay to the customer they are working on their request and send notification of additional time the request may take due to external factors – such as awaiting vendor response/additional specs are required from the customer.
4. New location set up: One to three (1-3) business days from vendor's receipt of customer's request
 - If the shipping address is being adjusted after an order has been placed, it needs to be completed ASAP, and before it ships from SHI or distributor warehouse, to make adjustments.
 - If the item has already shipped and the customer needs to adjust shipment location, the IAMs will set up returns and make arrangements to resubmit to updated location, which should not take longer than 1-3 business days
5. Order entry accuracy: Ninety eight percent (98%) of total monthly volume
6. Orders entered timely (include order confirmation): SHI's standard SLA for order entry is within 24 business hours.
7. Time from in stock product shipment to delivery: within five (5) days ninety percent (90%) of the time
 - Any possible delays based on total quantity ordered or restrictions from the OEM will be communicated with the customer at the time of quote or order placement and SHI will keep the customers informed of estimated delivery.
8. Time from product delivery to installation: This will vary based on product and installation requirements. SHI will work with the customer to develop a timeline/SOW for each installation and ensure that the timeline established is met.
9. Percentage of devices DOA: <1% per quarter: As SHI is not the OEM of the products being requested, this is not in SHI's control. If an item is DOA, SHI will work with OEM to provide a working product ASAP
10. Contact installation location to inform product on the way and to schedule installation date: This will be clearly defined in the SOW and managed by the Account team and/or the PM assigned to the project.
11. Final installation of product: This timeline will be established as part of the SOW and will be closely managed by the PM assigned to the project. SHI will keep the customer informed should any changes to timeline occur.
12. Order received to product shipment: within fifteen (15) days ninety percent (90%) of the time
 - Should we expect a delay due to large quantity, complexity, product constraint, or similar, SHI will communicate the expected timeline with the customer and follow up consistently until the product is delivered.
13. Product shipment to installation complete: This requirement and timeline will be clearly defined in the SOW established between the customer and SHI and managed by the PM assigned to the project.

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| | | <p>It is important to note that SHI is built on a foundation of World Class Support. Adopting the process around this support is the first training all new employees receive when they start their career at SHI.</p> <p>Our Purpose is to deliver exceptional value and experience with passion as we help customers select, deploy, and manage technology; and our World Class Support is based on 4 tenets:</p> <ol style="list-style-type: none"> 1) Acknowledge with a purpose; 2) Anticipate Needs and Issues; 3) Update Proactively; 4) Confirm Completion. <p>We believe consistent, honest, and proactive communication will lead to extraordinary customer satisfaction.</p> |
| 29 | Identify any geographic areas of the United States that you will NOT be fully serving through the proposed contract. | <p>SHI will fully serve and actively promote an awarded contract to all Sourcewell Members. With 175 Account Executives who live across the US, including Hawaii and Alaska, SHI is positioned to serve all geographic areas of Sourcewell's proposed contract.</p> <p>SHI's Account Executive(s) will meet with State Agencies, Cities, Counties, and Municipalities to better understand their goals and objectives, and to begin a long-term conversation about purchasing policies; agreements established at the local level; volume licensing management; and key code/order confirmation distribution policies.</p> <p>We will train our AEs in every region to understand the contract, the terms and conditions, and how we can best support Sourcewell Members. In addition, SHI is ready to provide training to educate Sourcewell Members across all geographic areas of a new contract.</p> |
| 30 | Identify any Sourcewell Member sectors (i.e., government, education, not-for-profit) that you will NOT be fully serving through the proposed contract. Explain in detail. For example, does your company have only a regional presence, or do other cooperative purchasing contracts limit your ability to promote another contract? | <p>SHI recognizes the tremendous value that Sourcewell brings to its Members through this cooperative contract. We are excited to train our Account Executives on this contract and will market and promote it to all Sourcewell members without exclusions, and with a focused Purpose and Passion that is incomparable.</p> |
| 31 | Define any specific contract requirements or restrictions that would apply to our Members in Hawaii and Alaska and in US Territories. | <p>SHI does not have any contract restrictions for members in Hawaii, Alaska, or the US Territories. In fact, we have account executives who live in both Alaska and Hawaii and are ready to serve Sourcewell members upon award. Both Carlee Chung – our Public Sector Account Executive in Hawaii and Jim Steele – our Public Sector Account Executive Alaska uphold SHI's purpose with a passion and staunch affiliation.</p> |

Marketing Plan

| Line Item | Question | Response * |
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| 32 | Describe your marketing strategy for promoting this contract opportunity. Upload representative samples of your marketing materials (if applicable) in the document upload section of your response. | <p>We are excited to promote and market a Sourcewell partnership, and our teams are ready to do so!</p> <p>We know the vital importance of marketing contracts and reaching all eligible Sourcewell Members, and we will apply our tangible, demonstrated experience supporting the unique requirements of procurement organizations to marketing and promoting Sourcewell.</p> <p>Our dedicated Public Sector Programs team will join forces with Denise Verdicchio and the entire Public Sector leadership team, to create and execute our marketing plan. Primary contacts for Sourcewell include</p> <p>Aimee Ballenger Public Sector Program Manager Aimee_ballenger@shi.com</p> <p>and</p> <p>Lauren Baines Public Sector Marketing Specialist Lauren_baines@shi.com</p> <p>We include a sample marketing plan as part of the supplemental attachments at the end of our response, and will remain flexible and open to collaboration post-award. We are highly responsive and will work swiftly to execute the agreed upon Marketing plan. An excerpt of an SHI consortia plan might look like this:</p> <p>First week:</p> <ul style="list-style-type: none"> • Create a co-branded press release and work quickly to distribute to agreed-upon trade publications; • Post announcement along with contract details and contact information to www.shi.com; • Begin design of co-branded marketing materials including print, electronic, email, and presentations; |

- Discuss publication and distribution plans, as well as a plan to distribute and follow up on leads;
- Create social media strategy;
- Design and implement Sourcewell secured website on www.shi.com including Sourcewell logo, copy of original RFP, copy of contract and amendments, summary of products and pricing, marketing materials, a link to National IPA's website, and all relevant contact information.

First month:

- Complete design of co-branded marketing materials;
- Finalize plans to publish and distribute;
- Begin distribution to current and prospective Sourcewell members;
- Implement initial social media strategy.

First ninety days:

- Post announcement as a blog post to our widely read blog.shi.com series;
- Complete training and enablement for SHI sales force;
- Complete publishing and distribution of initial marketing materials;
- Analyze initial activity;
- Discuss next ninety day plan for marketing.

Ongoing:

- Design and publish national and regional advertising in trade publications;
- Market and promote the Master Agreement including case studies, presentations, campaigns, and blog posts.

SHI participates in hundreds of trade shows, conferences, and meetings across the country.

Sourcewell has our commitment to participate at specified shows as well as additional opportunities to broadcast and promote our partnership.

Specifically, SHI will attend, exhibit, and participate at the NIGP Annual Forum alongside Sourcewell suppliers. We are happy to assist Sourcewell in promoting and marketing this event and look forward to collaborating on a plan that will drive attendance. We also look forward to the Impact Education Conference and plan to contribute by exhibiting and presenting educational solutions to conference attendees.

We also provide seminars and workshops to our public-sector customers across the country and are eager to do so for Sourcewell members! In all cases, we will work with you to determine the right topics, venue, timing, and participants.

Some examples of what we provide include

Manufacturer Table Show – held annually, SHI will bring in manufacturers that currently do business with Sourcewell as well as emerging partners for a day of education and demonstration.

Technology Roundtables – this event brings together Public Sector IT Professionals and leading manufacturers to discuss current and future technology and how it can be used to solve problems or innovate solutions for the future.

Webinars – SHI frequently holds webinars for our customers. Topics range from Software Volume licensing (Microsoft EA, VMWare ELA), specific product features, and more broad solution areas.

Workshops – typically done in a half day, a workshop is meant to educate customers on all the aspects of a particular solution. One recent example is SHI's Video Surveillance Workshop. We have presented this workshop in 13 cities across the country and have discussed challenges, technology, policy, and future considerations.

Summits - SHI holds technology summits at our corporate headquarters in Somerset, NJ. Current summits include mobility and software asset management (held bi-annually). Sourcewell Members are welcome to attend these at no additional charge.

Custom Events - SHI will help Sourcewell coordinate any event that they believe will be beneficial to the participating entities.

In addition, SHI regularly publishes a widely read blog - <http://blog.shi.com/>. Recent posts include information on audits, E-Rate, VMWare VSphere Licensing Changes, and Microsoft O365 Productivity.

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| 33 | Describe your use of technology and digital data (e.g., social media, metadata usage) to enhance marketing effectiveness. | <p>Some of the digital marketing-related items that contract customers can expect to receive and access include:</p> <p>SHI Blog – With readership increasing exponentially, SHI's blog showcases short news and informational articles to keep our customers up to date on our services and support as well as on emerging trends in technology. Sourcewell Members can subscribe to our blog online: https://blog.shi.com/ and stay updated on all things IT, browsing categories that include Software, Solutions, Cloud, and Technology News.</p> <p>Social Media – In addition to the SHI Blog, SHI is increasing our use of social media to keep our customers informed, and our visibility will continue to grow. With a dedicated team of social media content experts, Sourcewell Members will get up-to-date information on demand by following SHI on Twitter, LinkedIn, Facebook, Instagram, and YouTube. You might, for instance, see some of our newest posts about our partnership with Rutgers University, announcing that the newly-minted SHI Stadium – a 52,454 seat venue – will host its first sporting event on August 30th!</p> <p>Newsletters – SHI creates various informative, monthly newsletters succinctly containing information regarding important contract dates, product releases or changes, Q&A, and upcoming events. Thousands of our customers currently receive these newsletters, which are also available as a subscription to anyone who is interested.</p> <p>Web Seminar Presentations – SHI hosts a series of web seminars covering a variety of topics including new product announcements, changes to licensing programs for major software OEMs, procurement and technology trends, and foundational IT information. Webinar schedules are published quarterly and have a regular public-sector audience. Please check the events page on our web site for the most current schedule.</p> <p>Marketing Documents – SHI creates hundreds of marketing texts for our major manufacturing partners and core services offerings, all of which are made available to customers through in-person meetings, trade shows, email delivery, and mail-outs. Marketing documents will include those that we receive from the manufacturers, those that SHI creates for a general audience, and those that SHI creates specific to Sourcewell Members.</p> |
| 34 | In your view, what is Sourcewell's role in promoting contracts arising out of this RFP? How will you integrate a Sourcewell-awarded contract into your sales process? | <p>SHI is prepared and eager to promote contracts arising out of this RFP, and we perceive Sourcewell's role as quite minimal. We ask that Sourcewell share pertinent SHI material on their website, making our contract information accessible to Members. Beyond that, we take full responsibility to integrate a Sourcewell-awarded contract into our sales process, using our proven formula to onboard and optimize contracts of similar size and scope, and we are committed to promoting this contract broadly and enthusiastically.</p> <p>With our prevalent, respected, and highly-certified sales support team, SHI will swiftly become a trusted advisor to your Members. Relying on our Address, Acquire, Adopt Methodology, we will ensure that we work harmoniously with Sourcewell Members, facilitating each project from inception through successful implementation to completion, and helping to uncover cost savings at all phases of a project lifecycle.</p> <p>As previously mentioned, we will integrate this new contract into our sales process seamlessly, with our AEs meeting early on and consistently thereafter with State Agencies, Cities, Counties, and Municipalities to listen, to better understand their goals and objectives, and to begin a long-term conversation about purchasing policies; agreements established at the local level; volume licensing management; and key code/order confirmation distribution policies. Additionally, we will train our AEs in every region to understand the contract, the terms and conditions, and how we can best support Sourcewell Members.</p> <p>We will engage Sourcewell Members during the strategy and solution design phases of their projects and will assist with strategic planning, assessments, white boarding, proof of concepts, and more. Initiating conversations early in the process will lead to a more optimized project and cost savings. We will also provide extensive product and vendor specific support to ensure successful adoption and follow through during the life of the project.</p> <p>SHI has invested substantially in both Pre- and Post-Sales resources to better serve Sourcewell Members and their long term needs as they Address, Acquire and Adopt their the IT Lifecycle solutions. Armed with the support of all the leading manufacturers, every member of the SHI team is dedicated to helping Sourcewell Members and providing transparent support throughout the entire engagement.</p> |

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| 35 | <p>Are your products or services available through an e-procurement ordering process? If so, describe your e-procurement system and how governmental and educational customers have used it.</p> | <p>When it comes to IT, procurement is never one simple step. We recognize the series of activities and procedures necessary to support the selection of IT equipment and services. IT procurement involves both strategic and administrative responsibilities, and SHI can facilitate that entire acquisition process. To help you obtain the right products and the best services, we offer a variety of procurement options and always customize them to fit Member's unique needs.</p> <p>All of our products and services are available to Sourcewell Members through an e-procurement ordering process, and current governmental and educational customers have used our eCommerce system with great success and ease! We will happily provide a "tour" of our online ordering system, or you can visit a sample on our website at https://portal.shi.com/CustomerServices/SHIMarketing.aspx?ContentID=91416</p> <p>SHI stays current with eCommerce technology, and we've made great investments to UX to ensure customers can purchase, compare, get informed, and stay protected – all from the comfort of their office or home-office. With our Catalogue Customization Options; Approval Routing and Workflow; Reporting and Order Status features; and our PRO Renewal Organizer Timeline, Members can be confident knowing that their IT needs can be met efficiently, effectively, and safely through your personalized SHI eCommerce portal.</p> <p>SHI.com, SHI's procurement platform, provides an efficient and intuitive way to access and procure a customized catalogue of products, and its business-to-business functionality includes innovative Custom Catalogue capabilities that provide personalized views of product information, enabling Sourcewell Members to find and compare products, to view key metrics (like frequently viewed products and contract or standard items), and to simplify purchasing.</p> <p>Catalogues can be as broad or as narrow as Members need! With thousands of manufacturers represented, product catalogues are fully customized to reflect contracted pricing available through SHI, as well as special pricing programs for which Members are eligible, such as licensing programs or other volume programs.</p> <p>SHI's open architecture systems allow us to integrate with virtually any eCommerce platform, whether through market leaders or a proprietary solution. The most common applications we support include Ariba, Perfect Commerce, PeopleSoft, SAP and Oracle. In general, SHI supports systems that use cXML (commerce extensible mark-up language), or EDI (electronic data interchange) standards.</p> <p>In addition, we support the following Punch-out types:</p> <ul style="list-style-type: none"> • Ariba Punch-out • Coupa • ePlus Procure+ • Hubwoo • Oracle OAG • cXML Punchout • Perfect Commerce Roundtrip • PeopleSoft Direct Connect • SAP OCI Roundtrip • Scquest • Verian ProcureIT <p>Our Ecommerce Specialists provide training to Sourcewell Members authorized to access their customized site (e.g., sourcewellmember@SHI.COM), and we will schedule trainings based on the customer's level of access to the site, collaborating with individual Members to determine a program and schedule that works best for their purchasing environment.</p> <p>Some of the most remarkable ways in which governmental and educational customers have used – and benefitted from – our eProcurement system is through our software procurement consulting services, our license tracking and reporting capabilities, and our robust Software Asset Management (SAM) tools.</p> <p>Our tracking abilities relieve our customers of the burden of managing their purchases. We understand that without the processes and checks and balances that we have in place, the opportunity for error in tracking license purchases is tremendous. SHI's license tracking system and workflow have been automated to enforce purchasing rules and to minimize errors.</p> <p>Additionally, SHI's systems effectively track Maintenance Expiration Dates so that we can provide prompt, proactive notification to our customers for Maintenance Renewal purposes. SHI supports and can track Maintenance Programs that have co-terminus expiration and are pro-rated or non-co-terminus programs. Maintenance Tracking and Renewal Notification capabilities are available for all programs and Maintenance purchases made through SHI, whether the purchases are made via a Volume License Agreement or another maintenance program.</p> |
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Value-Added Attributes

| Line Item | Question | Response * |
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| 36 | <p>Describe any product, equipment, maintenance, or operator training programs that you offer to Sourcewell Members. Include details, such as whether training is standard or optional, who provides training, and any costs that apply.</p> | <p>Training is a vital component to success within any endeavor, and especially with technology products, equipment, maintenance, and operations! Our Corporate Training Group (CTG) is a newly acquired addition to what was already SHI's robust training department. Recognizing that technology adoption is just as essential as procurement, we invested in expanding and formalizing our Training Services for all our customers, including Sourcewell Members.</p> <p>While we believe that educating our customers is a huge part of their success (and ours!) and we generally include foundational-level education as a standard element of Pre- and Post-procurement consulting, our CTG group now provides optional, expert-level training in areas including Technical, End-User, and Microsoft-specific training, in addition to Professional Development and Custom Training programs.</p> <p>A leading provider in custom training solutions and services for over 25 years, Corporate Training Group by SHI provides a comprehensive curriculum of advanced technical training and forward-thinking professional development aimed to empower Sourcewell Members and to increase productivity for all their IT environments.</p> <p>Our CTG team of approximately 20 trainers is led by Rob Eyerkus and Kathy Mathews. The team has been together over 10 years, ensuring loyalty, trust, and quality for all learners. Pricing is determined in collaboration with Sourcewell Members – with consideration given to the technology focus; online versus face-to-face training; and one-on-one versus group training.</p> <p>Please feel free to explore more details and options at https://www.shi.com/CustomerServices/SHIMarketing.aspx?ContentID=95722</p> |
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| 37 | Describe any technological advances that your proposed products or services offer. | <p>When IT is the focus, technological advances are expected. Hardware and software provide obvious technological advances for Sourcewell Members; but SHI offers more than advancement through products alone – in addition to products, our experts who comprise our technological services teams help advance Members' technology in myriad ways! Articulated below are just a few offerings:</p> <p>CLOUD: One tremendously important technological advance we offer, for instance, is facilitating the transformation of Members' Data Centers to support a modern Hybrid Infrastructure, making their journey to successful Cloud technology possible. Our recently-developed Cloud and Innovation Solutions (CIS) group helps identify over-provisioned or dormant resources, analyze historical usage to determine more favorable pricing models, and provide ongoing monitoring to ensure Members stay on track with a secure, cost-efficient, and optimized cloud environment. SHI delivers industry best practices and custom offerings through our Assess, Design, Build, and Manage methodology in order to integrate leading cloud technologies to Members' IT environment.</p> <p>Our certified architects and technical consultants combine their industry expertise to deliver services that advance Members' IT business via public, private, and hybrid cloud technologies. A highlight of our CIS support services includes Cloud Platform(s) Service Onboarding; Reporting & Analytics; Advisory Services; and Volume Licensing Expertise (plus more!).</p> <p>SECURITY: In addition to advancements in Cloud and Innovation, SHI recognizes Security as one of the IT field's biggest issues, and our customers – from K12 to Federal to Local Government – are all concerned with compliance, vulnerability, security resources, and budget. Our Senior Security Architects are authorities in IT Security and understand how to protect information and data against Script Kiddies; Hackers; Hacktivists; Malicious Insiders; and Nation-State threats. Our sales of security products and solutions have nearly tripled over the past 10 years, and at over \$667 million, SHI is one of the largest securities solution providers in the world.</p> <p>Our presales and consultant Security Architects have both vendor-specific and vendor-neutral certifications and decades of operational experience, and they use their prowess to help customers remain compliant, safe, operational, and within budget in at least six Security areas: Identity and Access Management; Application Security; Data Centric Security; Data Center and Cloud Security; Threat and Vulnerability Assessment/Management; and Security Program and Operations.</p> <p>Desktop Virtualization Capacity Planning: SHI's Capacity Planning Assessment is a Value-Add service conducted over a 30 Day period to deliver a sample analysis and documented findings of a customer's current desktop environment. This service advances Member's technology by providing them with a more efficient and effective desktop virtualization implementation. We help eliminate guess work and the risk of under-scoping or over-scoping the infrastructure to support the desktop virtualization environment.</p> <p>Envisioning Office 365: Our Envision service consists of a three- to five-day engagement in which we review a Member's current Active Directory, review their current Exchange environment, interview key decision makers, and provide them with a high-level strategic plan to migrate or build a hybrid O365 Strategy. SHI's Envisioning Office 365 is a Value-Add service.</p> <p>Infrastructure and Optimization – VOA & HCA: vSphere Optimization Assessment (VOA), powered by vRealize Operations, provides 360-degree visibility into capacity, performance, and configuration across multi-cloud environments through predictive analytics and unified single console. This service is ideal for Members looking to manage everything from their infrastructure stack to applications all while saving on their cloud resources. The Hybrid Cloud Assessment (HCA) helps Members understand their existing private cloud costs and conduct public and private cloud cost comparisons to decide which, if any, workloads to move to the public cloud. SHI experts provide an analysis report that shows the expenses of Member's infrastructure in a private cloud environment and that evaluates the cost of running the same infrastructure on other public cloud environments like Amazon Web Services (AWS) and Micros Azure. SHI's VOA and HCA combined assessments are Value-Add Services conducted over a 30 Day period to deliver a complete analysis and documented findings, helping to advance Member's technology.</p> |
| 38 | Describe any "green" initiatives that relate to your company or to your products or services, and include a list of the certifying agency for each. | <p>As a reseller and not a manufacturer, SHI naturally has a low impact on the environment. However, we are always mindful both our local community and the larger environment and work to reduce any damaging effects from our organization, while protecting the safety and wellbeing of our staff.</p> <p>Our environmental initiatives focus on four areas:</p> <ul style="list-style-type: none"> • Energy use (office and equipment) • Business travel • Waste management • Asset redeployment, recycling, or proper disposal <p>And we exercise due diligence to:</p> <ul style="list-style-type: none"> • Adhere to local and international environmental legislation • Increase employee awareness • Adopt best practices • Monitor usage <p>SHI's goal is to consume less energy and reduce our environmental impact. We take action through:</p> <ul style="list-style-type: none"> • Monitoring power consumption • Reducing Scope 2 greenhouse gas emissions at 1% reduction per year, since our power consumption goal and Scope 2 greenhouse gas goal are directly linked together • Establishing a goal of 100% for recycling paper, plastics, glass and cardboard • Using advanced energy-saving systems such as automatic lights and energy-saving computer monitors • Using materials from renewable resources, non-toxic materials and recyclable items |

SHI has reduced our travel-related environmental impact by promoting:

- Teleconferencing and other collaborative working tools to limit the number of individual business trips
- A Work-from-Home policy, whenever possible
- Flexible working hours
- Use of public transportation

SHI encourages individual responsibility and supports recycling initiatives in the following ways:

- Monitoring the purchase of cut sheet paper
- Striving to reduce paper consumption by 1% per year
- Providing recycling facilities for paper, printer toners, etc.
- Supporting double-sided printing and photocopying
- Using proper disposal or recycling of IT and electronic equipment in accordance with local regulations
- Donating IT assets to those who would not otherwise have access

SHI is committed to reducing our energy use and to saving Mother Earth through innovative, environmentally-friendly ways. Ranging from rooftop solar panels to zero irrigation landscaping at our Headquarters, our sustainability efforts demonstrate breadth and depth.

Below are just some of the ways SHI has devoted efforts to environmentally conscious actions:

- 500-kilowatt rooftop solar panel arrays at HQ
- 327-kilowatt rooftop solar panel arrays at Varga warehouse
- Energy efficient lighting that reduces lighting power density by 50%
- Naturally lit open offices
- Occupancy sensors
- Water efficient plumbing fixtures that are anticipated to reduce water usage by 40%
- Low VOC (Volatile Organic Compounds) finishes
- Zero irrigation landscaping
- Carpeting with a high percentage of recycled material
- Low-flush water closets

We qualified for the Leadership in Energy and Environmental Design (LEED) Commercial Interior Silver certification. This project, along with our building renovation, signifies SHI's tremendous growth and is a physical representation of our dedication to sustainability. Our SHI HQ solar panels, for instance, produce approximately 25% of the electricity for both East and West wings. Please feel free to view our video, which celebrates our green initiatives and shows our solar panels in action, by clicking SHI Green or by visiting <https://youtu.be/eZhNpTKEvFY>.

In addition to incorporating environmentally friendly initiatives into our business strategy to protect the planet and reduce the amount of IT hardware waste each year, we also help our global IT customers reduce, reuse, and recycle their hardware assets through our sustainable IT solutions. Some of our customer/partner initiatives include recycling office equipment and related items in compliance with county, municipal, and EPA guidelines. As a result of our efforts, in March 2013, SHI received its Gold LEED Green Certification.

Asset Recovery for Hardware Products

Many organizations are relying on external collaboration for asset disposal, especially since the Environmental Protection Agency and State Departments of Environmental Protection regulations become more stringent and as disposal practices come under greater scrutiny. SHI can help Sourcewell Members stay ahead of the curve, working diligently with Members to facilitate cost-effective disposal services of all sizes and in all verticals. In fact, our team of experts helps to dispose of or redeploy old technology in a way that not only assures compliance but also keeps corporate data from being compromised.

Our disposal processes provide several benefits, many of which other technology vendors don't provide, including:

- Integration: SHI provides a data-feed designed to be incorporated directly into existing asset management systems rather than in complex spreadsheet or database form;
- Security: Our security partners perform DOD and NIST compliant wipes of hard drives to ensure that no company or customer data is retained on old assets;
- Recycling: Our processing partners are either R2 or e-Steward certified, recycling everything in the asset (metal, glass, plastic, and so on) and disposing of harmful substances compliant with stringent government guidelines;
- Global Locations: With processing locations worldwide, we are committed to expanding our global network to shorten the distance that client assets must be shipped for processing.

Our asset disposal and redeployment services can be customized and used in any combination to meet Members' unique needs, making us an ideal partner for any solution. With our customers always in mind, we will ensure we pick up Members' assets for processing; help remarket, redeploy, donate, or dispose EOL assets; conduct inventory and assessments of all assets; and

- Offer end-of-lease processing;
- Conduct software license harvest and redeployment services;
- Provide a total solution one-stop-shop place for all technology end-of-life needs.

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| | | Our Asset Management team, comprised of almost 80 subject-matter experts from all over the world, has been assisting clients with their needs for over a decade. Our SMEs include former auditors from publishers such as Microsoft, Oracle, and IBM, and audit firms such as KPMG, Deloitte, and PWC. We are confident that we have the ideal combination of experience, expertise, and technology to accomplish Members' asset disposal needs efficiently and effectively. | |
| 39 | Identify any third-party issued eco-labels, ratings or certifications that your company has received for the equipment or products included in your Proposal related to energy efficiency or conservation, life-cycle design (cradle-to-cradle), or other green/sustainability factors. | As a reseller, SHI does not receive labels specifically for products; however SHI will be happy to work with Sourcewell and product manufacturers to identify any specific eco-labels on products Sourcewell members wish to purchase. | * |
| 40 | Describe any Women or Minority Business Entity (WMBE), Small Business Entity (SBE), or veteran owned business certifications that your company or hub partners have obtained. Upload documentation of certification (as applicable) in the document upload section of your response. | <p>We are the largest privately Minority/Woman Owned Business Enterprise (MWBE) in the U.S. and our certification as an MWBE offers a critical value-add to corporations whose strategic business objectives include supplier diversity and development. In addition, SHI's Diversity Business Development Initiative builds and sustains a community of diverse suppliers and partners who best serve the needs of our customers. As a large MWBE, we continue to grow an effective Direct and Indirect Tier II program by accessing our Diversity Vendor database and using certified minority vendors in all diversity categories which includes, MBE, WBE, M/WBE, LGBT, SBE, SDB, HUBZONE, DVBE, VBE, and WOSB. SHI also maintains its internal supplier diversity program and seeks to engage MBE and WBE suppliers to meet product requirements and operational needs.</p> <p>Diversity at SHI 2019 SHI ranks #244 Among Forbes' Top 500 Best Employers for Diversity 2019: "While many organizations have struggled to cultivate cultures that welcome and support all workers, some have been making progress. Forbes set out to identify the companies doing just that with our annual ranking of America's Best Employers. Results for the survey were compiled by surveying 50,000 Americans working for businesses with at least 1,000 employees." We are proud to be ranked among the most diverse employers on this most recent list and are constantly taking actionable steps to increase diversity and inclusivity for our organization.</p> <p>Forbes URL: https://www.forbes.com/sites/vickyvalet/2019/01/15/americas-best-employers-for-diversity-2019/#168da4cc2bda</p> <p>SHI Certifications WBE</p> <ul style="list-style-type: none"> • WBENC <p>MBE</p> <ul style="list-style-type: none"> • NMSDC - Corporate Plus Member • NMBC - National Minority Business Council • CAMSC (Canada) <p>MWBE</p> <ul style="list-style-type: none"> • Supplier Clearing House (California Public Utilities Commission) <p>SHI also has MWBE certifications with the following state governments:</p> <ul style="list-style-type: none"> • Delaware • Massachusetts • Missouri • New Jersey • New York City • North Carolina (HUB) • City of Philadelphia (PA) • Prince George County (MD) • Tennessee • Virginia (SWaM) • Wisconsin <p>SHI Diversity Awards (Historical Listing)</p> <ul style="list-style-type: none"> • AT&T Mega Deal Supplier Diversity Award • McAfee Partner of the Year • Cisco Commercial Partner of the Year • Cisco Commercial Territory Partner of the Year • SHI Achieves AWS Managed Service Partner Status • Citi Lean Partner Award • Microsoft US Public Sector 2017 Partner of The Year • HP U.S. Print Hardware National Solution Provider of the Year • Forbes America's Best Midsize Employers • Hewlett Packard Enterprise Global Financial Services Partner of the Year • Microsoft Top Partner Windows Commercial Revenue • Nutanix Velocity Partner of the Year • Ranked 9th on CRN's 2017 Solution Provider 500 • SAP Ariba Supplier of the Year • Microsoft's SLG Channel Partner of the Year | * |

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| 41 | <p>What unique attributes does your company, your products, or your services offer to Sourcewell Members? What makes your proposed solutions unique in your industry as it applies to Sourcewell members?</p> | <p>Privately held and under the guidance of its current ownership since 1989, SHI is uniquely qualified to support Sourcewell's mission to build valued relationships and innovative solutions with integrity and to exceed the expectations of its Members. In fact, we share a very similar vision and mission, and strive with purpose and passion to provide exceptional value and experience as we help customers select, deploy, and manage technology.</p> <p>We are unique in both our stability and in the tenure of our executive leaders and team members (many of whom have been dedicated to SHI since its inception). SHI Account Executives support their clients locally from over 30 offices throughout the U.S., Canada, the U.K., France, and Hong Kong; and our AEs work and live in the communities they serve, fostering long-term, mutually beneficial relationships with customers and partners every single day.</p> <p>SHI is proud of the reputation we have established, particularly in the Public Sector, as an organization uniquely capable of understanding and addressing the specific needs and concerns of the IT community. And Sourcewell Members will benefit from our high-value solutions that are focused on meeting the distinctive requirements of each customer, while always incorporating opportunities for partnership and innovation.</p> <p>We provide custom technology solutions for every aspect of Members' IT environment: from software and hardware procurement to deployment planning, configuration, data center optimization, mobility services, IT asset management, and training. We also offer next-generation cloud solutions to help customers accelerate to the cloud in the fastest, most secure, reliable and cost-effective ways possible. Our infrastructure and integration services provide top-of-the-line solutions supported by leading manufacturers, publishers, and providers in the industry.</p> <p>License Program Management In large part because of our License Management Program, SHI is the most unique and effective license provider in the industry. Our license-tracking system and workflow have been automated to enforce purchasing rules and to minimize the opportunity for errors. This program includes</p> <p>License Management System—Our Software Licensing Center will create Licensing Documents that pertain to Members' specific Licensing Agreements. License Allocation System—this system was created to provide our customers with a tool for managing the allocation of licenses purchased under Enterprise-type Agreements. License Redeployment Management Service—this service helps organizations that are looking for solutions to reduce the total cost of ownership of their computer hardware and software.</p> <p>In addition, we provide:</p> <ul style="list-style-type: none"> • A dedicated account and service team empowered to commit resources to address the needs of your organization; • A flexible service approach that allows SHI to adjust its processes and procedures to meet your changing IT needs; • An innovation strategy that ensures your organization is made aware of additional opportunities to improve service, reduce costs, and increase satisfaction for your own customers/users; • A professional Corporate Training Group; • A practice dedicated to Cloud & Innovative Solutions; • Customized Reporting; • On-line Procurement; • Volume License and Hardware Program Management; • Pre-Sales Support from SHI's Software and Hardware Teams; • Staging & Inventory; • Electronic Software Distribution; • Online Invoicing; • E-Commerce Integration; • Renewals Organization Services <p>Manufacturer Relationships go a long way in helping our customers SHI has relationships with manufacturers to assist Sourcewell Members in 1) reducing their expenditures on IT hardware and software, 2) negotiating and benefitting from volume-based pricing programs, and 3) managing the lifecycle of their IT assets.</p> <p>Cost Savings Opportunities SHI understands that Members want to purchase products at the lowest possible price, so we initiate a sourcing process for each transaction that ensures we begin at the lowest price possible. We base our discount structure on SHI advertised price and do not inflate the price for RFPs. In addition, we identify volume discount programs, training each Member's Account Team comprehensively to do so; if there is a product available at a bulk price or a formal discount program from which Members benefit, the Account Team will bring these opportunities to Members' attention. Finally, we maintain award-winning relationships with many distributors in order to ensure that our pricing is always competitive, allowing Members to attain value from the combined buying power of all SHI customers.</p> |
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| 42 | Identify your ability and willingness to provide your products and services to Sourcewell member agencies in Canada. | <p>SHI enthusiastically will provide products and services to Sourcewell Members in Canada! In fact, our expansion currently taking place makes us uniquely qualified to grow this segment of the contract.</p> <p>Today SHI's Canadian team is comprised of 12 field AEs (8 covering Ontario, 1 Vancouver, 1 Calgary, 1 Montreal). Those field AEs are supported by 6 Inside Account Managers, located in Austin, TX. An additional 4 IAEs, who are phone-based sellers covering Canada, augment the field sellers. And from a support perspective, we have 2 in-country field solution engineers – one focuses on UCC and the other, DataCenter, with 2 Microsoft Licensing Executives and 1 Cisco business development representative specific to Canada.</p> <p>As of January 1, 2020 our ability to provide products and services will increase dramatically, as SHI's Canadian team will include 30 AEs – likely 20 in Ontario and an additional 10 spread primarily between Calgary and Vancouver. We will make similar investments in inside sales, both the IAEs and IAMs, to support the added headcount in the field. We also plan on doubling our technical resources by this date as well!</p> <p>Our Canadian team uses partners where possible that are vetted through our services team to ensure they have the requisite capabilities to deliver tangible business outcomes to our customers. Our primary partnership is with Zanaris (https://www.zanaris.com/) and we are also developing a partnership with Jolera (https://www.jolera.com/). Beyond that, we will leverage our internal teams to deliver services like cloud cost optimization, architecture reviews, and rapid server migration.</p> <p>Our distribution network is similar to what we use in the U.S. – primarily Ingram, Tech Data, and Synnex, and we rely on the distributor network to perform those types of services on our behalf.</p> | * |
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Warranty

Describe in detail your manufacturer warranty program, including conditions and requirements to qualify, claims procedure, and overall structure. You may upload representative samples of your warranty materials (if applicable) in the document upload section of your response in addition to responding to the questions below.

| Line Item | Question | Response * | |
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| 43 | Do your warranties cover all products, parts, and labor? | SHI offers all available original manufacturer warranties. The OEM covers all hardware, parts, labor, and accidental; but some will limit the number of claims, charge a deductible per accidental incident, and do not cover spills (depending on the OEM). We will provide additional detail on specific manufacturers as needed. | * |
| 44 | Do your warranties impose usage restrictions or other limitations that adversely affect coverage? | <p>SHI offers all available original manufacturer warranties. Some OEM warranties will limit the number of claims, charge a deductible or limit coverage. SHI can provide additional detail on specific manufacturers as needed.</p> <p>If SHI Complete Care is purchased it does not cover water submersion claims, surge protection, intentional damage, or acts of nature.</p> | * |
| 45 | Do your warranties cover the expense of technicians' travel time and mileage to perform warranty repairs? | For OEM warranties this will vary based on the warranty purchased and SHI can provide these details with specific OEM's. | * |
| 46 | Are there any geographic regions of the United States and Canada, if applicable) for which you cannot provide a certified technician to perform warranty repairs? How will Sourcewell Members in these regions be provided service for warranty repair? | The standard OEM warranty would still apply to purchases made in Canada. If a customer has a warranty question on specific products SHI will help connect them to the OEM. | * |
| 47 | Will you cover warranty service for items made by other manufacturers that are part of your proposal, or are these warranties issues typically passed on to the original equipment manufacturer? | <p>Typically warranty services from an OEM will not cover items from other manufacturers.</p> <p>SHI Complete Care, described below, is vendor neutral and may be able to support in warranty OEM claims for select manufactures. If the customer purchases SHI Complete Care for their new devices, they will be 100% supported during the term of the contract.</p> | * |

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| 48 | What are your proposed exchange and return programs and policies? | <p>SHI's return policy is customer-centered – we will always do our best to accommodate returns for any unopened box up to 30 days after receipt. Rarely, a customer might receive an incorrect, damaged or non-working (DOA) product; if a product issue occurs, SHI accepts return of that product within 30 days, with no restocking fees, regardless of the package being opened. After 30 days of receipt, SHI will still make a best-faith effort to accommodate a return.</p> <p>Occasionally, the product manufacturer has a "no returns" policy; in these cases we notify customers at the time of quote to ensure transparency and confidence in purchase. In these specific instances, SHI is unable to accommodate returns. Our return process is simple: In order to request a return, first contact your dedicated sales team, via email, phone, or through the "Request Return Authorization Number" section on the SHI.com website. Your Inside Account Manager will then provide you with a return authorization (RMA) number, along with a shipping label. With the RMA number clearly included on the shipping label, the customer then ships their return to SHI, and we process the return. In some cases, to expedite a return, SHI will arrange to have the return-product picked up directly. Once the return has been fully processed, SHI will credit the customer's invoice. In addition, we send out replacement orders prior to receiving returns in order to expedite the process for the customer.</p> <p>Occasionally, Software Publishers may require a customer to fill out a Letter of Destruction. In these cases, SHI provides the letter to customer, who signs and returns it to us. To help simplify and expedite the process, SHI takes care of the rest – processing the Letter of Destruction directly with the Software Publisher.</p> <p>At any point, if customers encounter issues with their products, the SHI Account Team is accessible and eager to help!</p> |
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| 49 | Describe any service contract options for the items included in your proposal. | <p>SHI will pass on any included Manufacturer warranties at the time of purchase. In addition, we will educate the end-user on any and all available extended warranty, maintenance, and service programs at the time of quote. Should the customer have the need to use the warranty SHI can facilitate the interaction between the customer and the OEM. We will gladly provide any contact information or assist in escalating with the OEM when necessary.</p> <p>In addition, SHI can provide warranty options outside of what is available from the original manufacturer for a separate fee.</p> <p>We offer several options to support original Manufacturer warranties. These standard warranties typically offer limited, short-term coverage and can result in unexpected downtime and expensive repairs. Our Enterprise Warranty Services will extend the life of Member's technology investment and will keep their systems – and their business – running at peak performance.</p> <p>The benefits of our Enterprise Warranties include</p> <ul style="list-style-type: none"> • Coverage up to 5 years; • 24/7 technical support; • U.S.-based call center; • Global support capabilities; • 100% coverage for commercial use, parts, labor, and accidental damage; • \$0 deductible. <p>In addition, SHI provides comprehensive, flexible coverage for Product Protection that goes beyond a manufacturer's limited warranty and that provides</p> <ul style="list-style-type: none"> • 100% coverage on parts and labor, normal wear and tear, and power surges; • "No Lemon" guarantee; • Replacement for products that are beyond repair; • No deductibles, hidden fees, or surprise charges; • Commercial use. <p>Members' SHI Coverage can begin on the date of purchase or after the manufacturer's warranty expires, and coverage is not affected by what the limited manufacturer warranty offers. Our Warranty Services alleviate multi-year budgeting constraints and deliver service when and where Members need it! Included in Product Protection Services in basic triage and remote diagnosis; 24-hour advanced exchange, depot service, and three-way shipping. As an additional benefit, our warranties protect against accidental damage, including drops, spills, and cracked screens.</p> <p>Finally, SHI offers post-warranty and maintenance agreements for products that are still viable and in use!</p> <p>If Members maintain equipment under a warranty that is about to expire - or already has expired - SHI's post-warranty and maintenance agreements keep them covered. Our field engineers serve as an extension of the IT organization and deliver reliable, efficient, and customizable hardware maintenance support. Our program can consolidate multiple vendor agreements, and equipment can be added or removed from coverage at any time.</p> <p>We provide affordability and reliable alternatives to manufacturer maintenance agreements, and flexible contracting provides 40-60% cost-savings from OEMs to Member's organization. Our Level III engineering teams—hired directly from OEMs and averaging over 15 years of experience—have helped us earn extraordinary trust with our customers and are available in every major metropolitan area throughout North America.</p> <p>In collaboration with our partner network, SHI can access over 50 service locations and 110 global stocking locations to support Member needs, no matter where the equipment is located.</p> |
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Payment Terms and Financing Options

| Line Item | Question | Response * |
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| 50 | What are your payment terms (e.g., net 10, net 30)? | Net 30 |

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| 51 | Do you provide leasing or financing options, especially those options that schools and governmental entities may need to use in order to make certain acquisitions? | <p>Purchasing new hardware or software can be an expensive investment for even the most profitable organization. However, purchasing is not the only option: leasing and financing with SHI is an excellent alternative to buying IT products.</p> <p>The leasing/financing process is relatively simple. Our pricing models include monthly, quarterly, or annual terms, and once all documents are approved and signed, SHI ships products directly to the customer.</p> <p>Differences between Hardware Leasing and Software Financing Typically, our two lease options include Hardware (equipment) and finance Software.</p> <p>Hardware Leasing: SHI offers the following types of hardware leasing: Fair Market Value Lease (FMV) – FMV allows customers to use equipment for a specific term with the return of that equipment at the end of the contract. Customers can extend for a period or purchase equipment at the Fair Market Value. FMV is the most flexible option, and usually, at the end of the lease, we send equipment to our refurbishment partner for resale.</p> <p>\$1 Buy Out Lease - Some customers prefer to own the equipment at the end of the term. This option is a capital lease put on the Lessee's balance sheet as a capital expense.</p> <p>The benefits to leasing hardware with SHI include :</p> <ul style="list-style-type: none"> • All equipment costs are covered with no need to obtain additional financing elsewhere. • Cash is available for income-producing investments. • Lease payments are fixed and easy to budget. • Technology doesn't become obsolete. • Risks are reduced, as add-ons and replacements are fast and easy. • Paperwork is reduced since the lessor handles all the invoices. • Diversity spending. The Lessee can have equipment and even other vendors' products and services included in the lease and receive diversity credits. • Planned Replacement. Leasing allows the customer to have a built-in replacement schedule. • Warranty and maintenance costs are reduced. • Leasing matches the expense to the benefit. • Customers do not need to dispose of equipment. • Payments are predictable and are not subject to interest rate fluctuations. <p>Software Financing SHI offers Installment Payment Agreement (IPA), which provides ownership at the end term for transactions that are software and services based.</p> |
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| 52 | Briefly describe your proposed order process. Include enough detail to support your ability to report quarterly sales to Sourcewell as described in the Contract template. For example, indicate whether your dealer network is included in your response and whether each dealer (or some other entity) will process the Sourcewell Members' purchase orders. | <p>We strive to help our customers execute their mission by getting the right technology, to the right people, at the right time. Once customers submit their requests for quotation to the Inside Account Team, a dedicated Inside Account Manager (IAM) will research the product and create a quotation based on the terms and conditions of the contract. The quote can then be published to shi.com, where the customer can retrieve the quote to place the order electronically with SHI.</p> <p>We also support ordering by phone, online ordering and email orders. All product offerings are available for online ordering, including non-catalogue items which are supported via our published quote feature. Published quotes are custom quotes the Inside Team creates and publishes to the website so the customer can log into their web catalogue and complete their purchase.</p> <p>The Inside Team creates customer quotes in Sales Center, an internal quote tool that is connected to our distributor network providing access to the most current inventory and pricing when our customers need a quote.</p> <p>Orders are entered into our A/X Order Entry System and updates for order confirmation and tracking are automatically generated and sent to the end user who placed the order. Customers may also track orders using their login on shi.com</p> <p>Our order management system is a complete order tracking and order maintenance system. All of the information resides on IAM desktops. Each day, we receive the tracking numbers for all products shipped from our distributors via EDI. These tracking numbers feed into the Sales Orders and are ready for immediate access by the designated Inside Account Manager. In addition, we provide this tracking information directly to our customers through Your Home at SHI. Authorized Sourcewell members can log onto our web site to check order status and tracking data direct from the carriers.</p> <p>We fully understand Members' need for flexibility in reporting, as well as the need for reports from the highest organizational level to the most granular. We have created our databases to remain flexible enough to be able to incorporate any organizational structure and to provide reports on any level within the organization. We begin with the most granular reporting level, by division or by bill to or by another criterion specified by Sourcewell. We then group the ordering units into the next level within the Member organization. The entities within that level will be grouped to form the next reporting level, and so on until we reach the enterprise-wide level. In addition to providing reports based on the organizational levels within Sourcewell, we also provide reports based on any combination. These features allow us to meet the reporting requirements of Sourcewell as well as individual Members.</p> | * |
| 53 | Do you accept the P-card procurement and payment process? If so, is there any additional cost to Sourcewell Members for using this process? | SHI accepts Credit Cards for purchases. Purchases up to \$50,000 will not incur any additional fees. A credit card transaction fee will be incurred for purchases over \$50,000. | * |

Pricing and Delivery

Provide detailed pricing information in the questions that follow below. Keep in mind that reasonable price and product adjustments can be made during the term of an awarded Contract as described in the RFP, the template Contract, and the Sourcewell Price and Product Change Request Form.

| Line Item | Question | Response * |
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| 54 | Describe your pricing model (e.g., line-item discounts or product-category discounts). Provide detailed pricing data (including standard or list pricing and the Sourcewell discounted price) on all of the items that you want Sourcewell to consider as part of your RFP response. If applicable, provide a SKU for each item in your proposal. Upload your pricing materials (if applicable) in the document upload section of your response. | <p>We propose a 4.5% discount off of SHI Advertised List Price for all products purchased under this contract and believe presenting one discount across all product categories makes this contract more straightforward and efficient. It is important to note that this proposed discount is a minimum one, and there are many instances in which we can – and will – provide a greater discount. Whenever possible, we pass discounts and savings to our customers.</p> <p>Sourcewell can access detailed pricing data via our online catalog found at https://www.publicsector.shidirect.com/</p> <p>We generally establish our Service Rates on a per-service basis, determined collaboratively with customers based upon their needs, and - when relevant - with Service Partners; we establish rates for services on individual SOWs, with SHI project management fees added as applicable to ensure project success.</p> <p>We are happy to provide more detailed information regarding service pricing upon request and have attached to this proposal a Sample Pricing Form, which includes reasonable estimates, for your review.</p> <p>We have attached a pricing document for your reference in the document upload section.</p> | * |
| 55 | Quantify the pricing discount represented by the pricing proposal in this response. For example, if the pricing in your response represents a percentage discount from MSRP or list, state the percentage or percentage range. | SHI is offering 4.5% discount off of Advertised List for all products. | * |
| 56 | Describe any quantity or volume discounts or rebate programs that you offer. | In many cases, SHI Advertised List Price already reflects a substantial discount off of Manufacturer Published List prices. Given the breadth of manufacturers and products that we offer, there will be many opportunities for us to secure additional discounts for eligible contract users. We work to provide your contract users with the most advantageous pricing available, above and beyond the minimum discounts offered, whenever possible. | * |
| 57 | Propose a method of facilitating “sourced” products or related services, which may be referred to as “open market” items or “nonstandard options”. For example, you may supply such items “at cost” or “at cost plus a percentage,” or you may supply a quote for each such request. | All products will be considered contract purchases and therefore offered at a 4.5% discount. | * |
| 58 | Identify any element of the total cost of acquisition that is NOT included in the pricing submitted with your response. This includes all additional charges associated with a purchase that are not directly identified as freight or shipping charges. For example, list costs for items like pre-delivery inspection, installation, set up, mandatory training, or initial inspection. Identify any parties that impose such costs and their relationship to the Proposer. | Given the overall breadth and customizable solutions offered under this contract it would be hard to detail every item that will not come standard with a given purchase. However, some additional charges we do address are non-standard shipping options, detailed in question 59 and credit card fees detailed in question 53. In addition, installation, project management, training and additional set-up services would not be part of a standard cost unless a customer specifically requests these services. | * |
| 59 | If freight, delivery, or shipping is an additional cost to the Sourcewell Member, describe in detail the complete freight, shipping, and delivery program. | <p>SHI is able to ship products via any method the customer desires. These include:</p> <p>Standard Delivery - product is delivered to a fixed delivery point (such as a warehouse). Often times, shipping is free on standard delivery orders. Exceptions include very large pallets (servers that are racked/stacked), and any order that requires custom configuration.</p> <p>Inside Delivery - product is delivered to a location inside of a customer's building. SHI's logistics company is responsible for unloading the delivery vehicle. Loading dock may or may not be available. There is a fee associated with Inside Delivery. The fee is based upon the size and weight of the shipment and will be priced out at the time of quoting.</p> <p>Deskside Delivery - SHI's logistics company delivers the product directly to the end users' desk location within the customer's building. Loading dock may or may not be available. There is a fee associated with Deskside Delivery. The fee is based upon the size and weight of the shipment and will be priced out at the time of quoting.</p> <p>Overnight and Second-Day Delivery - this option is available for any non-custom items upon request. There is a fee for expedited delivery. Shipping prices are determined by size and weight of the delivery and can be discussed at time of quote.</p> | * |
| 60 | Specifically describe freight, shipping, and delivery terms or programs available for Alaska, Hawaii, Canada, or any offshore delivery. | For Alaska, Hawaii, and Canada the perimeters set forth in answer 59 apply. For offshore delivery it will depend on the products and locations where it is being delivered. | * |

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| 61 | Describe any unique distribution and/or delivery methods or options offered in your proposal. | As detailed in response to answer 26 above, we work loyally to maintain relationships with both our large IT Distributors (Ingram Micro, Tech Data, and Synnex) as well as smaller, local distributors and manufacturers directly. We receive electronic feeds from these distributors as well as the top publishers/OEMs in the industry. Our strong affiliations allow us to source from the supplier with inventory in the closest proximity and drop ship directly to our customers' door. Most products are, therefore, delivered within 3-5 business days of order. | * |
|----|---|---|---|

Pricing Offered

| Line Item | The Pricing Offered in this Proposal is: * | Comments |
|-----------|---|----------|
| 62 | b. the same as the Proposer typically offers to GPOs, cooperative procurement organizations, or state purchasing departments. | |

Audit and Administrative Fee

| Line Item | Question | Response * |
|-----------|--|---|
| 63 | Specifically describe any self-audit process or program that you plan to employ to verify compliance with your proposed Contract with Sourcewell. This process includes ensuring that Sourcewell Members obtain the proper pricing, that the Vendor reports all sales under the Contract each quarter, and that the Vendor remits the proper administrative fee to Sourcewell. | <p>We take contract compliance very seriously, and to that end, we have a team within our Inside Sales Organization that is focused solely on this aspect of the business. Upon award, Denise convenes the ISO team to review the entire response and resulting contract. They create a document detailing all the specific facts regarding an SLA or a contractual obligation (reporting, pricing, and so on). After the document is complete, all supporting team members become trained around the contract. Once the contract is live, the compliance team conducts random quote audits to ensure that the contracted pricing is being honored. In addition, the team runs monthly reports to check all orders that have been placed. In the rare instance that an error is found, the customer is notified and the issue is immediately resolved.</p> <p>A team that is separate and distinct from our sales organization is responsible for reporting and submission of administration fees. We will capture the Sourcewell contract number upon order entry (this contract number is tied to the customer in our order entry system). When the usage report is due, our Sales Analyst team will pull all contract orders and send that data directly to Sourcewell. Once agreement is established, the Sales Analyst will request and send a check for the correct amount.</p> |
| 64 | Identify a proposed administrative fee that you will pay to Sourcewell for facilitating, managing, and promoting the Sourcewell Contract in the event that you are awarded a Contract. This fee is typically calculated as a percentage of Vendor's sales under the Contract or as a per-unit fee; it is not a line-item addition to the Member's cost of goods. (See the RFP and template Contract for additional details.) | SHI proposes a 1% Administrative Fee. We believe this nominal fee keeps the contract competitive and even more marketable. |

Industry Specific Questions

| Line Item | Question | Response * | |
|-----------|---|---|---|
| 65 | If you are awarded a contract, provide a few examples of internal metrics that will be tracked to measure whether you are having success with the contract. | <p>In our experience, there are a few key indicators of success for contracts of this type:</p> <p>1) Overall sales revenue – the first, and most obvious, is simply the amount of sales that are being done through the contract. We look for these to grow each month.</p> <p>2) Number of entities using the contract – we believe that in order to be viewed as a successful partner to Sourcewell we need to be adding net new buying entities to the contract.</p> <p>3) Number of AEs who are using the contract – In addition to the number of public entities who use the contract, we also track the number of Account Executives at SHI who make use of the contract. We track this metric regularly and are always looking for 100% participation with our consortia contracts.</p> <p>4) Customer Feedback – we rely on our customers to provide feedback with regards to doing business with SHI and believe this contract’s success can also be measured by customer feedback. Providing our customers flexible and viable contract options makes their jobs easier. When we lead with Sourcewell and educate Members on value, we expect we will get positive feedback.</p> | * |
| 66 | Describe your capability to report Sourcewell member purchases of products with environmentally preferred attributes (e.g., eco-labeled, rated or certified). | As a reseller SHI can only report the information given to us by the OEM or publisher community. We will work with Sourcewell and the publisher community to report as needed. | * |

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|--|--|--|------------|--------------------|------|--------------------|--------------------|----------|--------|--------------------|-----|--------------------------------|-------------|--------------------|----------------------|------------------|---------------------|------------------|---------------------|--------------------|-----------|----------------|--------|-----------|-----------|--------------------|------------------------|--------------------|--------------|--------------|--------------------------|--------------------|------------|--------------------|--|--------------------|----------------|--------------------|
| 67 | Describe your capability to identify third-party issued eco-labels, ratings or certifications for the equipment or products within your catalog related to energy efficiency or conservation, life-cycle design (cradle-to-cradle), or other green/sustainability factors. | If requested, SHI can point customers to the OEM website or to the publishers directly to obtain this information. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 68 | Describe your strategy related to the implementation and management of multiple cooperative purchasing contract awards, if applicable. | <p>SHI has extensive experience administering and supporting consortia contracts quite similar to Sourcwell, and we are confident that our strategy to implement and manage multiple contracts is both reliable and robust. Most importantly, we have made the conscious decision to collaborate with only a few select Consortia partners in order to provide proactive, personalized support to those Consortia members, rather than attaining many partnerships and diffusing ourselves reactively.</p> <p>Our strategy to implement and manage these few contracts is simple: we take great care to meet the needs of each participating entity, whether that be an individual agency, city, county, township, school district, or higher education institution. Account Teams will meet regularly to audit the contract and to discuss areas in which SHI offers, or can offer, additional services in support of Sourcwell Members.</p> <p>Furthermore, SHI's Account Executives regularly meet with Sourcwell Members to discuss their purchase history, Volume Licensing Agreements, and upcoming projects, and needs. We listen attentively and use our Customer Business Review process to articulate Members' purchasing history and to identify opportunities for consolidation or more efficient use of pricing agreements.</p> <p>As appropriate, we will also hire and train additional Account Executives to ensure suitable coverage for the success of all Sourcwell Members.</p> <p>Finally, SHI dedicates a team to oversee our marketing plan for Sourcwell to ensure maximum participation, providing for a smooth experience for the current contract users as well as entities who join the contract during the agreement term.</p> <p>Our strategy for success with multiple purchasing contracts is further comprised of these steps:</p> <ul style="list-style-type: none">• Account Executives for each State and Region establish relationships with Members and IT administrators within the organization and update our CRM to record that contact. Each member receives SHI contact information, website information, and contract guidelines.• SHI's Inside Sales Team members give Members a tour of our website (shi.com), where they can create quotes, purchase items, obtain order status, and generate reports of their purchases.• SHI's marketing team subscribes our new CRM contacts to SHI's monthly newsletter and other correspondence.• SHI participates in statewide and local vendor events. SHI Account Executives and publisher partners meet with all relevant Members and discuss SHI's support plan and our partners' solutions.• SHI works with each State to create timely and meaningful Tech Days for individual state and local entities to attend to learn about new solutions for their IT environments. <p>Each facet of our approach converges to ensure that SHI meets (and then exceeds!) both the Scope of Work and Terms and Conditions for each Member.</p> <p>As an example of our successful strategy, Jennifer Jensen, a NASPO SVAR customer from the City of Scottsdale who has worked closely with us praised:</p> <p>"...working with SHI to procure our software and maintenance has been a great experience. Our Account Manager is very hands on and [our] inside sales team is fast and efficient. They are responsive to our requests, have answered tough licensing questions (they have product specialists besides the regional teams who can dive deeper into the product if need be), keep a record of our purchases and our maintenance renewal dates, and have made the quote/PO/invoice process smooth. They are quick to communicate that they have received our requests and provide updates as the information becomes available."</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 69 | Identify any reseller certification(s) (or similar third-party validation of technical expertise) that your organization has attained, if any. | <p>SHI has the experience and vendor partnerships in place to bring value to Sourcwell members. As detailed within our proposal, all of the leading manufacturers have established SHI as an authorized partner. Furthermore, SHI has a very diverse partner ecosystem, supporting over 15,000 Publishers and Manufacturers today. Included below is a sampling of the reseller certifications levels for some of our larger partners.</p> <table><tr><td>3M COMPANY</td><td>Authorized Partner</td></tr><tr><td>ACER</td><td>Authorized Partner</td></tr><tr><td>ADOBE SYSTEMS, INC</td><td>Platinum</td></tr><tr><td>ADTRAN</td><td>Authorized Partner</td></tr><tr><td>APC</td><td>Elite Business Network Partner</td></tr><tr><td>APPLE, INC.</td><td>Corporate Reseller</td></tr><tr><td>ARUBA NETWORKS, INC.</td><td>Platinum Partner</td></tr><tr><td>AVAYA COMMUNICATION</td><td>Emerald Reseller</td></tr><tr><td>AMAZON WEB SERVICES</td><td>Authorized Partner</td></tr><tr><td>BARRACUDA</td><td>DMR #2 Partner</td></tr><tr><td>BELKIN</td><td>VIP Level</td></tr><tr><td>BLACK BOX</td><td>Authorized Partner</td></tr><tr><td>BLUE COAT SYSTEMS, LLC</td><td>Authorized Partner</td></tr><tr><td>BMC SOFTWARE</td><td>Driver Level</td></tr><tr><td>BORLAND SOFTWARE COMPANY</td><td>Authorized Partner</td></tr><tr><td>BRENTHAVEN</td><td>Authorized Partner</td></tr><tr><td>BROCADE COMMUNICATION SYSTEMS (Ruckus)</td><td>Authorized Partner</td></tr><tr><td>CANOGA PERKINS</td><td>Authorized Partner</td></tr></table> | 3M COMPANY | Authorized Partner | ACER | Authorized Partner | ADOBE SYSTEMS, INC | Platinum | ADTRAN | Authorized Partner | APC | Elite Business Network Partner | APPLE, INC. | Corporate Reseller | ARUBA NETWORKS, INC. | Platinum Partner | AVAYA COMMUNICATION | Emerald Reseller | AMAZON WEB SERVICES | Authorized Partner | BARRACUDA | DMR #2 Partner | BELKIN | VIP Level | BLACK BOX | Authorized Partner | BLUE COAT SYSTEMS, LLC | Authorized Partner | BMC SOFTWARE | Driver Level | BORLAND SOFTWARE COMPANY | Authorized Partner | BRENTHAVEN | Authorized Partner | BROCADE COMMUNICATION SYSTEMS (Ruckus) | Authorized Partner | CANOGA PERKINS | Authorized Partner |
| 3M COMPANY | Authorized Partner | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ACER | Authorized Partner | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ADOBE SYSTEMS, INC | Platinum | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ADTRAN | Authorized Partner | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| APC | Elite Business Network Partner | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| APPLE, INC. | Corporate Reseller | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ARUBA NETWORKS, INC. | Platinum Partner | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| AVAYA COMMUNICATION | Emerald Reseller | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| AMAZON WEB SERVICES | Authorized Partner | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BARRACUDA | DMR #2 Partner | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BELKIN | VIP Level | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BLACK BOX | Authorized Partner | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BLUE COAT SYSTEMS, LLC | Authorized Partner | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BMC SOFTWARE | Driver Level | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BORLAND SOFTWARE COMPANY | Authorized Partner | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BRENTHAVEN | Authorized Partner | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BROCADE COMMUNICATION SYSTEMS (Ruckus) | Authorized Partner | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CANOGA PERKINS | Authorized Partner | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| CANON U.S.A., INC. | Authorized Partner |
| CIENA (LOA 2/2/18) | Authorized Partner |
| CISCO SYSTEMS, INC. | Gold Partner |
| CITRIX | Gold Partner |
| CLEARCUBE | Authorized Partner |
| COBHAM | Authorized Partner |
| COMMSCOPE, INC. | Authorized Partner |
| COMMVault SYSTEMS, INC. | Platinum VelocityPlus Partner |
| COREL CORPORATION | Authorized Partner |
| CORNING | Authorized Partner |
| DATACOM | Authorized Partner |
| DELL (FIPA 12/15/17) | Titanium Black |
| EATON CORPORATION | Authorized Partner |
| EMC CORPORATION | Titanium Black |
| ENDACE TECHNOLOGY | Authorized Partner |
| ENTCO GOVERNMENT SW | Authorized Partner |
| F5 NETWORKS, INC | Gold Partner |
| FIREEYE, INC. | Authorized Partner |
| FORCEPOINT, LLC | Authorized Partner |
| FORTINET, INC. | Authorized Partner |
| FUJITSU | Authorized Partner |
| GENERAL DYNAMICS | Authorized Partner |
| GIGAMON, INC. | Authorized Partner |
| GUIDANCE SOFTWARE, INC. | Authorized Partner |
| HITACHI | Silver Level |
| HONEYWELL | Silver Level |
| HP COMPANY | Platinum |
| HP ENTERPRISE COMPANY | Platinum |
| IBM CORPORATION | Premier Business Partner |
| INFOCUS | Authorized Partner |
| JUNIPER NETWORKS, INC. | Elite Partner |
| KINGSTON TECHNOLOGY CORP | Authorized Partner |
| LENOVO | Client: Premier & DCG: Platinum |
| LEXMARK INTERNATIONAL, INC | Tier 1 - Diamond Edge |
| LG CORPORATION | Authorized Partner |
| LOGITECH INTERNATIONAL | Authorized Partner |
| MCAFEE, INC. | Platinum |
| MICROSOFT CORPORATION | Gold LSP |
| MOTOROLA | Authorized Partner |
| NCS | Authorized Partner |
| NEC | Authorized Partner |
| NETAPP, INC. | Corporate Reseller |
| NETGEAR | Platinum |
| NORTEL | Authorized Partner |
| NOVELL | Gold |
| NUTANIX, INC. | Tier 1 Premier |
| OKI DATA | Authorized Partner |
| ORACLE AMERICA, INC. | Global Platinum Partner |
| PALO ALTO NETWORKS | Platinum |
| PANASONIC CORPORATION | TP3 Reseller |
| PNY TECHNOLOGIES, INC. | Authorized Partner |
| POLYCOM, INC. | Platinum |
| QUANTUM CORPORATION | Premier |
| QUARK SOFTWARE, INC. | Authorized Partner |
| Red Hat | Advanced Business Partner |
| REDSEAL, INC. | Authorized Partner |
| RSA SECURITY, LLC | Titanium DMR Level |
| SAMSUNG | P4 Platinum |
| SEAGATE TECHNOLOGY | Authorized Partner |
| SHARP ELECTRONICS CORPORATION | Authorized Partner - Display Solutions |
| SOLARWINDS, INC. | Level 1 Tier 1 |
| SONY | Gold |
| SPIRENT COMMUNICATIONS | Authorized Partner |
| SPLUNK, INC. | Premier |
| SYMANTEC CORPORATION | Platinum |
| TOSHIBA CORPORATION | Platinum Preferred |
| TREND MICRO, INC. | National Channel Partner |
| TRIPP LITE | Authorized Partner |
| VIEWSONIC CORPORATION | Authorized Partner |
| VISIONEER, INC. | Authorized Partner |
| VMWARE, INC. | Corporate Reseller - Premier Level |
| WESTERN DIGITAL | Authorized Partner |
| XEROX CORPORATION | Authorized Partner |

In addition, SHI's Enterprise Solutions Group has over 150 people who hold 3000+ technical certifications for various products and solutions we offer. Included below is a sampling of some of our technical certifications.

- Adobe RSA - enVision RSA - enVision 3.7)
- Adobe GIAC Certified Intrusion Analyst (GCI/A)
- AGOEA TOGAF
- APC Technical Consultant for Data Center
- Apple Certified Technical Coordinator 10.7
- Apple MacOS X 10.7 Support Certification
- Check Point Certified Security Administrator
- Check Point Certified Security Administrator
- Check Point - Certified Instructor
- Check Point - Certified Security Expert+
- Cisco CCIE #23895 R&S
- Cisco advanced Wireless
- Cisco CCDA
- Cisco Certified Network Associate
- Cisco Data Center Storage Networking Design Specialist
- CCIE-19985 Routing & Switching
- Citrix - Netscaler Basic Operations and Admin
- Citrix Certified Administrator XenServer (v5.0) (CCA)
- Citrix Certified Administrator Xen Server
- Citrix Certified Administrator Xen Desktop
- CIW v5 ASSOCIATE
- Commvault ServiceAdvantage - Project Management Methodology Training
- CommVault Certified Services Associate Assessment - CVCSA
- CommVault Solution Architect Certification - CVSA
- CommVault® Technical Sales Professional Accreditation - CVTSP
- Compellent Storage Center
- CompTIA A+
- CompTIA Network+
- CompTIA Security+
- CompTIA A+
- CompTIA Server+
- DataCore DCIE
- Dell Blade Server Solutions - Technical
- Dell SC Series Storage Professional Certification Exam
- Dell Certified Professional - SC Series Storage
- Dell EMC Specialist - Technology Architect, Backup Recovery Solutions Version 6.0
- Dell EMC Expert - Technology Architect, Backup Recovery Solutions Version 6.0
- Dell EMC Specialist - Technology Architect, Backup Recovery Solutions Version 6.0
- EMC EMCTA
- EMC EMCPA
- EMC -PA
- EMC-Technology Architect
- EMC-Technology Architect
- Exin ITIL v2
- Exin ITIL v3
- HP Service Manager 9.x Software
- HP APP - HP Enterprise Solutions
- HP AIS - HP ProCurve Networking [2010]
- HP- AIS- Operations Manager Software v8 for Wins
- HP Operations Orchestration 9.x
- HPE ASE - Storage Solutions Architect V3
- HPE ATP - Storage Solutions V3
- HPE Master ASE - Storage Solutions Architect V3
- IBM Certified Deployment Professional Security SiteProtector System v2.0 SP 8.1
- IBM Certified Deployment Professional - Security Access Manager for Mobile
- ISC2 -- (CISSP) Certified Information Systems Security Professional
- ISC2 -- (ISSAP) Information Systems Security Architecture Professional
- ISC2 - (ISSEP) Information Systems Security Engineering Professional
- ISC2 -- (ISSMP) Information Systems Security Management Professional
- ITIL - V3 Foundations
- Exin - ITIL Foundations
- ITIL - Foundations
- LanDesk CLE
- LanDesk Certified LANDesk 9.0 Engineer
- LanDesk 8.8 Engineer
- McAfee Data Protection
- McAfee Network Security
- McAfee Risk & Compliance Management
- McAfee System Security
- Metastorm Provision
- Microsoft Certified IT Professional (MCITP): Enterprise Desktop Administrator on Windows 7
- Microsoft Certified IT Professional (MCITP): Enterprise Desktop Support Technician on Windows 7
- Microsoft Certified Technology Specialist (MCTS): Microsoft Exchange Server 2010, Configuration
- NetApp - Accredited Storage Architect
- Novell CNE
- Novell Certified Workload Management Administrator

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|----|---|--|---|
| | | <ul style="list-style-type: none"> • Novell Systems Resource Technical Specialist • Oracle VM Pre-Sales Assessment • Oracle Planning and Budgeting Cloud Service Specialist • Oracle Exadata Database Machine X2-2 and X2-8 Technology Support Specialist • Red Hat Certified Technician (RHCT) • RSA Certified System Engineer • RSA - Certified System Engineer - DLP • SANS.ORG GAWN - - GIAC Assessing and Auditing Wireless Networks (GAWN) • Secure Computing / McAfee Sidewinder v7 • Secure Computing / McAfee IronMail 6.5 • Security Horizon IAM - NSA INFOSEC Assessment Methodology • Security Horizon IEM- NSA INFOSEC Evaluation Methodology • SonicWall Certified SonicWALL Security Administrator • Splunk Sales engineer I • Symantec STS • Symantec Authorized Symantec Consultant • Symantec DLP 10.5 • Symantec Technical Specialist - Network Access Control • Symantec Data Loss Prevention STS 10.0 • Symantec Technical Specialist • VMware Certified Design Expert • VMware VCP 410 • VMWare VCP 410 • VMware VTSP Business Continuity Technical Sales Accreditation 4 • VMware Infrastructure Virtualization Technical Post-Sales Accreditation: Capacity Planner Fundamentals • VMware Business Continuity Technical Post-Sales Accreditation: SRM 1 Implementation Fundamentals • VMware Desktop Virtualization Technical Sales Accreditation 4 • VMware VCP - VMware Certified Professional • Watchguard WCSP • Websense Hosted Security <p>Should Sourcewell be interested in certain certifications that are not listed we are happy to confirm if we hold those additional certifications as well.</p> | |
| 70 | Summarize your current approach to serving Sourcewell members in each vertical (state and local government, education, and not-for-profit) and plans to grow utilization of your solutions in the event of a Sourcewell contract award. | <p>Our initial approach to facilitate solutions for Sourcewell Members in each vertical includes putting our best people in place with a clear purpose and a tangible passion for success. Our team is empowered and has the autonomy to respond directly to Member requests. Additionally, we have ensured that SHI support teams, who work regionally and vertically, have the training and resources they need to provide Members with immediate, accurate, up-to-date information and the authority to take action when needed.</p> <p>Sourcewell and its Members will have the support of the entire SHI team starting from the top down. We will grow our solutions in unison with a growing Sourcewell Member base, keeping pace with the demands and expanding proactively and – always – using best practices.</p> <p>Denise Verdicchio, our Senior Director of Public Sector Sales has been an essential team member with SHI since 1995. As Senior Director of Public Sector Sales, Denise provides in-person client support and sustains her team in the public sector; she has executive authority to approve terms and to resolve issues, and she responds to inquiries within 8 business hours. Denise is dedicated to supporting the Sourcewell contract and ensuring its success.</p> <p>Denise leads the Public Sector team, who is prepared and eager to support Sourcewell members. Our Account Executives, who live work, and play in the communities they serve, are dedicated to each vertical and will support State and Local Government, Education, and not-for-profit customers across the US and Canada.</p> <p>This Public Sector sales force will actively promote the availability of Sourcewell to customers and prospects across the country. With the assistance of our Public Sector marketing team. Sourcewell members will benefit from SHI's laser focus to be the best, while continuing to keep our costs aggressive with our low overhead. A dedicated approach to the Public Sector business for the last twenty years has helped us create solutions that are specific to the unique needs of State, Local, and Education customers across the country.</p> <p>Many of our customers have inquired about our relationship with Sourcewell; we are eager to contribute to your organization and are zealously confident that we are the ideal Sourcewell partner for this contract. We offer a fresh, new perspective to your Members and have worked tirelessly to improve as both a reseller and a total Solutions Provider. We bring integrity, purpose, and passion to Sourcewell and are grateful for your consideration.</p> | * |

Exceptions to Terms, Conditions, or Specifications Form

Only those Proposer Exceptions to Terms, Conditions, or Specifications that have been accepted by Sourcewell have been incorporated into the contract text.

Documents**Ensure your submission document(s) conforms to the following:**

1. Documents in PDF format are preferred. Documents in Word, Excel, or compatible formats may also be provided.
 2. Documents should NOT have a security password, as Sourcewell may not be able to open the file. It is your sole responsibility to ensure that the uploaded document(s) are not either defective, corrupted or blank and that the documents can be opened and viewed by Sourcewell.
 3. Sourcewell may reject any response where any document(s) cannot be opened and viewed by Sourcewell.
 4. If you need to upload more than one (1) document for a single item, you should combine the documents into one zipped file. If the zipped file contains more than one (1) document, ensure each document is named, in relation to the submission format item responding to. For example, if responding to the Marketing Plan category save the document as "Marketing Plan."
- [Financial Strength and Stability](#) - SHI Financials 2018-17.pdf - Tuesday August 13, 2019 17:28:09
 - [Marketing Plan/Samples](#) - Sourcewell Marketing Plan Draft and Sample marketing piece.pdf - Tuesday August 13, 2019 17:29:37
 - [WMBE/MBE/SBE or Related Certificates](#) - WBE Certificate_Exp_02-28-2020.pdf - Tuesday August 13, 2019 17:28:33
 - Warranty Information (optional)
 - [Pricing](#) - Sourcewell Pricing.pdf - Tuesday August 13, 2019 20:48:59
 - Supplemental Pricing Documentation (if needed) optional)
 - Additional Document (optional)

Proposers Assurance of Comp**PROPOSER ASSURANCE OF COMPLIANCE****PROPOSER'S AFFIDAVIT**

The undersigned, authorized representative of the entity submitting the foregoing proposal (the "Proposer"), swears that the following statements are true to the best of his or her knowledge.

1. The Proposer is submitting its proposal under its true and correct name, the Proposer has been properly originated and legally exists in good standing in its state of residence, the Proposer possesses, or will possess before delivering any products and related services, all applicable licenses necessary for such delivery to Sourcewell member agencies. The undersigned affirms that he or she is authorized to act on behalf of, and to legally bind the Proposer to the terms in this Contract.
2. The Proposer, or any person representing the Proposer, has not directly or indirectly entered into any agreement or arrangement with any other vendor or supplier, any official or employee of Sourcewell, or any person, firm, or corporation under contract with Sourcewell, in an effort to influence the pricing, terms, or conditions relating to this RFP in any way that adversely affects the free and open competition for a Contract award under this RFP.
3. The contents of the Proposer's proposal have not been communicated by the Proposer or its employees or agents to any person not an employee or agent of the Proposer and will not be communicated to any such persons prior to the official opening of the proposals.
4. The Proposer has examined and understands the terms, conditions, scope, contract opportunity, specifications request, and other documents in this solicitation and affirms that any and all exceptions have been noted and included with the Proposer's Proposal.
5. The Proposer will, if awarded a Contract, provide to Sourcewell Members the /products and services in accordance with the terms, conditions, and scope of this RFP, with the Proposer-offered specifications, and with the other documents in this solicitation.
6. The Proposer agrees to deliver products and services through valid contracts, purchase orders, or means that are acceptable to Sourcewell Members. Unless otherwise agreed to, the Proposer must provide only new and first-quality products and related services to Sourcewell Members under an awarded Contract.
7. The Proposer will comply with all applicable provisions of federal, state, and local laws, regulations, rules, and orders.
8. The Proposer understands that Sourcewell will reject RFP proposals that are marked "confidential" (or "nonpublic," etc.), either substantially or in their entirety. Under Minnesota Statute §13.591, Subd. 4, all proposals are considered nonpublic data until the evaluation is complete and a Contract is awarded. At that point, proposals generally become public data. Minnesota Statute §13.37 permits only certain narrowly defined data to be considered a "trade secret," and thus nonpublic data under Minnesota's Data Practices Act.

The Proposer understands that it is the Proposer's duty to protect information that it considers nonpublic, and it agrees to defend and indemnify Sourcewell for reasonable measures that Sourcewell takes to uphold such a data designation.

☒ By checking this box I acknowledge that I am bound by the terms of the Proposer's Affidavit, have the legal authority to submit this Proposal on behalf of the Proposer, and that this electronic acknowledgment has the same legal effect, validity, and enforceability as if I had hand signed the Proposal. This signature will not be denied such legal effect, validity, or enforceability solely because an electronic signature or electronic record was used in its formation.
- Aimee Ballenger, Public Program Manager

The Proposer declares that there is an actual or potential Conflict of Interest relating to the preparation of its submission, and/or the Proposer foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the bid.

☐ Yes ☒ No

The Bidder acknowledges and agrees that the addendum/addenda below form part of the Bid Document.

Check the box in the column "**I have reviewed this addendum**" below to acknowledge each of the addenda.

**AMENDMENT #1
TO
SOURCEWELL CONTRACT #081419-SHI**

This Amendment is by and between **Sourcewell**, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 (Sourcewell) and **SHI International Corp.**, 290 Davidson Avenue, Somerset, NJ 08873 (Vendor).

Sourcewell awarded a contract for Technology Catalog Solutions to Vendor (#081429-SHI) effective November 12, 2019, until October 30, 2023, relating to the provision of services by Vendor and to Sourcewell and its Members (Original Contract).

Vendor has requested to amended the Original Contract to expand the interpretation of the term "Vendor."

In consideration of the mutual covenants and agreements described in this Amendment, the parties agree to amend the Original Contract as follows:

1. This Amendment is effective upon the date of the last signature below.

Remainder of page intentionally left blank.

2. As used within the Original Contract, any reference to "Vendor" will be interpreted to also include SHI Government Solutions, Inc.

Except as amended by this Amendment, the Original Contract remains in full force and effect.

Sourcewell

DocuSigned by:
By: Jeremy Schwartz
AuthC: C0FD2A139D06489...

Jeremy Schwartz
Name – Printed

Title: Director of Operations & Procurement/CPO

Date: 3/13/2020 | 9:03 AM CDT

SHI International Corp.

DocuSigned by:
By: Kristina Mann
AuthC: 2A3B1E59B06C459...

Kristina Mann
Name – Printed

Title: Sr. Lead Contract Specialist

Date: 3/13/2020 | 8:56 AM CDT

Sourcewell—APPROVED:

DocuSigned by:
By: Chad Coauette
AuthC: 7E42B8F817A64CC...

Chad Coauette
Name – Printed

Title: Executive Director/CEO

Date: 3/13/2020 | 9:09 AM CDT



Pricing Proposal
Quotation #: 21645045
Reference #: BUDGETARY
Created On: 2/22/2022
Valid Until: 3/24/2022

Leon County Board of County Commissioners

Michelle Taylor

301 S. Monore St P3 Level
Tallahassee, FL 32301
UNITED STATES
Phone: (850) 488-5813
Fax: (850) 922-0099
Email: taylor@m@leoncountyfl.gov

Inside Account Manager

Jack Hall

290 Davidson Avenue
Somerset, NJ 08873
Phone: 800-543-0432
Fax: 732-868-6055
Email: Jack_Hall@shi.com

All Prices are in US Dollar (USD)

| Product | Qty | Your Price | Total |
|---|-----|------------|-------------|
| 1 AzureActiveDrctryPremP1GCC ShrdSvr ALNG SubsVL MVL PerUsr Microsoft - Part#: MQM-00001 Contract Name: Sourcewell- Technology Catalog Solutions Contract #: 081419-SHI Coverage Term: 10/1/2022 – 9/30/2023 Note: EA# 73689242 - Year 3 Annual Payment | 35 | \$55.83 | \$1,954.05 |
| 2 AzureActiveDrctryPremP2GCC ShrdSvr ALNG SubsVL MVL PerUsr Microsoft - Part#: MQN-00001 Contract Name: Sourcewell- Technology Catalog Solutions Contract #: 081419-SHI Coverage Term: 10/1/2022 – 9/30/2023 Note: EA# 73689242 - Year 3 Annual Payment | 10 | \$83.69 | \$836.90 |
| 3 AzureDevOpsServer ALNG SA MVL Microsoft - Part#: 125-00124 Contract Name: Sourcewell- Technology Catalog Solutions Contract #: 081419-SHI Coverage Term: 10/1/2022 – 9/30/2023 Note: EA# 73689242 - Year 3 Annual Payment | 1 | \$64.79 | \$64.79 |
| 4 AzureDevOpsServerCAL ALNG SA MVL UsrCAL Microsoft - Part#: 126-00196 Contract Name: Sourcewell- Technology Catalog Solutions Contract #: 081419-SHI Coverage Term: 10/1/2022 – 9/30/2023 Note: EA# 73689242 - Year 3 Annual Payment | 10 | \$74.61 | \$746.10 |
| 5 FlowPlanGCC ShrdSvr ALNG SubsVL MVL PerUsr Microsoft - Part#: SFR-00001 Contract Name: Sourcewell- Technology Catalog Solutions Contract #: 081419-SHI Coverage Term: 10/1/2022 – 9/30/2023 Note: EA# 73689242 - Year 3 Annual Payment | 4 | \$164.15 | \$656.60 |
| 6 O365GCCE1 ShrdSvr ALNG SubsVL MVL PerUsr Microsoft - Part#: U4S-00002 Contract Name: Sourcewell- Technology Catalog Solutions | 510 | \$79.34 | \$40,463.40 |

Contract #: 081419-SHI
Coverage Term: 10/1/2022 – 9/30/2023
Note: EA# 73689242 - Year 3 Annual Payment

| | | | | |
|----|---|------|------------|--------------|
| 7 | O365GCCE3 ShrdSvr ALNG SubsVL MVL PerUsr Microsoft - Part#: AAA-11894 Contract Name: Sourcewell- Technology Catalog Solutions Contract #: 081419-SHI Coverage Term: 10/1/2022 – 9/30/2023 Note: EA# 73689242 - Year 3 Annual Payment | 2160 | \$218.86 | \$472,737.60 |
| 8 | OneDriveforBsnssP2GCC ShrdSvr ALNG SubsVL MVL PerUsr Microsoft - Part#: TL3-00001 Contract Name: Sourcewell- Technology Catalog Solutions Contract #: 081419-SHI Coverage Term: 10/1/2022 – 9/30/2023 Note: EA# 73689242 - Year 3 Annual Payment | 16 | \$93.02 | \$1,488.32 |
| 9 | SQLSvrEntCore ALNG SA MVL 2Lic CoreLic Microsoft - Part#: 7JQ-00343 Contract Name: Sourcewell- Technology Catalog Solutions Contract #: 081419-SHI Coverage Term: 10/1/2022 – 9/30/2023 Note: EA# 73689242 - Year 3 Annual Payment | 6 | \$2,300.77 | \$13,804.62 |
| 10 | SQLSvrStdCore ALNG SA MVL 2Lic CoreLic Microsoft - Part#: 7NQ-00292 Contract Name: Sourcewell- Technology Catalog Solutions Contract #: 081419-SHI Coverage Term: 10/1/2022 – 9/30/2023 Note: EA# 73689242 - Year 3 Annual Payment | 4 | \$600.00 | \$2,400.00 |
| 11 | VisioPlan2GCC ShrdSvr ALNG SubsVL MVL PerUsr Microsoft - Part#: P3U-00001 Contract Name: Sourcewell- Technology Catalog Solutions Contract #: 081419-SHI Coverage Term: 10/1/2022 – 9/30/2023 Note: EA# 73689242 - Year 3 Annual Payment | 13 | \$139.52 | \$1,813.76 |
| 12 | PwrBIProGCC ShrdSvr ALNG SubsVL MVL PerUsr Microsoft - Part#: DDJ-00001 Contract Name: Sourcewell- Technology Catalog Solutions Contract #: 081419-SHI Coverage Term: 10/1/2022 – 9/30/2023 Note: EA# 73689242 - Year 3 Annual Payment | 9 | \$92.89 | \$836.01 |
| 13 | VSPProSubMSDN ALNG SA MVL Microsoft - Part#: 77D-00111 Contract Name: Sourcewell- Technology Catalog Solutions Contract #: 081419-SHI Coverage Term: 10/1/2022 – 9/30/2023 Note: EA# 73689242 - Year 3 Annual Payment | 7 | \$314.24 | \$2,199.68 |
| 14 | WINENTperDVC ALNG SA MVL Microsoft - Part#: KV3-00368 Contract Name: Sourcewell- Technology Catalog Solutions Contract #: 081419-SHI Coverage Term: 10/1/2022 – 9/30/2023 Note: EA# 73689242 - Year 3 Annual Payment | 1731 | \$45.39 | \$78,570.09 |
| 15 | WinSvrDCCore ALNG SA MVL 2Lic CoreLic Microsoft - Part#: 9EA-00278 | 202 | \$128.83 | \$26,023.66 |

Contract Name: Sourcewell- Technology Catalog Solutions
 Contract #: 081419-SHI
 Coverage Term: 10/1/2022 – 9/30/2023
 Note: EA# 73689242 - Year 3 Annual Payment

| | | | | |
|----|--|-----|------------|-------------|
| 16 | Microsoft SQL Server Enterprise Core Edition - Step-up license & software assurance - 2 cores - upgrade from Standard Core Edition - Enterprise, Select, SPLA, Select Plus, EES - Win - All Languages Microsoft - Part#: 7JQ-00448 Contract Name: Sourcewell- Technology Catalog Solutions Contract #: 081419-SHI Coverage Term: 10/1/2022 – 9/30/2023 Note: EA# 73689242 - Year 3 Annual Payment | 4 | \$3,968.41 | \$15,873.64 |
| 17 | Microsoft SQL Server Enterprise Core Edition - License & software assurance - 2 cores - Enterprise, Select, SPLA, Select Plus, EES - Win - All Languages Microsoft - Part#: 7JQ-00341 Contract Name: Sourcewell- Technology Catalog Solutions Contract #: 081419-SHI Coverage Term: 10/1/2022 – 9/30/2023 Note: EA# 73689242 - Year 3 Annual Payment | 6 | \$5,368.41 | \$32,210.46 |
| 18 | PwrBIProGCC ShrdSvr ALNG SubsVL MVL PerUsr Microsoft - Part#: DDJ-00001 Contract Name: Sourcewell- Technology Catalog Solutions Contract #: 081419-SHI Coverage Term: 10/1/2022 – 9/30/2023 Note: EA# 73689242 - Year 3 Annual Payment | 1 | \$92.89 | \$92.89 |
| 19 | PwrBIProGCC ShrdSvr ALNG SubsVL MVL PerUsr Microsoft - Part#: DDJ-00001 Contract Name: Sourcewell- Technology Catalog Solutions Contract #: 081419-SHI Coverage Term: 10/1/2022 – 9/30/2023 Note: EA# 73689242 - Year 3 Annual Payment | 5 | \$92.89 | \$464.45 |
| 20 | PwrBIProGCC ShrdSvr ALNG SubsVL MVL PerUsr Microsoft - Part#: DDJ-00001 Contract Name: Sourcewell- Technology Catalog Solutions Contract #: 081419-SHI Coverage Term: 10/1/2022 – 9/30/2023 Note: EA# 73689242 - Year 3 Annual Payment | 16 | \$92.89 | \$1,486.24 |
| 21 | AzureActiveDrctryPremP1GCC ShrdSvr ALNG SubsVL MVL PerUsr Microsoft - Part#: MQM-00001 Contract Name: Sourcewell- Technology Catalog Solutions Contract #: 081419-SHI Coverage Term: 10/1/2022 – 9/30/2023 Note: EA# 73689242 - Year 3 Annual Payment | 200 | \$55.83 | \$11,166.00 |
| 22 | PowerAppsPlanGCC ShrdSvr ALNG SubsVL MVL PerUsr Microsoft - Part#: SEL-00001 Contract Name: Sourcewell- Technology Catalog Solutions Contract #: 081419-SHI Coverage Term: 10/1/2022 – 9/30/2023 Note: EA# 73689242 - Year 3 Annual Payment | 5 | \$437.72 | \$2,188.60 |
| 23 | O365GCCE3 ShrdSvr ALNG SubsVL MVL PerUsr Microsoft - Part#: AAA-11894 Contract Name: Sourcewell- Technology Catalog Solutions Contract #: 081419-SHI Coverage Term: 10/1/2022 – 9/30/2023 | 240 | \$218.86 | \$52,526.40 |

Note: EA# 73689242 - Year 3 Annual Payment

| | | | | |
|----|--|----|----------|--------------|
| 24 | AzureActiveDirtryPremP1GCC ShrdSvr ALNG SubsVL MVL PerUsr Microsoft - Part#: MQM-00001 Contract Name: Sourcewell- Technology Catalog Solutions Contract #: 081419-SHI Coverage Term: 10/1/2022 – 9/30/2023 Note: EA# 73689242 - Year 3 Annual Payment | 25 | \$55.83 | \$1,395.75 |
| 25 | VisioPlan2GCC ShrdSvr ALNG SubsVL MVL PerUsr Microsoft - Part#: P3U-00001 Contract Name: Sourcewell- Technology Catalog Solutions Contract #: 081419-SHI Coverage Term: 10/1/2022 – 9/30/2023 Note: EA# 73689242 - Year 3 Annual Payment | 2 | \$139.52 | \$279.04 |
| | | | Total | \$762,279.05 |

Additional Comments

Please note, if Emergency Connectivity Funds (ECF) will be used to pay for all or part of this quote, please let us know as we will need to ensure compliance with the funding program.

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date listed above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order. For any additional information including Hardware, Software and Services Contracts, please contact an SHI Inside Sales Representative at (888) 744-4084. SHI International Corp. is 100% Minority Owned, Woman Owned Business. TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

Hardware items on this quote may be updated to reflect changes due to industry wide constraints and fluctuations.

The products offered under this proposal are resold in accordance with the terms and conditions of the Contract referenced under that applicable line item.

**Leon County
Board of County Commissioners**

Notes for Agenda Item #10

Leon County Board of County Commissioners

Agenda Item #10

June 14, 2022

To: Honorable Chairman and Members of the Board

From: Gwen Marshall, Clerk of the Circuit Court and Comptroller

Title: FY 2020/21 Annual Audit and Financial Statements

| | |
|-------------------------------------|---|
| Review and Approval: | Vincent S. Long, County Administrator |
| Department/ Division Review: | Alan Rosenzweig, Deputy County Administrator Scott Ross, Director, Office of Financial Stewardship |
| Lead Staff/ Project Team: | Edward Burke, Director of Finance Travis Stephens, Assistant Director of Finance |

Statement of Issue:

This item seeks Board acceptance of the annual external audit and the County's financial statements, and approval for the Chairman to sign the letter transmitting these reports to the Auditor General in compliance with Florida Statutes.

Fiscal Impact:

This item has no current fiscal impact; however, an annual audit is required by state statutes, and if it were not completed, it would jeopardize federal, state, and local revenues.

Staff Recommendation:

Option #1: Accept the FY 2020/21 Annual Audit and Financial Statements (Attachment #1) and authorize the Chairman to sign a letter transmitting the report to the Auditor General (Attachment #2).

Report and Discussion

Background:

This item seeks Board acceptance of the annual external audit and the County's financial statements, and approval for the Chairman to sign the letter transmitting these reports to the Auditor General in compliance with Florida Statutes.

Section 218.39, Florida Statutes, requires the Board to obtain an independent audit of the County's financial statements on an annual basis. The Board contracted for an independent audit with Thomas Howell Ferguson P.A. and Law, Redd, Crona, & Munroe P.A., Certified Public Accountants. The audit and financial report are provided to the Board for review under the Clerk's transmittal memorandum (Attachment #1).

Analysis:

The reports on internal control, compliance and the management letter from the Board's external auditors is included in pages 51 to 64 of Attachment #1. There are three audit recommendations which have been accepted by management. The implementation of the recommendations is in progress. The letter transmitting the Management Letter (Attachment #2) will be forwarded to the Auditor General.

Options:

1. Accept the FY 2020/21 Annual Audit and Financial Statements (Attachment #1) and authorize the Chairman to sign the letter transmitting the report to the Auditor General (Attachment #2).
2. Do not accept the FY 2020/21 Annual Audit and Financial Report.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Transmittal letter from the Clerk of the Circuit Court & Comptroller and the Annual Audit and Financial Report for FY 2020/21
2. Response transmitting the report to the Auditor General



THE HONORABLE
GWEN MARSHALL
CLERK OF THE CIRCUIT COURT AND COMPTROLLER

CLERK OF COURTS • COUNTY COMPTROLLER • AUDITOR • TREASURER • RECORDER

May 18, 2022

Leon County Board of County Commissioners
301 South Monroe Street, 5th Floor
Tallahassee, Florida 32301

RE: 2020-2021 FY Audit Report

Dear County Commissioners:

I am pleased to forward to you Leon County's annual audit report as well as the financial statements for the fiscal year ended September 30, 2021. This report reflects an unqualified auditor's opinion on the Board's financial statements. Leon County has received an unqualified audit opinion for 39 consecutive years.

The auditors' report on internal control over financial reporting, compliance and other matters is found on pages 43 through 47, with the associated management letter on pages 48 through 52. The management letter provides three audit recommendations regarding financial accounting processes. All audit recommendations have been accepted by management as indicated in the letter.

The Director of Financial Stewardship, Clerk of the Circuit Court and Comptroller, and the Finance Director met with the external auditors regarding this report. Subsequent to this discussion, and a review of the audit recommendations with staff, we recommend acceptance of this report and the associated response to the State Auditor General.

Your acceptance of the report and approval of the letter transmitting the report will be included in the June 14th Board of County Commission Meeting agenda. As mentioned, Florida law requires that a letter of response be made to the State Auditor General regarding the auditor's comments.

Thank you to all Leon County staff who worked so diligently to produce not only these financial statements, but the outstanding results of operations that are reflected in this document. Leon County's 2020-2021 Annual Comprehensive Financial Report has been submitted for the Florida Government Finance Officers Certificate of Achievement for Excellence in Financial Reporting.

Leon County has consistently received this honor for 24 years and will no doubt remain among the distinguished group of governmental entities receiving this award.

All of the above referenced financial documents are available on the Leon County Clerk of Circuit Court and Comptroller website at:
https://cvweb.leonclerk.com/public/clerk_services/finance/county_financial_information.asp

Should you have questions regarding the audit or the financial statements, please contact me or Edward Burke, Finance Director, at (850) 606-4075.

Respectfully submitted,



Gwendolyn Marshall Knight
Clerk of the Circuit Court and Comptroller
Leon County

CC: Vince Long, County Administrator
Alan Rosenzweig, Deputy County Administrator
Edward Burke, Finance Director
Travis Stephens, Assistant Finance Director

Special-Purpose Financial Statements

Board of County Commissioners Leon County, Florida

*Year Ended September 30, 2021
with Report of Independent Auditors*

Thomas Howell Ferguson P.A.
and
Law, Redd, Crona & Munroe, P.A.

**Board of County Commissioners
Leon County, Florida
Special-Purpose Financial Statements
Year Ended September 30, 2021**

Board of County Commissioners

| | |
|--------------------------------|------------|
| William Proctor, Chairman..... | District 1 |
| Rick Minor..... | District 3 |
| Bryan Welch..... | District 4 |
| Jimbo Jackson..... | District 2 |
| Kristin Dozier..... | District 5 |
| Carolyn Cummings..... | At-Large |
| Nick Maddox..... | At-Large |

**COUNTY ADMINISTRATOR
Vincent S. Long**

CLERK OF THE CIRCUIT COURT

AND

**COMPTROLLER
Gwen Marshall**

**Board of County Commissioners
Leon County, Florida
Special - Purpose Financial Statements
Year Ended September 30, 2021**

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Report of Independent Auditors

The Honorable Board of County Commissioners
Leon County, Florida

Report on the Financial Statements

We have audited the accompanying special-purpose financial statements of the major governmental funds, the proprietary funds, and the aggregate remaining fund information of the Board of County Commissioners of Leon County, Florida (the Board), as of and for the year ended September 30, 2021, and the related notes to the financial statements, which collectively comprise the Board's special-purpose financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these special-purpose financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of special-purpose financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these special-purpose financial statements based on our audit. We did not audit the financial statements of the Housing Finance Authority of Leon County, a discretely presented component unit of Leon County, which statements reflect total assets constituting 0.70 percent of total assets at September 30, 2021, and total revenues constituting 0.07 percent of total revenues for the year then ended. Those statements were audited by other auditors, whose report has been furnished to us, and our opinion, insofar as it relates to the amounts included for the Housing Finance Authority of Leon County, is based solely on the report of the other auditors. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the special-purpose financial statements are free of material misstatement.

The Honorable Board of County Commissioners
Leon County, Florida
Page Two

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the special-purpose financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the special-purpose financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the special-purpose financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the special-purpose financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, based on our audit and the report of the other auditors, the special-purpose financial statements referred to above present fairly, in all material respects, the respective financial position of the major governmental funds, the proprietary funds, the discretely presented component unit, and the aggregate remaining fund information of the Board of County Commissioners of Leon County, Florida as of September 30, 2021, the respective changes in financial position, where applicable, the cash flows thereof, and the respective budgetary comparison statements of the major governmental funds for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As discussed in Note 1, the accompanying special-purpose financial statements referred to above were prepared solely for the purpose of complying with the Rules of the Auditor General of the State of Florida (Rules). In conformity with the Rules, the accompanying special-purpose financial statements are intended to present the financial position and changes in financial position of the major governmental funds, the proprietary fund, and the discretely presented component unit of the Board, and only that portion that is attributable to the transactions of the Board. They do not purport to, and do not, present fairly the financial position of Leon County, Florida, as of September 30, 2021, and the changes in its financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to these matters.

The Honorable Board of County Commissioners
Leon County, Florida
Page Three

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Board's special-purpose financial statements. The Schedule of Receipts and Expenditures of Funds Related to the Deepwater Horizon Spill (the Schedule) is presented for purposes of additional analysis and is not a required part of the special-purpose financial statements.

The Schedule is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the special-purpose financial statements. Such information has been subjected to the auditing procedures applied in the audit of the special-purpose financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the special-purpose financial statements or to the special-purpose financial statements themselves, and other additional procedures in accordance with the auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Receipts and Expenditures of Funds Related to the Deepwater Horizon Spill is fairly stated, in all material respects, in relation to the special-purpose financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated April 26, 2022, on our consideration of the Board's internal control over financial reporting and our tests of its compliance with certain provisions of laws, rules, regulations, contracts, grant agreements and other matters under the heading *Report of Independent Auditors on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Special-Purpose Financial Statements Performed in Accordance with Government Auditing Standards*. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Board's internal control over financial reporting and compliance.



Thomas Howell Ferguson P.A.
Tallahassee, Florida
April 26, 2022



Law, Redd, Crona & Munroe, P.A.
Tallahassee, Florida

Board of County Commissioners
Balance Sheet - Governmental Funds
September 30, 2021

| | <u>General Fund</u> | <u>Fine & Forfeiture Fund</u> | <u>Grants Fund</u> | <u>Capital Improvement Fund</u> |
|---|----------------------|---------------------------------------|----------------------|---|
| Assets | | | | |
| Cash | \$ 12,168,596 | \$ 0 | \$ 0 | \$ 0 |
| Investments | 28,068,484 | 1,141,086 | 25,409,439 | 25,496,803 |
| Receivables (net of allowances for uncollectibles): | | | | |
| Accounts | 2,713,232 | 2,011 | 44,784 | 44,937 |
| Special assessments | 0 | 0 | 0 | 0 |
| Due from other governments | 4,954,937 | 0 | 5,040,707 | 0 |
| Due from other funds | 3,564,075 | 0 | 56,913 | 0 |
| Due from other county units | 1,472,469 | 1,737,159 | 16,133 | 0 |
| Inventories | 376,120 | 0 | 0 | 0 |
| Prepays | 444,742 | 0 | 151,388 | 218,997 |
| Total assets | <u>\$ 53,762,655</u> | <u>\$ 2,880,256</u> | <u>\$ 30,719,364</u> | <u>\$ 25,760,737</u> |
| Liabilities, deferred inflows, and fund balances | | | | |
| Liabilities: | | | | |
| Accounts payable | \$ 2,558,320 | \$ 35,883 | \$ 3,825,275 | \$ 709,218 |
| Accrued liabilities | 1,365,283 | 0 | 3,077 | 0 |
| Due to other governments | 835,054 | 1,851 | 18,611 | 0 |
| Due to other funds | 1,173,857 | 6,463 | 16,445 | 0 |
| Due to other county units | 87,682 | 0 | 82,019 | 0 |
| Deposits | 44,338 | 378,821 | 0 | 0 |
| Revenue received in advance | 0 | 50 | 11,300,676 | 0 |
| Total liabilities | <u>6,064,534</u> | <u>423,068</u> | <u>15,246,103</u> | <u>709,218</u> |
| Deferred inflows | | | | |
| Deferred inflow of resources | 0 | 0 | 0 | 0 |
| Total deferred inflows | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| Fund balances: | | | | |
| Nonspendable | 820,862 | 0 | 151,388 | 218,997 |
| Restricted | 5,259,060 | 249,973 | 11,719,729 | 24,832,522 |
| Committed | 7,154,718 | 367,147 | 3,971,624 | 0 |
| Assigned | 9,957,705 | 1,840,068 | 0 | 0 |
| Unassigned | 24,505,776 | 0 | (369,480) | 0 |
| Total fund balances | <u>47,698,121</u> | <u>2,457,188</u> | <u>15,473,261</u> | <u>25,051,519</u> |
| Total liabilities, deferred inflows, and fund balances | <u>\$ 53,762,655</u> | <u>\$ 2,880,256</u> | <u>\$ 30,719,364</u> | <u>\$ 25,760,737</u> |

The accompanying notes are an integral part of these special-purpose financial statements.

| <u>Local Provider Participation Fund</u> | <u>Nonmajor Governmental Funds</u> | <u>Total Governmental Funds</u> |
|--|--|---|
| \$ 63,464 0 | \$ 1,746,958 53,834,721 | \$ 13,979,018 133,950,533 |
| 0 | 4,881,515 | 7,686,479 |
| 10,078,874 | 478,852 | 10,557,726 |
| 0 | 6,516,406 | 16,512,050 |
| 0 | 30,256 | 3,651,244 |
| 0 | 717,081 | 3,942,842 |
| 0 | 0 | 376,120 |
| 0 | 144,918 | 960,045 |
| <u>\$ 10,142,338</u> | <u>\$ 68,350,707</u> | <u>\$ 191,616,057</u> |

| | | |
|---|--|--|
| \$ 9,976,734 0 0 0 0 0 0 0 | \$ 1,236,219 378,174 962,317 1,446,672 1,365 128,519 417,564 | \$ 18,341,649 1,746,534 1,817,833 2,643,437 171,066 551,678 11,718,290 |
| <u>9,976,734</u> | <u>4,570,830</u> | <u>36,990,487</u> |

| | | |
|----------|----------------|----------------|
| <u>0</u> | <u>380,710</u> | <u>380,710</u> |
| <u>0</u> | <u>380,710</u> | <u>380,710</u> |

| | | |
|-----------------------------|---|---|
| 0 165,604 0 0 0 | 144,918 48,460,188 15,261,543 0 (467,482) | 1,336,165 90,687,076 26,755,032 11,797,773 23,668,814 |
| <u>165,604</u> | <u>63,399,167</u> | <u>154,244,860</u> |
| <u>\$ 10,142,338</u> | <u>\$ 68,350,707</u> | <u>\$ 191,616,057</u> |

Board of County Commissioners
Statement of Revenues, Expenditures, and Changes in Fund Balances -
Governmental Funds
Year Ended September 30, 2021

| | <u>General Fund</u> | <u>Fine & Forfeiture Fund</u> | <u>Grants Fund</u> | <u>Capital Improvement Fund</u> |
|--|----------------------|---------------------------------------|----------------------|---|
| Revenues | | | | |
| Taxes | \$ 79,978,379 | \$ 86,170,853 | \$ 0 | \$ 0 |
| Licenses and permits | 0 | 0 | 0 | 0 |
| Intergovernmental | 10,332,954 | 22,478 | 75,400,709 | 0 |
| Charges for services | 1,741,199 | 518,206 | 120,514 | 0 |
| Fines and forfeitures | 0 | 114,292 | 0 | 0 |
| Interest | 487,686 | 196,519 | 250,414 | 176,431 |
| Net increase (decrease) in fair value of investments | (58,574) | (12,953) | (122,809) | (332,338) |
| Miscellaneous | 3,625,689 | 0 | 366,410 | 0 |
| Total revenues | <u>96,107,333</u> | <u>87,009,395</u> | <u>76,015,238</u> | <u>(155,907)</u> |
| Expenditures | | | | |
| Current: | | | | |
| General government | 25,063,045 | 0 | 0 | 2,420,855 |
| Public safety | 2,528,638 | 3,166,060 | 1,223,020 | 0 |
| Physical environment | 2,302,322 | 0 | 113,103 | 540,189 |
| Transportation | 0 | 0 | 381,982 | 0 |
| Economic environment | 3,640,962 | 0 | 74,118,895 | 0 |
| Human services | 8,772,985 | 0 | 15,001 | 0 |
| Culture and recreation | 5,373,755 | 0 | 6,133 | 1,209 |
| Judicial | 3,341,972 | 2,024,213 | 22,121 | 0 |
| Debt Service: | | | | |
| Principal retirement | 0 | 0 | 0 | 0 |
| Interest and fiscal charges | 0 | 0 | 0 | 20,427 |
| Other Debt Service Costs | 0 | 0 | 0 | 451,879 |
| Capital Outlay | <u>672,738</u> | <u>0</u> | <u>3,170,214</u> | <u>9,689,890</u> |
| Total expenditures | <u>51,696,417</u> | <u>5,190,273</u> | <u>79,050,469</u> | <u>13,124,449</u> |
| Excess (deficiency) of revenues over (under) expenditures | <u>44,410,916</u> | <u>81,819,122</u> | <u>(3,035,231)</u> | <u>(13,280,356)</u> |
| Other financing sources (uses): | | | | |
| Transfers in | 9,948,055 | 1,575,819 | 14,814,386 | 13,335,887 |
| Proceeds of long term capital-related debt | 0 | 0 | 0 | 0 |
| Capital lease | 0 | 0 | 0 | 769,869 |
| Transfers out | (40,450,101) | (81,615,268) | (28,549,468) | 0 |
| Total other financing (uses) sources | <u>(30,502,046)</u> | <u>(80,039,449)</u> | <u>(13,735,082)</u> | <u>14,105,756</u> |
| Net change in fund balances | 13,908,870 | 1,779,673 | (16,770,313) | 825,400 |
| Fund balances at beginning of year | 33,789,251 | 677,515 | 32,243,574 | 24,226,119 |
| Fund balances at end of year | <u>\$ 47,698,121</u> | <u>\$ 2,457,188</u> | <u>\$ 15,473,261</u> | <u>\$ 25,051,519</u> |

The accompanying notes are an integral part of these special-purpose financial statements.

| Local Provider Participation Fund | Nonmajor Governmental Funds | Total Governmental Funds |
|--------------------------------------|-----------------------------------|--------------------------------|
| \$ 10,142,165 | \$ 40,651,471 | \$ 216,942,868 |
| 0 | 4,955,091 | 4,955,091 |
| 0 | 10,440,666 | 96,196,807 |
| 0 | 27,615,645 | 29,995,564 |
| 0 | 105,191 | 219,483 |
| 173 | 488,223 | 1,599,446 |
| 0 | (675,858) | (1,202,532) |
| 0 | 2,471,109 | 6,463,208 |
| <u>10,142,338</u> | <u>86,051,538</u> | <u>355,169,935</u> |
| 0 | 452,739 | 27,936,639 |
| 0 | 38,635,941 | 45,553,659 |
| 0 | 7,054,173 | 10,009,787 |
| 0 | 12,091,934 | 12,473,916 |
| 0 | 7,386,229 | 85,146,086 |
| 9,976,734 | 1,918,777 | 20,683,497 |
| 0 | 6,230,167 | 11,611,264 |
| 0 | 351,757 | 5,740,063 |
| 0 | 3,183,486 | 3,183,486 |
| 0 | 546,619 | 567,046 |
| 0 | 0 | 451,879 |
| <u>0</u> | <u>20,512,362</u> | <u>34,045,204</u> |
| <u>9,976,734</u> | <u>98,364,184</u> | <u>257,402,526</u> |
| <u>165,604</u> | <u>(12,312,646)</u> | <u>97,767,409</u> |
| 0 | 25,830,184 | 65,504,331 |
| 0 | 14,457,318 | 14,457,318 |
| 0 | 0 | 769,869 |
| <u>0</u> | <u>(14,769,609)</u> | <u>(165,384,446)</u> |
| <u>0</u> | <u>25,517,893</u> | <u>(84,652,928)</u> |
| 165,604 | 13,205,247 | 13,114,481 |
| 0 | 50,193,920 | 141,130,379 |
| <u>\$ 165,604</u> | <u>\$ 63,399,167</u> | <u>\$ 154,244,860</u> |

**Board of County Commissioners
Leon County, Florida
Statement of Net Position - Proprietary Funds
September 30, 2021**

| | Business-type Activities - Landfill Fund | Internal Service Funds | Component Unit - Housing Finance Authority |
|---|---|----------------------------|--|
| Assets | | | |
| Current assets: | | | |
| Cash | \$ 462 | \$ 0 | \$ 1,173,863 |
| Cash with fiscal agent | 0 | 281,034 | 0 |
| Investments | 436,937 | 6,654,645 | 0 |
| Accounts receivable | 1,838,544 | 389,887 | 11,596 |
| Due from other funds | 11 | 6,463 | 0 |
| Due from other governments | 0 | 13,103 | 35,863 |
| Due from other county units | 33 | 40,689 | 0 |
| Inventories | 1,446 | 119,449 | 0 |
| Prepays | 0 | 93,666 | 0 |
| Total current assets | <u>2,277,433</u> | <u>7,598,936</u> | <u>1,221,322</u> |
| Noncurrent assets: | | | |
| Restricted cash and investments | 12,819,866 | 0 | 0 |
| Mortgage loans receivable, net of allowance | 0 | 0 | 327,312 |
| Capital assets: | | | |
| Non depreciable capital assets | 2,301,847 | 0 | 0 |
| Depreciable capital assets (Net) | <u>4,444,845</u> | <u>0</u> | <u>0</u> |
| Total noncurrent assets | <u>19,566,558</u> | <u>0</u> | <u>327,312</u> |
| Total assets | <u><u>\$ 21,843,991</u></u> | <u><u>\$ 7,598,936</u></u> | <u><u>\$ 1,548,634</u></u> |
| Liabilities | | | |
| Current liabilities: | | | |
| Accounts payable | \$ 896,592 | \$ 554,065 | \$ 428 |
| Accrued liabilities | 17,761 | 4,482 | 0 |
| Due to other governments | 3,102 | 25,859 | 0 |
| Due to other county units | 1,171 | 0 | 0 |
| Due to other funds | 0 | 1,014,281 | 0 |
| Claims payable | 0 | 7,055,481 | 0 |
| Deposits | 0 | 0 | 25,000 |
| Revenue received in advance | 12,381 | 0 | 0 |
| Compensated absences | <u>72,074</u> | <u>32,865</u> | <u>0</u> |
| Total current liabilities | <u>1,003,081</u> | <u>8,687,033</u> | <u>25,428</u> |
| Noncurrent liabilities: | | | |
| Liability for closure costs | 17,245,981 | 0 | 0 |
| Liability for compensated absences | 114,771 | 52,334 | 0 |
| Other post employment benefits | <u>231,230</u> | <u>96,829</u> | <u>0</u> |
| Total noncurrent liabilities | <u>17,591,982</u> | <u>149,163</u> | <u>0</u> |
| Total liabilities | <u>18,595,063</u> | <u>8,836,196</u> | <u>25,428</u> |
| Net position | | | |
| Net investment in capital assets | 6,746,692 | 0 | 0 |
| Unrestricted | <u>(3,497,764)</u> | <u>(1,237,260)</u> | <u>1,523,206</u> |
| Total net position | <u>3,248,928</u> | <u>(1,237,260)</u> | <u>1,523,206</u> |
| Total liabilities and net position | <u><u>\$ 21,843,991</u></u> | <u><u>\$ 7,598,936</u></u> | <u><u>\$ 1,548,634</u></u> |

The accompanying notes are an integral part of these special-purpose financial statements.

**Board of County Commissioners
Leon County, Florida
Statement of Revenues, Expenses, and Changes in
Fund Net Position - Proprietary Funds
Year Ended September 30, 2021**

| | Business-type Activities - Landfill Fund | Internal Service Funds | Component Unit - Housing Finance Authority |
|--|---|---------------------------|--|
| Operating revenues | | | |
| Charges for services | \$ 9,915,490 | \$ 6,898,422 | \$ 52,583 |
| TBA program income | 0 | 0 | 7,718 |
| Other income | 0 | 0 | 9,480 |
| Sale of surplus land properties | 0 | 0 | 200,569 |
| Total operating revenues | <u>9,915,490</u> | <u>6,898,422</u> | <u>270,350</u> |
| Operating expenses | | | |
| Personnel services | 1,815,833 | 637,261 | 0 |
| Contractual services | 8,960,598 | 152,553 | 63,080 |
| Supplies | 248,570 | 1,203,180 | 124 |
| Communications services | 29,698 | 544,239 | 0 |
| Insurance | 42,020 | 4,460,998 | 3,714 |
| Utility services | 65,286 | 0 | 0 |
| Depreciation | 855,937 | 0 | 0 |
| Other services and charges | 1,090,082 | 1,623,963 | 60,065 |
| Total operating expenses | <u>13,108,024</u> | <u>8,622,194</u> | <u>126,983</u> |
| Operating (loss) income | <u>(3,192,534)</u> | <u>(1,723,772)</u> | <u>143,367</u> |
| Nonoperating revenues: | | | |
| Taxes | 1,890,476 | 0 | 0 |
| Interest | 67,817 | 47,125 | 1,369 |
| Net increase (decrease) in fair value of investments | (31,109) | (94,707) | 0 |
| Miscellaneous | (69,912) | 10,441 | 0 |
| Total nonoperating revenues | <u>1,857,272</u> | <u>(37,141)</u> | <u>1,369</u> |
| Income (loss) before contributions and transfers | (1,335,262) | (1,760,913) | 144,736 |
| Transfers in | 3,666,301 | 46,100 | 0 |
| Transfers out | (96,823) | 0 | 0 |
| Change in net position | <u>2,234,216</u> | <u>(1,714,813)</u> | <u>144,736</u> |
| Net position at beginning of year | <u>1,014,712</u> | <u>477,553</u> | <u>1,378,470</u> |
| Net position at end of year | <u>\$ 3,248,928</u> | <u>\$ (1,237,260)</u> | <u>\$ 1,523,206</u> |

The accompanying notes are an integral part of these special-purpose financial statements.

**Board of County Commissioners
Leon County, Florida
Statement of Cash Flows
Proprietary Funds
Year Ended September 30, 2021**

| | Business-type Activities Landfill Fund | Internal Service Funds | Component Unit - Housing Finance Authority |
|---|--|---------------------------|--|
| Cash flows from operating activities: | | | |
| Receipts from customers fees and other income | \$ 9,388,260 | \$ (7,000) | \$ 62,206 |
| Payments to suppliers | (10,124,672) | (5,173,452) | (75,521) |
| Payments to employees | (1,909,086) | (680,278) | 0 |
| Internal activity - payments to other funds | (42,020) | 0 | 0 |
| Internal activity - cash received from other funds | (1,389) | 7,574,550 | 0 |
| Claims paid | 0 | (2,092,532) | 0 |
| Cash received from other governments | 0 | 0 | 199,592 |
| Cash payments for program services | 0 | 0 | (52,930) |
| Net cash provided by (used in) operating activities | <u>(2,688,907)</u> | <u>(378,712)</u> | <u>133,347</u> |
| Cash flows from noncapital financing activities: | | | |
| Tax proceeds | 1,890,476 | 0 | 0 |
| Repayments on interfund loans | (11) | (6,463) | 0 |
| Loans from other funds | (32,467) | 0 | 0 |
| Transfers received from other funds | 3,666,301 | 46,100 | 0 |
| Transfers to other funds | (96,823) | 0 | 0 |
| Miscellaneous | (69,911) | 10,441 | 40,312 |
| Net cash provided by (used in) noncapital financing activities | <u>5,357,565</u> | <u>50,078</u> | <u>40,312</u> |
| Cash flows from capital and related financing activities: | | | |
| Acquisition and/or construction of capital assets | (805,231) | 0 | 0 |
| Proceeds from the sale of capital assets | 48,889 | 0 | 0 |
| Net cash provided by (used in) capital and related financing activities | <u>(756,342)</u> | <u>0</u> | <u>0</u> |
| Cash flows from investing activities: | | | |
| Net proceeds from sales and maturities of investments | (1,932,693) | 448,732 | 0 |
| Interest and dividends received | 65,341 | 49,442 | 1,369 |
| Increase (decrease) in fair value of investments | (31,109) | (94,707) | 0 |
| Net cash provided by (used in) investing activities | <u>(1,898,461)</u> | <u>403,467</u> | <u>1,369</u> |
| Net cash increase (decrease) in cash | 13,855 | 74,833 | 175,028 |
| Cash at beginning of year (including \$9,526,174 included in restricted cash and investments) | <u>9,526,633</u> | <u>206,201</u> | <u>998,835</u> |
| Cash at end of year (including \$9,540,026 included in restricted cash and investments) | <u>\$ 9,540,488</u> | <u>\$ 281,034</u> | <u>\$ 1,173,863</u> |

The accompanying notes are an integral part of these special-purpose financial statements.

**Board of County Commissioners
Leon County, Florida
Statement of Cash Flows
Proprietary Funds
Year Ended September 30, 2021**

| | Business-type Activities <u>Landfill Fund</u> | Internal Service Funds <u>Service Funds</u> | Component Unit - Housing Finance Authority <u>Authority</u> |
|---|---|---|--|
| Reconciliation of operating income (loss) to net cash provided by (used in) operating activities | | | |
| Operating income (loss) | \$ (3,192,534) | \$ (1,723,772) | \$ 143,367 |
| Adjustments to reconcile operating income (loss) to net cash provided (used) by operating activities: | | | |
| Depreciation expense | 855,937 | 0 | 0 |
| Changes in assets and liabilities: | | | |
| Receivables | (536,733) | (97,423) | 143 |
| Prepays | 0 | (93,666) | 0 |
| Due from other governments | (1,389) | 766,551 | (8,695) |
| Accounts payable and other liabilities | 65,064 | 344,922 | (1,468) |
| Accrued expenses | (93,253) | (43,017) | 0 |
| Other current liabilities | 0 | 467,693 | 0 |
| Revenues received in advance | 9,503 | 0 | 0 |
| Estimated liability for closure costs/maintenance | 204,498 | 0 | 0 |
| Net cash provided by (used in) operating activities: | <u>\$ (2,688,907)</u> | <u>\$ (378,712)</u> | <u>\$ 133,347</u> |

The accompanying notes are an integral part of these special-purpose financial statements.

Board of County Commissioners
Leon County, Florida
Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual
General Fund
Year Ended September 30, 2021

| | Budget Amounts | | Actual | Variance with |
|---|----------------|---------------|---------------|---------------|
| | Original | Final | Amounts | Final Budget |
| | | | | Positive |
| | | | | (Negative) |
| Revenues | | | | |
| Taxes | \$ 76,358,048 | \$ 76,358,048 | \$ 79,978,379 | \$ 3,620,331 |
| Intergovernmental | 6,934,670 | 7,158,837 | 10,332,954 | 3,174,117 |
| Charges for services | 1,765,978 | 1,765,978 | 1,741,199 | (24,779) |
| Interest | 587,160 | 587,160 | 487,686 | (99,474) |
| Net (decrease) increase in fair value of investments | 0 | 0 | (58,574) | (58,574) |
| Miscellaneous | 202,151 | 202,151 | 3,625,689 | 3,423,538 |
| Total revenue | 85,848,007 | 86,072,174 | 96,107,333 | 10,035,159 |
| Expenditures | | | | |
| Current | | | | |
| General government | 25,912,168 | 37,862,759 | 25,063,045 | 12,799,714 |
| Public safety | 2,859,981 | 2,859,981 | 2,528,638 | 331,343 |
| Physical environment | 2,541,451 | 2,541,451 | 2,302,322 | 239,129 |
| Economic environment | 3,862,714 | 3,907,714 | 3,640,962 | 266,752 |
| Human services | 9,501,121 | 10,080,688 | 8,772,985 | 1,307,703 |
| Culture and recreation | 6,209,849 | 6,223,202 | 5,373,755 | 849,447 |
| Judicial | 454,641 | 341,940 | 3,341,972 | (3,000,032) |
| Capital Outlay | 701,714 | 701,714 | 672,738 | 28,976 |
| Total expenditures | 52,043,639 | 64,519,449 | 51,696,417 | 12,823,032 |
| Excess (deficiency) of revenues over (under) expenditures | 33,804,368 | 21,552,725 | 44,410,916 | 22,858,191 |
| Other financing sources (uses): | | | | |
| Transfers in | 5,154,266 | 12,907,814 | 9,948,055 | (2,959,759) |
| Transfers out | (40,799,944) | (44,418,244) | (40,450,101) | 3,968,143 |
| Total other financing sources (uses) | (35,645,678) | (31,510,430) | (30,502,046) | 1,008,384 |
| Net change in fund balance | (1,841,310) | (9,957,705) | 13,908,870 | 23,866,575 |
| Fund balances, October 1 | 33,789,251 | 33,789,251 | 33,789,251 | 0 |
| Fund balances, September 30 | \$ 31,947,941 | \$ 23,831,546 | \$ 47,698,121 | \$ 23,866,575 |

The accompanying notes are an integral part of these special-purpose financial statements.

Board of County Commissioners
Leon County, Florida
Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual
Fine & Forfeiture Fund
Year Ended September 30, 2021

| | Budget Amounts | | Actual Amounts | Variance with Final Budget Positive (Negative) |
|---|----------------|----------------|-------------------|---|
| | Original | Final | | |
| Revenues | | | | |
| Taxes | \$ 85,650,660 | \$ 85,650,660 | \$ 86,170,853 | \$ 520,193 |
| Intergovernmental | 19,570 | 19,570 | 22,478 | 2,908 |
| Charges for services | 834,745 | 834,745 | 518,206 | (316,539) |
| Fines and forfeitures | 106,875 | 106,875 | 114,292 | 7,417 |
| Interest | 314,925 | 314,925 | 196,519 | (118,406) |
| Net (decrease) increase in fair value of investments | 0 | 0 | (12,953) | (12,953) |
| Total revenue | 86,926,775 | 86,926,775 | 87,009,395 | 82,620 |
| Expenditures | | | | |
| Current | | | | |
| Public safety | 3,265,150 | 3,303,834 | 3,166,060 | 137,774 |
| Judicial | 2,035,963 | 2,037,963 | 2,024,213 | 13,750 |
| Total expenditures | 5,301,113 | 5,341,797 | 5,190,273 | 151,524 |
| Excess (deficiency) of revenues over (under) expenditures | 81,625,662 | 81,584,978 | 81,819,122 | 234,144 |
| Other financing sources (uses): | | | | |
| Transfers in | 0 | 0 | 1,575,819 | 1,575,819 |
| Transfers out | (81,625,662) | (90,733,888) | (81,615,268) | 9,118,620 |
| Total other financing sources (uses) | (81,625,662) | (90,733,888) | (80,039,449) | 10,694,439 |
| Net change in fund balance | 0 | (9,148,910) | 1,779,673 | 10,928,583 |
| Fund balances, October 1 | 677,515 | 677,515 | 677,515 | 0 |
| Fund balances, September 30 | \$ 677,515 | \$ (8,471,395) | \$ 2,457,188 | \$ 10,928,583 |

The accompanying notes are an integral part of these special-purpose financial statements.

Board of County Commissioners
Leon County, Florida
Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual
Grants Fund
Year Ended September 30, 2021

| | Budget Amounts | | Actual Amounts | Variance with Final Budget |
|---|----------------------|------------------------|----------------------|-------------------------------|
| | Original | Final | | Positive (Negative) |
| Revenues | | | | |
| Intergovernmental | \$ 551,790 | \$ 111,630,002 | \$ 75,400,709 | \$ (36,229,293) |
| Charges for services | 105,497 | 244,022 | 120,514 | (123,508) |
| Interest | 0 | 87,111 | 250,414 | 163,303 |
| Net (decrease) increase in fair value of investments | 0 | 0 | (122,809) | (122,809) |
| Miscellaneous | 0 | 1,165,737 | 366,410 | (799,327) |
| Total revenue | <u>657,287</u> | <u>113,126,872</u> | <u>76,015,238</u> | <u>(37,111,634)</u> |
| Expenditures | | | | |
| Current | | | | |
| Public safety | 691,910 | 29,427,914 | 1,223,020 | 28,204,894 |
| Physical environment | 0 | 1,081,642 | 113,103 | 968,539 |
| Transportation | 0 | 588,951 | 381,982 | 206,969 |
| Economic environment | 50,000 | 80,291,666 | 74,118,895 | 6,172,771 |
| Human services | 32,468 | 36,960 | 15,001 | (21,959) |
| Culture and recreation | 5,500 | 299,969 | 6,133 | 293,836 |
| Judicial | 91,844 | 164,594 | 22,121 | (142,473) |
| Capital Outlay | <u>69,500</u> | <u>39,576,484</u> | <u>3,170,214</u> | <u>36,406,270</u> |
| Total expenditures | <u>941,222</u> | <u>151,468,180</u> | <u>79,050,469</u> | <u>72,417,711</u> |
| Excess (deficiency) of revenues over (under) expenditures | <u>(283,935)</u> | <u>(38,341,308)</u> | <u>(3,035,231)</u> | <u>35,306,077</u> |
| Other financing sources (uses): | | | | |
| Transfers in | 283,935 | 11,208,525 | 14,814,386 | 3,605,861 |
| Transfers out | <u>0</u> | <u>(25,361,774)</u> | <u>(28,549,468)</u> | <u>3,187,694</u> |
| Total other financing sources (uses) | <u>283,935</u> | <u>(14,153,249)</u> | <u>(13,735,082)</u> | <u>418,167</u> |
| Net change in fund balance | 0 | (52,494,557) | (16,770,313) | 35,724,244 |
| Fund balances, October 1 | <u>32,243,574</u> | <u>32,243,574</u> | <u>32,243,574</u> | <u>0</u> |
| Fund balances, September 30 | <u>\$ 32,243,574</u> | <u>\$ (20,250,983)</u> | <u>\$ 15,473,261</u> | <u>\$ 35,724,244</u> |

The accompanying notes are an integral part of these special-purpose financial statements.

Board of County Commissioners
Leon County, Florida
Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual
Local Provider Participation Fund
Year Ended September 30, 2021

| | Budget Amounts | | Actual Amounts | Variance with Final Budget Positive (Negative) |
|---|----------------|---------------|-------------------|---|
| | Original | Final | | |
| Revenues | | | | |
| Taxes | \$ 0 | \$ 10,142,165 | \$ 10,142,165 | \$ 0 |
| Interest | 0 | 0 | 173 | 173 |
| Total revenue | 0 | 10,142,165 | 10,142,338 | 173 |
| Expenditures | | | | |
| Current | | | | |
| Human services | 0 | 10,142,165 | 9,976,734 | 165,431 |
| Total expenditures | 0 | 10,142,165 | 9,976,734 | 165,431 |
| Excess (deficiency) of revenues over (under) expenditures | 0 | 0 | 165,604 | 165,604 |
| Net change in fund balance | 0 | 0 | 165,604 | 165,604 |
| Fund balances, October 1 | 0 | 0 | 0 | 0 |
| Fund balances, September 30 | \$ 0 | \$ 0 | \$ 165,604 | \$ 165,604 |

The accompanying notes are an integral part of these special-purpose financial statements.

**Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2021**

1. Accounting Policies

Reporting Entity

Leon County (the County) is a political subdivision of the state of Florida and provides services to its residents in many areas, including public safety, transportation, recreation, and human services. It is governed by an elected Board of County Commissioners (seven members). In addition to the members of the Board of County Commissioners, there are five elected Constitutional Officers: Clerk of the Circuit Court and Comptroller, Sheriff, Tax Collector, Property Appraiser, and Supervisor of Elections. The Constitutional Officers maintain separate accounting records and budgets. Effective for the 2003 fiscal year, the citizens of Leon County passed a voter referendum to make Leon County a charter county. The charter is a simple charter which allows for the same powers and duties as provided in the Constitution of the State of Florida and Florida Statutes. However, in certain instances, the charter either alters or expands the powers of the elected officials via voter referendum. The accounting policies of Leon County, Florida conform to generally accepted accounting principles as applicable to governments. The more significant accounting policies of the Leon County Board of County Commissioners (the Board) are described below.

Component Unit

The component unit discussed below is included in the Board's reporting entity either because of the significance of the operational relationship or the Board is financially accountable for the component unit. The Board is financially accountable for an organization when the Board appoints a voting majority of the organization's governing body and is able to impose its will on the organization; there is a potential for the organization to provide a financial benefit or impose a financial burden on the Board; or the organization is fiscally dependent on the Board.

Specific criteria used to determine financial accountability are:

- Selection of a voting majority of the governing body.
- Imposition of Will: Ability to remove appointed members at will; ability to approve or modify rate charges affecting revenue; ability to appoint, hire or dismiss management.
- Financial Benefit or Burden Relationship: The Board is legally entitled to or can otherwise access the organization's resources; the Board is legally obligated or has otherwise assumed the obligation to finance the deficits of or provide support to the organization; or the Board is obligated in some manner for the debt of the organization.
- Fiscal Dependency: Ability to approve or modify the organization's budget or rate charges; ability to approve debt issuances and/or tax levies.

Financial statements of component units are included in the financial reporting entity either as a blended component unit or as a discretely presented component unit in accordance with governmental accounting standards. As of September 30, 2021, the only component unit of the Board is the Housing Finance Authority of Leon County (the Authority) which is discretely presented in a separate column on the Board financial statements.

The Authority was created as a Florida public corporation in accordance with the Florida Housing Finance Authority Law, Part IV of Chapter 159, Florida Statutes (1979), following the adoption of an approving ordinance (#80-39) by the Board of County Commissioners of Leon County, Florida. The Authority is a Dependent Special District as defined in Section 189.4041, Florida Statutes.

**Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2021**

1. Accounting Policies (continued)

Component Unit (continued)

The Authority's governing board is appointed by the Board; the budget is reviewed by the Board; all bonds issued and contracts entered into must be approved by the Board; the Board may, at its sole discretion, and at anytime, alter or change the structure, organization, programs or activities of the Authority, including the power to terminate the Authority. This component unit is reported in a separate column to emphasize that it is legally separate from the Board. Separate financial information for the Housing Finance Authority is available at 918 Railroad Avenue, Tallahassee, Florida 32310.

Excluded from the Reporting Entity:

The Leon County Health Facilities Authority, Leon County Research and Development Authority, Leon County Education Facilities Authority and, Leon County Energy Improvement District have been established under Florida Statutes, Chapter 159, Part V, Chapter 154, Part III, Chapter 243, and Chapter 189, Part II, respectively. Operations of the above authorities are not included in this report because they do not meet the criteria for inclusion in the reporting entity as set forth in GASB Statement No. 39 and No. 61.

Other public entities located within Leon County and not included in the financial statements of the Board include municipalities and the following independent taxing districts authorized and established by the Laws of Florida:

Children's Services Council of Leon County
Leon County School District
Leon County Health Department
Fallschase Special Taxing District
Northwest Florida Water Management District

These potential component units have been excluded because they do not meet the criteria for inclusion in the reporting entity.

Consolidated Dispatch Agency

In May 2012, the City of Tallahassee, Leon County, Florida, and the Leon County Sheriff's Office entered into an inter-local agreement authorized by Section 163.01, Florida Statutes. This agreement created the Consolidated Dispatch Agency (CDA) for the purpose of dispatching law enforcement, fire and emergency medical services personnel. The term of this agreement is for a period of 10 years, commencing April 1, 2013, and will renew automatically thereafter. The CDA will govern and manage the provision of public safety consolidated dispatch services on a county-wide basis.

The governing body of the CDA consists of the City of Tallahassee City Manager, the Leon County Administrator and the Leon County Sheriff, hereinafter called the Council. The City and Board shall fund the CDA budget proportionately based upon the per capita population within the corporate limits of the City of Tallahassee for the city, and the per capita population within the unincorporated area of Leon County for the Sheriff, and a service cost allocation shall be included in the CDA's annual budget. Current audited financial statements may be obtained from the Consolidated Dispatch Agency, 300 S. Adams Street, Box A-19, Tallahassee, Florida 32301.

Capital Region Transportation Planning Agency

In December 2004, the Capital Region Transportation Planning Agency (CRTPA) was created through an inter-local agreement between the Florida Department of Transportation; the Counties of Leon, Gadsden, Jefferson and Wakulla; the Cities of Tallahassee, Chattahoochee, Gretna, Midway, Monticello, Quincy, St. Marks and Sopchoppy; the towns of Greensboro, Havana and the Leon County School Board as authorized by Section 163.01 Florida Statutes. It was established in

**Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2021**

1. Accounting Policies (continued)

Capital Region Transportation Planning Agency (continued)

order for the members to participate cooperatively in the development of transportation related plans and programs. The governing board consists of voting representatives from the Counties of Leon, Gadsden, Jefferson, and Wakulla; the Cities of Midway, Quincy, Tallahassee, Chattahoochee and Gretna; the Towns of Greensboro and Havana, the Leon County School Board, and three nonvoting representatives from the Florida Department of Transportation, the Federal Highway Administration, StarMetro, the City of Tallahassee's public transit system.

The CRTPA receives federal and state transportation funds for the performance of its transportation planning and programming activities. If operating expenses exceed the external funding obtained, the deficit is funded by the members of the CRTPA in proportion of their weighted votes. As a participating member of CRTPA, Leon County has a limited share of financial responsibility for any such deficits. Current audited financial statements may be obtained from the Capital Region Transportation Planning Agency, 300 S. Adams Street, Box A-19, Tallahassee, Florida 32301.

Blueprint Intergovernmental Agency

In October 2000, Leon County entered into an interlocal agreement with the City of Tallahassee as authorized by Section 163.01(7) Florida Statutes. This agreement created the Blueprint 2000 Intergovernmental Agency, now known as the Blueprint Intergovernmental Agency (Blueprint) to govern the project management for the project planning and construction of a list of projects known as the Blueprint projects. The Board of County Commissioners and the City Commission constitute Blueprint's Board of Directors and jointly govern the organization. The revenues to fund the projects under this agreement are the collections of the local government infrastructure sales surtax, which began December 1, 2004. This tax was extended pursuant to the provisions in Section 212.055, Florida Statutes, until December 31, 2039.

Periodically, Blueprint provides construction management services to the County. For these services Blueprint and the County enter into Joint Participation Agreements whereby the County agrees to pay an administrative fee to Blueprint.

Current audited financial statements may be obtained from Blueprint Intergovernmental Agency, 315 S. Calhoun Street, Suite 450, Tallahassee, Florida 32301.

Basis of Presentation

The special-purpose financial statements are fund financial statements that have been prepared in conformity with the accounting principles and reporting guidelines established by the Governmental Accounting Standards Board (GASB) and accounting practices prescribed by the State of Florida, Office of the Auditor General.

Description of Funds

Governmental Major Funds:

The Board reports the following major funds in the governmental fund financial statements:

General Fund – The General Fund is the general operating fund of the Board. This fund is used to account for all financial transactions not required to be accounted for in another fund.

**Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2021**

1. Accounting Policies (continued)

Description of Funds (continued)

Governmental Major Funds: (continued)

Fine & Forfeiture Fund – This fund is a special revenue fund, established to account for revenues collected pursuant to the provisions of Section 142.01, Florida Statutes. It also accounts for expenditures related to the costs of criminal prosecutions and for the proceeds of certain court fines and costs as well as accounting for ad valorem tax revenues collected and used to support the Sheriff's Department.

Grants Fund – This fund is a special revenue fund, used to account for the revenues and expenses of federal, state, and local grants awarded to the County. This fund also includes the corresponding county matching funds for the various grants.

Capital Improvement Fund – This fund is a capital projects fund, used to account for the acquisition or construction of major non-transportation related capital facilities and/or projects other than those financed by proprietary funds.

Local Provider Participation Fund – This fund is a special revenue fund, established to account for non-ad valorem special assessment revenue pursuant to the Directed Payment Program (DPP). The DPP is a local option that allows establishment of non-ad valorem assessments that are charged solely to hospitals. Revenue generated is matched with federal funds to provide hospitals with supplemental Medicaid reimbursements.

Proprietary Major Fund:

Landfill Fund – The Landfill Fund accounts for the revenues, expenses, assets and liabilities associated with the County landfill and transfer station.

Other Fund Types:

Internal Service Funds – These funds account for goods or services provided by various departments to other departments of the Board on a cost-reimbursement basis.

Basis of Accounting

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the fund financial statements and relates to the timing of the measurements made.

The accompanying special-purpose financial statements have been prepared using the current financial resources measurement focus and the modified accrual basis of accounting for all Governmental Funds. Accordingly, revenues are recognized when measurable and available to pay liabilities of the current period and expenditures are generally recorded when the liability is incurred and/or will be paid from expendable available financial resources.

The Board considers receivables collected within 60 days after year-end to be available and susceptible to accrual as revenues of the current year. The following revenues are considered to be susceptible to accrual: taxes, charges for services, interest,

**Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2021**

1. Accounting Policies (continued)

Basis of Accounting (continued)

state revenue sharing, federal forestry revenue, insurance agents' revenue, various other gas taxes, gas tax pour-over trust, federal and state grants, planning and zoning revenue, municipal service franchise fees, and special assessments.

Expenditures are generally recorded when the related fund liability is incurred. An exception to this general rule is principal and interest on general long-term debt which is recorded when due.

The financial statements of the Proprietary Funds are prepared on the economic resources measurement focus and the accrual basis of accounting. The Proprietary Fund revenues are recognized when earned and their expenses are recognized when incurred. Proprietary fund operating revenues, such as charges for services, result from exchange transactions associated with the principal activity of the fund. Exchange transactions are those in which each party receives and gives up essentially equal values. Nonoperating revenues, such as subsidies, taxes, and investment earnings, result from nonexchange transactions or ancillary activities.

Budgets and Budgetary Accounting

Florida Statutes, Section 129.01 (2) (b), requires that "The budgeted receipts must include 95 percent of all receipts reasonably anticipated from all sources, including taxes to be levied, provided the percent anticipated from ad valorem levies is as specified in s. 200.065(2)(a), and is 100 percent of the amount of the balances estimated to be brought forward at the beginning of the fiscal year." The Board has complied with the provisions of the above Florida Statutes.

Annual budgets for the governmental fund types and the Housing Finance Authority of Leon County are adopted on a basis consistent with accounting principles generally accepted in the United States of America. The legal level of budgetary control is at the fund level; however, budgets are monitored at varying levels of detail.

All annual appropriations lapse at fiscal year end, although the Board expects to honor purchase orders and contracts in process, subject to authority provided in the subsequent year's budget.

The budget information, as amended, presented in the financial statements was prepared on the modified accrual basis of accounting. All Board authorized amendments to the applicable budget originally approved have been incorporated into the data reflected in the special-purpose financial statements. The Board made several supplemental budgetary appropriations throughout the year.

The Board uses the following procedures in establishing the budgetary data reflected in the financial statements:

1. On or before May 1 of each year, the designated budget officer submits to the Board a tentative budget for the ensuing fiscal year. The tentative budget includes proposed expenditures and funding sources.
2. The Board requires such changes to be made as it shall deem necessary, provided the budget remains in balance and subject to the notice and hearing requirements of Section 200.065, *Florida Statutes* and the budget preparation and adoption procedures, as defined in Section 129.03, *Florida Statutes*. The legal level of budgetary control is at the fund level.
3. Public hearings are held pursuant to Section 200.065, *Florida Statutes* in order for the Board to adopt the tentative and final budgets.

**Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2021**

1. Accounting Policies (continued)

Budgets and Budgetary Accounting (continued)

4. Prior to October 1, the budget is legally enacted through passage of a resolution.
5. All changes to the final budget must be approved by the Board in accordance with Section 129.06, *Florida Statutes*.
6. Formal budgetary integration is used as a management control device during the year for all governmental funds of the Board.
7. Budgets for the governmental fund types are adopted on a basis consistent with accounting principles generally accepted in the United States of America.

Applicable budgets of Constitutional Officers are controlled by appropriations in accordance with budgetary requirements set forth in the Florida Statutes.

Cash and Investments

Cash includes amounts in demand deposits. The Board's investments consist of U.S. Government obligations, federal agencies and instrumentalities, money market funds, municipal bonds, corporate bonds, and commercial paper of prime quality and are reported at fair value.

In accordance with the provisions of GASB Statement No. 31, Accounting and Financial Reporting for Certain Investments and for External Investment Pools, investments of the Board are reported at amortized cost, which approximates fair value.

During the 2020-2021 fiscal year, the Board invested in three different investment pools: the Special Purpose Investment Account (SPIA) within the Florida Treasury Investment Pool (the Pool) administered by the Florida Department of Financial Services, as authorized by Section 17.61(1), Florida Statutes; The Florida Local Government Investment Trust (FLGIT), a local government investment pool developed through the joint efforts of the Florida Court Clerks and Comptrollers (FCCC) and the Florida Association of Counties (FAC); and the Local Government Surplus Funds Trust Fund (Florida PRIME), administered by the Florida State Board of Administration (SBA) as authorized by Section 218.415 (17), Florida Statutes. Florida PRIME is not a registrant with the SEC; however, the SBA has adopted operating procedures consistent with the requirements for the SEC Rule 2a-7 fund.

The Board liquidates and reallocates investments throughout the year by factoring in the current availability of the funds, cash flow plan for future availability and interest rates.

Receivables

Receivables are shown net of an allowance for uncollectibles. As the receivables age, the allowance increases. The emergency medical services allowance used for September 30, 2021 is equal to 60% of current year billings.

**Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2021**

1. Accounting Policies (continued)

Short-Term Interfund Receivables/Payables

During the course of operations, numerous transactions occur between individual funds for services rendered or goods provided resulting in receivables and payables that are classified as “due from other funds” or “due to other funds” on the balance sheet.

Inventories

Inventories in the General Fund and Internal Service Funds consist of expendable office supplies. The office supplies are valued at the average unit cost and are accounted for under the consumption method whereby the cost is recorded as an expenditure at the time of issuance to the user department.

Restricted Assets

Investments that are held in escrow in accordance with the Florida Administrative Code requirement for landfill closure and post-closure costs are shown as restricted in the Proprietary Fund.

Capital Assets

Capital assets purchased in the governmental fund types are recorded as expenditures (capital outlay) at the time of purchase. Such assets are reported as capital assets in the Statement of Net Position as part of the Leon County, Florida Annual Comprehensive Financial Report (Leon County ACFR). The Board does not record depreciation of these assets on its governmental fund financial statements, although depreciation is recorded for such assets in the Leon County ACFR. Donated assets are recorded at fair market value at the date of donation. Accounting policies for capitalization and depreciation of infrastructure assets including roads, bridges, curbs, gutters, and sidewalks are described in the Leon County ACFR. A summary of capital assets purchased by the Board’s governmental funds is provided in Note 5.

Fixed Assets

Fixed assets acquired in the Proprietary Funds are capitalized at cost. Gifts or contributions are recorded at fair market value at the time received. Depreciation on property and equipment in the Proprietary Funds is computed using the straight-line method over the estimated useful lives.

The general fixed assets used in the operations of the Board, Property Appraiser, Tax Collector, Clerk of the Circuit Court, and Supervisor of Elections, and the real property used by the Sheriff are accounted for by the Board, as the Board holds legal title and is accountable for them under Florida law.

Liability for Compensated Absences

The Board accrues a liability for employees’ rights to receive compensation for future absences when certain conditions are met. The Board does not, nor is it legally required to accumulate expendable available financial resources to liquidate this obligation. Accordingly, the liability for the compensated absences is not reported in the governmental funds. However, the current and long-term portion of the liability for compensated absences is reported in the Statement of Net Position of Leon County ACFR.

**Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2021**

1. Accounting Policies (continued)

Other Post Employment Benefits

The Board, through Leon County, offers retiree medical and life insurance benefits for qualifying Board employees that have retired from a Florida Retirement System (FRS) pension plan. Current and long-term portions of the liability for Other Post Employment Benefits (OPEB) applicable to the proprietary funds are reported in the Statement of Revenues, Expenses, and Changes in Fund Net Position - Proprietary Funds. The current and long-term portions of the liability for OPEB applicable to governmental funds are reported in the Statement of Net Position of the Leon County ACFR.

Executive Service Plan

Executive service and senior management employees of the Board are entitled to severance pay if terminated from employment. If there is a contract or employment agreement, severance pay may not exceed an amount greater than twenty weeks of compensation. If there is no contract, severance pay is limited to six weeks.

Net Position and Fund Balances

Net Position is the difference between fund assets and liabilities on the proprietary fund statements. Fund Balance is the difference between assets and liabilities on the governmental fund statement.

For financial reporting purposes, County policy defines the five fund balance classifications for governmental funds and the order that the resources are used.

Nonspendable Fund Balance - Balances are comprised of funds that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact.

Restricted Fund Balance - Balances are comprised of funds that have legally enforceable constraints placed on their use or those funds that have externally-imposed restrictions by resource providers or creditors, grantors, contributors, voters, or interlocal agreement, or enabling legislation.

Committed Fund Balance - Balances are comprised of unrestricted funds used for specific purposes pursuant to constraints imposed by formal action such as ordinances, resolutions, or legislation of Leon County and that remain binding unless removed by a majority vote of the Board of County Commissioners.

Assigned Fund Balance - Balances are comprised of unrestricted funds informally constrained by a majority vote of the Board of County Commissioners, or by a designated county officer, in a manner that reflects the County's use of those resources such as appropriations of fund balance at year end or at the beginning of the new fiscal year.

Unassigned Fund Balance - Balances are comprised of the residual of the unrestricted funds in the General Fund and are not nonspendable, restricted, committed, or assigned. Other fund types can only report a negative unassigned residual amount.

The County's policy is that available resources will be spent in the following order: restricted, committed, assigned, and unassigned.

**Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2021**

1. Accounting Policies (continued)

Common Expenses

Certain expenses that are common to the Board and all Constitutional Officers are reported as expenditures of the Board and, therefore, are not budgeted by or allocated to the other Constitutional Officers. These are:

- Occupancy costs
- Property insurance
- Utilities (except telephone), and
- Janitorial service

Operating Transfers

The Board funds a portion or, in certain instances, all of the operating budgets of the County's Constitutional Officers. The payments by the Board to fund the operations of the Constitutional Officers are recorded as operating transfers out on the financial statements of the Board and as operating transfers in on the financial statements of the Constitutional Officers. Repayments to the Board are recorded as operating transfers out on the financial statements of the Constitutional Officers and as operating transfers in on the financial statements of the Board.

Use of Estimates

The preparation of the special-purpose financial statements is in conformity with accounting practices prescribed by the State of Florida, Office of the Auditor General, and requires management to make use of estimates that affect the reported amounts in the special-purpose financial statements. Actual results could differ from estimates.

2. Property Taxes

Under Florida Law, the assessment of all properties and the collection of all county, municipal, special taxing districts, and school board property taxes are consolidated in the offices of the County Property Appraiser and County Tax Collector. The laws of Florida regulating tax assessments are also designed to assure a consistent property valuation method statewide. State statutes permit counties to levy property taxes at a rate of up to 10 mills. The tax levy of Leon County is established by the Board prior to October 1 of each year. The millage rate collected by the Board during the current fiscal year was 8.3144 mills. County citizens were also assessed for emergency medical services through a Municipal Services Taxing Unit at a millage rate of 0.5000 mills. For County citizens charged a special assessment, the required annual payment is included on their tax bill.

All property is reassessed according to its fair market value as of January 1 of each year. Each assessment roll is submitted to the Executive Director of the State Department of Revenue for review to determine if the rolls meet all of the appropriate requirements of Florida Statutes.

All taxes are due and payable on November 1 of each year, or as soon thereafter as the assessment roll is certified and delivered to the Tax Collector. All unpaid taxes become delinquent on April 1 following the year in which they are assessed. Discounts are allowed for early payment at the rate of 4% in the month of November, 3% in the month of December, 2% in the month of January, and 1% in the month of February. The taxes paid in March are without discount. No accrual for the property tax levy becoming due in September 30, 2021 is included in the accompanying financial statements, since such taxes are collected to finance expenditures of the subsequent period.

**Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2021**

2. Property Taxes (continued)

On or prior to June 1, following the tax year, tax certificates are sold for all delinquent taxes on real property in accordance with the laws of Florida. After sale, tax certificates bear interest of 18% per year or at any lower rate bid by the buyer. Application for a tax deed on any unredeemed tax certificates may be made by the certificate holder after a period of two years.

Delinquent taxes on personal property bear interest at 18% per year until the tax is satisfied either by seizure and sale of the property or by the seven-year statute of limitations. Since tax certificates were sold for substantially all current year delinquent property taxes, there were no material property taxes receivable at September 30, 2021.

3. Cash and Investments

Credit Risk

The Board's Investment Policy (the Policy) provides a structure for the portfolio that is designed to minimize credit risk. The majority of the securities held will be those of the highest available credit quality ratings. Staff will notify the Investment Oversight Committee (IOC) at any time holdings drop below the minimum credit ratings specified in the policy. The IOC will consider the market environment and make recommendations to hold and continue to monitor the investments or liquidate the investments. To further limit the Board's risk against possible credit losses, a maximum of 3% per issuer of the total portfolio managed by the Board's external manager may be held in corporate notes and bonds and 5% per issuer in commercial paper. The Policy also provides the following limits on the Board's external portfolio: 45% may be invested in Federal Instrumentalities, with a limit of 15% of the portfolio in any one issuer; 35% may be invested in Mortgage-Backed Securities, including CMOs with a limit of 15% in any one issuer further limited to 3% per CUSIP; 10% may be invested in Asset-Backed Securities with a 3% per issuer limit; and 8% in Commercial Mortgage-Backed Securities with a 3% per issuer limit.

Section 218.415(16), Florida Statutes, stipulates the state-approved investment policy for all governmental entities and includes the following investments:

1. The Florida PRIME (formerly the Local Government Surplus Funds Trust Fund) or any authorized intergovernmental investment pool.
2. Securities and Exchange Commission (SEC) registered money market funds with the highest credit quality rating from a nationally recognized rating agency.
3. Interest-bearing time deposits or savings accounts in qualified public depositories.
4. Direct obligations of the U.S. Treasury.
5. Federal agencies and instrumentalities.
6. Securities of, or other interests in, any management type investment company or trust registered under the Investment Company Act of 1940, where the investment portfolio is limited to United States Government Obligations.
7. Other investments authorized by law or by ordinance for a county or a municipality.

**Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2021**

3. Cash and Investments (continued)

Credit Risk (continued)

In addition, Section 17.61(1), Florida Statutes permits organizations created by the Florida Constitution to participate in the existing State Treasury Investment Pool "Special Purpose Investment Account (SPIA)."

The Board's Investment Policy limits credit risk by restricting authorized investments to the following: Local Government Surplus Funds Trust Fund (Florida PRIME), State of Florida Special Purpose Investment Account (SPIA), direct obligations of the United States or its agencies and instrumentalities, direct obligations of states and municipalities, repurchase agreements, corporate debt securities, commercial paper, bankers' acceptances, money market mutual funds, the Florida Local Government Investment Trust (FLGIT), and the Florida Municipal Investment Trust (FMIVT).

The Chief Financial Officer for the State of Florida (formerly the State Treasurer) has been investing state revenues, excess revenues of state universities and community colleges, and certain other public agencies in a commingled investment portfolio for several years. This program is authorized under Section 17.61(1), *Florida Statutes* and is called the Treasury Special Purpose Investment Account (SPIA). Historically, SPIA participants have received higher earnings reflecting the higher risk associated with the longer maturities and lower credit quality. The financial details and disclosures for the Treasury Investment Pool are made in Note 2 to the State of Florida Annual Comprehensive Financial Report (ACFR). The rating as of September 30, 2021 was AA-f by Standard and Poor's. A copy of SPIA's most recent financial statements can be found at <http://www.myfloridacfo.com/Division/Treasury/>. Investments in this pool are limited to a maximum of 100% of the portfolio. At September 30, 2021, the County had \$76,956,807 with SPIA.

The Florida Local Government Investment Trust (FLGIT) is a local government investment pool developed through the joint efforts of the Florida Court Clerks and Comptrollers (FCCC) and the Florida Association of Counties (FAC) for providing opportunities for the investment of excess public funds. FLGIT offers two investment funds to its participants, the Short Term Bond Fund and the Day to Day Fund. The Short Term Bond Fund is a longer term higher yielding fund, which is accounted for as a fluctuating Net Asset Value (NAV) pool. At September 30, 2021 the Board did not have any balances in the Short Term Bond Fund. The Day to Day Fund is a highly liquid fund with underlying investments having a weighted average maturity of less than 90 days. The Day to Day Fund does meet the criteria and has adopted operating procedures consistent with the requirements for a SEC Rule 2a-7 fund. The Day to Day Fund maintained a credit rating of AA+ by Fitch as of September 30, 2021. At September 30, 2021, the Board had \$2,506,651 with the FLGIT Day to Day Fund. A copy of FLGIT's most recent financial statements can be found at <http://www.floridatrufund.com/funds-reports/day-to-day/>. Investments with FLGIT are limited to a maximum of 20% of the portfolio.

The Board also invests in Florida PRIME administered by the Florida State Board of Administration (SBA). Florida PRIME is an external investment pool that is not a registrant with the SEC; however, the SBA has adopted operating procedures consistent with the requirements for a SEC Rule 2a-7 fund. Florida PRIME is governed by Chapter 19-7 of the Florida Administrative Code, which identifies the Rules of the SBA. These rules provide guidance and establish the general operating procedures for the administration of Florida PRIME. Additionally, the State of Florida, Auditor General performs the operational audit of the activities and investments of the SBA. On September 30, 2021, Florida PRIME was invested in fixed rate and floating rate bank instruments, repurchase agreements, fixed rate and floating rate corporate commercial paper, floating rate corporate notes, money market mutual funds, and fixed rate and floating rate asset backed commercial paper. Investments in this pool are limited to a maximum of 20% of the portfolio. Investments in Florida PRIME are not evidenced by securities that exist in physical or book entry form. The current rating for the Florida PRIME is AA+ by Standard and Poor's. The weighted average days to maturity of the Florida PRIME at September 30, 2021 is 49 days. The fair value of the County's position in the pool approximates the value of the pool shares. At September 30, 2021, the County had \$9,293,172 invested in Florida PRIME. Florida PRIME's most recent financial statements can be found at <https://www.sbafla.com/prime/Audits.aspx>.

**Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2021**

3. Cash and Investments (continued)

Custodial Credit Risk

Custodial credit risk is the risk that, in the event of a bank failure or the failure of the counterparty, the government's deposits may not be returned to it, or may not be able to recover the value of its investments that are in the possession of an outside party.

Qualified public depositories of public funds are required to provide collateral each month pursuant to Section 280.04, Florida Statutes. The collateral is held by the Florida Division of Treasury or other custodian with full legal rights maintained by the Florida Division of Treasury to transfer ownership. Any loss not covered by the pledged securities and deposit insurance would be assessed by the Florida Division of Treasury and paid by the other public depositories. The County's deposits are therefore considered fully insured or collateralized. Bank balances at September 30, 2021, were \$24,923,426, of which \$9,540,026 was restricted deposits with qualified public depositories. Due to the nature of the County's cash and investments, there is no exposure to custodial credit risk and concentration of credit risk.

Interest Rate Risk

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of investments. The County manages interest rate risk by setting the range of duration for the County's portfolio as 0.5 years to 2.5 years. Unusual market or economic conditions may mandate moving the portfolio outside of this range. The Investment Oversight Committee will be convened and will approve any portfolio duration outside of the range specified above. The effective duration of investments is listed in the following table.

The externally managed portfolio totaled \$55,818,434 at September 30, 2021, and was invested for a weighted average term of approximately 650 days, as compared to a weighted average term of 704 days in fiscal year 2020. The County requires a minimum balance of short term investments. To meet the day-to-day operating needs of the County and to provide the ready cash to meet unforeseen temporary cash requirements, a liquidity base of approximately two months of anticipated disbursements is kept in relatively short term investments. This includes investments in government pools with daily liquidity such as Florida PRIME, FLGIT Day to Day Fund, or money markets. The Board was in compliance with this requirement.

Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2021

3. Cash and Investments (continued)

As of September 30, 2021, the value of the Board's deposits and investments, with their credit ratings, was as follows:

| | Fair Value | Credit Rating | Duration |
|--|-----------------------|------------------|----------|
| Deposits in Qualified Public Depositories | \$ 13,979,480 | NA | NA |
| Restricted Deposits in Qualified Public Depositories | 9,540,026 | NA | NA |
| External Investment in Government Pools: | | | |
| State of Florida Special Purpose Investment Account (SPIA) | 76,956,807 | AA-f | 2.62 |
| Florida Local Government Investment Trust Day to Day Fund (FLGIT) | 2,506,651 | AAAm | 0.13 |
| Florida PRIME Investment Pool | 9,293,172 | AAAm | 0.13 |
| Externally Managed Portfolio: | | | |
| Money Market | 15,328 | AAA | NA |
| U.S. Treasuries | 21,614,386 | AA+ | 2.06 |
| Government Sponsored Agencies: | | | |
| Federal Home Loan Bank | 361,540 | AA+ | 1.37 |
| Federal National Mortgage Association | 2,622,472 | AA+ | 2.38 |
| Other Government Sponsored Agencies | 3,968,949 | AA+ | 1.91 |
| Mortgage Backed Securites | 8,105,353 | AA+ | 1.80 |
| Collateralized Mortgage Obligations | 547,548 | AA+ | 1.57 |
| Corporate Bonds | 11,471,320 | A- | 1.18 |
| State and Local Obligations | 3,550,280 | AA- | 1.85 |
| Municipal Bonds | 3,561,258 | AAA | 1.28 |
| Total Cash and Investments | <u>\$ 168,094,570</u> | | |

The amounts above exclude cash on hand and amounts held by third parties in trust for the Board, but includes accrued interest of \$253,107.

**The method for the FLGIT Day to Day Fund and Florida Prime duration is calculated using the weighted average maturity method.*

Foreign Currency Risk

The County contributes to the Florida Retirement System (FRS), the investments of which are administered by the State Board of Administration. The FRS's investment policy and exposure to foreign currency risk is disclosed in Note 2 of the State of Florida Annual Comprehensive Financial Report. A copy of this report is available at <https://www.myfloridacfo.com/Division/AA/Reports/>.

4. Fair Value Measurements

In February 2015, GASB issued GASB Statement No. 72. Under GASB 72 application of fair value is limited to assets and liabilities that are currently measured at fair value and certain investments that are not currently measured at fair value.

Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2021

4. Fair Value Measurements (continued)

FLGIT Day to Day Fund and Florida PRIME currently meet all of the necessary criteria to elect to measure all of the investments in FLGIT Day to Day Fund and Florida PRIME at amortized cost. Therefore, the County participant account balance is considered the fair value of the investment. FLGIT Day to Day Fund and Florida PRIME investments are exempt from the GASB 72 fair value hierarchy disclosures.

FLGIT Short Term Bond Fund reports based on the fair market value of the underlying securities. Therefore, any participant account balance is measured at net asset value per share and is not subject to fair value hierarchy level classification under GASB 72. The County did not have a balance with the FLGIT Short Term Bond Fund at September 30, 2021.

The fair value factor for SPIA at September 30, 2021 was 0.9988. SPIA funds are combined with State of Florida funds and are invested in a combination of short-term liquid instruments and intermediate term fixed income securities. SPIA is measured at net asset value per share. Investments measured at net asset value are not subject to fair value hierarchy level classification under GASB 72.

Fair value measurement - The County categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset or liability. Level 1 inputs are quoted prices in active markets for identical assets or liabilities; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

The following table summarizes the assets and liabilities of the County for which fair values are determined on a recurring basis as of September 30, 2021:

| | Quoted Prices in Active Markets for Identical Assets (Level 1) | Significant Observable Inputs (Level 2) | Significant Unobservable Inputs (Level 3) | Fair Value |
|--|---|---|--|----------------------|
| Asset Backed Security (Mortgage Backed) - Non US | | | | |
| Agency Sponsored | \$ 0 | \$ 8,105,353 | \$ 0 | \$ 8,105,353 |
| Corporate Bonds | 0 | 11,471,320 | 0 | 11,471,320 |
| Government Sponsored Agencies | 0 | 6,952,961 | 0 | 6,952,961 |
| US Government Obligations | 21,614,386 | 0 | 0 | 21,614,386 |
| Mortgage Backed Security - US Agency Sponsored | 0 | 3,561,258 | 0 | 3,561,258 |
| State and Local Obligations | 0 | 3,550,280 | 0 | 3,550,280 |
| Collateralized Mortgage Obligations | 0 | 547,548 | 0 | 547,548 |
| Investments at fair value | <u>\$ 21,614,386</u> | <u>\$ 34,188,720</u> | <u>\$ 0</u> | <u>\$ 55,803,106</u> |

**Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2021**

5. Fixed Assets

A summary of changes in fixed assets and depreciation for the year ended September 30, 2021, follows:

| | Beginning Balance | Additions | (Reductions) | Ending Balance |
|--------------------------------------|-----------------------|----------------------|------------------------|-----------------------|
| Governmental Funds: | | | | |
| Land | \$ 21,043,253 | \$ 0 | \$ 0 | \$ 21,043,253 |
| Improvements other than buildings | 35,155,202 | 0 | 0 | 35,155,202 |
| Buildings and improvements | 221,138,898 | 5,903,274 | 0 | 227,042,172 |
| Equipment | 73,012,991 | 13,688,252 | (1,265,847) | 85,435,396 |
| Leasehold Improvement | 1,580,627 | 0 | 0 | 1,580,627 |
| Construction in progress | 29,651,514 | 16,035,524 | (9,169,012) | 36,518,026 |
| Totals at historical cost | <u>\$ 381,582,485</u> | <u>\$ 35,627,050</u> | <u>\$ (10,434,859)</u> | <u>\$ 406,774,676</u> |

Depreciation on capital assets used in governmental activities is recorded in the Leon County ACFR.

| | Beginning balance | Additions | (Reductions) | Ending Balance |
|--|----------------------|------------------|---------------------|---------------------|
| Business type activities: | | | | |
| Land | \$ 1,809,844 | \$ 0 | \$ 0 | \$ 1,809,844 |
| Buildings, improvements, and construction in progress | 18,983,293 | 492,003 | 0 | 19,475,296 |
| Equipment | 5,161,710 | 432,705 | (338,617) | 5,255,798 |
| Totals at historical cost | <u>25,954,847</u> | <u>924,708</u> | <u>(338,617)</u> | <u>26,540,938</u> |
| Less accumulated depreciation for: | | | | |
| Buildings and improvements | (15,494,369) | (529,412) | 0 | (16,023,781) |
| Equipment | (3,614,191) | (326,525) | 170,251 | (3,770,465) |
| Total accumulated depreciation | <u>(19,108,560)</u> | <u>(855,937)</u> | <u>170,251</u> | <u>(19,794,246)</u> |
| | <u>\$ 6,846,287</u> | <u>\$ 68,771</u> | <u>\$ (168,366)</u> | <u>\$ 6,746,692</u> |

Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2021

6. Long-Term Liabilities

A. A summary of changes in the long-term debt of the Board follows:

| | Balance October 1, 2020 | Additions | (Reductions) | Balance September 30, 2021 | Due Within One Year |
|---|-------------------------------|----------------------|------------------------|----------------------------------|------------------------|
| Long-Term Liabilities | | | | | |
| Special revenue debt: | | | | | |
| Capital Improvement Revenue Bonds, Series 2012A | \$ 6,962,000 | \$ 0 | \$ (6,962,000) | \$ 0 | \$ 0 |
| Capital Improvement Revenue Refunding Bonds, Series 2017 | 15,529,000 | 0 | (3,109,000) | 12,420,000 | 3,008,000 |
| Capital Improvement Revenue Refunding Bonds, Series 2020 | 1,298,120 | 0 | (239,486) | 1,058,634 | 239,991 |
| Capital Improvement Revenue Refunding Bonds, Series 2021 | 0 | 5,400,000 | 0 | 5,400,000 | 270,000 |
| Total special revenue debt | <u>23,789,120</u> | <u>5,400,000</u> | <u>(10,310,486)</u> | <u>18,878,634</u> | <u>3,517,991</u> |
| Liability for closure costs | 17,041,483 | 204,498 | 0 | 17,245,981 | 0 |
| Liability for compensated absences | 6,042,563 | 3,967,878 | (4,023,396) | 5,987,045 | 2,309,458 |
| Arbitrage rebate liability | 25,000 | 0 | 0 | 25,000 | 0 |
| Capital lease liability- Equipment | 717,905 | 769,869 | (445,537) | 1,042,237 | 471,107 |
| Capital lease liability- Esco | 4,843,946 | 9,057,317 | 0 | 13,901,263 | 920,000 |
| | <u>\$ 52,460,017</u> | <u>\$ 19,399,562</u> | <u>\$ (14,779,419)</u> | <u>\$ 57,080,160</u> | <u>\$ 7,218,556</u> |

Total interest costs incurred for general long-term debt by the Board, including bond issuance costs, for the year ended September 30, 2021, was \$403,589.

**Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2021**

6. Long-Term Liabilities (continued)

B. A summary of each special revenue debt obligation outstanding at September 30, 2021 is as follows:

| | Outstanding at September 30, 2021 |
|--|---|
| <hr/> | |
| \$15,991,000 Capital Improvement Revenue Refunding Bonds, Series 2017, (i) refund the Capital Improvement Revenue Bonds, Series 2014 of which \$15,951,000 was currently outstanding and maturing in the years 2021 through 2025, and (ii) pay issuance costs on the Series 2017 bonds. The economic gain resulting from the refunding was \$489,076. The bonds dated June 22, 2017 and bear interest of 2.11% per annum. The interest on the bonds is payable on April 1 and October 1, beginning October 1, 2017. The bond principal matures serially on October 1 of each year through the final maturity of October 1, 2025. | \$ 12,420,000 |
| \$1,298,120 Capital Improvement Revenue note, Series 2020, is dated January 30, 2020 and bear interest of 1.89% per annum. The interest on the bonds is payable on June 1 and December 1, beginning June 1, 2020. The bond principal matures serially on December 1 of each year through the final maturity of December 1, 2025. | 1,058,634 |
| \$5,400,000 Capital Improvement Revenue note, Series 2021, is dated January 28, 2021 and bear interest of 1.85% per annum. The interest on the bonds is payable on December 1 and June 1, beginning December 1, 2021. The bond principal matures serially on December 1 of each year through the final maturity of December 1, 2036. | 5,400,000 |
| <i>The Capital Improvement Revenue Refunding Bonds Series 2017, Capital Improvement Revenue Refunding Bonds Series 2020, and the Capital Improvement Revenue Refunding Bonds Series 2021 are parity bonds payable from and secured by a lien upon certain non-ad valorem revenue. The pledged revenues include the Local Government Half-Cent Sales Tax, Guaranteed Entitlement, Second Guaranteed Entitlement, and additional State Revenue Sharing Funds (less the Guaranteed Entitlement and the Second Guaranteed Entitlement). Total pledged revenue was \$16,773,304.</i> | |
| Total Special Revenue Bond Obligations | <hr/> \$ 18,878,634 <hr/> |

Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2021

6. Long-Term Liabilities (continued)

C. A Schedule of Debt Service Requirements, including principal and interest, is as follows:

| | Year ending September 30, | | | | |
|---|----------------------------------|---------------------|---------------------|---------------------|-------------------|
| | <u>2022</u> | <u>2023</u> | <u>2024</u> | <u>2025</u> | <u>2026</u> |
| Capital Improvement Revenue Refunding Bonds, Series 2017 | \$ 3,270,062 | \$ 3,271,593 | \$ 3,269,753 | \$ 3,270,583 | \$ 0 |
| Capital Improvement Revenue Bonds, Series 2020 | 257,731 | 257,689 | 257,645 | 257,601 | 71,781 |
| Capital Improvement Revenue Bonds, Series 2021 | <u>401,535</u> | <u>416,899</u> | <u>415,840</u> | <u>414,689</u> | <u>418,399</u> |
| Total Debt Service | <u>\$ 3,929,328</u> | <u>\$ 3,946,181</u> | <u>\$ 3,943,238</u> | <u>\$ 3,942,873</u> | <u>\$ 490,180</u> |

| | <u>2027-2031</u> | <u>Thereafter</u> | <u>Total Payments</u> | <u>Less Interest</u> | <u>Principal</u> |
|---|---------------------|---------------------|---------------------------|--------------------------|----------------------|
| Capital Improvement Revenue Refunding Bonds, Series 2017 | \$ 0 | \$ 0 | \$ 13,081,991 | \$ 661,991 | \$ 12,420,000 |
| Capital Improvement Revenue Bonds, Series 2020 | 0 | 0 | 1,102,447 | 43,813 | 1,058,634 |
| Capital Improvement Revenue Bonds, Series 2021 | <u>2,078,527</u> | <u>2,078,009</u> | <u>6,223,898</u> | <u>823,898</u> | <u>5,400,000</u> |
| Total Debt Service | <u>\$ 2,078,527</u> | <u>\$ 2,078,009</u> | <u>\$ 20,408,336</u> | <u>\$ 1,529,702</u> | <u>\$ 18,878,634</u> |

7. Employees' Retirement Plan

GASB Statement No. 68, *Accounting and Financial Reporting for Pensions*, is effective for all fiscal years beginning after June 15, 2014. This Statement establishes standards for measuring and recognizing liabilities, deferred outflows of resources, and deferred inflows of resources, and expense/expenditures. For defined benefit pensions, this Statement identifies the methods and assumptions that should be used to project benefit payments, discount projected benefit payments to their actuarial present value, and attribute that present value to periods of employee service. As described in Note 1, the financial statements of the Board are fund statements considered to be special-purpose financial statements consistent with accounting practices prescribed by the State of Florida Auditor General. Accordingly, the net pension liability is included in the Leon County ACFR rather than in these Special-Purpose Financial Statements.

All full-time employees of the Board are eligible to participate in the Florida Retirement System (FRS). The FRS includes various plans and programs, including a defined benefit pension plan (Pension Plan), which is primarily a cost-sharing, multiple-employer defined benefit public-employee pension plan. Information as to benefits, contribution rates, and vesting requirements by membership category is provided in the Leon County ACFR. Contributions and benefits are established in Section 121.71, *Florida Statutes*.

Participating employer contributions are based upon actuarially determined blended rates established by the State Legislature that are expressed as percentages of annual covered payroll and are adequate to accumulate sufficient assets to pay benefits when due. Employees who are not participating in the Deferred Retirement Option Plan are required to contribute 3% of their salary to the FRS.

**Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2021**

7. Employees' Retirement Plan (continued)

The Board also participates in the Retiree Health Insurance Subsidy (HIS) Program, a cost-sharing, multiple-employer defined benefit pension plan established under Section 112.363, *Florida Statutes*. The benefit is a monthly cash payment to assist retirees of state-administered retirement systems in paying their health insurance costs. Additional information regarding benefits is provided in the Leon County ACFR.

The HIS Program is funded by required contributions from FRS participating employers as set by the State Legislature. Employer contributions are a percentage of gross compensation for all active FRS employees and are reported by employers with monthly payroll reports and included with the amount submitted for retirement contributions. For the fiscal year ended September 30, 2021, the contribution rate was 1.66% of payroll pursuant to Section 112.363, *Florida Statutes*.

The total employer retirement contributions for the fiscal years ended September 30, 2021, 2020, and 2019 were \$6,088,602, \$5,434,607, and \$5,173,938, respectively, which is equal to the required contribution for each year.

The Pension Plan and the HIS Program are administered by the State of Florida Department of Management Services, Division of Retirement. The Division of Retirement issues a publicly available FRS Annual Report that includes financial statements and required supplementary information for the Pension Plan and HIS Program. That report may be obtained by writing to the Division of Retirement, P.O. Box 9000, Tallahassee, Florida 32399-9000, or on the website located at www.dms.myflorida.workforce_operations/retirement/publications.

8. Other Post Employment Benefits

Plan Description

The Board participates in an agent multiple-employer plan administered by the County for all the constitutional officers under which qualified retired employees are permitted to participate in the health and life insurance benefits program (the Program). As described in Note 1, the Program may be amended by the Board. A stand alone financial report is not issued for the Program. As described in Note 1, the financial statements of the Board are fund statements considered to be special-purpose financial statements consistent with accounting practices by the State of Florida Auditor General. Accordingly, the annual OPEB obligation of the Board is recognized in the Leon County ACFR rather than in these Special-Purpose Financial Statements.

9. Risk Management

The County is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; error and omissions; injuries to employees; and natural disasters. The following is a summary of the County's coverage and exposure relating to the various risks of loss retained as of September 30, 2021.

General Liability

Effective December 15, 2012 the Board purchased commercial insurance for general liabilities from OneBeacon. Effective December 15, 2016, the Board purchased commercial insurance for general liabilities from Travelers. This is a zero-deductible policy.

The actuarially determined liability determined below reflects open claims associated with these carriers.

**Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2021**

9. Risk Management (continued)

General Liability (continued)

Changes in the Board's claim liability amount were as follows:

| | Beginning of Fiscal Year | Current Year Claims and Changes in Estimates | Claims Payments | Balance September 30, 2020 |
|--------------------|-----------------------------|---|--------------------|----------------------------------|
| September 30, 2021 | \$ 14,819 | \$ (14,819) | \$ 0 | \$ 0 |
| September 30, 2020 | \$ 25,805 | \$ 105,872 | \$ (116,858) | \$ 14,819 |

The claims liability of \$0 includes an actuarial valuation for incurred but not reported claims of \$0.

Workers' Compensation

The Board maintains a self-insurance Internal Service Fund (the Fund) to account for insurance activities relating to workers' compensation, which is administered by a third-party administrator, Preferred Governmental Claims Solutions. Under this program, the Board absorbs losses up to a maximum of \$500,000 for each claim. At September 30, 2021, the Board had \$186,596 deposited with the third-party administrator for use against future claims. The Board purchases commercial insurance for claims in excess of coverage provided by the Fund. Settled claims have not exceeded the retention level for this commercial coverage in the current year and any of the past five years.

All funds of the Board participate in this program and make payments to the Insurance Service Fund based on payroll exposure in the amounts needed to pay prior and current year claims and to establish a reserve for catastrophic losses. Net position of the Self Insurance Fund is reserved for anticipated future catastrophic losses pursuant to County policy and GASB Statement No. 10.

The actuarially-determined claims liability for workers' compensation of \$7,050,581, which includes incurred but not reported claims of \$2,494,302, reported in the Fund at September 30, 2021 is based on the requirements of Governmental Accounting Standards Board Statement No. 10, which requires that a liability for claims be reported if information prior to the issuance of the financial statements indicates that it is probable that a liability has been incurred as of the date of the financial statements and the amount of the loss can be reasonably estimated.

Changes in the Fund's claims liability amount were as follows:

| | Beginning of Fiscal Year | Current Year Claims and Changes in Estimates | Claims Payments | Balance at Fiscal Year End |
|--------------------|-----------------------------|---|--------------------|----------------------------------|
| September 30, 2021 | \$ 6,562,279 | \$ 2,494,302 | \$ (2,006,000) | \$ 7,050,581 |
| September 30, 2020 | \$ 4,692,555 | \$ 4,065,658 | \$ (2,195,934) | \$ 6,562,279 |

**Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2021**

9. Risk Management (continued)

Automobile Liability

The Board purchases commercial coverage for automobile liability insurance through the same provider of its general liability insurance. All vehicles are covered for physical damage with a \$1,000 deductible and for liability with a \$5,000 deductible.

All funds of the Board participate in this program and pay premiums to the Insurance Service Fund based on the vehicles used by their personnel. Changes in the Fund's claims liability were as follows:

| | Beginning of Fiscal Year | Current Year Claims and Changes in Estimates | Claims Payments | Balance at Fiscal Year End |
|--------------------|-----------------------------|---|--------------------|----------------------------------|
| September 30, 2021 | \$ 10,690 | \$ (5,790) | \$ 0 | \$ 4,900 |
| September 30, 2020 | \$ 4,789 | \$ 31,384 | \$ (25,483) | \$ 10,690 |

The claims liability of \$4,900 includes an actuarial valuation for incurred but not reported claims of \$5,000.

10. Leases

In June 2003, the Board purchased the Bank of America building. There are several noncancellable operating lease agreements for the rental of its building. The lease agreements provide for monthly rentals, which escalate over the lease terms and expire on various dates.

Minimum future rentals to be collected under the terms of the lease agreements as of September 30, 2021, are as follows:

| Year ending September 30, | Amount |
|---------------------------|---------------------|
| 2022 | \$ 1,173,746 |
| 2023 | 685,708 |
| 2024 | 756,587 |
| 2025 | 352,271 |
| 2026 | 136,474 |
| Thereafter | 154,951 |
| | <u>\$ 3,259,737</u> |

Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2021

10. Leases (continued)

In October 2009, the Board purchased the Lake Jackson Huntington Oaks Property. There are several noncancellable operating lease agreements for the rental of its building. The lease agreements provide for monthly rentals, which escalate over the lease terms and expire on various dates. Minimum future rentals to be collected under the terms of the lease agreements as of September 30, 2021, are as follows:

| Year ending September 30, | Amount |
|---------------------------|---------------------|
| 2022 | \$ 350,985 |
| 2023 | 337,326 |
| 2024 | 315,180 |
| 2025 | 204,259 |
| 2026 | 115,686 |
| Thereafter | 114,710 |
| | <u>\$ 1,438,146</u> |

The County has a capital lease agreement with Dell Financial Services (DFS) for equipment, software, and services or fees. Terms of the lease include annual payments of \$202,385. The lease expires December 30, 2022. As of September 30, 2021 future lease payments totaling \$202,385 consists entirely of imputed principal.

The County has a capital lease agreement with Insight Global Finance for equipment, software, and services or fees. Terms of the lease include monthly payments of \$9,990. The lease expires July 31, 2023. As of September 30, 2021 future lease payments totaling \$219,784 consists of imputed principal of \$217,825 and imputed interest of \$1,959.

The County has a capital lease agreement with SHI International Corp. for equipment, software, and services or fees. Terms of the lease include annual payments of \$160,029. The lease expires July, 23 2025. As of September 30, 2021 future lease payments totaling \$640,117 consists of imputed principal of \$609,839 and imputed interest of \$30,278.

The future capital lease payable and the net present value of the minimum lease payments relating to computer equipment, software services and fees as of September 30, 2021, were as follows:

| Future Cash Payments | | Future Maturities of Lease Liability | |
|------------------------------------|---------------------|--------------------------------------|------------------|
| 2022 | \$ 482,297 | 2022 | \$ 448,363 |
| 2023 | 259,931 | 2023 | 270,797 |
| 2024 | 160,029 | 2024 | 153,915 |
| 2025 | 160,029 | 2025 | 156,974 |
| | <u>1,062,286</u> | | <u>1,030,049</u> |
| Less: amount representing interest | (32,237) | | |
| | <u>\$ 1,030,049</u> | | |

The County has a capital lease agreement with US Bank to finance the funding of an energy savings project. The plan will be completed by the Energy Systems Group LLC, for the installation of the energy, water and wastewater efficiency and conservation measures and related upgrades at County facilities. Terms of the lease include bi-annual payments on June 1, and December 1. The lease expires December 01, 2035. As of September 30, 2021 future lease payments totaling \$18,780,671 consists of principal of \$16,500,000 and interest of \$2,280,671. As of September 30, 2021 the county had received and maintained control of \$13,901,262 of the total contracted lease value. Only the portion in the Board's control as of September

**Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2021**

10. Leases (continued)

30, 2021 has been recorded as a capital lease.

The future capital lease payable and the net present value of the minimum lease payments relating to the energy savings project as of September 30, 2021, were as follows:

ESCO - Master Tax-Exempt Lease, Series 2020

| Period Ending | Principal | Interest | Debt Service |
|----------------------------|----------------------|------------|--------------|
| 9/30/2022 | \$ 920,000 | \$ 282,464 | \$ 1,202,464 |
| 9/30/2023 | 990,000 | 265,647 | 1,255,647 |
| 9/30/2024 | 1,010,000 | 248,037 | 1,258,037 |
| 9/30/2025 | 1,025,000 | 230,119 | 1,255,119 |
| 9/30/2026 | 1,045,000 | 211,892 | 1,256,892 |
| 9/30/2027 | 1,065,000 | 193,314 | 1,258,314 |
| 9/30/2028 | 1,080,000 | 174,427 | 1,254,427 |
| 9/30/2029 | 1,100,000 | 155,232 | 1,255,232 |
| 9/30/2030 | 1,120,000 | 135,685 | 1,255,685 |
| 9/30/2031 | 1,140,000 | 115,786 | 1,255,786 |
| 9/30/2032 | 1,160,000 | 95,534 | 1,255,534 |
| 9/30/2033 | 1,180,000 | 74,931 | 1,254,931 |
| 9/30/2034 | 1,200,000 | 53,975 | 1,253,975 |
| 9/30/2035 | 1,220,000 | 32,667 | 1,252,667 |
| 9/30/2036 | 1,245,000 | 10,961 | 1,255,961 |
| Totals: | 16,500,000 | 2,280,671 | 18,780,671 |
| Less amounts not obligated | (2,598,738) | | |
| | <u>\$ 13,901,262</u> | | |

11. Other Required Individual Fund Disclosures

Deficit fund balances in the Internal Service funds were noted at fiscal year end. The total deficit for the Internal Service funds was \$1,237,260.

Interfund balances in the Governmental Funds primarily represent repayments due from other funds responsible for particular expenditures to the funds that initially paid for them. Interfund balances are due and payable within one year.

Interfund receivable and payable balances at September 30, 2021, are as follows:

| Fund | Interfund Receivables | Interfund Payable |
|-----------------------------|--------------------------|----------------------|
| General Fund | \$ 3,564,075 | \$ 1,173,857 |
| Nonmajor Governmental Funds | 30,256 | 1,446,672 |
| Internal Service Funds | 6,463 | 1,014,281 |
| Fine and Forfeiture | 0 | 6,463 |
| Enterprise Funds | 11 | 0 |
| Grants Fund | 56,913 | 16,445 |
| | <u>\$ 3,657,718</u> | <u>\$ 3,657,718</u> |

**Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2021**

11. Other Required Individual Fund Disclosures (continued)

Each fund has a discrete purpose. However, often, there is a need for one fund to support a portion of another fund's activities. To accomplish this, monies are moved between funds through a process called interfund transfers. Interfund Transfers, excluding transfers to other constitutional officers, for the year ended September 30, 2021, consisted of the following:

Transfers to the General Fund from:

| | |
|-------------------------------------|------------------|
| Grants Fund | \$ 7,753,548 |
| Nonmajor Governmental Funds | 741,533 |
| Enterprise Fund | <u>65,670</u> |
| Total Transfers to the General Fund | <u>8,560,751</u> |

Transfers to the Grants Fund from:

| | |
|------------------------------------|-------------------|
| General Fund | 283,935 |
| Fine and Forfeiture Fund | 12,120,811 |
| Nonmajor Governmental Funds | <u>2,409,640</u> |
| Total Transfers to the Grants Fund | <u>14,814,386</u> |

Transfers to the Capital Improvement Fund from:

| | |
|---|-------------------|
| General Fund | 4,632,218 |
| Grants Fund | 3,950,000 |
| Nonmajor Governmental Funds | <u>4,753,669</u> |
| Total Transfers to the Capital Improvement Fund | <u>13,335,887</u> |

Transfers to the Nonmajor Governmental Funds:

| | |
|--|-------------------|
| General Fund | 14,655,054 |
| Grants Fund | 4,550,000 |
| Nonmajor Governmental Funds | <u>6,525,130</u> |
| Total Transfers to the Nonmajor Governmental Funds | <u>25,730,184</u> |
| Total Transfers to Governmental Funds | <u>62,441,208</u> |

Transfers to the Enterprise Fund from:

| | |
|-------------------------------------|------------------|
| General Fund | <u>3,666,301</u> |
| Total Transfers to Enterprise Funds | <u>3,666,301</u> |

Transfers to the Internal Service Funds from:

| | |
|---|----------------------|
| Nonmajor Governmental Funds | <u>46,100</u> |
| Total Transfers to Internal Service Funds | <u>46,100</u> |
| Total Interfund Transfers | <u>\$ 66,153,609</u> |

**Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2021**

12. Closure and Post-closure Care Cost

State and federal laws and regulations require the Board to place a final cover on each of its landfill cells when it stops accepting waste and to perform certain maintenance and monitoring functions on each cell for thirty years after closure. Although closure and post-closure care costs will be paid only near or after the date that the landfill stops accepting waste, the Board reports a portion of these costs as an operating expense in each period based on landfill capacity used as of each balance sheet date. The \$17,245,981 reported as landfill closure and post-closure care liability at September 30, 2021, represents the cumulative amount reported to date based on the use of 100% of the estimated capacity of the landfill cells placed in use. These amounts are based on what it would cost to perform closure and post-closure care in 2021 on those cells placed in use. Actual costs may be higher due to inflation, changes in technology, or changes in regulations. The landfill is no longer accepting waste.

The Board is required by state and federal laws to make annual contributions to an escrow account to finance a minimum of all closure costs. The Board is in compliance with those minimum requirements, and at September 30, 2021, held investments in the amount of \$12,819,866 for these purposes that are reported as restricted assets on the balance sheet. The Board expects that future inflation costs will be paid from interest earnings on these annual contributions. However, if interest earnings are inadequate or additional post-closure care requirements are determined; these costs may need to be covered by charges to future landfill users or from future tax revenue.

13. Commitments and Contingencies

A. Contract commitments:

Grants

The Board is currently receiving, and has received in the past, grants which are subject to special compliance audits by the grantor agency that may result in disallowed expense amounts. Such amounts, if any, constitute a contingent liability of the Board. Accordingly, such liabilities are not reflected within the financial statements.

Long-Term Construction Projects

The Board is committed to various material long-term construction projects at September 30, 2021. These commitments have been included in the 2021-2022 fiscal year budget and the five-year Capital Improvement Program and certain amounts have been reserved in the capital projects fund. Current contracts outstanding as of September 30, 2021 approximate \$6.7 million.

B. Potential liabilities resulting from litigation:

The Board is a defendant in various lawsuits arising from the normal course of operations. The outcome of these lawsuits is not presently determinable.

C. Encumbrances:

Encumbrances represent commitments related to unperformed contracts for goods or services. They do not constitute expenditures or liabilities. The commitments will be honored in the subsequent year. The Board had no reserved encumbrances as of September 30, 2021.

**Board of County Commissioners
Leon County, Florida
Notes to Special-Purpose Financial Statements
Year Ended September 30, 2021**

14. Subsequent Event

The County has evaluated subsequent events through April 26, 2022, the date the financial statements were available to be issued.

On November 16, 2021, the Board finalized a loan agreement for \$3,400,000 titled Capital Improvement Revenue Note Series 2021 B. The terms of the loan agreement include annual interest of 1.29% and annual debt service payments ranging from \$509,286 to \$512,862 until maturity on December 1, 2028.

Other Schedules

Board of County Commissioners
Leon County, Florida

Schedule of Receipts and Expenditures of
Funds Related to the Deepwater Horizon Oil Spill

Year Ended September 30, 2021

| Source | Amount Received during the 2020-21 Fiscal Year | Amount Expended during the 2020-21 Fiscal Year |
|---------------------------|--|--|
| British Petroleum: | | |
| Agreement No. 134036 | \$ - | \$ - |

Note: This schedule does not include funds related to the Deepwater Horizon Oil Spill that are considered Federal awards or State financial assistance. Leon County, Florida did not receive or expend any Federal awards or State financial assistance related to the Deepwater Horizon Oil Spill.

See report of independent auditors.

Other Reports

**Report of Independent Auditors on Internal Control Over Financial Reporting and on
Compliance and Other Matters Based on an Audit of Special-Purpose Financial
Statements Performed in Accordance with *Government Auditing Standards***

September 30, 2021

Report of Independent Auditors on Internal Control Over Financial Reporting and
on Compliance and Other Matters Based on an Audit of the Special-Purpose
Financial Statements Performed in Accordance With
Government Auditing Standards

The Honorable Board of County Commissioners
Leon County, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental major funds, the proprietary funds, and the aggregate remaining fund information of the Board of County Commissioners of Leon County, Florida (the Board), as of and for the year ended September 30, 2021, and the related notes to the financial statements, which collectively comprise the Board's special-purpose financial statements, and have issued our report thereon dated April 26, 2022. Our report includes a reference to other auditors who audited the financial statements of the Housing Finance Authority of Leon County, a discretely presented component unit of Leon County, as described in our report on the Board's financial statements. This report does not include the results of the other auditors' testing of internal control over financial reporting or compliance and other matters that are reported separately by these auditors.

Internal Control Over Financial Reporting

In planning and performing our audit of the special-purpose financial statements, we considered the Board's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the special-purpose financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Board's internal control. Accordingly, we do not express an opinion on the effectiveness of the Board's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

The Honorable Board of County Commissioners
Leon County, Florida
Page Two

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We did identify certain deficiencies in internal control, described in the accompanying *Management Letter* as items 2021-001, 2021-002 and 2021-003 that we consider to be significant deficiencies.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Board's special-purpose financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Board's Response to Findings

The Board's response to the findings identified in our audit is described in the accompanying *Management Letter*. The Board's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Board's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Board's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

We have issued a management letter to the Board of County Commissioners of Leon County, Florida dated April 26, 2022, presenting certain required disclosures and comments pursuant to the *Rules of the Auditor General*, Chapter 10.550.



Thomas Howell Ferguson P.A.
Tallahassee, Florida
April 26, 2022



Law, Redd, Crona & Munroe, P.A.
Tallahassee, Florida

**Report of Independent Accountants on Compliance with Section 218.415,
Florida Statutes, Local Government Investment Policies**
September 30, 2021

Report of Independent Accountants on Compliance with
Section 218.415, *Florida Statutes*, Local Government Investment Policies

The Honorable Board of County Commissioners
Leon County, Florida

We have examined the Board of County Commissioners of Leon County, Florida's (the Board) compliance with local government investment policies provided in Section 218.415, *Florida Statutes*, during the year ended September 30, 2021. Management is responsible for the Board's compliance with those requirements. Our responsibility is to express an opinion on the Board's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we perform the examination to obtain reasonable assurance about whether the Board complied, in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether the Board complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

Our examination does not provide a legal determination on the Board's compliance with specified requirements.

In our opinion, the Board complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2021.

This report is intended solely for the information and use of the Board of County Commissioners of Leon County, Florida and the Florida Auditor General and is not intended to be and should not be used by anyone other than these specified parties.



Thomas Howell Ferguson P.A.
Tallahassee, Florida
April 26, 2022



Law, Redd, Crona & Munroe, P.A.
Tallahassee, Florida

**Report of Independent Accountants on Compliance with Sections 365.172
and 365.173, *Florida Statutes*, Emergency Communications Number
E911 System Fund
*September 30, 2021***

Report of Independent Accountants on Compliance with
Sections 365.172 and 365.173, *Florida Statutes*,
Emergency Communications Number E911 System Fund

The Honorable Board of County Commissioners
Leon County, Florida

We have examined the Board of County Commissioners of Leon County, Florida's (the Board) compliance with emergency communications number E911 system fund requirements provided in Sections 365.172 and 365.173, *Florida Statutes*, during the year ended September 30, 2021. Management is responsible for the Board's compliance with those requirements. Our responsibility is to express an opinion on the Board's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we perform the examination to obtain reasonable assurance about whether the Board complied, in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether the Board complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

Our examination does not provide a legal determination on the Board's compliance with specified requirements.

In our opinion, the Board complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2021.

This report is intended solely for the information and use of the Board of County Commissioners of Leon County, Florida and the Florida Auditor General and is not intended to be and should not be used by anyone other than these specified parties.



Thomas Howell Ferguson P.A.
Tallahassee, Florida
April 26, 2022



Law, Redd, Crona & Munroe P.A.
Tallahassee, Florida

**Report of Independent Accountants on Compliance with Section 288.8017,
Florida Statutes, Receipts and Expenditures of Funds Related to the Deepwater Horizon Oil Spill**
September 30, 2021

Report of Independent Accountants on Compliance with
Section 288.8017, *Florida Statutes*, Receipts and Expenditures of Funds Related to
the Deepwater Horizon Oil Spill

The Honorable Board of County Commissioners
Leon County, Florida

We have examined the Board of County Commissioners of Leon County, Florida's (the Board) compliance with the receipts and expenditures of funds related to the Deepwater Horizon oil spill provided in Section 288.8017, *Florida Statutes*, during the year ended September 30, 2021. Management is responsible for the Board's compliance with those requirements. Our responsibility is to express an opinion on the Board's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we perform the examination to obtain reasonable assurance about whether the Board complied, in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether the Board complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

Our examination does not provide a legal determination on the Board's compliance with specified requirements.

In our opinion, the Board complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2021.

This report is intended solely for the information and use of the Board of County Commissioners of Leon County, Florida and the Florida Auditor General and is not intended to be and should not be used by anyone other than these specified parties.



Thomas Howell Ferguson P.A.
Tallahassee, Florida
April 26, 2022



Law, Redd, Crona & Munroe P.A.
Tallahassee, Florida

**Management Letter
September 30, 2021**

Management Letter

The Honorable Board of County Commissioners
Leon County, Florida

Report on the Financial Statements

We have audited the special-purpose financial statements of the Board of County Commissioners of Leon County, Florida (the Board), as of and for the fiscal year ended September 30, 2021, and have issued our report thereon dated April 26, 2022.

Auditors' Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and Chapter 10.550, Rules of the Auditor General.

Other Reporting Requirements

We have issued our Report of Independent Auditors on Internal Control over Financial Reporting and Compliance and Other Matters Based on an Audit of the Special-Purpose Financial Statements Performed in Accordance with *Government Auditing Standards* and Reports of Independent Accountants on an examination conducted in accordance with AICPA Professional Standards, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports and schedule, which are dated April 26, 2022, should be considered in conjunction with this management letter.

Prior Audit Findings

Section 10.554(1)(i)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. Corrective actions regarding the recommendations made in the preceding financial report are described below.

2020-001 Payables and Receivables

Corrective action for this recommendation was taken and this recommendation was considered resolved in the current year.

The Honorable Board of County Commissioners
Leon County, Florida
Page Two

2020-002, 2019-002, & 2018-002 Capitalization of Fixed Assets in Accordance with GASB 34

Corrective action for these recommendations were taken and these recommendations are considered resolved in the current year

Official Title and Legal Authority

Section 10.554(1)(i)4., Rules of the Auditor General, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. The name or official title and legal authority for the primary government and each component unit of the reporting entity are disclosed in Note 1 of the Notes to the Special-Purpose Financial Statements.

Financial Management

Section 10.554(1)(i)2., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. The following recommendations were made.

2021-001 Capital Lease Asset Recognition

Criteria: GASB Statement No. 62 states that the lessee should record a capital lease as an asset at an amount equal to the related obligation.

Condition: We noted a new capital lease liability where management did not include a related amount as a capital lease asset.

Cause: Internal controls for financial reporting were ineffective in identifying an error in the amounts reported as capital assets.

Effect: Management's risk of material misstatement over capital assets reported on the government wide financial statements and the BOCC special-purpose financial statements is increased.

Recommendation: Management should continue to improve policies and procedures in place to identify capital assets that do not correlate with the outflow of resources.

Management's response:

Management identified the use of non-standard account codes in the recording of payments related to the Capital Lease; avoided the capitalization process and subsequent internal controls. Management has widened the scope of the capital asset reconciliation and removing the ability to use non-standard account codes going forward.

The Honorable Board of County Commissioners
Leon County, Florida
Page Three

2021-002 Capital Assets for other constitutional officers

Criteria: The Board of County Commissions (BOCC) sets the policies and procedures regarding the capitalization of capital assets for financial reporting. The general capital assets used in the operations of the Board, Property Appraiser, Tax Collector, Clerk of the Circuit Court, and Supervisor of Elections, and the real property used by the Sheriff are accounted for by the Board, as the Board holds legal title and is accountable for them under Florida law.

Condition: Certain expenditures made on behalf of other Constitutional Officers and assets purchased by other Constitutional Officers were mistakenly omitted from the capital asset listing.

Cause: The internal controls over capital asset reporting lacks certain elements that include the complete reconciliation of expenses made by or on behalf of other constitutional officers.

Effect: Management's risk of material misstatement over capital assets reported on the government wide financial statements and the BOCC special-purpose financial statements is increased.

Recommendation: Management should continue to improve policies and procedures in place to identify capital assets that are purchased by or on behalf of other constitutional officers.

Management's response:

Management has enhanced the current reconciliation process to implement both a wider scope of review, and a more streamlined communication process between finance, other departments, and constitutionals involved in capital asset procurement.

The Honorable Board of County Commissioners
Leon County, Florida
Page Four

2021-003 Construction in Progress

Criteria: Constructed assets should be re-classified from construction in progress and begin to be depreciated when they are substantially completed or otherwise available for use.

While assets may be jointly acquired, constructed, or used, an asset can only be asserted to be owned by one government and therefore may only be reported as such on one set of financial statements.

Condition: Items initially included in managements listing of capital projects not yet placed into service included items that had been completed and items owned and reported by other governments.

Cause: Management's report of capital projects in process is used for budgeting and overall tracking purposes but is not suitably designed for financial reporting.

Effect: Management's initially reported balance of CIP was overstated and included assets jointly acquired but reported by other governments and projects that had been previously completed.

Recommendation: Internal controls should be developed for the review of the capital projects report and the removal items completed and/or reportable by other governments when determining the proper amounts for financial reporting.

Management's response:

CIP projects are currently reported to management by individual departments, project managers, and the Office of Management and Budget, including expenditures and completion dates. Management initiates this communication by sending out listings of all CIP expenditures and requesting review by those entities. A new process requiring sign off by the Directors of Engineering Services and Financial Stewardship will be implemented to guarantee accuracy of the CIP listing especially for completed and inter-government projects.

Additional Matters

Section 10.554(1)(i)3., Rules of the Auditor General, requires that we address noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not note any such findings.

The Honorable Board of County Commissioners
Leon County, Florida
Page Five

Purpose of this Letter

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, the Board of County Commissioners of Leon County, Florida and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.



Thomas Howell Ferguson P.A.
Tallahassee, Florida
April 26, 2022



Law, Redd, Crona & Munroe, P.A.
Tallahassee, Florida



Leon County

Board of County Commissioners

301 South Monroe Street, Tallahassee, Florida 32301
(850) 606-5300 www.leoncountycl.gov

Commissioners

BILL PROCTOR
District 1
Chairman

NICK MADDOX
At-Large
Vice Chairman

JIMBO JACKSON
District 2

RICK MINOR
District 3

BRIAN WELCH
District 4

KRISTIN DOZIER
District 5

CAROLYN D. CUMMINGS
At-Large

VINCENT S. LONG
County Administrator

CHASITY H. O'STEEN
County Attorney

June 14, 2022

Ms. Sherrill F. Norman,
CPA Auditor General
Local Government Audits/
342 Claude Pepper Building, Room 401
111 West Madison Street Tallahassee,
Florida 32399-1450

Re: Annual Financial Report

Dear Madam:

On April 26, 2022, the County received its audited financial statements for the year ended September 30, 2021. Along with the report, the County received the external auditor's management letter. Pursuant to Florida Statutes, Section 218.39, the County's management letter is enclosed.

Leon County continues to focus on efforts to improve the efficiency and effectiveness of operations and to further refine the financial management of the County.

Sincerely,

Bill Proctor

Chairman

**Leon County
Board of County Commissioners**

Notes for Agenda Item #11

Leon County Board of County Commissioners

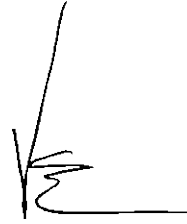
Agenda Item #11

June 14, 2022

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Real Estate Option Agreement Related to Lake Hall School House Preservation Efforts



| | |
|-------------------------------------|---|
| Review and Approval: | Vincent S. Long, County Administrator |
| Department/ Division Review: | Alan Rosenzweig, Deputy County Administrator Scott Ross, Director Financial Stewardship |
| Lead Staff/ Project Team: | Andy Johnson, Assistant to the County Administrator Dan Rigo, Senior Assistant County Attorney Kim Vickery, Real Estate Manager |

Statement of Issue:

This item seeks Board consideration of an agreement (Attachment #1) that would grant Leon County the exclusive right, but not the obligation, to purchase the property located at 4664 Thomasville Road at any time within the next twelve (12) months for \$425,000. This property is associated with efforts to acquire and preserve the Lake Hall School House.

Fiscal Impact:

This item has a fiscal impact. Under the agreement presented in this item, the County would pay an “option fee” to the property owner in the amount of \$20,000; in exchange, the County would have the exclusive right, but not the obligation, to purchase 4664 Thomasville Road at any time within the next twelve (12) months for \$425,000. If the County exercises this option during the contract period, the full amount of the \$20,000 option fee would be credited against the purchase price at closing. Funding for the option fee contemplated in this agreement is available in General Fund contingency (Attachment #2).

Staff Recommendation:

Option #4: Board direction.

Report and Discussion

Background:

This item seeks Board consideration of an agreement (Attachment #1) that would grant Leon County the exclusive right, but not the obligation, to purchase the property located at 4664 Thomasville Road at any time within the next twelve (12) months for \$425,000. This type of real estate transaction is known as an “option agreement.” 4664 Thomasville Road is located immediately to the east of the Lake Hall School House, which is a Reconstruction-era African American schoolhouse built circa 1870 and which has been evaluated extensively by the County, Blueprint, and local nonprofit organizations over the past two decades for historic preservation opportunities.

As discussed in the Analysis section below and in previous agenda items presented to the Board, there are several significant challenges associated with restoring the Lake Hall School House including underlying property ownership issues and providing access to the site. The schoolhouse itself straddles the property line between two privately owned parcels, is surrounded by residential development, and is currently accessed only via Handsome Quarters, a private dirt road. Based upon previous Board direction, the County has conducted several extensive reviews and presented agenda items to the Board evaluating options to preserve the schoolhouse, including restoring the structure in its present location, relocating it to a different site, and exploring potential partnerships for the restoration and subsequent management of the schoolhouse as a community amenity. An agenda item presented to the Board during the May 10, 2022 meeting includes a summary of recent preservation efforts and Board actions related to the Lake Hall School House and is included as Attachment #3 to this item for reference.

As discussed in previous agenda items, the purchase of 4664 Thomasville Road would be needed, as well as the purchase of properties underlying the schoolhouse itself, to facilitate any efforts to restore the schoolhouse and open it to the public as an historical exhibit. Additional costs, including the architectural restoration of the schoolhouse and construction of supporting infrastructure and facilities, would also be needed, for a total estimated acquisition and construction cost of \$3.3 million. Grant funding may be available to offset a portion of these costs, and the nonprofit Friends of the Lake Hall School organization has committed to seeking grants to support these efforts; however, the timing and availability of any potential grant funding is not guaranteed. As directed by the Board during the May 10 meeting, additional information about the costs of acquiring and restoring the schoolhouse for public use will be presented to the Board during the June 21, 2022 Budget Workshop.

During the May 10 meeting, the Board directed staff to present funding options during the upcoming FY 2022-23 budget process for the acquisition of the schoolhouse properties as well as 4664 Thomasville Road, which would provide direct access from Thomasville Road as well as space for supporting infrastructure and facilities. At this time, however, 4664 Thomasville Road is being actively marketed for sale. As such, the Board also directed staff to negotiate an agreement with the owners of 4664 Thomasville Road that would preserve the County’s ability to acquire the property for a period of time, should the Board wish to do so. Accordingly, the option agreement presented in this item would preserve the County’s ability to acquire 4664 Thomasville Road while

the County (subject to the Board's appropriation of funds during the upcoming FY 2022-23 budget process) pursues acquisition of the two schoolhouse properties.

A reference map and a more detailed illustration are provided below to illustrate the location of these three parcels and the Lake Hall School House:

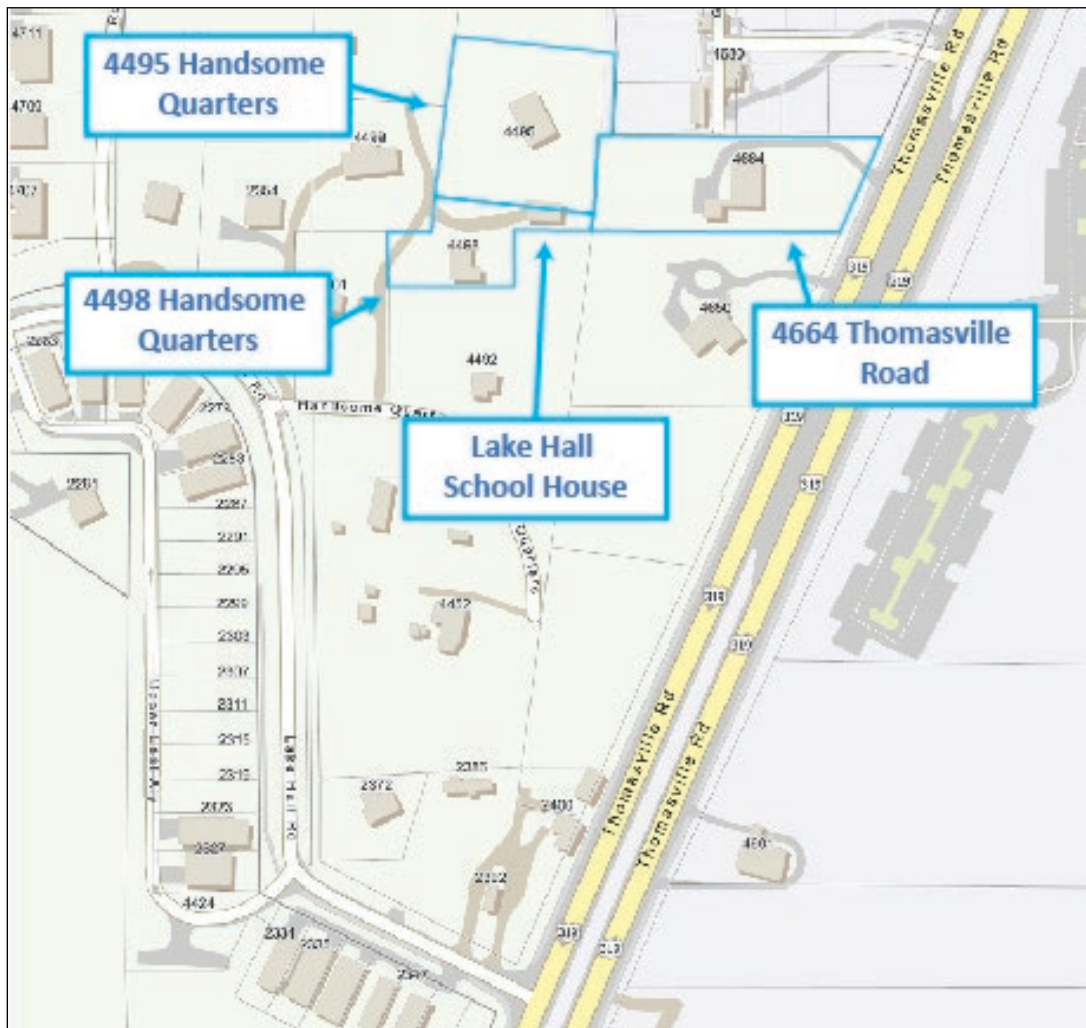


Figure 1: Lake Hall School House Reference Map

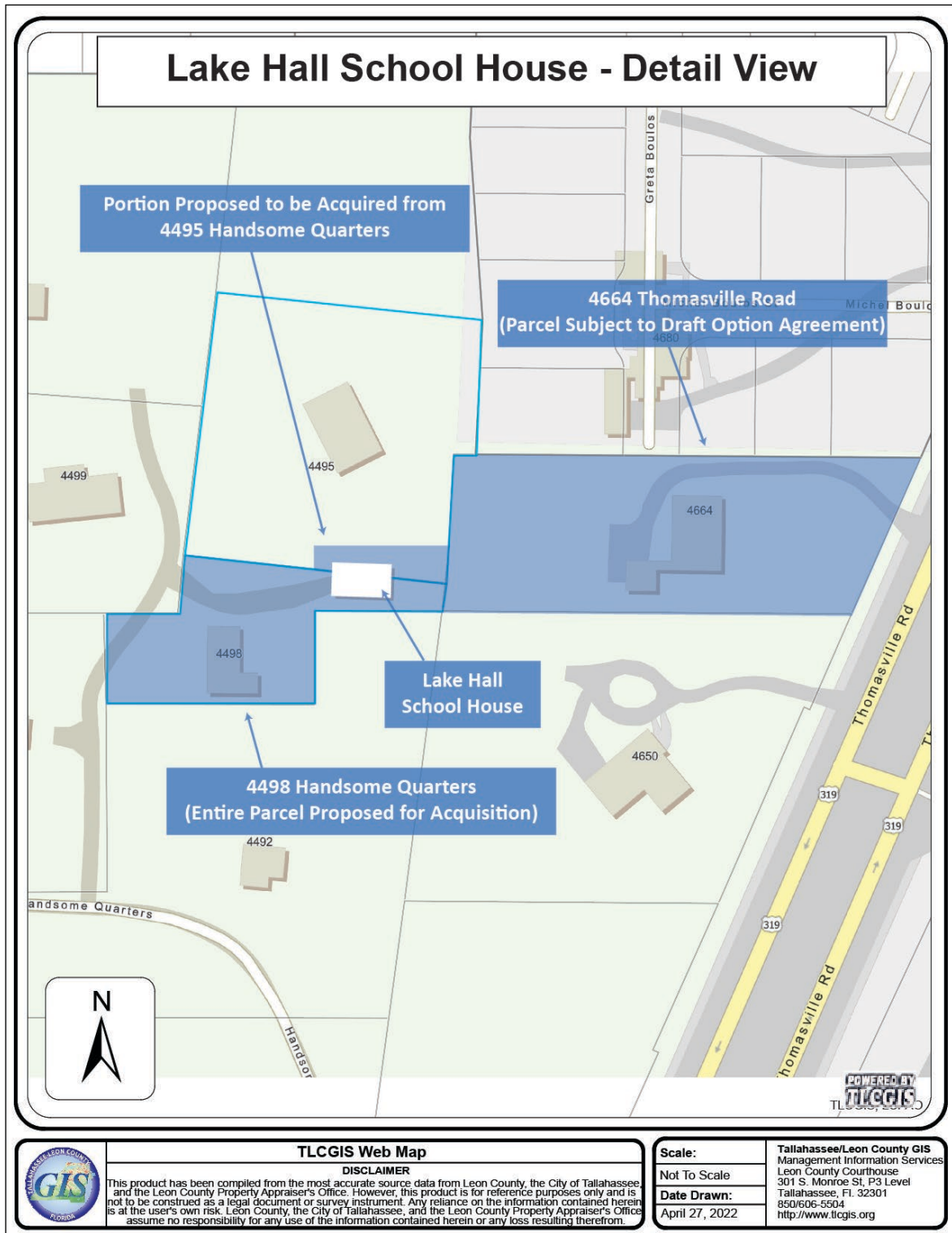


Figure 2: Lake Hall School House Detail View

Analysis:

As discussed in previous agenda items presented to the Board, restoration of the Lake Hall School House for the purpose of opening it to the public would require acquisition of the structure with enough surrounding property to accommodate supporting infrastructure and facilities (such as a parking area, restroom facility, and stormwater treatment), as well as providing access from Thomasville Road. As discussed in the Background section above, the property located at 4664 Thomasville Road is located immediately to the east of the schoolhouse, would provide direct access to the schoolhouse if the two properties on Handsome Quarters were also acquired, and is of sufficient size to accommodate supporting infrastructure and facilities. The property is also currently listed for sale for \$425,000 and the owners are actively marketing the property.

During the April 12, 2022 meeting, the Board authorized the County Administrator to reach out to the owners of the two schoolhouse properties (4495 Handsome Quarters and 4498 Handsome Quarters) and the owners of 4664 Thomasville Road to determine whether they would be willing to sell the portions of their properties which contain the schoolhouse footprint to the County for fair market, appraised value without the use of eminent domain. As reported in the subsequent agenda item presented to the Board at the May 10 meeting, both of the schoolhouse property owners responded with a specific asking price and additional conditions. The owner of one of the two schoolhouse properties (4498 Handsome Quarters) is willing to sell the entirety of her property for \$350,000, and the owner of the other property (4495 Handsome Quarters) is willing to sell the portion of his parcel which includes the schoolhouse footprint for \$50,000, but only if access to the site is provided from Thomasville Road and not via Handsome Quarters.

During the May 10 meeting, the Board expressed a desire to consider the cost of acquiring these three properties during the FY 2022-23 budget process, as there is no funding currently allocated in the County's current fiscal year budget for the acquisition of these properties. At that time, the Board directed staff to present funding options during the upcoming budget process for the purchase of the two properties on which the schoolhouse itself is located (4498 Handsome Quarters and a portion of 4495 Handsome Quarters which includes the footprint of the schoolhouse) and 4664 Thomasville Road. Also, because 4664 Thomasville Road is currently being marketed for sale, the Board directed staff to negotiate an agreement with the owners of that property that would preserve the County's ability to acquire the property for a period of time.

Since the May 10 meeting, staff from Leon County Administration, the County Attorney's Office, and the Real Estate Division have been in contact with the real estate agent for the owners of 4664 Thomasville Road to discuss what such an agreement would entail. At this time, the owners have agreed to a real estate option agreement that would grant the County the exclusive right, but not the obligation, to purchase 4664 Thomasville Road at any time within the next twelve (12) months for \$425,000. In exchange, the County would pay the owners an option fee in the amount of \$20,000. If approved, and if the County exercises the option during the contract period, the full amount of the \$20,000 option fee would be credited against the purchase price at closing.

As discussed above, potential funding options for the full purchase of 4664 Thomasville Road and the two schoolhouse properties will be presented for the Board's consideration during the June 21, 2022 Budget Workshop. As such, the term of the option agreement would be from June 22, 2022

through June 22, 2023. Should the Board not elect to include funding during the upcoming budget process for the purchase of all three properties described above, the County Administrator would not execute the option agreement, nor would the budget amendment request be executed.

Options:

1. Approve the real estate option agreement to purchase the property located at 4464 Thomasville Road (Attachment #1) and authorize the County Administrator to execute the agreement after the June 21, 2022 Budget Workshop, if the Board includes funding for the purchase of all three properties in the upcoming budget process.
2. Approve the Budget Amendment Request appropriating the \$20,000 option fee (Attachment #2) after the June 21, 2022 Budget Workshop, if the Board includes funding for the purchase of all three properties in the upcoming budget process.
3. Do not approve the real estate option agreement to purchase the property located at 4464 Thomasville Road (Attachment #1).
4. Board direction.

Recommendation:

Option #4 – Board direction

Attachments:

1. Agreement for Option to Purchase Real Estate (4664 Thomasville Road)
2. Budget Amendment Request
3. May 10, 2022 agenda item, “Status Report on Parcels Associated with Lake Hall School House Preservation Efforts”

**AGREEMENT FOR OPTION TO PURCHASE REAL ESTATE
(4664 Thomasville Road)**

THIS AGREEMENT FOR OPTION ("Option Agreement") is made and entered into as of the date of commencement set forth in paragraph 2 below, by and between **LAN COMPTON and CHRISTIAN R. COLLIER**, whose mailing address is 4664 Thomasville Road, Tallahassee, FL 32309 (collectively referred to as "Owner") and **LEON COUNTY, FLORIDA**, a charter county and political subdivision of the State of Florida, whose mailing address is c/o Real Estate Management Division, 301 S. Monroe Street, Suite 202, Tallahassee, FL 32301 (referred to as "Buyer"), for and in consideration of the mutual promises, covenants, and agreements contained herein, as follows:

1. **Grant of Option.** In consideration of **Twenty Thousand and 00/100 Dollars (\$20,000.00)** ("the Option Fee"), paid by Buyer to Owner, receipt of which is hereby acknowledged by Owner, grants to Buyer the exclusive right and option to purchase Owner's residential real property ("the Option") located at 4664 Thomasville Road, Tallahassee, Leon County, Florida (Tax Parcel ID: 1433201460000) ("the Property") in accordance with the Contract for Sale and Purchase attached to and made part of this Option Agreement ("the Sale and Purchase Contract").
2. **Option Period.** The term of this Option Agreement shall commence on June 22, 2022 and shall until June 22, 2023 ("the Option Period"). Buyer shall be entitled to enter the Property during the Option Period for purposes to include, but not be limited to, inspection, survey, and appraisal. Owner shall cooperate with Buyer to coordinate agreed-upon times for such entry.
3. **Exercise of Option.** Buyer may exercise the Option by signing the Exercise of Option Provision on the bottom of this Option Agreement and delivering a copy to Owner, at Owner's address stated above, prior to the expiration of the Option Period. If the Option is exercised, Owner and Buyer shall sign the Sale and Purchase Contract and shall be thereafter bound by its terms and conditions.
4. **Application of Option Fee.** In the event Buyer does not exercise the Option, Owner shall retain the Option Fee as consideration for this Option. In the event Buyer exercises the Option, the Option Fee shall be deemed to be the initial deposit in the Sale and Purchase Contract and shall be applied at closing to the purchase price for the Property. If, for any reason, Buyer does not close on the Sale and Purchase Contract, Owner shall retain said initial deposit.
5. **Binding Agreement.** This Option Agreement and, if this Option is exercised, the attached Sale and Purchase Contract shall be binding upon and shall inure to the benefit of the Owner and Buyer and their respective heirs, successors, or assigns.

[THE REMAINDER OF THIS PAGE IS INTENTIONALLY BLANK]

IN WITNESS WHEREOF, the undersigned parties have caused this Option Agreement to be executed as of the dates indicated below their respective signatures.

BUYER:

LEON COUNTY, FLORIDA

By: _____
Vincent S. Long
Its: County Administrator

Date signed: _____

Witness: _____

Print Name: _____

Witness: _____

Print Name: _____

OWNER:

LAN COMPTON

Date signed: _____

Witness: _____

Print Name: _____

Witness: _____

Print Name: _____

AND

APPROVED AS TO LEGAL SUFFICIENCY:
Chasity H. O'Steen, County Attorney
Leon County Attorney's Office

CHRISTIAN R. COLLIER

By: _____
Daniel J. Rigo
Senior Assistant County Attorney

Date signed: _____

Witness: _____

Print Name: _____

Witness: _____

Print Name: _____

Exercise of Option Provision:

By signing below and delivering a copy of such to Owner as specified in paragraph 3 above, Buyer hereby exercises the Option as set forth in paragraph 1 above.

LEON COUNTY, FLORIDA

By: _____
Vincent S. Long, County Administrator



Tallahassee BOARD OF REALTORS® CONTRACT FOR SALE AND PURCHASE

(Revised January 2022)

Attachment #1
Page 3 of 13



DO NOT MAKE CHANGES ON THIS CONTRACT - IF CHANGES ARE NEEDED USE A COUNTER OFFER FORM

1 **Parties:** Christian R. Collier and Lan Compton, husband and wife SELLER and

2 Leon County, Florida, a charter county and political subdivision of the State of Florida BUYER, or assignees,

3 agree that the SELLER shall sell and the BUYER shall buy the following property upon the terms and conditions of this

4 Contract for Sale and Purchase, hereinafter referred to as Contract.

5 **1. LEGAL DESCRIPTION OF REAL ESTATE:**

6 Lot -- Block -- Subdivision -- Unit --

7 located in Leon County, Florida. ☒ Metes and Bounds legal description. Exhibit A

8 **2. PROPERTY ADDRESS (INCLUDE ZIP CODE):**

9 4664 Thomasville Rd., Tallahassee, FL 32309 (Leon parcel id: 1433201460000)

10 **3. CLOSING AND POSSESSION:**

11 **POSSESSION OF THE PROPERTY SHALL BE DELIVERED TO BUYER AT CLOSING**

12 Closing and Possession shall be on or before 60 days after the Contract Date

13 This Contract closing shall require the deed to be delivered **and the purchase price paid to SELLER at time of closing.**
14 SELLER shall remove all personal items, trash, and clean the property prior to closing. SELLER shall provide all available information
15 on maintenance, repair and treatment contracts, and any transferrable warranties, to the BUYER at closing, with BUYER paying any
16 applicable transfer fees. SELLER shall also provide BUYER with all keys, access codes/devices, and garage door opener transmitters.
17 **SELLER shall keep all utilities on and maintain property, lawn, shrubbery, pool, and any other improvements, until closing**
18 **or BUYER'S possession, whichever occurs first. SELLER shall maintain property in the same condition, including items**
19 **remedied/repared as at time of Contract; ordinary wear and tear excepted.**

20 **4. PURCHASE PRICE; METHOD OF PAYMENT: **SELLER is in pocession of the Option Fee**

21 Initial Deposit and all subsequent deposits to be held in trust by:

22 Name: Smith, Thompson, Shaw, Colon, and Power, PA

23 Address: 3520 Thomasville Rd., Fourth Floor, Tallahassee, FL 32309

24 Contact Name: Heather Dugener Phone #: 850.893.4105 E-Mail: heatherd@stslaw.com

25 A. Initial deposit ☒ accompanies this offer ☐ to be made within _____ days (5 days if left blank)

26 after Contract Date, and is applicable to purchase. Funds made payable and delivered to the

27 Escrow Agent above Intial Deposit (Non-Refundable Option Fee) \$ 20,000.00

28 B. An additional deposit in the amount of \$ _____

29 shall be due on or before the following date: N/A.

30 C. CASH (see Clause 9A) or Other \$ 405,000.00

31 D. New third party financing (see Clause 9B) ☐ Conventional ☐ FHA ☐ VA ☐ USDA ☐ RENO. \$ _____

32 E. Assumption of mortgage (see Clause 9C) having an approximate principal balance of \$ _____

33 F. SELLER Financing (see Clause 9D) \$ _____

34 G. Approximate balance of down payment to close (not including BUYER'S closing expenses) \$ _____

35 **MONIES DUE AT CLOSING SHALL BE PAID BY OFFICIAL BANK CHECK OR WIRE TRANSFER**

36 H. **PURCHASE PRICE** \$ 425,000.00

BUYERS Initials: _____

SELLERS Initials: _____

5. EXPENSES:

BUYER IS ADVISED TO OBTAIN A FULL COST ESTIMATE FROM THEIR LENDER PRIOR TO ENTERING INTO CONTRACT.

BUYER shall be responsible for any loan costs required by the lender in excess of SELLER'S contribution, including but not limited to: Loan Origination Fee, Credit Report, Documentary Stamps on the Mortgage, Flood Certification Letter, Intangible Tax on Note(s), Loan Discount Points, Prepaid Interest, Taxes, Hazard Insurance & Homeowner Dues, Prepaid Mortgage Insurance, and Recording Fees, etc. If SELLER has agreed to pay any of BUYER'S costs, BUYER agrees to pay advance costs and be reimbursed by SELLER at time of closing.

BUYER WILL PAY FOR THE FOLLOWING:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Appraisal Fee(s) | <input type="checkbox"/> Mortgagee's Title Insurance (simultaneous issue) plus |
| <input checked="" type="checkbox"/> BUYER'S Attorney's Fees | <input type="checkbox"/> Endorsements |
| <input type="checkbox"/> HOA Enhancement Fees | <input checked="" type="checkbox"/> Owner's Title Insurance (primary issue) plus Fees |
| <input type="checkbox"/> Home Warranty not to exceed \$_____. | <input checked="" type="checkbox"/> Survey |
| <input type="checkbox"/> Other Fees (specify) _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |

SELLER WILL PAY FOR THE FOLLOWING:

- | | |
|---|---|
| <input type="checkbox"/> Allowable costs on behalf of BUYER not to exceed \$_____ to be applied in the following order (to items checked) until funds expended: | <input type="checkbox"/> Home Warranty not to exceed \$_____ |
| <input type="checkbox"/> FHA/VA Costs required of SELLER | <input checked="" type="checkbox"/> Mortgage Satisfaction & Recording Fees |
| <input type="checkbox"/> Prepays | <input type="checkbox"/> Mortgagee's Title Insurance (simultaneous issue) plus Endorsements |
| <input type="checkbox"/> Discount Points | <input type="checkbox"/> Owner's Title Insurance (primary issue) plus Fees |
| <input type="checkbox"/> Any other costs including those BUYER has agreed to pay for in Clause #5 above | <input checked="" type="checkbox"/> SELLER'S Attorney's Fees |
| <input checked="" type="checkbox"/> Brokerage Fee | <input type="checkbox"/> Survey |
| <input checked="" type="checkbox"/> Documentary Stamps on Deed | <input type="checkbox"/> Other Fees (specify) _____ |
| <input type="checkbox"/> HOA Estoppel Fees / HOA Transfer Fees | <input type="checkbox"/> _____ |
| | <input type="checkbox"/> _____ |
| | <input type="checkbox"/> _____ |

THE FOLLOWING TO BE ORDERED BY:**BUYER SELLER**

Title/Closing Agent

from STS Law

Survey

from To be determined

Home Warranty



from _____

6. PRORATIONS:

All taxes, assessments, and homeowner's association dues shall be prorated for the current year as of the date of closing. As to prorations, the day of closing shall belong to BUYER. If current year's tax amount is not available at the time of closing, taxes shall be prorated on the basis of the prior year's gross taxes including applicable exemptions. The proration shall be adjusted at the request of either party when the tax bill for the year of closing becomes available. All prorations shall be adjustments to the cash due at closing.

7. SPECIAL ASSESSMENT LIENS:

Special assessment liens as of closing are to be paid by SELLER. Pending assessment(s) as of closing shall be assumed by BUYER, provided, however, that where the improvement has been substantially completed as of Contract Date, such pending assessment(s) shall be considered a lien and SELLER shall be charged at closing an amount equal to the last estimate of the improvement assessment. Any pending assessment lien not disclosed to BUYER in writing prior to final signing of Contract shall permit BUYER to void this Contract and receive a refund of deposit, unless paid by SELLER prior to or at time of closing.

BUYERS Initials: _____

SELLERS Initials: _____

79 **8. PERSONAL PROPERTY INCLUDED IN PURCHASE PRICE (adds no value for mortgage loan or appraisal purposes):**

Page 5 of 13

80 All fixed equipment, fixtures, and the following non-fixed items on Property on Contract Date are included:

| | | | |
|---|---|---|--|
| <input type="checkbox"/> Above Ground Pool | <input type="checkbox"/> Generator | <input type="checkbox"/> Range/Oven | <input type="checkbox"/> Washer |
| <input type="checkbox"/> Ceiling Fans – all | <input type="checkbox"/> Ice Maker | <input type="checkbox"/> Refrigerator <input type="checkbox"/> with Ice Maker | <input type="checkbox"/> Water Softener/Purifier |
| <input type="checkbox"/> Central Vacuum and Attachments | <input type="checkbox"/> Intercom | <input type="checkbox"/> Satellite System | <input type="checkbox"/> Window Treatments – all |
| <input type="checkbox"/> Dishwasher | <input type="checkbox"/> Irrigation System | <input type="checkbox"/> Security System – owned | <input type="checkbox"/> Window/Wall AC |
| <input type="checkbox"/> Disposal | <input type="checkbox"/> Light Fixtures – all | <input type="checkbox"/> Spa or Hot Tub with Heater | <input type="checkbox"/> |
| <input type="checkbox"/> Dryer | <input type="checkbox"/> Microwave Oven | <input type="checkbox"/> Storage Shed | <input type="checkbox"/> |
| <input type="checkbox"/> Garage Door Opener | <input type="checkbox"/> Pool Equipment | <input type="checkbox"/> Surveillance Equipment | <input type="checkbox"/> |
| <input type="checkbox"/> and Transmitter(s) | <input type="checkbox"/> Pool Heater | <input type="checkbox"/> Trash Compactor | <input type="checkbox"/> |

89 The following items are excluded from the purchase: _____

91 **9. METHOD OF PAYMENT:**

92 A. ☒ **CASH:**

93 Proof of funds provided to the SELLER ☐ accompanies this offer ☐ to be provided within _____ (3 days if left blank) after
94 Contract Date.

95 B. ☐ **NEW THIRD PARTY FINANCING:**

96 BUYER shall have 15 days from Contract Date to secure to BUYER'S satisfaction new third party financing as designated in
97 Clause 4D. At any time within the 15 days BUYER may void the Contract by notifying SELLER, in writing, that BUYER cannot
98 obtain satisfactory financing. Notification shall be made on the Tallahassee Board of REALTORS® Termination Form, hereinafter
99 referred to as Termination form, and BUYER is entitled to a refund of deposit upon execution of the Termination Form. **BUYER**
100 **shall make loan application no later than _____ days (7 days if left blank) from the Contract Date. FAILURE TO MAKE**
101 **COMPLETE LOAN APPLICATION, INCLUDING PROVIDING ALL REQUESTED DOCUMENTATION AND DISCLOSURES,**
102 **COMPLETING THE INTENT TO PROCEED AND PAYING FOR AND INSTRUCTING THE LENDER TO ORDER THE APPRAISAL**
103 **CONSTITUTES A WAIVER OF THIS FINANCING CLAUSE.** BUYER and SELLER authorize lender and closing agent to disclose
104 information regarding the status and conditions of the loan application and approval and provide the closing disclosures to
105 the BUYER, SELLER, REALTORS®, and the closing agent. If BUYER has not notified SELLER in writing of BUYER'S desire to void
106 Contract within 15 days due to financing reasons, Contract shall no longer be contingent on financing, with the exception that
107 any provision in Clause 10 pertaining to appraisal shall still be applicable, if buyer made loan application by deadline above.
108 **Once the 15 day period passes the deposit(s) shall NOT be refunded for any financing reason other than those stipulated**
109 **in Clause 10 provided BUYER met their loan application deadline.**

110 C. ☐ **ASSUMPTION OF MORTGAGE:**

111 ☐ with qualifying ☐ without qualifying ☐ adjustable interest rate ☐ fixed interest rate, in favor of _____ (lender)
112 bearing interest at _____ % per annum payable \$ _____ ☐ PI or ☐ PITI per month.
113 This Contract ☐ is ☐ is not contingent upon release of liability of SELLER from all mortgages assumed. SELLER shall furnish a
114 status letter from each mortgagee setting forth the principal balance, escrow balance, method of payment, and the standing of
115 each mortgage within 5 days from Contract Date. BUYER shall make application for assumption, if required by SELLER or lender,
116 within _____ days (7 days if left blank) from the date of this Contract. BUYER shall pay any mortgage charge for change of
117 ownership and purchase escrow account. If BUYER is denied loan commitment, BUYER must notify SELLER within 2 days of denial
118 of intent to void Contract and provide lender documentation of loan commitment denial. Notification shall be made on the
119 Termination Form and BUYER is entitled to receive a refund of deposit upon execution of the Termination Form.

120 D. ☐ **SELLER FINANCING:**

121 Purchase money note and mortgage from BUYER to SELLER bearing interest at _____ % per annum for a term of
122 _____ years, payable \$ _____ Principal and Interest, per _____.
123 Further terms of purchase money mortgage and note to SELLER shall be agreed upon by the BUYER and SELLER within 15 days
124 of the Contract Date, and shall contain customary terms contained in such documents. If not agreed upon within 15 days of
125 the Contract Date, Contract is terminated and BUYER is entitled to receive a refund of the deposit. BUYER and SELLER are
126 advised to seek legal counsel concerning the terms contained in said note and mortgage and the liability associated therewith.

BUYERS Initials: _____

SELLERS Initials: _____

10. APPRAISAL: BUYER IS ADVISED TO HAVE AN APPRAISAL ON ALL TRANSACTIONS.

A. ☒ CASH / SELLER FINANCING / OTHER :

BUYER may select and order an appraisal by a State Licensed or State Certified Appraiser within 5 days from Contract Date, and terms of Clause 10B shall apply. BUYER shall be deemed to have waived BUYER'S right under this Clause if BUYER fails to timely order an appraisal.

B. NEW THIRD PARTY FINANCING:

1. If appraisal sets forth the appraised value of less than purchase price, or requires repairs in conflict with or not addressed in the Contract, BUYER must notify SELLER and provide a full copy of the appraisal report within 2 days of BUYER'S receipt thereof and SELLER shall have the option of selling the property in accordance with the appraisal amount and terms. If the SELLER declines to do so, SELLER shall notify BUYER in writing within 3 days of SELLER receipt of the appraisal. SELLER'S failure to respond within three (3) days is deemed acceptance. Within 2 days of receipt of notice from SELLER that the SELLER shall not sell the property in accordance with the appraisal amount and terms, BUYER shall have the option of:

- a) Proceeding with closing of the Contract without regard to the amount or terms of the appraised valuation; or
- b) Terminating Contract by notifying SELLER, in writing, on the Termination Form and BUYER is entitled to receive a refund of deposit upon execution of the Termination Form, **if BUYER satisfied Clause 9B.**

2. If appraisal is insufficient to meet the terms of loan approval other than value or repairs, then within 2 days of BUYER receiving notification of the insufficiency, BUYER may void the Contract by notifying the SELLER, in writing, on the and shall be entitled to receive a refund of deposit upon execution of the Termination Form, **if BUYER satisfied Clause 9B.**

FOR FHA, VA, OR OTHER GOVERNMENT INSURED OR GUARANTEED FINANCING, CHECK BOX BELOW. THE PROVISIONS OF CLAUSE 10B SHALL APPLY WITH REGARD TO REPAIRS REQUIRED BY THE APPRAISAL.

☐ **FHA / VA:**

It is expressly agreed that notwithstanding any other provisions of this Contract, the BUYER shall not be obligated to complete the purchase of the property described herein or to incur any penalty by forfeiture of earnest money deposits or otherwise unless the BUYER has been given in accordance with HUD/FHA or VA requirements a written statement by the Federal Housing Commissioner, Veterans Administration, or a Direct Endorsement lender setting forth the appraised value of the property not less than Purchase Price. The BUYER shall have the privilege and option of proceeding with consummation of the Contract without regard to the amount of the appraised valuation. The appraised valuation is arrived at to determine the maximum mortgage the Department of Housing and Urban Development shall insure. HUD does not warrant the value nor the condition of the property. The BUYER should satisfy himself/herself that the price and condition of the property are acceptable.

11. HAZARD INSURANCE / FLOOD INSURANCE / FLOOD HAZARD AREA:

BUYER IS ADVISED THAT SOME PROPERTIES ARE UNINSURABLE

Within 15 days of Contract Date BUYER may determine that Hazard and Flood insurance (if applicable) are available to BUYER'S satisfaction. BUYER may obtain a Flood Certification Letter to determine if the Property is in a Special Flood Hazard Area. At any time within the 15 days of Contract Date BUYER may void Contract by notifying SELLER, in writing, if BUYER wishes to void the Contract for any reason in this Clause. Notification shall be made on the Termination Form and BUYER is entitled to receive a refund of deposit upon execution of the Termination Form.

12. INSPECTIONS; CONDITION OF PROPERTY: BUYER ACKNOWLEDGES THAT BUYER HAS NOT RELIED UPON ANY REPRESENTATION MADE BY REALTORS® AS TO THE CONDITION OF THE PROPERTY.

BUYER is strongly advised to obtain inspections as some properties may have materials (such as, but not limited to, Louisiana Pacific siding, synthetic stucco, and polybutylene pipes) that have failed the manufacturer's warranties and/or have been known to have defects. Performing inspections is one way to identify and determine the condition of these materials. REALTORS® do not guarantee or warrant the condition of the property.

SELLER represents that any known facts concerning the condition of the property have been disclosed to the BUYER and REALTORS®. Within 15 days of Contract Date, BUYER may have the property inspected by state or county licensed person(s) dealing in repair, construction, or inspection, including but not limited to radon testing, home inspection, or wood destroying organisms (WDO) inspections, to determine if there are defects. For WDO inspections a defect is an infestation and/or damage by termites, any wood-destroying insects and/or wood-destroying organisms, including but not limited to, wood rot affecting any improvement on the premises, unless specifically excluded if a WDO inspection is done, BUYER acknowledges that fences are excluded from the WDO.

Also excluded from the WDO: ☐ decks ☐ sheds ☐ other _____.

BUYERS Initials: _____

SELLERS Initials: _____

At any time within the 15 days BUYER at their sole discretion, may terminate Contract by notifying SELLER in writing, if any inspection(s) are not satisfactory to BUYER. Notification shall be made on the Termination Form and BUYER is entitled to receive a refund of deposit upon execution of the Termination Form. **SELLER agrees to provide access and all utilities for BUYER'S inspections.** BUYER shall be responsible for cost of all inspections. If BUYER fails to make inspections, or deliver written notice within 15 days of Contract Date as stipulated above, BUYER waives all rights to do so and agrees to accept the property in its current condition, except that SELLER is required to maintain property in the same condition as at time of Contract. **SELLER shall provide BUYER with copies of paid invoices for all repairs made to property within 90 days of closing date by third party persons.** Any repairs required under this agreement shall be completed pursuant to Chapter 489, Florida Statutes, and shall be done in a lawful and workmanlike manner.

BUYER SHALL RELEASE TO SELLER COMPLETE COPIES OF ALL INSPECTION REPORTS AT TERMINATION IF CONTRACT IS TERMINATED FOR ANY REASON.

- A. ☒ BUYER agrees to accept the property in its present "as is" condition, subject to Inspection provisions of Clause 12.
- B. ☐ SELLER shall pay repair costs not to exceed \$_____ for the repair of items requested within 15 days of Contract Date by the BUYER which are noted in any inspections performed in accordance with Clause 12. Request must be made on the Tallahassee Board of REALTORS® Request for Repairs form. SELLER'S failure to respond within 5 days is deemed acceptance of the request for repairs from the BUYER. It is the BUYER'S responsibility to determine if a clear WDO report (i.e. showing no defects) shall be required by the lender. If the BUYER'S lender requires a clear WDO report, the amount stipulated for repairs shall be applied to the WDO repairs first. **Request for Repairs form only valid if Clause 12B is checked.**

IF ANY REPAIRS ARE REQUESTED BY THE BUYER, BUYER WILL PROVIDE SELLER WITH COMPLETE COPIES OF ALL INSPECTION REPORTS.

- C. ☐ BUYER acknowledges that BUYER has inspected the property prior to signing this Contract and waives the right to do further inspections, including WDO inspection.

In either A, B, or C above BUYER reserves the right to do necessary re-inspections and/or walk throughs prior to closing or BUYER'S possession, whichever occurs first, to verify SELLER has made any required repairs and met the maintenance requirement pursuant to Clause 3. If BUYER fails to do the final walk through, or notify the SELLER in writing of any items not repaired or maintained as required, BUYER shall accept the property in its current condition. Should sale not close, BUYER shall repair all damage to the property resulting from inspections and return the property to its pre-inspection condition, with the exception of any damages from the WDO inspection.

13. SURVEY: BUYER IS ADVISED TO HAVE A SURVEY ON ALL TRANSACTIONS.

If survey shows an encroachment it shall be treated as a title defect pursuant to Clause 14.

14. EVIDENCE OF TITLE / RESTRICTIONS / EASEMENTS:

BUYER IS ADVISED TO HAVE OWNER'S TITLE INSURANCE ON ALL TRANSACTIONS.

Closing must be able to be conducted by mail or electronic means. Pursuant to Clause 5, party ordering title insurance shall order from a Florida licensed title insurer, for delivery to the proposed title insured, a title binder to be followed by a title insurance policy upon recording of conveyance. The policy(s) shall insure the title to the real property, subject only to liens, encumbrances, exceptions or qualifications set forth in this Contract and those which shall be discharged at or before closing. If a defect in title is discovered, SELLER shall have 15 days from receipt of notice of said defect within which to clear the defect at SELLER'S expense. If any such title defect cannot be cured within the 15 days, BUYER may accept the title as is or BUYER may void the Contract by notifying SELLER, in writing on the Termination Form and BUYER is entitled to receive a refund of deposit upon execution. Title to the real property shall be conveyed by warranty deed unless otherwise agreed in writing. SELLER represents that SELLER has legal authority and capacity to convey title to the property with all improvements. SELLER shall furnish to BUYER a SELLER'S lien affidavit that there have been no improvements to subject property for 90 days preceding closing date for which a lien could be filed. If the property has been repaired within 90 days preceding closing date, the SELLER shall deliver SELLER'S lien affidavit indicating payment of all sums owed. If closing company charges work fees, including but not limited to preparation of deed, municipal lien searches, or lien affidavit, these charges shall be paid for by the party agreeing to pay for the Title Insurance in Clause 5. BUYER shall take title to the property subject to any assumed mortgage(s), purchase money mortgage(s), taxes for the current and subsequent years, special assessments and those accruing hereafter, zoning and other governmental restrictions, plat restrictions and qualifications, public utility easements, and restrictive covenants of record.

BUYERS Initials: _____

SELLERS Initials: _____

15. ☐ LEASED PROPERTY:

SELLER shall furnish to BUYER copies of all written leases, OR estoppel letters from any persons without written occupancy agreements, within 5 days from Contract Date. Estoppel letters shall specify the nature and duration of occupancy and verify all rents and rental deposit monies. If leases or estoppel letters are not received, or are unacceptable, BUYER may, within 15 days from Contract Date, void Contract by notifying SELLER, in writing on the Termination Form and BUYER is entitled to receive a refund of deposit upon execution of Termination Form. All rental deposits, advance and prorated rents shall be an expense of the SELLER and transferred to BUYER at closing.

16. BUYER'S DISCLOSURES:

THE FOLLOWING DISCLOSURES MAY CONTAIN CONTINGENCIES. IF A CONTINGENCY HAS NOT BEEN SATISFIED PURSUANT TO THE TERMS OF THE CONTRACT, BUYER MAY TERMINATE THE CONTRACT WITHIN THE TIME FRAME SPECIFIED, IN WRITING, ON THE TALLAHASSEE BOARD OF REALTORS® TERMINATION FORM AND BE ENTITLED TO A REFUND OF DEPOSIT UPON SIGNING OF TERMINATION FORM. IF BUYER DOES NOT REPORT OTHERWISE, IN WRITING, TO THE SELLER WITHIN THE REQUIRED TIME, CONTINGENCY SHALL BE DEEMED WAIVED AND BUYER SHALL PROCEED TO CLOSING.

A. PERMITS:

BUYER acknowledges that some home improvements require permits from government entities, and failure to obtain required permits may result in assessments or liens against the property, or may affect BUYER'S financing or insurance. BUYER is not relying on any statements by REALTORS® regarding permits or previous improvements to the property.

B. RADON GAS:

Radon is a naturally occurring radioactive gas that, when it has accumulated in a building in sufficient quantities, may present health risks to persons who are exposed to it over a period of time. Levels of radon that exceed federal and state guidelines have been found in buildings in Florida. Additional information regarding radon and radon testing may be obtained from your county health department. (Chapter 404.056(5), F.S.)

C. LEAD BASED PAINT (LBP):

For residential dwellings built prior to 1978, BUYER is notified that such property may present exposure to lead from lead-based paint. A risk assessment or inspection for possible lead-based paint hazards is recommended prior to purchase.

D. MOLD:

Mold is naturally occurring and may cause health risks or damage to property. If BUYER is concerned or desires additional information regarding mold, BUYER should contact an appropriate professional.

E. BUILDING ENERGY EFFICIENCY:

Pursuant to Chapter 553.996, F.S. BUYER may have the energy efficiency of the building they are purchasing determined as the rating may qualify the purchaser for an energy-efficient mortgage from lending institutions.

F. PROPERTY TAXES:

BUYER should not rely on SELLER'S current property taxes as the amount of property taxes that BUYER may be obligated to pay in the year subsequent to purchase. A change of ownership or property improvements triggers reassessments of a property that could result in higher property taxes. If you have questions concerning valuation, contact the county Property Appraiser's office where the property is located or see <http://floridarevenue.com/dor/property/appraisers.html>

G. ROAD AND DRAINAGE FACILITY MAINTENANCE:

BUYER is to determine if a roadway or street-related drainage is dedicated to the public or privately maintained. BUYER is advised to contact their lender to determine requirements for privately maintained roadways. BUYER hereby acknowledges and understands that if there is no ownership interest in such roadways or related drainage by the city, county, or governmental authority (including HOAs), the BUYER may be responsible for such maintenance.

BUYERS Initials: _____

SELLERS Initials: _____

H. LAND USE DISCLAIMER:

SELLER, and REALTORS® make no representations regarding whether the property is suitable for BUYER'S intended use of the property. Land use regulations are unpredictable and constantly changing. The property is subject to a Comprehensive Land Use Plan for the jurisdiction in which it is located. The use of the property may also be affected by HOA covenants and restrictions, easements, zoning restrictions, or other land use restrictions. BUYER is also advised that if the property lies within the boundary of a municipality, it may be subject to land use restrictions of both the municipality and the County. BUYER should contact the appropriate government agencies to determine how the use of the property is affected by the Comprehensive Land Use Plan and zoning restrictions. This Contract is not contingent upon any land use issue unless Tallahassee Board of REALTORS® Special Clause Addendum is made a provision of this Contract. BUYER accepts the property subject to all current HOA covenants and restrictions, easements of record, and government land use regulations, unless specifically stated otherwise in this Contract.

I. SCHOOL ZONES:

BUYER is advised to verify school zones and possible school and grade-level caps through the local school board. For the Leon County School Board see <https://www.leonschools.net>. For other counties see <http://florida.hometownlocator.com>

J. SQUARE FOOTAGE:

BUYER acknowledges they have not relied upon estimates by REALTORS® or SELLERS of square footage of property. Square footage is approximate and may have been provided by third party sources. If square footage is of concern to BUYER, BUYER is advised to personally measure the property.

K. SEWER / SEPTIC TANKS:

It is the responsibility of BUYER to contact the appropriate utility department to determine if a sewer is currently in use. If the property is on a septic tank system, it is the responsibility of BUYER to inspect the septic system(s) and/or contact the local governing authority regarding the continued use of that system.

L. RESTRICTIVE COVENANTS:

If membership in a homeowners' association is mandatory, a Homeowners Association/Community Disclosure shall be attached and incorporated into this Contract. BUYER should not execute this Contract until BUYER has received and read the disclosure. BUYER should contact applicable Homeowner's Association (if any) with any questions concerning the property use and/or restrictions and assessments. It is the responsibility of the BUYER to obtain and read any applicable Restrictive Covenants and to make sure the documents are complete and current.

☐ This Contract is contingent upon BUYER obtaining Restrictive Covenants and finding them satisfactory within 5 days of Contract Date.

M. BUILDER'S WARRANTY (NEW CONSTRUCTION ONLY):

☐ BUYER has been provided a copy of the SELLER's written warranty and accepts it.

☐ This Contract is contingent upon SELLER providing to BUYER, within 5 days of Contract Date, any written warranty provided by the SELLER. The BUYER has 3 days after receipt to review and find it acceptable.

☐ BUYER has been advised there is no written warranty.

17. UNCONTROLLABLE EVENTS / RISK OF LOSS:

A. If extreme weather or other conditions out of control of the parties make the closing impossible, closing may be extended up to 3 days after restoration of utilities and/or other services essential to closing. If closing cannot happen within 14 days after closing date either party may terminate this Contract by delivering written notice to the other party and BUYER shall be entitled to receive a refund of deposit, releasing BUYER and SELLER from all obligations under this Contract.

B. The risk of loss or damage to the property is assumed by SELLER until closing. If property is damaged in excess of 3% of purchase price, BUYER shall have the option to void this Contract and receive a refund of deposit. If property is damaged up to and including 3% of the purchase price, SELLER shall have 15 days to restore property to original condition as of Contract Date and proceed to closing. If the 15-day period extends past the closing date, closing may be extended up to 15 days past the closing date. SELLER shall notify BUYER, in writing, if property cannot be restored within 15 days. BUYER may then void Contract by notifying SELLER, in writing on the Termination Form and BUYER is entitled to receive a refund of deposit upon execution of the Termination Form.

BUYERS Initials: _____

SELLERS Initials: _____

18. FAILURE OF PERFORMANCE:

- A. If BUYER fails to perform the Contract terms within the times specified (**including payment of all deposits**) the deposit paid by BUYER may be retained by or for the account of SELLER. In that event, the deposit is agreed upon as liquidated damages, consideration for the signing of this Contract and in full settlement of any claims. At such time, BUYER and SELLER shall be relieved of all obligations under Contract; OR SELLER at SELLER'S option, may proceed to enforce SELLER'S rights by seeking specific performance.
- B. If for any reason other than failure of SELLER to make title marketable after diligent effort, SELLER fails, neglects or refuses to perform this Contract, the BUYER may seek specific performance or elect to receive the return of BUYER'S deposit(s) without thereby waiving any action for damages resulting from SELLER'S breach.

19. ATTORNEY FEES AND COSTS:

In connection with any litigation, including appeals, arising out of this Contract, the prevailing party shall be entitled to recover all costs incurred, including reasonable attorney fees. Escrow Agent may, at Agent's option, continue to hold the escrow until the parties agree to its disbursement or Escrow Agent may deposit same with the clerk of the circuit court having jurisdiction of the dispute. If Escrow Agent interpleads the subject matter of the escrow, Escrow Agent shall pay the filing fees and costs from the deposit and shall recover reasonable attorneys fees and costs to be paid from the escrowed funds or equivalent.

20. ADDENDUM(S) attached, which upon signing by both parties are made a part of this Contract for Sale and Purchase:

- ☐ Condominium Riders
- ☐ Homeowners' Association/Community Disclosure
- ☐ Insulation Rider (new residence only)
- ☐ Lead Based Paint Disclosure (if built prior to 1978)
- ☐ Tallahassee Board of REALTORS® Short Sale Addendum
- ☐ Tallahassee Board of REALTORS® Special Clause Addendum
- ☐ #_____ Additional Riders described as follows:
- ☐ _____
- ☐ _____

21. SPECIAL CLAUSES:

It is mutually agreed by SELLER and BUYER:

1. The Non-refundable Option Fee of \$20,000. (Received by SELLER on _____, is NON-REFUNDABLE if this Contract For Sale and Purchase does not Close. This supercedes any other other verbiage in this Contract pertaining to Refundable Initial Deposit.

2. At Closing, the Initial Deposit (Non-refundable Option Fee recieved by SELLER on _____, will be credited towards the Purchase Price.

3. If the date of Closing is before November 1, SELLER shall at Cloisng, in accordance with Section 196.295, Florida Statutes, place in escrow with the Leon County Tax Collector an amount equal to the current ad valorem taxes apportioned to the property based upon the current assessement and millage rates on the property, and prorated to the day of Closing. This fund shall be used to pay any ad valorem taxes when they become due on November 1, and the remainder of ad valorem taxes apportioned to the property which would otherwise have been due for that current calendar year shall stand canceled.

BUYERS Initials: _____

SELLERS Initials: _____

22. NOTIFICATIONS:

Upon signature by all parties, this Contract constitutes the entire agreement between the parties and no other agreement exists except those in writing, signed and dated by all parties. Electronic signatures shall be acceptable and binding. Written provisions inserted in this Contract, or amended by attached addendum(s), shall control all printed provisions in conflict. The placement of "X" or "✓" within a box shall make the provision applicable. All notices shall be in writing and shall be delivered to the parties and REALTORS by electronic media, mail, or personal delivery. **Any notice, document, or item delivered to or received by an attorney or licensee representing a party shall be as effective as if delivered to or received by that party.**

23. TIME FOR RESPONSE; CONTRACT DATE:

If this Contract for Sale and Purchase is not executed by SELLER and BUYER or a Counter Offer submitted prior to (date) _____, at _____ : _____ ☐ am ☐ pm, the deposit shall be returned to BUYER and this offer shall be null and void. **THE CONTRACT DATE SHALL BE THE DATE UPON WHICH DELIVERY OF THE LAST PARTY'S SIGNATURE ON THE EXECUTED CONTRACT AND FINAL COUNTER OFFER, IF ANY, IS MADE.**

24. TIME IS OF THE ESSENCE IN THIS AGREEMENT.

ALL REFERENCES TO TIME FRAMES SHALL BE CALENDAR DAYS INCLUDING WEEKENDS AND HOLIDAYS AND IN THE TIME ZONE WHERE PROPERTY IS LOCATED.

25. THIS IS A LEGALLY BINDING CONTRACT. IF YOU DO NOT FULLY UNDERSTAND IT, SEEK THE ADVICE OF A REAL ESTATE ATTORNEY PRIOR TO SIGNING. THIS CONTRACT SHALL NOT BE RECORDED.

26. _____
BUYER Leon County, Florida, a charter county and political subdivision DATE _____
of the State of Florida
By: Vincent S. Long, County Administrator

BUYER DATE _____

27. SELLER'S RESPONSE SECTION

☒ SELLER accepts offer as presented.

☐ SELLER counters BUYER'S offer (see separate COUNTER OFFER FORM. If a COUNTER OFFER FORM is fully executed by BUYER and SELLER it becomes a part of this Contract For Sale and Purchase).

SELLER Christian R. Collier DATE _____

SELLER Lan Compton DATE _____

☐ SELLER rejects offer. (SELLER should initial and date for rejection)

| | | |
|--------------------------------------|--|---------------------|
| <u>None</u> | _____ | _____ |
| SELLING SALES ASSOCIATE (PRINT NAME) | COMPANY NAME | COMPANY LICENSE # |
| _____ | _____ | _____ |
| AGENT REAL ESTATE LICENSE # | E-MAIL | PHONE |
| <u>Cindy Teem</u> | <u>Armor Realty of Tallahassee, Inc.</u> | <u>CQ258756</u> |
| LISTING SALES ASSOCIATE (PRINT NAME) | COMPANY NAME | COMPANY LICENSE # |
| <u>BK3074082</u> | <u>CindyTeem@gmail.com</u> | <u>850.766.3682</u> |
| AGENT REAL ESTATE LICENSE # | E-MAIL | PHONE |

Metes and Bounds legal description for 4664 Thomasville Rd., Tallahassee, FL 32309

EXHIBIT "A"

COMMENCE AT THE NORTHEAST CORNER OF THE WEST HALF OF THE SOUTHEAST QUARTER OF SECTION 33, TOWNSHIP 2 NORTH, RANGE 1 EAST, LEON COUNTY, FLORIDA AND THENCE WEST 1208.6 FEET ALONG THE SOUTH BOUNDARY LINE OF THE NORTH HALF OF SECTION 33 TO A POINT OF INTERSECTION WITH THE WEST RIGHT OF WAY OF STATE ROAD 61 (FORMERLY STATE ROAD NO. 10), THENCE RUN NORTH 23 DEGREES 56 MINUTES 10 SECONDS WEST 75.41 FEET TO THE POINT OF BEGINNING. FROM SAID POINT OF BEGINNING CONTINUE NORTH 23 DEGREES 56 MINUTES EAST ALONG THE WESTERLY RIGHT OF WAY 136.67 FEET, THENCE LEAVING SAID WESTERLY RIGHT OF WAY NORTH 89 DEGREES 38 MINUTES WEST 433.80 FEET TO A POINT IN THE CENTER OF THE ABANDONED TALLAHASSEE-THOMASVILLE ROAD, THENCE RUN SOUTH 02 DEGREE 37 MINUTES 37 SECONDS WEST 79.31 FEET, THENCE SOUTH 06 DEGREES 20 MINUTES 22 SECONDS WEST ALONG SAID ABANDONED ROADWAY 46.29 FEET THENCE SOUTH 89 DEGREE 38 MINUTES EAST 387.43 FEET TO THE POINT OF BEGINNING.

LESS AND EXCEPT THAT PART OF THE RIGHT OF WAY ACQUIRED BY THE DEPARTMENT OF TRANSPORTATION AS PER SECTION #55050-2544 AND KNOWN AS PARCEL #124 AND RECORDED IN OFFICIAL RECORDS BOOK 2364, PAGE 1673 OF THE PUBLIC RECORDS OF LEON COUNTY, FLORIDA, DESCRIBED AS FOLLOWS:

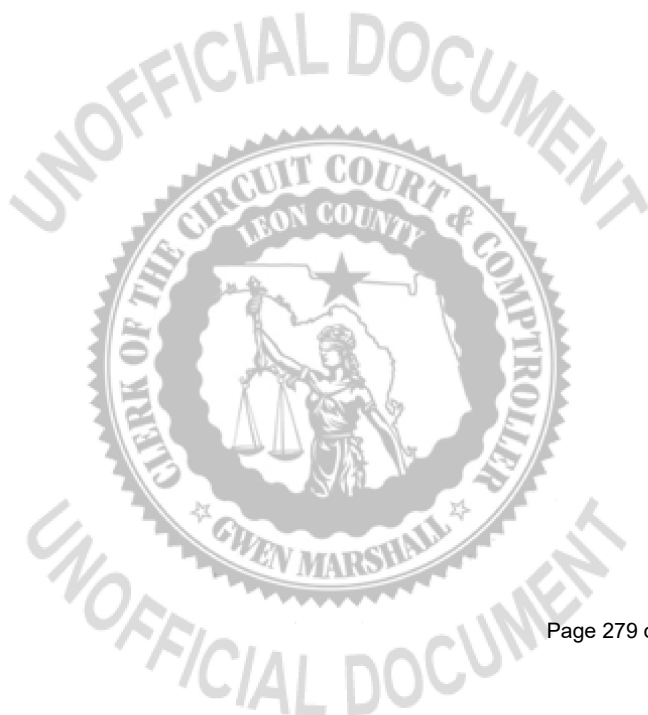
A PARCEL OF LAND LYING NORTHWESTERLY OF AND WITHIN 70.00 FEET OF THE CENTERLINE OF CONSTRUCTION OF STATE ROAD 61, SECTION 55050 AND LYING SOUTHEASTERLY OF CENTERLINE OF CONSTRUCTION, SAID CENTERLINE OF CONSTRUCTION TO BE DESCRIBED AS FOLLOWS: COMMENCE AT A 4 INCH ROUND TERRA COTTA PIPE, FILLED WITH CONCRETE, MARKED BY DISK (RLS 1254) MARKING THE SOUTHEAST CORNER OF THE NORTHEAST QUARTER OF SECTION 33, TOWNSHIP 2 NORTH, RANGE 1 EAST; THENCE NORTH 88 DEGREES 50 MINUTES 30 SECONDS WEST 1152.43 FEET ALONG THE SOUTH LINE OF SAID NORTHEAST QUARTER TO AN IRON ROD MARKING THE SOUTHEAST CORNER OF SAID QUARTER; THENCE NORTH 89 DEGREE 38 MINUTES 39 SECONDS WEST 1190.84 FEET ALONG SAID SECTION LINE TO THE POINT OF BEGINNING OF CENTERLINE OF CONSTRUCTION TO BE DESCRIBED HEREIN: THENCE DEPARTING SAID SOUTH SECTION LINE RUN NORTH 23 DEGREES 38 MINUTES 18 SECONDS EAST 2853.07 FEET TO A POINT OF INTERSECTION WITH THE NORTH LINE OF SAID SECTION AND THE END OF CENTERLINE OF CONSTRUCTION HEREIN DESCRIBED: SAID POINT B IS 1264.39 FEET SOUTH 88 DEGREES 34 MINUTES 36 SECONDS WEST OF AN $\frac{1}{4}$ INCH ANGLE MARKING THE NORTHEAST CORNER OF SAID SECTION 33.

DESCRIBED BY PRODUCT OF SURVEY AS FOLLOWS:

COMMENCE AT THE NORTHEAST CORNER OF THE WEST HALF OF THE SOUTHEAST QUARTER OF SECTION 33, TOWNSHIP 2 NORTH, RANGE 1 EAST, LEON COUNTY, FLORIDA AND THENCE WEST 1208.6 FEET ALONG THE SOUTH BOUNDARY LINE OF THE NORTH HALF OF SECTION 33 TO A POINT OF INTERSECTION WITH THE PRE-EXISTING WEST RIGHT OF WAY OF STATE ROAD NO. 61 (FORMERLY STATE ROAD NO. 10), THENCE RUN NORTH 23 DEGREE 56 MINUTES EAST ALONG THE SAID PRE-EXISTING WESTERLY RIGHT OF WAY 253.37 FEET THENCE LEAVING SAID PRE-EXISTING RIGHT OF WAY RUN SOUTH 89 DEGREES 51 MINUTE 30 SECONDS WEST 75.41 FEET TO AN IRON ROD MARKING A POINT OF THE EXISTING RIGHT OF WAY BOUNDARY OF SAID STATE ROAD NO. 61 AND THE POINT OF BEGINNING. FROM SAID POINT OF BEGINNING AND LEAVING SAID EXISTING RIGHT OF WAY CONTINUE NORTH



DEGREES 51 MINUTES 50 SECONDS WEST 328.90 FEET TO A CONCRETE MONUMENT, THE RUN NORTH 07 DEGREES 02 MINUTES 04 SECONDS EAST 46.97 FEET TO AN IRON PIPE, THE RUN NORTH 13 DEGREES 18 MINUTES 02 SECONDS EAST 81.52 FEET TO AN IRON ROD, THE RUN SOUTH 89 DEGREES 38 MINUTES 00 SECONDS EAST (BEARING BASE) 357.97 FEET TO AN IRON ROD MARKING A POINT ON THE EXISTING WESTERLY RIGHT OF WAY BOUNDARY OF SAID STATE ROAD 61, THENCE RUN SOUTH 23 DEGREES 33 MINUTES 15 SECONDS WEST ALONG THE WESTERLY RIGHT OF WAY BOUNDARY 134.05 FEET TO THE POINT OF BEGINNING.



FISCAL YEAR 2021/2022 BUDGET AMENDMENT REQUEST

No: BAB22030
Date: 5/19/2022

Agenda Item No: _____
Agenda Item Date: 6/14/2022

County Administrator

Deputy County Administrator

Vincent S. Long

Alan Rosenzweig

Request Detail

Revenues

| Fund | Org | Account Information Acct Prog | Title | Current Budget | Change | Adjusted Budget |
|------|-----|---------------------------------------|-------|----------------|--------|-----------------|
|------|-----|---------------------------------------|-------|----------------|--------|-----------------|

Subtotal:

Expenditures

| Fund | Org | Account Information Acct Prog | Title | Current Budget | Change | Adjusted Budget |
|------|-----|---------------------------------------|----------------------------|----------------|----------|-----------------|
| 001 | 990 | 59900 599 | General Fund Contingency | 120,000 | (20,000) | 100,000 |
| 001 | 156 | 53400 519 | Other Contractual Services | 50,000 | 20,000 | 70,000 |

Subtotal:

Purpose of Request

This budget amendment appropriates \$20,000 to finance a real estate option agreement related to the Lake Hall School House preservation effort. The real estate option agreement would grant the County the exclusive right, but not the obligation, to purchase the property located at 4664 Thomasville Road at any time within the next 12 months for \$425,000. In exchange, the County would pay the owners an option fee in the amount of \$20,000. If approved, and if the County exercises the option during the contract period, the full amount of the \$20,000 option fee would be credited against the purchase price at closing.

Division/Department
1011/10

Roshaunda Bradley, Budget Manager

Scott Ross, Director, Office of Financial Stewardship

Approved By: Resolution ☐

Motion ☒

Administrator ☐

| BUDGET "OPERATING" CONTINGENCY RESERVES CONTINGENCY FUND UPDATE (FY 2021/22) | | | | |
|---|------------------|----------------|--|------------------------------------|
| | | | GENERAL FUND 001-990-59900-599 | Beginning Balance: \$200,000.00 |
| No. | APPROVAL DATE | AGENDA DATE | AMENDMENT TITLE | BALANCE |
| 1 | 18-Oct-21 | 9-Nov-21 | Hosting of Mental Health Outreach Events within 32304 Neighborhoods | \$10,000 |
| 2 | 8-Feb-22 | 8-Mar-22 | Establishment on the Commission on the Status of Men and Boys | \$70,000 |
| 3 | 8-Mar-22 | 14-Jun-22 | <i>Additional funding for Dr. Martin Luther King Celebration event</i> | <i>\$1,500</i> |
| 4 | 8-Mar-22 | 14-Jun-22 | <i>Additional funding for Soul Santa event</i> | <i>\$6,000</i> |
| 5 | 8-Mar-22 | 14-Jun-22 | <i>Increased Funding Request from the Tallahassee-Leon County Commission on the Status of Women and Girls</i> | <i>\$48,750</i> |
| 6 | 10-May-22 | 14-Jun-22 | <i>Real Estate Option Agreement Related to Lake Hall School Preservation Efforts</i> | <i>\$20,000</i> |
| <i>Bold, Italic items are pending Board Approval</i> | | | | |
| USAGE TO DATE (TOTAL AMENDMENTS) | | | | <u><u>\$156,250.00</u></u> |
| ENDING BALANCE | | | | 43,750.00 |
| END BALANCE AS % OF BEGIN BALANCE | | | | 22% |
| USAGE BALANCE AS % OF BEGIN BALANCE | | | | 78% |

Leon County Board of County Commissioners

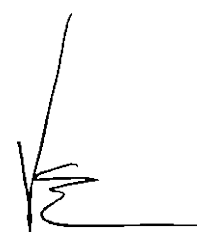
Agenda Item #18

May 10, 2022

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Status Report on Parcels Associated with Lake Hall School House Preservation Efforts



| | |
|-------------------------------------|---|
| Review and Approval: | Vincent S. Long, County Administrator Chasity H. O'Steen, County Attorney |
| Department/ Division Review: | Alan Rosenzweig, Deputy County Administrator Scott Ross, Director Financial Stewardship |
| Lead Staff/ Project Team: | Andy Johnson, Assistant to the County Administrator Dan Rigo, Senior Assistant County Attorney Kim Vickery, Real Estate Manager |

Statement of Issue:

As directed by the Board during the April 12, 2022 meeting, this item provides a report on three properties associated with citizen-led efforts to acquire and restore the Lake Hall School House and the property owners' willingness to sell those parcels.

Fiscal Impact:

This item has a fiscal impact. The estimated cost to acquire the three properties discussed in this item would be approximately \$866,000. As indicated in the agenda item presented to the Board during the April 12, 2022 meeting, the total project cost including the restoration of the schoolhouse and other required improvements would be approximately \$3.3 million. There are no funds currently budgeted for these costs. The Friends of the Lake Hall School organization has committed to seeking grant funding to offset these costs; however, the timing and availability of any potential grant funding is not guaranteed.

Staff Recommendation:

Option #3: Board direction.

Title: Status Report on Parcels Associated with Lake Hall School House Preservation Efforts
May 10, 2022
Page 2

Report and Discussion

Background:

As directed by the Board during the April 12, 2022 meeting, this item provides a report on three properties associated with citizen-led efforts to acquire and restore the Lake Hall School House (4495 Handsome Quarters, 4498 Handsome Quarters, and 4664 Thomasville Road) and the owners' willingness to sell those properties. The Lake Hall School House is a Reconstruction-era African American schoolhouse built circa 1870, located on privately-owned property near Thomasville Road approximately three-quarters of a mile northeast of Maclay Gardens State Park. Dr. Geraldine Seay of the Friends of the Lake Hall School have developed a conceptual proposal to acquire the schoolhouse, restore it, and open it to the public as an interpretive historical exhibit.

Leon County has a long history of supporting local efforts to preserve the Lake Hall School House. As discussed in a more detailed summary below, over the past two decades the County has provided matching funds on behalf of the John G. Riley Center for an historic preservation grant to restore the schoolhouse, evaluated relocating the schoolhouse to become part of the Smokey Hollow neighborhood exhibit, supported additional grant applications submitted by the Friends of the Lake Hall School, and approved an Historic Preservation Overlay zoning designation which added the underlying properties to the Local Register of Historic Places and provided protection for the schoolhouse against future development activity.

Based upon previous Board direction, the County has also conducted extensive reviews in recent years and presented several agenda items to the Board evaluating options to preserve the schoolhouse, including restoring the structure in its present location, relocating it to a different site, and exploring potential partnerships for the restoration and subsequent management of the schoolhouse as a community amenity. However, as discussed in the most recent agenda items presented to the Board, the schoolhouse itself straddles the property line between two parcels, and the two property owners have been unwilling to sell the portions of their parcels on which the schoolhouse is located at fair market value. The Board considered agenda items in February and April 2022 which explored the possibility of acquiring the properties via eminent domain but has not elected to do so. Most recently, during the April 12, 2022 meeting, the Board authorized the County Administrator to reach out once again to the underlying property owners to determine whether they would be willing to sell their properties to the County for fair market, appraised value without the use of eminent domain. As discussed in greater detail in the Analysis section below, both of the schoolhouse property owners responded with a specific asking price and additional conditions, and although appraisals have not yet been conducted, it is likely that the asking price for at least one, and potentially both, properties is higher than fair market value. Based on this, the total estimated cost to acquire these properties, restore the schoolhouse, and construct site improvements needed to make the schoolhouse available for public use would be approximately \$3.3 million. Of note, this estimate is higher than the \$3.1 million estimate in the previous agenda item presented during the April 12 meeting, primarily because one of the property owners is only willing to sell the entire parcel and is not willing to sell only the portion of the parcel containing the schoolhouse footprint.

Title: Status Report on Parcels Associated with Lake Hall School House Preservation Efforts
May 10, 2022
Page 3

History of the Lake Hall School House and Recent Preservation Efforts:

The Lake Hall School was built circa 1870 and served as an elementary schoolhouse for a small African American community that existed west of Thomasville Road beside Lake Hall and Lake Overstreet. The schoolhouse itself straddles the property line between two parcels, 4495 and 4498 Handsome Quarters in unincorporated Leon County.

According to information in the Florida Master Site File, which is a list of recorded historical and archaeological sites maintained by the Florida Department of State, the Lake Hall School is one of six remaining Reconstruction-era African American schoolhouses in Leon County. Another of these structures, the original Concord School in the Miccosukee community, was donated to the Tallahassee Museum in 1969 and is currently a part of the museum's "Old Florida" exhibit as a reminder of the struggles and strides made in Black education. The Lake Hall School was established following enactment of legislation in Florida that created the first system of public instruction open to all races. This legislation, however, resulted in almost complete segregation of public schools. Many new schools were constructed and opened beginning in the 1870s with starkly opposing standards for black and white student populations.

In the mid-20th Century, many of these segregated African American schools were closed, and its students were integrated into other nearby public school facilities. The Lake Hall School was closed following the 1949 school year, and most of its students were transferred to the more modern Lake McBride School. After many of these single-room schoolhouses were closed, the properties were often sold to neighboring property holders and many of the structures were demolished or converted into a variety of utilitarian uses. The Lake Hall School House, however, was not demolished and remains on its original site. The building is currently being used for storage by one of the underlying property owners.

In 2000, the John G. Riley Center commissioned a study to evaluate the feasibility of relocating the Lake Hall School House, supported by a State of Florida historic preservation grant. The study indicated that due to the age and deteriorated condition of the structure, the building was not well suited for any intact relocation effort. As a result, the study recommended that any relocation should involve dismantling or disassembling the entire structure and reassembling it at a new location.

In 2004, the Riley Center was awarded another historic preservation grant of approximately \$250,000 to acquire the property and preserve the structure in place. Subsequently, the Board approved non-departmental funding in the amount of \$105,000 in the County's FY 2005 budget to support this effort. At that time, the Riley Center did not proceed with the project due to the death of the property owner, and the historic preservation grant funding issued to the Riley Center was returned to the State. At the March 28, 2006 meeting, at request of the Riley Center, the Board authorized a new funding agreement between Leon County and the Riley Center. The new agreement authorized the Riley Center to retain the \$105,000 to be used toward the completion of heritage trails in south, east, and west Leon County and for maintenance of the Riley Center.

In 2010, the County, Blueprint 2000, and the Riley Center formed a workgroup to develop a plan and make recommendations for the highest and best use of publicly owned property between the

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Riley House and Cascades Park. During that process, the work group considered the Riley Center's desire to acquire and relocate the Lake Hall School House to the area that today is home to the Smokey Hollow neighborhood commemoration. The workgroup determined that the relocation of the Lake Hall School House was not feasible, as the structure could not withstand relocation due to its poor condition.

Recent Agenda Items and Board Actions Related to the Lake Hall School House:

During the January 28, 2020 meeting, the Board directed staff to prepare an agenda item with options for preserving the Lake Hall School House. Based upon that direction, staff conducted an extensive review of options for the preservation of the schoolhouse, including restoring the structure in its present location, relocating it to a different site, and exploring potential partnerships for the restoration and subsequent management of the schoolhouse as a community amenity. This analysis was presented to the Board during the December 8, 2020 meeting (Attachment #1). In short, property owners in the immediate area indicated that they would prefer access to the schoolhouse be provided via Thomasville Road; however, the parcels located between the schoolhouse and Thomasville Road, which would also be needed to accommodate supporting infrastructure such as parking and restrooms, are currently developed and none were available for purchase at that time. Also, following outreach to several community partners, none were willing to accept management oversight of the schoolhouse as a community amenity. Notwithstanding this, the Board approved a rezoning application for the two underlying parcels to facilitate the structural preservation of the schoolhouse. The rezoning applied an Historic Preservation Overlay designation to both parcels and added the parcels to the Local Register of Historic Places, which ensures the protection of the structure from future development activity. As provided in the Leon County Land Development Code, any demolition, alteration, relocation, or construction activities related to properties listed on the local register must receive prior approval from the Tallahassee-Leon County Architectural Review Board.

In 2021, Dr. Seay indicated that the Friends of the Lake Hall School organization was preparing to submit an application for an African-American Cultural and Historical Grant through the Florida Department of State to support the acquisition and restoration of the Lake Hall School House. During the November 9, 2021 meeting, the Board authorized, and the County provided a letter of support to Dr. Seay to utilize for any applications for state and federal funding opportunities related to the schoolhouse. At that time, the Board also directed staff to provide an agenda item exploring opportunities to assist Dr. Seay's efforts to preserve the schoolhouse, including efforts to have the structure located on a single parcel. That analysis, presented to the Board during the February 8, 2022 meeting (Attachment #2), indicated that the Trust for Public Land (TPL) agreed in 2021 to facilitate a property transaction that would place the schoolhouse within a single parcel, with repayment to be made by the Friends of the Lake Hall School to TPL over a period of time. However, the underlying property owners were not willing to sell the portions of their parcels for fair market value at that time and the transaction was not completed. That agenda item also indicated that, although not recommended, the County could acquire those parcels, or portions thereof, via eminent domain should the Board wish to do so. The Board tabled the February 8, 2022 agenda item and took no further action at that time.

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During the March 8, 2022 meeting, Dr. Seay presented a conceptual proposal during the public comment portion of the meeting to create a Lake Hall School State Park. Dr. Seay's proposal contemplated acquiring seven properties in order to provide public access, parking, a walking trail following the historical alignment of Thomasville Road, administrative offices, and other amenities. The proposal also contemplated additional active uses of the facility including weddings and event rentals, a Montessori school, an on-site museum, and organized tours of the site. At that time, the Board directed staff to provide an update on the February 8 analysis with additional information including the estimated costs to acquire and preserve the schoolhouse as well as a discussion of the statutory process and requirements for acquiring the schoolhouse via eminent domain.

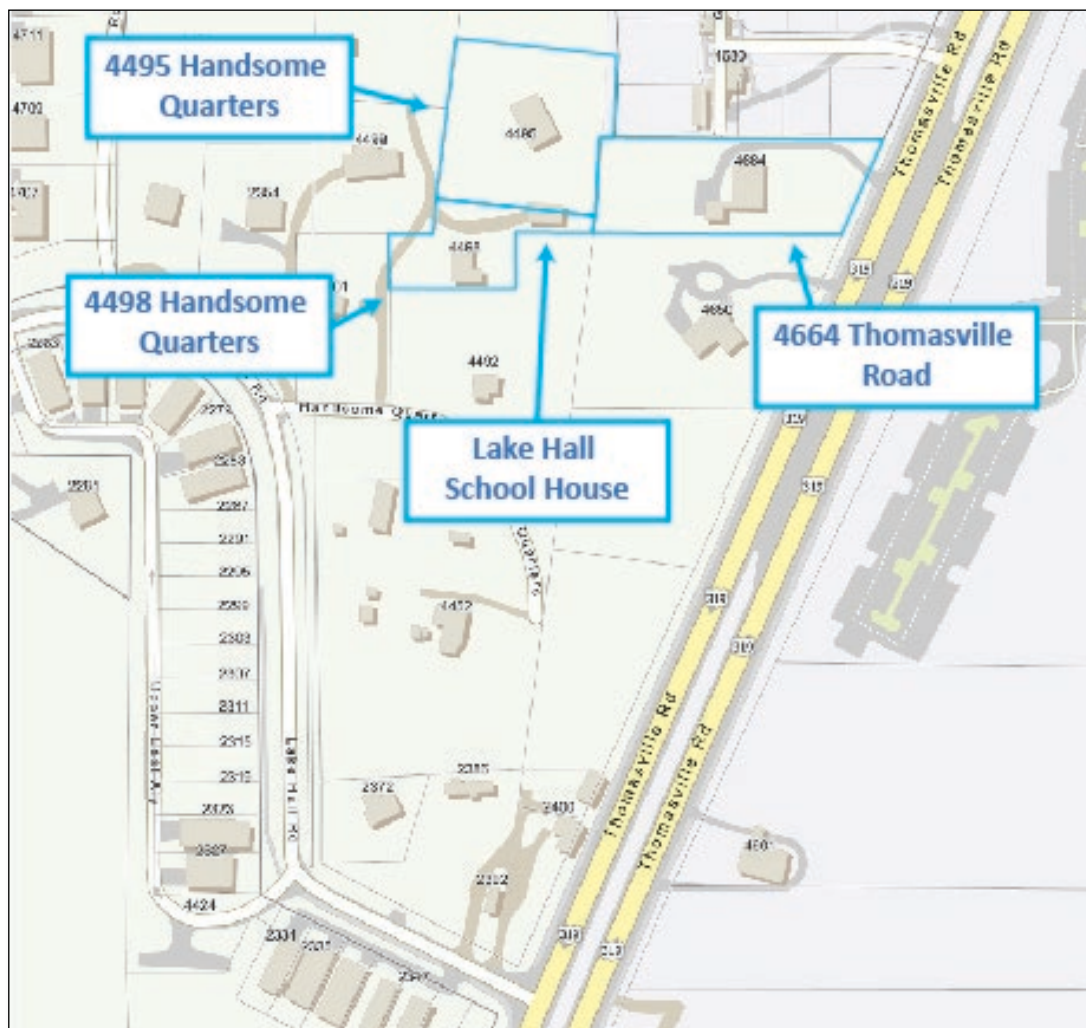
Finally, the updated analysis requested by the Board was presented in an agenda item during the April 12, 2022 meeting (Attachment #3). That agenda item indicated that under Florida law, acquiring only the property immediately surrounding Lake Hall School House without taking any additional actions to make the schoolhouse suitable for public use would not satisfy statutory eminent domain requirements. As a result, if the County were to acquire the Lake Hall School House via eminent domain, additional site improvements would also need to be made in order to make the facility available for public use. The April 12 agenda item also included two separate cost estimates: one estimate of the project cost as proposed by Dr. Seay, and another scaled-down estimate of the costs to acquire only the minimum property and to construct the minimum amenities that would be needed to open the schoolhouse to the public. As indicated in that agenda item, the estimated project cost as proposed by Dr. Seay would be approximately \$4.5 million, including property acquisition, other real estate costs that the County would be required to pay for any eminent domain acquisitions, and construction of the infrastructure and amenities proposed by Dr. Seay. Alternatively, the agenda item indicated that the cost to acquire only the portions of 4495 and 4498 Handsome Quarters which contain the footprint of the schoolhouse, to acquire 4664 Thomasville Road to provide access and space for supporting infrastructure, and to construct the minimum improvements needed to open the schoolhouse to the public would be approximately \$3.1 million.

At that time, the Board reflected on the possibility of Dr. Seay's proposal being implemented in phases, focusing first on acquiring the portions 4495 and 4498 Handsome Quarters containing the schoolhouse footprint as well as 4664 Thomasville Road, and subsequently seeking grant funding for the restoration of the schoolhouse and other future improvements. The Board authorized the County Administrator to reach out once again to the property owners to determine whether they would be willing to sell their properties to the County for fair market, appraised value without the use of eminent domain. As discussed in further detail in the Analysis section below, both of the schoolhouse property owners responded with a specific asking price and additional conditions. Although appraisals have not yet been conducted, it is likely that the asking price for at least one, and potentially both, properties is higher than fair market value. Based upon the feedback provided by the property owners, the estimated cost to acquire the three properties would be approximately \$866,000. Architectural restoration and construction of the additional site improvements needed to open the schoolhouse to the public would cost an additional \$2.5 million, for a total project cost of approximately \$3.3 million.

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Analysis:

As discussed in the Background section above, during the April 12, 2022 meeting, the Board authorized the County Administrator to reach out to the owners of 4495 Handsome Quarters, 4498 Handsome Quarters, and 4664 Thomasville Road to determine whether they would be willing to sell their properties to the County for fair market, appraised value without the use of eminent domain. A reference map and a more detailed illustration are provided below to illustrate the location of these parcels, the Lake Hall School House, and the properties proposed for acquisition:



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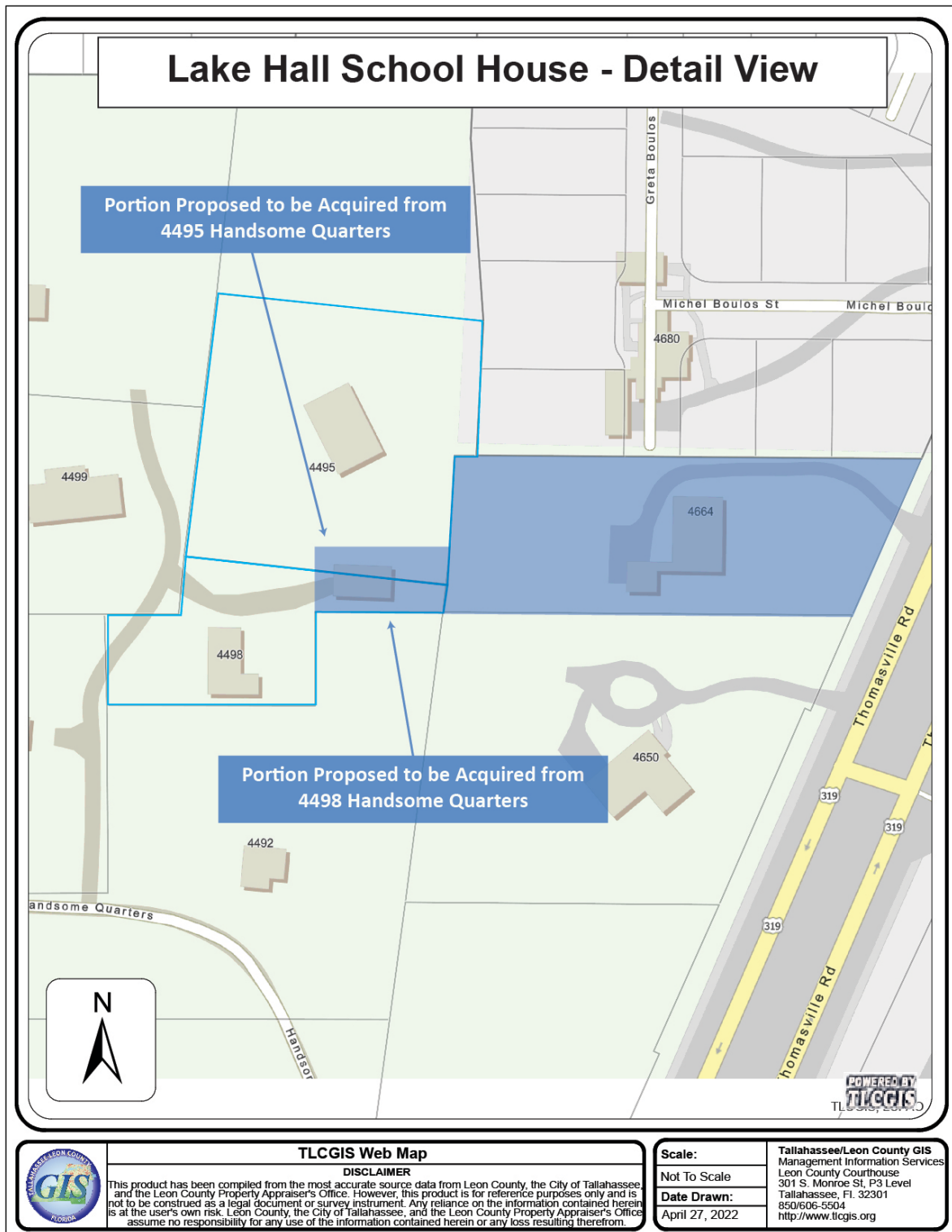


Figure 2: Lake Hall School House Detail View

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On April 20, County Administration and Real Estate Division staff met with the owners of both properties on which the schoolhouse is located, as well as the listing agent for the Thomasville Road parcel. Both of the schoolhouse property owners remain unwilling to sell their property based upon the results of future appraisals; however, both responded with a specific asking price and additional conditions, as follows:

- *4495 Handsome Quarters:*

The property owner indicated that his preference would be for the schoolhouse to be relocated, as the structure is situated approximately 70 feet from his home, and he would be willing to donate it at no cost. However, if the schoolhouse must be preserved in its current location, he would be willing to sell the portion of his parcel on which the schoolhouse is located (approximately 2,000 square feet) for \$50,000, if the County agrees to construct a fence along the new property line and guarantees that access to the schoolhouse would be via Thomasville Road and not via Handsome Quarters. The cost to construct a fence along the property line would be approximately \$10,000.

A previous analysis presented to the Board regarding the Lake Hall School House at the February 8, 2022 meeting reported that the Trust for Public Land (TPL) agreed to facilitate a property transaction in 2021 that would place the schoolhouse within a single parcel, with repayment of the acquisition costs to be made by the Friends of the Lake Hall School to TPL over a period of time. TPL appraised the value of the underlying land at \$1.40 per square foot based on a comparable property in the same neighborhood, but with no consideration given to any adverse impact that the severance of the schoolhouse portion would have on the value of the residual portion of the parcel. Neither the owner of 4495 Handsome Quarters nor the owner of 4498 Handsome Quarters were willing to accept TPL's offer at that time and the transaction was not completed. Based upon TPL's assessment, the portion of the property discussed above would be valued at approximately \$2,800. An updated appraisal would be needed to determine the residual value of 4495 Handsome Quarters if the portion of the parcel with the schoolhouse were severed and sold for the purpose of restoring the schoolhouse as a community facility.

- *4498 Handsome Quarters:*

The property owner indicated that she remains unwilling to sell only the portion of her property that the schoolhouse sits on; however, she would be willing to sell the entire parcel for \$350,000. There is no recent appraisal report available to estimate the value of 4498 Handsome Quarters; however, the asking price is likely substantially higher than market value. For reference, the Leon County Property Appraiser's estimate of the total market value of the property is \$110,528.

- *4664 Thomasville Road:*

As discussed in the analysis presented to the Board during the April 12 meeting, the single-family residential property located at 4664 Thomasville Road is currently listed for sale for \$425,000. If acquired, this parcel would provide direct access to the schoolhouse from Thomasville Road as well as space for supporting infrastructure such as a parking lot, restroom facility, and stormwater treatment. Also, under the proposal submitted by Dr.

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Seay, the single-family residence on the parcel would be retrofitted for use as an administrative office.

County Administration and Real Estate Division staff met with the listing agent on April 20, and the agent confirmed that the property remains available for \$425,000. The property was initially listed for \$495,000 in July 2021 and marketed as having additional development potential; however, central sewer service is not currently available to the property. The property was remarketed to residential buyers in August 2021 and the asking price was reduced to \$445,000; the asking price was reduced again in February 2022 to \$425,000. The property remains available for sale at this time, and the listing agent advises that the owners have been in recent negotiations with potential buyers and are actively entertaining offers. Like the other two properties discussed above, there is no recent appraisal report available to estimate the value of 4664 Thomasville Road.

The estimated cost to acquire the three properties discussed above based upon the owners' asking prices would be approximately \$866,000, which includes the purchase price of the properties, construction of a fence to buffer 4495 Handsome Quarters from the schoolhouse, and appraisal, survey, and closing costs. This estimate is approximately \$291,000 higher than the figures presented during the April 12, 2022 meeting; that previous estimate was based upon acquiring, via eminent domain, only the portions of 4495 and 4498 Handsome Quarters immediately surrounding the schoolhouse. As discussed above, the owner of 4498 Handsome Quarters remains unwilling to sell only a portion of the property, but would be willing to sell the entire parcel. Appraisals would be needed to determine the market value of these properties; however, it is likely that the asking price for at least one of the three properties is substantially higher than market value. The County's Real Estate Policy (Attachment #4) requires Board approval for any purchases of real property greater than \$25,000 and that exceed the County's appraisal by more than 25%.

Importantly, the estimate provided above does not include the restoration of the schoolhouse or other improvements that would be needed in order to open the schoolhouse to the public, such as parking, restrooms, signage, and other costs. The estimated additional cost of these improvements is approximately \$2.5 million, for a total estimated project cost of \$3.3 million. As discussed in further detail below, Dr. Seay has committed to seeking grant funds and managing the construction and development of the properties. If these properties were acquired through voluntarily negotiated transactions, the restoration of the schoolhouse would potentially be eligible for grants that would not be available if the properties were acquired through eminent domain.

Should the County ultimately acquire the schoolhouse, Dr. Seay has stated that the Friends of the Lake Hall School would accept responsibility for fundraising, to include seeking grants and private donations; managing the restoration of the schoolhouse and the construction of other improvements on the site; and managing the day-to-day operation of the schoolhouse once open to the public. Dr. Seay is requesting that the County acquire the properties discussed in this item and has stated that the Friends of the Lake Hall School would be prepared to subsequently accept all responsibility for the development, management, and operation of the property. Accordingly, should the County ultimately acquire these properties, a future agenda item would be brought back for the Board's consideration to convey the properties to the Friends of the Lake Hall School, either through a lease or transfer of ownership, and to formalize the responsibilities of the Friends

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of the Lake Hall School with respect to the development and operation of the schoolhouse. The project schedule and timeline for opening the schoolhouse to the public would depend heavily on the timing and availability of grant funding and private donations, and as such, there is no guarantee as to when the project may be completed.

Finally, there are no funds currently identified in the County's budget for this acquisition; accordingly, should the Board wish to consider acquiring these properties, this item includes an option to direct staff to present funding options for the Board's consideration during the upcoming budget process. The June 21 Budget Workshop will also present recommended strategies to address significant, unanticipated inflationary increases associated with the capital program due to elevated construction costs; other inflation-related increases in state-mandated payments, interlocal agreements, and contractual increases; and continuing to support the County's public safety needs. Should the Board wish to allocate funding at that time to acquire the Lake Hall School House properties, the June 21 budget discussion item would include an option for the Board to authorize Real Estate staff to proceed with the purchase of the properties in accordance with the Real Estate Policy.

Options:

1. Accept the status report on three properties associated with Lake Hall School House preservation efforts and take no further action.
2. Accept the status report on three properties associated with Lake Hall School House preservation efforts and direct staff to present funding options for acquisition of the properties for the Board's consideration during the upcoming budget process.
3. Board direction.

Recommendation:

Option #3 – Board direction.

Attachments:

1. December 8, 2020 Agenda Item, "First and Only Public Hearing on a Proposed Ordinance Amending the Official Zoning Map to Add the Lake Hall Schoolhouse to the Local Register of Historic Places and to Change the Zoning Classification from the Residential Preservation (RP) Zoning District to the Residential Preservation (RP) Zoning District with Historic Preservation Overlay (HPO)"
2. February 8, 2022 Agenda Item, "Status Report on the Lake Hall School House Preservation Efforts"
3. April 12, 2022 Agenda Item, "Updated Analysis of Lake Hall School House Preservation Efforts"
4. Policy No. 16-5, "Real Estate Policy"

Leon County
Board of County Commissioners
Notes for Agenda Item #12

Leon County Board of County Commissioners

Agenda Item #12

June 14, 2022

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Increased Funding Request from the Tallahassee-Leon County Commission on the Status of Women and Girls

| | |
|-------------------------------------|---|
| Review and Approval: | Vincent S. Long, County Administrator |
| Department/ Division Review: | Alan Rosenzweig, Deputy County Administrator Scott Ross, Director, Office of Financial Stewardship |
| Lead Staff/ Project Team: | Nicki Paden, Special Projects Coordinator |

Statement of Issue:

This item seeks consideration of the Tallahassee-Leon County Commission on the Status of Women and Girls' increased funding request of \$48,750 to support additional staffing and programming.

Fiscal Impact:

This item has a fiscal impact. The Tallahassee-Leon County Commission on the Status of Women and Girls is requesting a total of \$68,750 to pay for staffing and programming support. Current level funding of \$20,000 is included in next year's tentative budget. If approved by the Board, funding is available in the General Fund contingency account to support the additional \$48,750 request (Attachment #1).

Staff Recommendation:

Option #3: Board direction.

Report and Discussion

Background:

As requested by the Board at the March 8, 2022 meeting, the Tallahassee-Leon County Commission on the Status of Women and Girls has provided a proposal detailing its request for increased funding for the Board's consideration (Attachment #2).

During the March 8, 2022 meeting, the Board approved the establishment of a Council on the Status of Men and Boys (CSMB) within the Leon County Sheriff's Office (LCSO), as previously recommended by Leon County Sheriff Walt McNeil in the *Anatomy of a Homicide Project* report. As outlined in the CSMB Charter approved by the Board, the CSMB is charged with identifying and providing direct support to men and boys at the greatest risk of becoming a victim or perpetrator of violence in Leon County. In addition, the CSMB will work to identify actionable solutions to address the underlying causes of violence and will develop a comprehensive, communitywide plan to reduce homicides and nonfatal shootings in Leon County. The Board approved a budget amendment for a one-time allocation of \$70,000 to support the CSMB's initial startup cost to be shared equally among the County, the City of Tallahassee, Leon County Schools, the Sheriff's Office, and the Tallahassee Police Department. Future year funding to support ongoing personnel and operating expenses of the CSMB will be considered through each stakeholder agency's annual budget process or through future grants.

Subsequently during the March 8, 2022 meeting, as part of the annual budget process, the Board approved the FY 2023 funding levels for the County's outside agency contracts including \$20,000 to the Oasis Center for support to the Commission on the Status of Women and Girls. At that time, the Executive Director of the Oasis Center requested that the Board review the current funding level provided to the Oasis Center noting the disparity of funding between the Commission on the Status of Women and Girls (CSWG) and the new Council on the Status of Men and Boys. It should be noted, however, the charge of the CSWG to provide policy recommendations and promote awareness related to issues that affect women and girls in the community differs greatly from the responsibilities of the CSMB. As detailed later in this item, among the responsibilities outlined in the CSMB charter include conducting individual assessments, coordinating the provision of the direct services, and leading evidence-based prevention and intervention efforts related to men and boys at risk for becoming a victim or perpetrator of violence.

Following remarks from the Executive Director of the Oasis Center, the Board requested the CSWG to provide a proposal for increased funding for the Board's consideration. Currently, the County and City each provide funding in the amount of \$20,000, for a total of \$40,000 annually. As proposed, the CSWG is requesting an increase of \$48,750 from both the County and the City to support increased staffing and programming support (Attachment #2). If approved, the County and the City's annual funding commitment to the CSWG would total \$68,750 each (for a total of \$137,500). Should the Board wish to approve this funding request, funding is available in the General Fund contingency account.

Analysis:

The Tallahassee-Leon County Commission on the Status of Women and Girls (CSWG) provides policy recommendations to the County and the City with the goal of promoting issues that affect women and girls in the community. The Oasis Center, a leading organization in the community on issues affecting women and girls, provides all administrative support to the CSWG including assistance in the preparation of its annual report to the Board. The County and City each provide funding in the amount of \$20,000 for these services, for a total of \$40,000. One half of the County's funding (\$10,000) is provided to the Oasis Center specifically for research and development support to the CSWG. Since establishment of the CSWG, the County has provided \$212,000 to the Oasis Center for the CSWG. In addition, the Oasis Center also receives additional funding through the Community Human Services Partnership (CHSP) process for other specific programs.

During the April 24, 2018 Budget Workshop, the Board considered a previous request from the Oasis Center for a 50% increase in funding (\$10,000 each from the County and the City) to support the expansion of community events and forums (Attachment #4). At that time, the Oasis Center indicated that the costs associated with such activities have exceeded its funding allocation in recent years and these additional expenses had been supported by CSWG fundraising and contributions from the Oasis Center. As noted in the Budget Workshop item, based on the enabling resolution, the original goal in establishing the CSWG was to promote awareness of issues affecting women and girls, provide input to the County and City as needed on issues affecting women and girls and provide an annual written report. While community forums and outreach are eligible expenditures under the agreement, there are no requirements that such events be conducted at the number, level or types of events Oasis is choosing to support. Additionally, the item noted that among the County-based Commissions on the Status of Women and Girls throughout the state, the majority typically receive in-kind support from the County through staffing support but do not receive any direct funding. Following remarks among the Board regarding the lack of progress made by the CSWG in the implementation of its strategic plan, the Board did not approve the requested funding request for the Oasis Center in support of the CSWG.

More recently, during the March 8, 2022 meeting, the Executive Director of the Oasis Center made remarks regarding the funding level provided to the Oasis Center in support of the CSWG in comparison to the funding allocated for the new Council on the Status of Men and Boys. In response, the Board requested the CSWG to provide a proposal for increased funding for the County's consideration, which is summarized below.

CSWG 2.0: Proposal for Re-imagining and Expanding

As reflected in the CSWG's "Proposal for Re-imagining and Expanding" (Attachment #2), the CSWG is requesting increased funding from the County and the City for additional staffing and programming support. The detailed proposal is available as Attachment #2 to this item. The following provides a summary of how the CSWG would utilize these additional funds:

- **Increased Staffing Support:** Including the hiring of an Executive Director of the CSWG, increasing the salary of the existing Executive Director of the Oasis Center, and the hiring of additional administrative staff;

- **Expanded Research Capacity:** To support the CSWG's review, refinement, and update of the 142 recommendations the CSWG has previously implemented since 2013; the development of new policy and program recommendations and outreach and advocacy educational material; and development of supplemental information related to women for the Leon County Sheriff's Office Anatomy of a Homicide Report;
- **Development of Digital Resources:** Including the development of a "Well-Being Indicator" digital dashboard to measure the well-being for women and girls in the six dimension areas of (1) Health & Development, (2) Safety, (3) Education, (4) Employment & Earnings, (5) Economic Security, and (6) Political Equity; the development of a digital resource library through the CSWG website, and a web-based calendar of events related to women and girls; and
- **Additional Programming and Engagement:** Including an "Empowerment Summit for Women & Girls" to be hosted bi-annually to engage the community on issues related to women and girls and provide opportunities for women and girls to attend relevant workshops and engage community partners; hosting of quarterly meetings with organizations and agencies that serve women and girls to increase awareness of available resources, increase coordination, collaboration, and information sharing, and hosting focus groups for the development of a strategic plan.

Should the Board approve the requested funding increase, adequate funding is available in the General Fund contingency account from the current year's budget in the amount of \$48,750, to be carry-forward and supplemented with the County's commitment of \$20,000, as previously approved by the Board, to provide a total of \$68,750.

It should be noted that unlike the one-time allocation of \$70,000 to support the initial startup of the Council on the Status of Men and Boys recently approved by the Board, there will be a recurring budgetary impact associated with the CSWG's increased funding request in the development of future year budgets. As noted previously, future year funding for the CSMB is anticipated to be supported through other funding sources such as colleges and universities, state agencies, federal and state grants, and private funding sources to support ongoing operating needs. Furthermore, while the CSWG's charge is to provide policy recommendations related to issues that affect women and girls in the community, the charge of the CSMB is much broader in relation to addressing the underlying causes of violence and reducing homicides and nonfatal shootings in Leon County. As outlined in the CSMB charter, among the CSMB's responsibilities include conducting individual assessments of men and boys at risk for becoming a victim or perpetrator of violence; coordinating the provision of the direct services and contributing resources to address identified gaps in services; and data collection and evaluation to guide evidence-based prevention and intervention efforts related to addressing factors associated with violence.

While the City Commission was anticipated to consider the CSWG's increased funding request at their recent budget workshop on May 18, 2022, the City Commission voted to postpone the request for consideration at its June 8, 2022 budget workshop. Accordingly, the County Administrator will provide an update on the City's actions to the Board during its consideration of this item at the June 14th Board meeting. Should the County and City Commissions approve the CSWG's increased funding request, the joint County-City Agreement with the Oasis Center to

provide administrative support to the CSWG (Attachment #3) would need to be updated to reflect the increased funding commitment. If the Board should approve the CSWG's request, this item recommends the Board authorize the County Administrator to work with the City in executing a revised agreement with the Oasis Center subject to legal review by the County Attorney. The revised agreement and associated funding commitment would be executed to be effective in alignment with the start of the FY 2023 budget year.

Options:

1. Approve the Tallahassee-Leon County Commission on the Status of Women and Girls (CSWG) increased funding request and the associated Budget Amendment in the amount of \$48,750 from the current year budget (Attachment #1), and authorize the County Administrator to coordinate with the City of Tallahassee to execute a revised Agreement with the CSWG for the County and City to each provide \$65,750 annually to the CSWG for administrative and programming support, subject to legal review by the County Attorney.
2. Do not approve the Tallahassee-Leon County Commission on the Status of Women and Girls' increased funding request.
3. Board direction.

Recommendation:

Option #3 – Board direction

Attachments:

1. Budget Amendment Request
2. CSWG's Proposal for Re-imagining and Expanding
3. Agreement with the Oasis Center for Women and Girls for administrative support
4. April 24, 2018 Budget Workshop Annual Review of Outside Agency Contracts for Services

FISCAL YEAR 2021/2022 BUDGET AMENDMENT REQUEST

No: BAB22031
Date: 5/19/2022

Agenda Item No: _____
Agenda Item Date: 6/14/2022

County Administrator

Deputy County Administrator

Vincent S. Long

Alan Rosenzweig

Request Detail

Revenues

| <i>Fund</i> | <i>Org</i> | <i>Account Information</i> <i>Acct</i> | <i>Prog</i> | <i>Title</i> | <i>Current Budget</i> | <i>Change</i> | <i>Adjusted Budget</i> |
|-------------|------------|---|-------------|--------------|-----------------------|---------------|------------------------|
|-------------|------------|---|-------------|--------------|-----------------------|---------------|------------------------|

Subtotal:

Expenditures

| <i>Fund</i> | <i>Org</i> | <i>Account Information</i> <i>Acct</i> | <i>Prog</i> | <i>Title</i> | <i>Current Budget</i> | <i>Change</i> | <i>Adjusted Budget</i> |
|-------------|------------|---|-------------|---|-----------------------|---------------|------------------------|
| 001 | 990 | 59900 | 599 | General Fund Contingency | 120,000 | (48,750) | 71,250 |
| 001 | 115 | 58248 | 513 | Commission on the Status of Women and Girls | 20,000 | 48,750 | 68,750 |
| Subtotal: | | | | | | - | |

Purpose of Request

This budget amendment appropriates \$40,000 to support increased staffing and programing support for the Tallahassee-Leon County Commission on the Status of Women and Girls.

Division/Department
0202/02

Roshaunda Bradley, Budget Manager

Scott Ross, Director, Office of Financial Stewardship

Approved By:

Resolution ☐

Motion ☒

Administrator ☐

| BUDGET "OPERATING" CONTINGENCY RESERVES | | | | |
|---|------------------|----------------|--|------------------------------------|
| CONTINGENCY FUND UPDATE (FY 2021/22) | | | | |
| | | | GENERAL FUND 001-990-59900-599 | Beginning Balance: \$200,000.00 |
| No. | APPROVAL DATE | AGENDA DATE | AMENDMENT TITLE | BALANCE |
| 1 | 18-Oct-21 | 9-Nov-21 | Hosting of Mental Health Outreach Events within 32304 Neighborhoods | \$10,000 |
| 2 | 8-Feb-22 | 8-Mar-22 | Establishment on the Commission on the Status of Men and Boys | \$70,000 |
| 3 | 8-Mar-22 | 14-Jun-22 | <i>Additional funding for Dr. Martin Luther King Celebration event</i> | <i>\$1,500</i> |
| 4 | 8-Mar-22 | 14-Jun-22 | <i>Additional funding for Soul Santa event</i> | <i>\$6,000</i> |
| 5 | 8-Mar-22 | 14-Jun-22 | <i>Increased Funding Request from the Tallahassee-Leon County Commission on the Status of Women and Girls</i> | <i>\$48,750</i> |
| 6 | 10-May-22 | 14-Jun-22 | <i>Real Estate Option Agreement Related to Lake Hall School Preservation Efforts</i> | <i>\$20,000</i> |
| <i>Bold, Italic items are pending Board Approval</i> | | | | |
| USAGE TO DATE (TOTAL AMENDMENTS) | | | | <u>\$156,250.00</u> |
| ENDING BALANCE | | | | 43,750.00 |
| END BALANCE AS % OF BEGIN BALANCE | | | | 22% |
| USAGE BALANCE AS % OF BEGIN BALANCE | | | | 78% |

The Tallahassee/Leon County Commission on the Status of Women & Girls¹ **CSWG 2.0: Proposal for Re-imagining and Expanding²**

I. Summary

The Tallahassee/Leon County Commission on the Status of Women & Girls (CSWG) and The Oasis Center for Women & Girls are requesting an increase in funding from both the City of Tallahassee and Leon County of \$68,750 each. The additional funds will enable the CSWG 2.0 to provide tangible, measurable outcomes on the changes in women's lives using six dimensions of well-being for women: (1) Health & Development, (2) Safety, (3) Education, (4) Employment & Earnings, (5) Economic Security, and (6) Political Equity, and then publish an annual Well-Being Indicator for women and girls living in Leon County.

The CSWG will impact positive change using research to craft policy and program recommendations, develop educational material to help with outreach and advocacy, and collaborate to forge strategic partnerships. CSWG 2.0 will enable the CSWG to lead more effectively by providing full-time and increased staffing, programming support, event funding, research support, and more, as outlined below. In addition, the CSWG will review, refine, and update the 142³ recommendations they've previously made to improve the lives of women and girls in Tallahassee/Leon County.

These improvements are necessary in order to provide increased service to the Tallahassee City Commission and the Leon County Board of County Commissioners, and in turn, improve the lives of women and girls as well as the overall quality of life in our community.

II. The Why

When women thrive, their families and community prosper. Yet despite decades of progress in job opportunities, earnings, and political leadership, women still face persistent barriers to attain economic security, safety from gender motivated violence, physical and mental health care, and representation in elected positions. The economic, health, safety, and leadership disparities are particularly acute for women of color (who face the compounding effects of racism and sexism), women with disabilities, LGBTQIA+ women, and other marginalized groups who face discriminatory practices unique to them. The COVID-19 health and economic crisis has only exacerbated these inequalities, thereby endangering the progress some women have been able to achieve in their workplace, home, and community.

III. History

In April of 2011, The Leon County Board of County Commissioners (County) established the Leon County Commission on the Status of Women and Girls as an advisory committee. In March of 2013, the City of Tallahassee (City) joined the County and created the new Tallahassee/Leon County Commission on the Status of Women & Girls (CSWG)⁴. By jointly establishing and funding the CSWG, the City and County took a strong stand in support of women and girls in our community. For the past 11 years, both the City and County have annually reaffirmed their support.

¹ All references to 'women and girls' include gender-expansive individuals (cis women and girls, trans women and girls, nonbinary individuals, gender-nonconforming individuals, genderqueer individuals, and any women or girl identified individuals).

² Oasis and the CSWG invited all former and current CSWG Commissioners, the Oasis board of directors and staff to begin working on this reimagining of the CSWG. This was followed by a smaller group that utilized the information gathered and began to outline a plan. This plan was drafted by the CSWG and Oasis leadership and approved by unanimous vote by both the CSWG and the Oasis Board of Directors.

³ See page 7 for a list of the recommendations.

⁴ See page 13 for the March 2013 Joint Resolution.

The 2013 Joint Resolution states, in part: *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 challenge that face our female citizens to best equip women and girls with the knowledge, skills, and equal access to reach for the promise of tomorrow.*

The resolution further states the CSWG shall have as its goal the promotion of awareness of 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.

The City and County charged the CSWG with the “responsibility of providing input and recommendations, as needed, on approaches with which to address issues affecting women and girls.”

II. The Commissioners

The CSWG is composed of twenty-one commissioners who volunteer their time. Fourteen of the commission seats are appointed by City and County Commissioners. The remaining seven seats are filled by the CSWG and ratified by the City and County.⁵ Terms are for two years, and commissioners may be reappointed for two additional terms, not to exceed three consecutive terms, or six years. The CSWG is governed by bylaws approved by the body and by both the City and County.⁶ To date, ninety-two women have served as commissioners.

III. The Oasis Center for Women & Girls (Oasis)

The Oasis Center, a leading organization in the community on issues affecting women and girls, provides all administrative support to the CSWG. The County and City each provide funding in the amount of \$20,000 for these services. As approved by the Board in 2011, one-half of the County’s funding (\$10,000) is provided to the Oasis Center specifically for research and development support to the CSWG. By contracting with Oasis for administrative support, this staffing model facilitates collaborative development, with input from related organizations, of research and policy recommendations that address the unique needs of women and girls in the community.

IV. Structure

The CSWG utilizes a committee structure to accomplish its work. The scope of the committees has changed over the years but has centered around economic security, education, health, development, violence and safety, girls, crime, and justice. In addition, the CSWG has an Organizational and Bylaws Committee focused on the operational aspects of the CSWG and is composed of the Chair, Vice-Chair and Committee Chairs.

V. CSWG 1.0

For more than 11 years, the CSWG has researched, identified inequities in practices and conditions that affect women and girls, and made recommendations to address inequities. Established as an Advisory Committee in 2011 in Leon County and in 2013 as a joint City/County effort, the CSWG first tackled the almost total lack of consolidated and local information available to answer the question ‘what is the status of women and girls in Tallahassee/Leon County?’. The amount of research the CSWG has compiled and produced on a wide array of issues such as maternal health, sexual violence, workplace violence, crime and women and girls and much more is provoking and has led to the CSWG making 142 recommendations on policies, practices, or actions that could improve the lives of women and girls in our community.

⁵ See page 18 for a complete list of CSWG Commissioners since 2011.

⁶ See page 19 for a copy of the current Bylaws.

Annual Reports⁷: Since 2012, the CSWG has provided the City and County with annual reports detailing the status of women and girls in Tallahassee/Leon County. Each of these reports is important, unique, novel in its research, and all have made intentional recommendations aligning with gaps or needs. Moreover, each report compiles data from multiple sources to provide an overall depiction of issues impacting the lives of women and girls.

IX. Challenges and Opportunities

Data and information about the status of women and girls in Tallahassee/Leon County were woefully inadequate prior to the creation of the CSWG, and it is appropriate that the first chapter of its work was focused on gathering reliable information and data.

A challenge for the CSWG has been limited funding, which currently only allows for one part-time coordinator position. Part-time positions largely attract college students, and while there have been outstanding coordinators, the turnover of staff prevents long-term strategies and seriously limits the CSWG's ability to nurture and maintain strong partnerships. While the volunteer commissioners are hardworking and dedicated, increased professional staff is necessary to move the CSWG to the operating level required to expand its reach and increase its outcomes.

Lack of consistency from year to year and the inability to move recommendations to action are identified by both current and former commissioners as the greatest challenges for the CSWG. Adequate staffing is key to addressing these challenges.

Additional stakeholders must be consulted, engaged, and undertake mutual ownership in addressing the issues facing women and girls. Inclusion of and engagement by community members, not just agencies and organizations, is critical.

There are ninety-two former CSWG commissioners who are being underutilized. Many of them have expressed a strong willingness to work with the CSWG, yet appropriate staffing is needed to organize these efforts.

IX. CSWG 2.0

In April 2022, The CSWG and Oasis convened two meetings to discuss the future of the CSWG and reimagine its future. Both meetings involved current and former CSWG commissioners, as well as staff and board members of The Oasis Center for Women & Girls. The draft of this plan was then presented to The Oasis Center for Women and Girls' Board of Directors at their meeting on April 22, 2022, and the full CSWG at their meeting on April 29, 2023. Both the CSWG and the Oasis Board of Directors unanimously and enthusiastically approved this plan.

The goal of the CSWG 2.0 will be to regularly assess gender equity and measure the wellbeing of women and girls locally and to provide leadership through research, policy and program development, education, outreach and collaboration, advocacy, and strategic partnerships. We anticipate these efforts will direct the work of the CSWG for several years.

Changes that are necessary to meet these outcomes are:

Update, refine, and prioritize the 142 recommendations, develop strategies to address them, make policy recommendations, and convene interested parties to produce results.

⁷ Visit the CSWG website to review the annual reports. <https://tallahasseeleoncswg.com/research-publications>

Expand staffing to include a full-time Executive Director and a part-time administrative support position. Oasis, in partnership with the CSWG, will hire a full-time skilled leader/manager to serve as Executive Director and who will oversee the administrative needs of the CSWG, identify and engage stakeholders, monitor, evaluate, and report about the CSWG's activities and outcomes; organize the annual summit, town hall meetings, listening sessions, maintain an active website including dashboard (see outcomes below), supervise interns, expand the research capacity of the CSWG, strengthen the CSWG's relationships with the City and County; expand the involvement of the CSWG commissioners in supporting the work of the City and County. There will be a part time administrative support person whose responsibilities will include recording and transcribing minutes, maintaining the website, and conducting research.

Restructure Committees to be more closely aligned with the six dimensions of women and girls' wellbeing in our community, including (1) Health & Development; (2) Safety, (3) Education, (4) Employment & Earnings; (5) Economic Security; and (6) Political Equity, as well as subcommittees on topics such as Single Mothers, Housing & Homeless, Maternal Health, Sexual Violence, etc., or a similar structure.

Expand membership of committees to include former CSWG commissioners, direct service organizations, and experts from FAMU, FSU, and TCC working on those issues, such as Whole Child & the Leon County Health Department, Refuge House, Survive and Thrive Advocacy Center, the Domestic Violence Coordinator Committee, Leon County School District, Big Bend Minority Chamber, Oasis, Pace Center for Girls, Big Bend Homeless Coalition, She Academy, LCSO, TPD, and many more.

Develop a strategic plan guiding the work and priorities of the CSWG for 1-3 years, including the development of performance indicators and other metrics to evaluate, analyze, and measure defined goals and desired outcomes. Planning will include focus groups with diverse women and girls and involvement of both City and County staff.

Coordinate Continuum Connection with Women & Girl Serving Organizations: The CSWG 2.0 will host quarterly meetings with organizations and agencies that serve women and girls to increase awareness of available resources, increase coordination, collaboration, and information sharing. The CSWG 2.0 will utilize these meetings to share key findings from its research.

Organize an Empowerment Summit for Women & Girls: CSWG 2.0 will develop and host a bi-annual summit. The goal is to educate the community about issues and solutions important to women and girls, as well as provide an opportunity for women and girls to attend relevant workshops and connect with community partners.

Develop a Digital Dashboard Measuring the Wellbeing of Women & Girls Lives: CSWG 2.0 will create a tool that measures the six dimensions of women and girls' wellbeing⁸ using data from available sources, such as state agencies, law enforcement, the school district, providers, etc. to highlight current information. Each dimension will be composed of indicators that have been standardized and combined to create dimension scores, on a scale from zero to 100. The six-dimension scores will be combined to create an overall Women's Well-Being Index score for Tallahassee/Leon County. The CSWG 2.0 will approach the Jim Moran Center, the local colleges of Economics and other local university professors and/or students to create this dashboard. This Wellbeing Indicator will be a very useful tool to measure the effectiveness of efforts over time.

⁸Health & Development, Safety, Education, Employment & Earnings, Economic Security, and Political Empowerment.

Digital Resource Library: CSWG 2.0 will create a library of articles available on their website. The Articles will be categorized by key topic areas, and available to all citizens who are looking for articles about women and girls. The digital article Library will also be linked to other article libraries throughout the web. The goal is to have an extensive resource for the community as well as the nation.

Resource Development: The Executive Director will work with CSWG commissioners and Oasis to identify potential sources of funding for the work of CSWG 2.0, including foundations, individual donors, and state and federal funding. A key priority will be identifying additional funding for the Digital Dashboard and Wellbeing Indicator and the bi-annual summit.

Community Calendar of Events: The CSWG 2.0 will work with a web designer to develop a web-based community-wide calendar of events related to women and girls.

Research and Provide Supplemental Information in Relation to the Anatomy of a Homicide Report. The CSWG will work with the Leon County Sheriff's Office and other partners to identify data related to women and girls and homicides in Leon County. This complementary supplement to the Anatomy of a Homicide Report will review the role that women play in the lives of the men who commit homicides, as mothers, girlfriends, and victims, as well as women as perpetrators of homicide.

Regular, On-Going Work: The CSWG 2.0 will continue hosting issue-oriented events, town halls and listening sessions, schedule regular meetings with City and County Commissioners and staff and produce a midyear and annual report of activities and outcomes.

X. Budget

| Description | CSWG 2.0 | Current CSWG |
|---|-------------------------------|-----------------|
| Personnel (CSWG Executive Director \$82,500 including benefits; Oasis Executive Director (supervision, contract responsibility, expertise, facilitation) \$12,000; Administrative Support @ 20 hrs./week x \$15/hour = \$18,500 including benefits) | \$112,500 | \$28,500 |
| Operating Expenses (rent, communication, utilities) | \$5,000 | \$4,300 |
| Liability Insurance (property, professional liability) | \$1,000 | \$1,000 |
| Events (Public Hearings, Town Halls, Provider Meetings, Annual Meeting, etc. room rental, fees and babysitting and food for attendees) | \$3,500 | 0 |
| Committee Activities | \$1,000 | \$450 |
| Supplies | \$1,650 | \$200 |
| Equipment | \$600 | \$600 |
| Professional Services (Accounting, bookkeeping) | \$1,000 | \$750 |
| Mileage Reimbursement | \$500 | \$0 |
| Staff training | \$500 | \$280 |
| Graphic Design, Printing | \$1,500 | \$1,500 |
| Algorithm Development/Website/Dashboard Programming/Design | \$10,000 ⁹ | 0 |
| Strategic Planning, Annual Retreat, New Commissioner Orientation | \$2,500 | \$1,000 |
| Misc. Expenses (social media ads for events, plaques for service, etc.) | \$250 | \$700 |
| Food at meetings | \$0 | \$720 |
| Total | \$141,500¹⁰ | \$40,000 |

⁹ Two-year expense to develop algorithm, design website and maintenance thereafter.

¹⁰ \$68,750 each from the City and County + \$4,000 in donations received in 2022.

ATTACHMENTS

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| 4. Bylaws | 17 - 24 |

| Tallahassee/Leon County Commission on the Status of Women and Girls | |
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| Listing of Recommendations, 2013 to 2021 | |
| 2013-2014 | The CSWG, in partnership with the City, the County, and others as needed, should build awareness of women's economic security challenges, including localized data measures that verify the need for local reforms. |
| 2013-2014 | The City and County should increase funding for services for individuals who are economically insecure – particularly women and children. |
| 2013-2014 | The CSWG, in partnership with the City, the County, and others as needed, should build awareness of women's economic security challenges, including localized data measures that verify the need for local reforms |
| 2013-2014 | The CSWG should partner with Florida A&M University (FAMU), Florida State University (FSU), and Tallahassee Community College (TCC) and others to examine ways high costs of childcare and lack of reliable transportation negatively affect the ability of women to enter and remain in the workforce and offer suggestions for ways this can be addressed. |
| 2013-2014 | The CSWG should establish an awards program recognizing efforts within the community that advance and support women in the workplace and promote greater economic security for women. |
| 2013-2014 | The Economic Development Council of Tallahassee/Leon County and others in the community who promote economic development should make it a top priority to assist employers in creating jobs that pay living wages and where gender pay disparity is reduced and eliminated. |
| 2013-2014 | Non-profits, the business community and others in the community who care about economic security should campaign to advocate for a local living wage ordinance. |
| 2013-2014 | The CSWG should review data from the first CSWG report on wages of men and women to point out wage inequalities and provide a break them into pay ranges. This can include describing current wage information and compare profit and non-profit jobs. |
| 2013-2014 | The 2014-2015 CSWG should have a poverty committee to specifically examine how poverty impacts women and girls. |
| 2013-2014 | Public and private schools and appropriate community-based organizations should be encouraged to educate youth about wage realities, using social media, schools, and community outreach, including educating girls about how their choices affect their future economic success and security. |
| 2013-2014 | The City and County should increase funding for services for individuals who are economically insecure – particularly women and children. |
| 2013-2014 | The City and County should spearhead programs and initiatives to promote and provide financial assistance for survivors of domestic violence, sexual assault, dating violence, stalking, and trafficking to allow for a transition to greater economic independence and security. |
| 2013-2014 | Stakeholders such as the City, the County, and the local institutions of higher learning should work together for a public service announcement ("PSA") to publicize educational HIV/AIDS and STI prevention and treatment material in various sources – newspaper, billboards, public service ads on television, experts on local talk shows. |
| 2013-2014 | Projects like 95210 Eating the Rainbow should continue, and the City and County should support expansion of, food, nutrition and physical fitness programs that deliver direct services in a holistic and practical way so that infant mortality and other health care-related harms plaguing our area, particularly in documented "food deserts," can be addressed and so reduced. |
| 2013-2014 | In order to bring nearly 60% of Leon County's uninsured population into coverage, the State of Florida should accept the federal funding available to expand its Medicaid program under the ACA. |
| 2013-2014 | The City should consider passing resolutions in support of Medicaid expansion in Florida |
| 2013-2014 | The Florida Department of Health should reconsider its decision to prohibit federal Navigators from operating within County Departments of Health. |
| 2013-2014 | The City and County should include information regarding ACA enrollment on their respective websites, along with contact information. |
| 2013-2014 | The City, the County, health care providers, researchers and any agency that is a contact point for women and girls in the area of health should take into account the impact that race and poverty has on the ability of women and girls, over their lifespans, to obtain health care and live healthy lives. |
| 2013-2014 | Stakeholders such as the City, the County, and the local institutions of higher learning should work together for a public service announcement ("PSA") to publicize educational HIV/AIDS and STI prevention and treatment material in various sources – newspaper, billboards, public service ads on television, experts on local talk shows |
| 2013-2014 | Stakeholders such as the City, the County, and the local institutions of higher learning should work together to create a public service announcement (PSA) aimed at citizens to raise awareness of local HIV testing sites and available resources on HIV prevention. This could include referring citizens to CDC prevention programs – looking on the website for a list for initiatives, utilizing condom distribution programs, and noticing ongoing educational behavioral programs. |
| 2013-2014 | The Leon County Health Department should distribute material for HIV Evidence based programs via the CDC. |
| 2013-2014 | The Leon County Health Department should increase free condom accessibility (barber shops, night clubs, homeless shelters, social service providers, etc.) |
| 2013-2014 | The CSWG should consider establishing the Health Committee as a standing Committee of the CSWG. Assuming the Health Committee is established as a standing Committee of the CSWG, next year, the Health Committee should consider focusing a portion of its efforts on partnering to track the impacts on women's and girls' health that the ACA may have and evaluating the link between utilization of the ACA available services and reducing cancer rates among women and girls in Leon County. |
| 2013-2014 | Assuming the Health Committee is established as a standing Committee of the CSWG, next year the CSWG should collaborate with local mental health service providers to conduct an in-depth analysis, spanning at least two years, to meaningfully assess the ways in which mental health issues are affecting women and girls in Leon County. Such collaboration may include undertaking an evaluation of existing programs and policies to enable the CSWG to make advisory recommendations |
| 2013-2014 | Health care providers, organizations serving women and girls, and outreach organizations such as Whole Child Leon and Capital Area Healthy Start, should deploy effective prevention efforts and nutritional interventions to women and girls well before conception, especially for those women at greatest risk for poor pregnancy outcomes, as well as to assist women with needed nutritional and holistic care between pregnancies. |
| 2013-2014 | Health care providers throughout Leon County who see women and girls should ensure that their standards of care include best practices noted in the health care section. Institutions of higher learning in Tallahassee should aid local health care providers of women and girls in developing culturally relevant and sensitive information to include in the provision of care. |
| 2013-2014 | Leon County Schools and the Superintendent should evaluate school curriculum and programming to determine how effectively current curriculum addresses the areas of age-appropriate sex and health education, family and consumer science (formerly known as home economics), and physical education for all students, from Kindergarten through 12th grade. The Leon County schools should consider curriculums at all grade levels to include healthy living education, stress the role of physical fitness, of healthy eating habits, of tools for mental health and stress reduction and other whole body health measures. |

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| 2013-2014 | Leon County Schools and the Superintendent should make physical health and nutrition a focus in the public schools and enhance programs, community partnerships and incentives for participation in such programs. The programs should include students and their parents as poor exercise and diet negatively impacts the ability to learn, including test scores and other educational indicators and should include a whole family approach. |
| 2013-2014 | The CSWG and local Chambers of Commerce should collect and distribute information on promising practices and examples of workplaces successfully promoting work/life balance; also those that advance and promote women's leadership. |
| 2013-2014 | The CSWG should host and/or partner with the City, County, local chambers of commerce, local institutions of higher learning, women's organizations and all other community groups to host a Summit to focus on women's economic security issues, at least every two years. |
| 2013-2014 | The CSWG should partner with others in the community, act as a clearinghouse to collect, and promote model practices on gender diversity in the workplace, and distribute research on the benefits of diversity to employers in our area, particularly showing how diversity makes for a stronger organization and better "bottom line." |
| 2013-2014 | The Economic Development Council of Tallahassee/Leon County and others in the community who promote economic development should make it a top priority to assist employers in creating jobs that pay living wages and where gender pay disparity is reduced and eliminated. |
| 2013-2014 | Key community stakeholders, including coalitions and coordinating agencies, the City, the County, law enforcement agencies, judicial sector agencies, institutes of higher education, health professionals, social and economic service agencies, and victim service providers, should collaborate on a comprehensive public awareness campaign that emphasizes that every individual, organization, business and government entity has a role in reducing violence against women and girls. |
| 2013-2014 | Local non-profits should work to develop a shared protocol for services to victims of sexual and domestic violence. The protocol should include common data/information collection, appropriate releases, and confidentiality protections to help victims who report crimes and seek assistance so that they are not re-victimized by having to tell their stories repeatedly and so that they are not forced to go to multiple venues to obtain services. |
| 2013-2014 | Local institutions of higher learning should collaborate on a public awareness campaign regarding the incidence and prevalence of rape on campus with a focus on developing responses and a climate that promotes respectful relationships, and supports help for victims. |
| 2013-2014 | The City and County should continue to implement their newly adopted policies on domestic and sexual violence and stalking by providing ongoing information to all employees, contractors and vendors regarding the policy, and developing and instituting regular training on the topic. |
| 2013-2014 | In recognition of the impact of violence and the workplace (such as statistics demonstrating victims' loss of work days due to domestic violence, voluntary and involuntary termination of employment, etc.), the City and County and local Chambers of Commerce should publicize statistics regarding that impact. |
| 2013-2014 | Local law enforcement agencies, Leon County Schools, the City, the County, Tallahassee Memorial Hospital, Capital Regional Medical Center, the FSU College of Medicine, Refuge House, and other organizations to identify appropriate resources for professional and staff education that reflect the most up-to-date information about factors that contribute to violence against women and girls, effective prevention strategies and appropriate service responses for individuals who have experienced violence. |
| 2013-2014 | TCC should complete the development of its comprehensive workplace violence policy and begin implementation in 2014. |
| 2013-2014 | The CSWG should encourage and offer assistance to FSU, FAMU, and other institutions of higher learning to help them develop and implement policies on domestic violence, sexual assault, and stalking. |
| 2013-2014 | The CSWG should advocate for passage of both City and County ordinances declaring domestic and sexual violence to be a human rights concern and asserting that freedom from domestic and sexual violence are fundamental rights that should be protected. |
| 2013-2014 | The CSWG should work with the newly formed anti-human trafficking coalition, where relevant to establish a common understanding on how the number of local human trafficking cases will be defined and tracked and how human trafficking awareness and prevention efforts will be taking place in our area. |
| 2013-2014 | The CSWG should work with law enforcement agencies, the Office of the State Attorney, and local service providers to establish a common understanding on how the number of local cases of stalking and human trafficking will be defined and tracked. |
| 2013-2014 | The CSWG should focus on the gap between the number of sexual battery cases reported to law enforcement and the successful prosecution of these cases, including hosting public hearings and interviewing key informants on this topic in order to develop strategies to close this gap. |
| 2013-2014 | The Big Bend Anti-Bullying Task Force and the CSWG should work collaboratively to identify gender-specific data related to bullying that should be collected by the Leon County School Board and urge the School Board to include that data in its annual reporting process. |
| 2013-2014 | The City and County, in collaboration with the local Chambers of Commerce, should develop public-private partnerships to educate employees and leadership/management about the importance of domestic violence, sexual assault, and stalking policies. |
| 2013-2014 | The CSWG, together with the Girls Services Coalition, should create capacity-building initiatives for girls' service providers in several areas (e.g., negotiation skills, anti-bullying/anticyber bullying, mentor selection and training, and collaboration among girls for usage with peers and adults). |
| 2013-2014 | The CSWG should continue funding and supporting the Girls Services Coalition, until it becomes self-sustaining. |
| 2013-2014 | Because public misunderstanding about the ACA remains high, the City and County should support additional community events and public forums throughout the next year in order to help citizens adjust to the law and determine the best course of action for themselves and their families. |
| 2013-2014 | The CSWG should serve as a catalyst to encourage local stakeholders, including but not limited to the FSU College of Medicine, Capital Area Healthy Start Coalition, and Whole Child Leon, to endorse and provide resources for its Pre-Conception Health Conferences, one series for health care providers and another for women in our community, which should be held at least annually. |
| 2013-2014 | The City, the County, and others as needed, should work to collect demographic data on transgender members of the community in an effort to have more comprehensive and inclusive discussions around issues that may be associated with gender identity. |
| 2013-2014 | The CSWG and local Chambers of Commerce should collect and distribute information on promising practices and examples of workplaces successfully promoting work/life balance; also those that advance and promote women's leadership. |
| 2013-2014 | The CSWG, local Chambers of Commerce, the City, and the County should share information widely in the community about challenges facing working parents, especially women. |
| 2013-2014 | Local media, the City, the County, and anyone who works on issues relating to those who are at the lower ends of the economic spectrum should reexamine the message we send about poverty and homelessness to address how society blames and stigmatizes those of low wealth status. |

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| 2013-2014 | The CSWG, City, County, and any others who address economic inequality, should create mainstream messaging to emphasize "quality of life" vs. "poverty." |
| 2013-2014 | The CSWG should host and/or partner with the City, County, local Chambers of Commerce, local institutions of higher learning, women's organizations and all other community groups to host a Summit to focus on women's economic security issues, at least every two years. |
| 2013-2014 | The CSWG should partner with others in the community to act as a clearinghouse to collect and promote model practices on gender diversity in the workplace and distribute research on the benefits of diversity to employers in our area, particularly showing how diversity makes for a stronger organization and better "bottom line." |
| 2013-2014 | The CSWG should work with Leon County Schools and other organizations to educate young people on the benefits of a diverse workplace. |
| 2013-2014 | The CSWG should create a recognition program that honors diverse workplaces in the community |
| 2013-2014 | The CSWG, in collaboration with local Chambers of Commerce, should collect and publish ways employers can make workplaces more family-friendly. |
| 2013-2014 | In order to share existing resources and link people working on developing workplace policies and practices related to domestic violence, sexual assault, and stalking, the City and County, in conjunction with The Oasis Center for Women & Girls, should develop a depository of policies, practices and available technical assistance. |
| 2013-2014 | The City and County, in collaboration with Refuge House and the local Chambers of Commerce, should develop public-private partnerships to educate employees and leadership/management about the importance of domestic violence, sexual assault, and stalking policies. Trainings should address economic costs of dealing with victims in the workplace, address opportunities in working with victims and perpetrators in the workplace, and engage men in the dialogue about these issues. |
| 2013-2014 | The CSWG should explore available federal and state government-sponsored tax incentives for small businesses providing employee benefits and distribute that information through media outlets and local Chambers of Commerce to encourage and promote the provision of benefits to employees. |
| 2013-2014 | Employers, the Leon County Health Department, the City, the County, the Leon County Workplace Wellness Coordinator, and local Chambers of Commerce should collect and analyze data to better evaluate the success of workplace wellness programs in helping improve women's health. |
| 2013-2014 | The City and County should collect and analyze data regarding gender, race/ethnicity, income, and other key variables impacting employees' health to better evaluate and address health-related needs of people in workplace settings. |
| 2013-2014 | The CSWG, in partnership with the local Chambers of Commerce and the Economic opportunities for women to grow professionally and personally. Specifically, these entities should collaborate to create a women's curriculum to learn important aspects of business that lend to the success of entrepreneurship. |
| 2013-2014 | The CSWG, in partnership with local Chambers of Commerce, Economic Development Council of Tallahassee/Leon County, the City, and the County should support women being informed and empowered by taking advantage of training, resources, and technology, including reaching out to part-time workers to help them grow and advance. One potential strategy is to hold workshops that reach diverse residents from all walks of life (with childcare provided) and training about basic business practices, then practicing what is learned, including negotiation skills |
| 2013-2014 | The CSWG, in partnership with local Chambers of Commerce, should examine potential collaborations between businesses and organizations to promote entrepreneurial women. |
| 2013-2014 | The CSWG, in partnership with local organizations, such as United Way of the Big Bend, the Oasis Center for Women & Girls, local Chambers of Commerce, and Leon County Schools, should promote programs that provide financial literacy training and credit counseling for lower-wage employees. |
| 2013-2014 | The City, the County, local Chambers of Commerce, and Leon County Schools should help expand ways for women and girls to become financially literate and to build credit independent of their spouses, parents, and/or significant others. |
| 2013-2014 | Local Chambers of Commerce, in collaboration with local banks, should provide resources and training on business planning that include retirement and ways women can best plan for the future. |
| 2013-2014 | The Girls Services Coalition should develop and host a speaker's bureau made up of women who are willing to make presentations and mentor and sponsor young girls; the list should be available to groups that serve girls via the Internet or a website. |
| 2013-2014 | The CSWG and local Chambers of Commerce should encourage private businesses to develop and fund internships for girls in science and technology and develop a program to expose girls to women who are active in these fields to envision what is possible for them to achieve. |
| 2013-2014 | The Girls Services Coalition should explore and improve the role of schools in shaping messages to girls – (1) those that help regarding expectations, and (2) those that provide successful, female role models. |
| 2013-2014 | Leon County Schools, TCC, FSU, and FAMU should partner, seek funding and create programs focused on girls in technology, so that girls can have greater opportunities to learn about and become involved in STEM-related areas, including summer technology programs, such as SciGirls summer camp. |
| 2013-2014 | The CSWG should study and recommend a location for a clearinghouse or repository of information on resources and options to involve girls in science and technology. |
| 2013-2014 | The CSWG should collect gender-specific data on STEM-related educational programs across all public schools, as well as course completion rates and college enrollment. |
| 2013-2014 | Businesses and organizations should be encouraged to partner with educational institutions to provide more internship opportunities for a broad range of female students, to allow them to gain valuable experience and shape future career choices |
| 2013-2014 | The Oasis Center for Women & Girls, in collaboration with the City and County, should create and maintain a community-interactive calendar of women- and girls related events. |
| 2013-2014 | The City and County should promote Women's History Month every March on their respective websites. |
| 2013-2014 | The 2014-2015 CSWG should be encouraged to continue analyzing City and County workplace data. |
| 2013-2014 | In all community actions and activities related to violence against women and girls, sensitivity to the unique needs of marginalized populations, such as women and girls of color; low-income individuals; and lesbian, gay, bi-sexual, transgender, queer and/or questioning (LGBTQ) women and girls should be considered. In order to minimize stigma, local education efforts should emphasize that violence affects women and girls of all races and socioeconomic conditions. |
| 2013-2014 | Key community stakeholders, including coalitions and coordinating agencies, the City, the County, law enforcement agencies, judicial sector agencies, institutes of higher learning, health professionals, social and economic service agencies, and victim service providers, should collaborate on a comprehensive public awareness campaign that emphasizes that every individual, organization, business and government entity has a role in reducing violence against women and girls. |

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| 2013-2014 | Local institutions of higher learning should collaborate on a public awareness campaign regarding the incidence and prevalence of rape on campus with a focus on developing responses and a climate that promotes respectful relationships, and supports help for victims |
| 2013-2014 | The CSWG should work collaboratively with the Office of the State Attorney, the Tallahassee Police Department, the Leon County Sheriff's Office, victim advocates, service providers, and employers to enhance training related to the issue of stalking, including the provisions of the law and the available resources in the community to respond to the issue. |
| 2013-2014 | The CSWG should closely monitor the incidence of stalking reported to the Florida Department of Law Enforcement by the Tallahassee Police Department and the Leon County Sheriff's Office to assess whether this crime is being properly investigated and reported. |
| 2013-2014 | Local service providers should work to develop a shared protocol for services to victims of sexual and domestic violence. The protocol should include common data/information collection, appropriate releases, and confidentiality protections to help victims who report crimes and seek assistance so that they are not re-victimized by having to tell their stories repeatedly and that they are not forced to go to multiple venues to obtain services. |
| 2013-2014 | The CSWG, in coordination with local victim service providers, law enforcement agencies, medical care providers, institutions of higher learning, legal assistance organizations, the City, the County, and concerned community members, should convene a working group to explore whether this area should work toward the establishment of a local Family Justice Center or other coordinating entity. |
| 2013-2014 | The CSWG should continue efforts to collect data on violence against women and girls and advocate for the development of a central data repository that crossreferences data from key sources. |
| 2013-2014 | The CSWG, in consultation with key stakeholders, should construct a profile of needed data, conduct a survey of providers to determine what is currently collected, and advocate for needed changes in data collection practices. |
| 2013-2014 | The CSWG should work collaboratively with those individuals at local institutions of higher learning who are conducting research regarding violence against women and girls to obtain additional data that may be useful in shaping public policy and improving services. |
| 2013-2014 | The City and County should continue to implement their newly adopted policies by providing ongoing information to all employees, contractors, and vendors regarding the policy, and developing and instituting regular training on the topic. |
| 2013-2014 | Using the policy adopted by Leon County as a model, other governmental agencies of Leon County government, including but not limited to Leon County Courts (2nd Judicial Circuit), Office of the Clerk of Courts, Property Appraiser, Leon County Schools, Office of the Sheriff, Health Department, Public Defender, State Attorney, Supervisor of Elections, and Tax Collector should review their personnel policies related to domestic violence, sexual assault, and stalking and adopt similar measures |
| 2013-2014 | The City and County should meet regularly to review how the policy implementation and training is proceeding. |
| 2013-2014 | The CSWG should work with Leon County Schools and local organizations serving girls to collect gender-specific information on bullying and to develop appropriate community responses to prevent bullying and reduce its negative impact on girls. |
| 2013-2014 | The CSWG should examine the significance of the changes in domestic violence fatalities and recommend appropriate strategies to retain a "zero" status for fatalities related to domestic violence. |
| 2013-2014 | The CSWG should initiate community-wide discussion about the importance of mentoring for girls of all ages and the necessity of providing adequate, genderspecific training for those mentors. |
| 2013-2014 | The Girls Services Coalition should begin working with the Big Bend Anti-bullying Task Force to assist in developing a community plan to counteract this difficult problem and to work together to create a more caring and supportive attitude among girls. |
| 2013-2014 | The CSWG, together with the Girls Services Coalition, should create capacity building initiatives for girls services providers in several areas (e.g., negotiation skills, antibullying/ anticyberbullying, mentor selection and training, and collaboration among girls for use with peers and adults). |
| 2013-2014 | The CSWG should encourage local stakeholders to develop data questions for local health care/medical providers with the intent of tracking the impacts of the ACA on women and girls locally, including whether the ACA leads to increased utilization of preventive medical services, decreases in any of the major health indicators; as well as what health care providers and the community can do to ensure target populations are receiving the information and care needed. |
| 2013-2014 | Because public misunderstanding about the ACA remains high, the City and County should support additional community events and public forums throughout the next year in order to help citizens adjust to the law and determine the best course of action for themselves and their families. |
| 2013-2014 | The City and County should consider providing continuing support to Capital Area Healthy Start for its FIMR Program. |
| 2013-2014 | The CSWG should consider holding public hearings aimed at understanding the best way to reach, communicate with and persuade various men's groups to promote and educate men's role and responsibility for family planning and for caring for and supporting pregnant women in their lives. |
| 2013-2014 | The Leon County Health Department should coordinate and collaborate with local organizations providing similar services to potential mothers, pregnant women and mothers with babies; pool resources; share information; and coordinate programs so that every woman in Leon County has the full range of services available to her, the support needed and has a personal medical home. |
| 2013-2014 | The CSWG should serve as a catalyst to bring great minds from the wide range of local academic institutions, including the FSU medical school, to collaborate on development of effective culturally competent approaches that should be utilized in education and patient care across the life span |
| 2013-2014 | The CSWG should serve as a catalyst to encourage local stakeholders, including but not limited to the FSU College of Medicine, Capital Area Healthy Start Coalition and Whole Child Leon, to endorse and provide resources for its Pre-Conception Health Conferences, one series for health care providers and another for women in our community, which should be held at least annually |
| 2013-2014 | The City and County should evaluate the formation of a children's services council (CSC) as a means of long-term investment in human capital that could be modeled after efforts in other Florida counties such as Palm Beach, Pinellas, St. Lucie, and Martin. |
| 2013-2014 | The CSWG should explore ways to provide the support necessary to create a women and girls health education website, which could be accessed through the CSWG website, which could serve as a one stop shop for all the services, information, contacts and other related information necessary to help women and girls obtain much needed health related support services in our community. |
| 2013-2014 | The CSWG should work with the Tallahassee Democrat to develop a newspaper supplement, and with local institutions of higher education for social media campaigns, which together support the goal of getting the community involved in sexual health education program planning for women and girls. The focus of such campaigns should be on high-risk populations. Programming must address the knowledge, attitudes, and beliefs of the community. |
| 2013-2014 | TCC & FAMU should obtain more data from the Leon County Health Department for their students so they may implement/develop a data analysis program related to student health. |
| 2013-2014 | Local institutions of higher learning and the Leon County Health Department should routinely utilize social marketing and education campaigns to facilitate knowledge of available services, prevention measures, etc. |
| 2013-2014 | The CSWG, as part of the ACA information disseminated, should include information regarding free and discounted services available for HIV and STI tests, prevention, treatments, etc. |

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| 2014-2015 | Increase focus on employment opportunities for women, including entrepreneurship and resources for women seeking job skill development |
| 2014-2015 | Enlarge public transportation service options to meet the needs of women and other low-income individuals to a greater degree |
| 2014-2015 | Add funding through the Community Human Service Partnership to expand services for women, children, and other individuals who are economically insecure |
| 2017-2018 | Extend financial education to girls starting in middle school to establish healthy financial habits early, and for women age 35-50 regarding retirement savings and investment options. |
| 2017-2018 | Examine potential strategies for employers to assist the workforce with childcare and educational opportunities to improve women's economic security. |
| 2017-2018 | Increase public awareness of and youth education for sexually-transmitted infections, including how transmission occurs, with risk and prevention factors. This represents an urgent need. |
| 2017-2018 | Disaggregate and map data layers as a standard practice to identify stress factors in neighborhoods. More localized data will help to show specific areas of need and potential for collaborative solutions. |
| 2017-2018 | Initiate collaboration between the CSWG and the group conducting the CSC needs assessment. |
| 2017-2018 | Establish partnerships to collect representative sample data on sexual violence to determine actionable prevention options. |
| 2017-2018 | Train municipal employees (utilities, parks) to recognize and report signs of human trafficking. |
| 2018-2019 | The City Commission and the Board of County Commissioners explore options for expanding civic participation in local government by providing childcare during public meetings. |
| 2018-2019 | The City of Tallahassee and Leon County governments collaborate with the CSWG to develop an action plan that addresses economic security for women, based on outcomes of the 2019 Women's Economic Security Summit. |
| 2018-2019 | The City of Tallahassee and Leon County governments prioritize expanding funding to organizations that work to improve women's financial security, based on the Community Human Services Partnership (CHSP) needs assessment. |
| 2018-2019 | The City Commission conduct a gender pay equity study of its staff and publish the findings. |
| 2018-2019 | The City Commission and the Board of County Commissioners give priority consideration in the public bid process to vendors who demonstrate gender pay equity and family-friendly leave policies |
| 2018-2019 | The Board of County Commissioners continue to support increased funding for staff of the Florida Department of Health-Leon, as in the Fiscal Year 2020 budget in response to increased incidence of sexually transmitted infections in Leon County and the need for additional personnel. |
| 2018-2019 | The City of Tallahassee and Leon County communication departments collaborate to raise public awareness about the rates, prevention strategies, and treatments available for sexually transmitted infections. |
| 2018-2019 | The City of Tallahassee and Leon County communication departments pursue partnerships with secondary and post-secondary educational institutions to disseminate information and amplify messaging about sexually transmitted infections. |
| 2018-2019 | The City of Tallahassee and Leon County governments support the organization and delivery of an annual Women's Economic Security Summit. |
| 2018-2019 | The City of Tallahassee and Leon County governments collaborate with the CSWG to develop a public dashboard on the status of women and girls' well-being to present measurements of key indicators in their economic security, health, and safety as a way of informing local governing bodies and the community about areas where improvement is needed and where progress is being made. |
| 2018-2019 | The City of Tallahassee and Leon County communications and public safety departments collaborate with the CSWG to develop training guidelines that support appropriate portrayal of women and girls in media and public safety reports. |
| 2018-2019 | The City Commission and the Board of County Commissioners modify their advisory board applications to include the opportunity to provide additional information regarding the applicant's motivation to serve on the CSWG. |
| 2018-2019 | The City of Tallahassee and Leon County governments host a Green Dot training for staff, at least annually, to foster a supportive and inclusive workplace culture that does not abide any actions along the continuum of violence. |
| 2018-2019 | The City of Tallahassee and Leon County governments include information and training on gender and race based microaggressions to their workplace policies. |
| 2019-2020 | 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. |
| 2019-2020 | Make provisions for the enhancement of formalized mental health and emotional wellness education programs for City and County employees and for community awareness events. |
| 2019-2020 | Implement Trauma-Informed Care training for the Tallahassee Police Department and recommend the training for Leon County Sheriff's Office employees. |
| 2021-2021 | The City and County should partner with the Tac Collector's Mobile Unit and community sponsors to offer free Florida ID's to women and girls in Tallahassee-Leon County. |
| 2020-2021 | Implement more gender-responsive programs that address the unique needs of girls in our area. |
| 2020-2021 | The City and County should increase the availability of "strength-based" (drawing on individual strengths and assets) mental health and sexual health education programs for families in community centers |
| 2020-2021 | Increase efforts to obtain substantive data relating to LGBTQ+ women and girls that can assist in identifying services and resources needed within the community at large. These resources and services can then be used to improve the lives of women and girls in the LGBTQ+ community. |

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 12th day of March, 2013 and by the City Commission of the City of Tallahassee this 13th day of March, 2013.



ATTESTED BY:

BY:

John Stott, Deputy Clerk
Bob Inzer
Clerk of the Circuit Court

LEON COUNTY, FLORIDA

BY:

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

BY:

John R. Marks, III
Mayor

ATTESTED BY:

BY:

James O. Cooke, IV
James O. Cooke, IV
City Treasurer-Clerk

APPROVED AS TO FORM:

BY:

Lewis E. Shelley
Lewis E. Shelley
City Attorney

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Tallahassee/Leon County Status of Women & Girls All Commissioners

Trasetta Alexander
(2020-2021)
Jasmine Ali-Mohammed
(2019-2020)
Courtney Atkins (2020-2022)
Loranne Ausley (2012-2014)
Janelle Baker (2012-2014)
Patty Ball Thomas
(2012-2014)
Carrie Boyd (2019-2022)
Cicely Brantley (2018-2022)
Katie Britt Williams
(2019-2022)
Sally Butzin (2014-2015)
Wendi Cannon (2017-2018)
Paige Carter-Smith
(2014-2015)
Viletta Coombs (2017-2018)
Elsie Crowell (2012-2014)
Paula DeBoles-Johnson
(2015-2018)
April Dietz (2018-2020)
Gail Dixon (2012-2015)
Megan Doherty (2015-2018)
Rebekah Dorn (2018-2020)
Kelly Dozier (2012-2014)
Linda Bond Edwards
(2018-2021)
Kimberly Galban-Countryman
(2021-2022)
Michelle Gayle (2021-2022)
Adela Ghadimi (2020-2022)
Gina Giacomo (2017-2022)
R. Jai Gillum (2014-2015)
Elizabeth Goldsmith
(2012-2014)
Lashawn Gordon (2019-2021)
Tonnette Graham (2019-2022)
Saralynn Grass (2016-2018)
Sarika Griffin (2020-2021)
Robin Hassler Thompson
(2012-2014)
Ann Howard (2015-2017)
Roxanne Hughes (2013-2016)

Elizabeth Jakubowski
(2014-2016)
C. Sha'Ron James (2014-2017)
Khari James (2018-2019)
Jane Johnson (2014-2019)
Andrea Jones (2015-2021)
Hanna Karimipour
(2012-2014)
Darby Kerrigan Scott
(2015-2021)
Stephanie Land (2012-2015)
Carla Laroche (2018-2019)
Gabriela Limones-Borja
(2021-2022)
Jessica Lowe-Minor
(2014-2016)
Judy Mandrell (2019-2022)
Denise Manning (2012-2014)
Patricia McCray (2016-2018)
Marion McGee (2014-2015)
Jessica McGrew (2019-2021)
Wachell McKendrick
(2021-2022)
Ericka McKibbin (2016-2018)
June McKinney (2012-2014)
Bernice McMillan
(2019-2022)
Michelle Mitcham
(2016-2018)
Barby Moro (2012-2014),
(2018-2019)
Ruth Nickens (2014-2016)
Nicole Nicolas (2021-2022)
Jeanne O'Kon (2012-2018),
(2019-2022)
Sharon Ofuani (2014-2015)
Martha Olive-Hall
(2012-2014)
Kelly Otte (2012-2014),
(2017-2018)
Elizabeth Paine (2021-2022)
Ky'Eisha Penn (2015-2016)
Michelle Personette
(2017-2019)
Jacqueline Porter (2016-2019)

Juanita Powell-Williams
(2012-2013)
Kori Pruett (2015-2017)
Ada Puryear Burnette
(2013-2016)
Cheryl Rainey (2014-2016)
Marie Rattigan (2019-2021)
Cecile Reynaud (2014-2015)
Pam Ridley (2013-2014)
Janel Robinson (2018-2019)
Antoneia Roe (2017-2022)
Cecka Rose Green
(2016-2018)
Sara Saxner (2014-2016)
Jazmyne Simmons-Bryant
(2020-2022)
Gwendolyn Singleton
(2018-2022)
Leslie Smith (2016-2018)
Pat Smith (2012-2014)
JayeAnn Terry (2014-2016)
Marcella Torres (2021-2022)
Shairi Turner-Davis
(2012-2013)
Amber Tynan (2018-2019)
Samantha Vance (2018-2020)
Erin VanSickle (2015-2017)
Veronica Vasquez (2014-2015)
Marcia Warfel (2015-2018)
Rebecca Weaver (2018-2019)
Inika Williams (2021-2022)
Marqueth Williams
(2012-2013)

BYLAWS OF THE TALLAHASSEE/LEON COUNTY COMMISSION ON THE STATUS OF WOMEN AND GIRLS

In order to govern its function and operation in a manner consistent with Enabling Resolution No. 13-11 adopted by the Leon County Board of County Commissioners (hereinafter the “County”) on March 12, 2013 and Enabling Resolution No. 13-R-20 adopted by the City of Tallahassee Commission (hereinafter “City”) on March 13, 2013, the Tallahassee/Leon County Commission on the Status of Women and Girls (hereinafter the “CSWG”) hereby adopts as its Bylaws the following:¹

ARTICLE I. APPLICABLE FLORIDA LAWS AND BOARD POLICIES

Section 1.1 Public Records Law and E-Mails: Each member of the CSWG² (hereinafter referred to as Commissioner) shall comply with the Florida’s Public Records Law, Chapter 119, Florida Statutes.³

Section 1.2 Government In the Sunshine Law: Each Commissioner of the CSWG shall comply with the Florida Government in the Sunshine Law, Chapter 286, Florida Statutes, as may be amended from time to time.

Section 1.3 Code of Ethics: The CSWG shall comply with the following state laws and Board Policies with regard to the Florida Code of Ethics for Public Officers and Employees:

Clause 1.3.1 Each Commissioner of the CSWG shall comply with Section 112.3143, Florida Statutes, and “Voting Conflicts”, as may be amended from time to time, and shall be provided a copy of Section 112.3143.

Clause 1.3.2 Each Commissioner of the CSWG shall abide by the Standards of Conduct set forth in Section 112.313, Florida Statutes, as may be amended from time to time, and shall be provided a copy of Section 112.313, Florida Statutes.

ARTICLE II.⁴ APPOINTMENT OF COMMISSIONERS

Section 2.1 The CSWG shall have twenty-one (21) members, to be appointed as follows:

Clause 2.1.1 Seven (7) shall be appointed by the County. Each County Commissioner shall appoint one (1) member.

¹ Amended to reflect the City of Tallahassee’s involvement (5-20-13).

² “Committee” changed to “CSWG” where appropriate throughout the document (5-20-13).

³ Partial content removed. (5-20-13)

⁴ Articles renumbered to account for new content (“Appointment of Commissioners”). New content replaces original Section 8.1 (“Special Provisions”) (5-20-13).

Clause 2.1.2 Seven (7) shall be appointed by the City. The Mayor and each City Commissioner shall appoint one (1) member; the remaining two (2) appointments shall be made by the full City Commission.

Clause 2.1.3 Seven (7) shall be appointed by the CSWG and ratified by the City and the County.

ARTICLE III.⁵

TERM OF COMMISSIONERS

Section 3.1 Each Commissioner shall serve on the CSWG for a term of two (2) years. A term year runs from October 1 – September 30⁶ each year.

Section 3.2 A Commissioner who is elected to fill a vacancy will assume the remainder of the two-year term of the prior appointed Commissioner.⁷

Section 3.3 Commissioners may be reappointed at the expiration of a term provided, however, that no Commissioner may serve more than three (3) consecutive full two-year terms.

Clause 3.3.1 After remaining off the CSWG for one (1) year a Commissioner may be considered for reappointment.

Section 3.4 Commissioners whose service on the Commission is vacated due to absences (see Section 8.1) may be reappointed after remaining off the CSWG for one (1) year.

ARTICLE IV.⁸

OFFICERS AND DUTIES

Section 4.1 For all purposes the operating year for the CSWG is October 1 - September 30.

Section 4.2 By no later than September 30 of every year the CSWG shall elect, from among its Commissioners, a Chairperson and a Vice-Chairperson, each of whom shall serve a one (1) year term (from October 1 – September 30).

Clause 4.2.1 A Commissioner may be re-elected as either Chairperson or Vice Chairperson one (1) time for a total of two (2) consecutive years.

⁵ Article IV (“Terms of Members”) is now “Terms of Commissioners.” New content clarifies Commissioner term dates and limits (5-20-13).

⁶ Term year changed to October 1 – September 30 (10-10-14).

⁷ Previously, this section considered the remainder of the vacant two-year term to be the new appointee’s first full term.

⁸ Articles renumbered to account for renumbered content. Former Article IV (“Meetings”) renumbered to Article V. New content specifies the CSWG operating year and clarifies appointments of the Chair and Vice Chair (5-20-13).

Clause 4.2.2 After at least one (1) year of not serving in either capacity a Commissioner may be reconsidered for election as Chairperson or Vice-Chairperson.

Section 4.3 The Chairperson shall preside at all meetings. In the event of the Chairperson's absence, or at the direction of the Chairperson, the Vice-Chairperson shall assume the powers and duties of the Chairperson.

Section 4.4 In the event that either the Chairperson or the Vice-Chairperson is unable to complete her/his term, the CSWG shall, as soon as reasonably possible, elect a replacement from among its Commissioners.

ARTICLE V. MEETINGS

Section 5.1 Regular Meetings: The CSWG shall hold regular meetings at a place and time established by the Organization & Bylaws Committee. Each meeting will be publicly noticed.⁹

Section 5.2 Special Meetings: The Chairperson may call a special non-regular meeting of the CSWG to discuss any issue properly before the CSWG. Such special meeting may be convened only after notification is given to each Commissioner of the CSWG and after public notice is given no less than forty-eight (48) hours before the special meeting is scheduled to begin.

Section 5.3 Public Participation: Although all meetings of the CSWG will be open to the public, the CSWG is not obligated to honor requests from the public to participate in the meetings. The CSWG may, by majority vote, allow limited participation by the public, if it deems it appropriate.

Section 5.4 Meeting Agendas: The Staff Support Person shall assist the Chairperson of the CSWG in developing an agenda for each meeting of the CSWG. Any Commissioner of the CSWG may request that appropriate items be placed on the agenda.

Section 5.5 Official Acts and Quorum: Any and all official acts by the CSWG shall require a majority vote of the Commissioners present. However, the CSWG shall take no such action unless a quorum is present at the meeting. In order to constitute a quorum, there must be a majority of the CSWG's current membership present at the meeting. The minutes of the meeting shall reflect the number of affirmative votes on a motion and shall specify the names of any Commissioners voting against the motion. Commissioners may not abstain from voting, unless declaring a conflict of interest on the record.¹⁰

⁹ Content revised regarding meeting location and duration. The clause regarding time limitations on agenda items was removed (5-20-13).

¹⁰ Content revised to include clause regarding abstaining from votes (5-20-13).

Section 5.6 Meeting Minutes: Minutes shall be taken at all regular and special meetings of the CSWG. The Staff shall assist the Chairperson in determining the manner in which the minutes of the meeting shall be prepared and filed with the City and County.^{11,12}

ARTICLE VI. COMMITTEES

Section 6.1 Creation: The CSWG will create Committees to best meet its objectives.

Section 6.2 Standing Committees: Standing Committees are created, amended and terminated by Commission vote.¹³

Clause 6.2.1 Organizational and Bylaws Committee. The Organizational and Bylaws Committee is responsible for reviewing and recommending policies and/or procedures that impact the general well-being of the CSWG. This could include organizing public hearings, addressing governance issues, and/or making recommendations to the Chairperson on a variety of issues. The Committee is also responsible for review, drafting changes, implementation and interpretation of the Bylaws. The CSWG Chairperson is a voting member of the Committee.

Section 6.3 Ad Hoc Committees: The Chairperson may create Ad Hoc Committees, which will expire at the conclusion of the Chairperson's term.¹⁴

Section 6.4 Membership: CSWG Commissioners shall serve on at least one (1) committee. Commissioners may request to serve on specific Committees but the appointment approval is made by the Chairperson.¹⁵

Section 6.5 Committee Chairs: The Chairperson will be responsible for appointing the Chair of each Committee¹⁶ by October 31 each year, as needed throughout the year or within 30 days of committee formation.¹⁷

Section 6.6 Sunshine: Committee meetings are subject to the Sunshine law. A Committee meeting is defined as a meeting convened by the CSWG in which more than one Commissioner is present.¹⁸

Section 6.7 Public Participation: A Committee may seek the collective input of members of the public by allowing them to participate in the matters being discussed by the Committee and

¹¹ Content revised to reflect City of Tallahassee's involvement (5-20-13).

¹² Section regarding Roberts' Rules of Order Revised was removed (5-20-13).

¹³ Section 6.2 ("Standing Committees") added (5-20-13).

¹⁴ Section 6.3 ("Ad Hoc Committees" added (5-20-13).

¹⁵ Procedural amendment (5-20-13).

¹⁶ Amended to replace "CSWG" with "Committee" (4-10-15).

¹⁷ Procedural amendment (5-20-13).

¹⁸ Definition of what constitutes a Committee meeting added (4-10-15).

state¹⁹ their support or opposition to any matter to be voted on by the Commissioners. However, such members of the public are prohibited from voting on any such matters.²⁰

Section 6.8 Minutes: Committees are required to maintain minutes of meetings and to submit them to the staff as soon as possible after the committee meeting.²¹

Section 6.9 Official Acts and Quorum: Quorum for a Committee meeting shall be a majority of members present. In addition, any and all official acts by the CSWG shall require a majority vote of the members present.

Clause 6.9.1 Any vote or action taken by a Committee may be overturned by a vote of the full CSWG.

ARTICLE VII. AMENDMENTS TO BYLAWS

Section 7.1 Amendments: At any regular or special meeting of the CSWG, these Bylaws may be amended by an affirmative vote of a supermajority of the Commissioners present at the meeting. For purposes of this section, a supermajority shall comprise no less than 2/3²² of the current membership of the CSWG.

Section 7.2 Approval: The Amended Bylaws shall become effective upon the approval of the City Manager, County Administrator and/or the City and/or County Attorneys.²³

ARTICLE VIII.²⁴ ATTENDANCE AND REPLACEMENT OF COMMISSIONERS

Section 8.1 Attendance at CSWG Meetings: Commissioners are expected to attend both committee and full CSWG meetings. Commissioners will accrue 0.5 point for each committee meeting in which she is absent and 1.0 point for each full CSWG meeting in which she is absent, regardless of the reason for absence. Any Commissioner who accrues five (5) points within the CSWG year will be immediately terminated from the CSWG.

Clause 8.1.1 If a Commissioner arrives after roll call, she must sign-in indicating the time of arrival.

¹⁹ Staff non-substantive edit. Changed “stating” to “state” (5-4-15).

²⁰ Amended to reflect that membership of members of the public must be approved by a majority of the Commissioners serving on the committee (5-20-13). Amended to reflect that members of the public may neither serve as members of Committees nor vote on Committee business, but that Committees may seek the collective input of members of the public to consider prior to voting (4-10-15).

²¹ Procedural amendment (5-20-13).

²² Language changed to reflect a vote of “no less than 2/3” (5-20-13).

²³ Amended to reflect the City of Tallahassee’s involvement (5-20-13).

²⁴ Complete procedural revisions (5-20-13). Complete procedural revisions, with the exception of Section 8.4 (“Replacement of Commissioners”) (10-10-14).

Clause 8.1.2 A Commissioner is considered absent from a meeting if she misses at least half of the duration of the meeting.

Clause 8.1.3: At the Chair's discretion, absences at specially scheduled meetings may not result in the accrual of points. Commissioners will be notified in advance if a meeting absence will not result in point accrual.

Clause 8.1.4: At the Chair's discretion absences related to an extraordinary circumstance, such as but not limited to: illness, medical treatment, parental leave, or family emergencies shall be permitted. Absences permitted by the Chair for such extraordinary circumstances will not result in the accrual of points.²⁵

Clause 8.1.5: At the Chair's discretion and provided that a quorum is physically present for a publicly noticed meeting, meeting attendance by teleconference technology may be permitted if such absence is related to an extraordinary circumstance, such as but not limited to: illness, medical treatment, parental leave, or family emergencies. Members attending by conference call may vote on all items before the Commission. Attendance via teleconference may not result in the accrual of points at the discretion of the Chair.²⁶

Section 8.2 Expectation of Absence Notification: Though absences will be recorded without regard to reason, Commissioners are required to provide written notice of an anticipated absence to the Staff Liaison no later than 48 hours prior to the meeting for the purpose of quorum.

Section 8.3 Attendance Reports: Staff will provide Commissioners with a report of their quarterly attendance. Commissioners may also request their individual attendance record at any time.

Section 8.4 Replacement of Commissioners: In the event a vacancy occurs in the membership of the CSWG, a new Commissioner shall be appointed as soon as possible by the original appointing party (City, County Commission(er) or the CSWG) in accordance with Article II above.²⁷

²⁵ Wording to include allowances for absences without the accrual of points in "extraordinary circumstances" added. (10/28/17)

²⁶ At the advisement of the Assistant County Attorney wording was added to allow teleconferences in "extraordinary circumstances." (10/28/17)

²⁷ Wording ("in accordance with Article II above") added at the advisement of the Assistant City Attorney (4-10-15).

ARTICLE IX.²⁸
SPECIAL PROVISIONS

Section 9.1 The CSWG shall be assisted by the Oasis Center for Women & Girls, who has been designated by both the City of Tallahassee Commission and the Leon County Board of County Commissioners as staff support to the CSWG.

Bylaws amendment #1 approved by vote at the May 20, 2013 meeting of the CSWG.

Bylaws amendment #2 approved by vote at the October 10, 2014 meeting of the CSWG.

Bylaws amendment #3 approved by vote at the April 10, 2015 meeting of the CSWG.

Bylaws amendment #4 approved by vote at the October 28, 2017 meeting of the CSWG.

Bylaws amendment #5 approved by vote at the March 26, 2021 meeting of the CSWG.

BY: Lashawn Gordon DATE: May 17, 2021
Lashawn Gordon
Commission Chairperson


Page 322 of 937

Posted June 6, 2022

²⁸ Complete revision (5-20-13).

Approved As To Form and Content:²⁹

City Manager's Office

BY: 

Reese Goad
City Manager

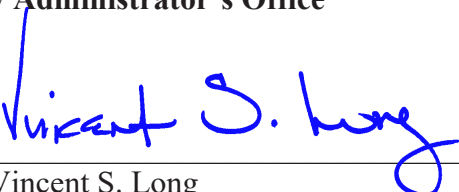
DATE: 4/23/2021

BY: *Amy M Toman* for

Cassandra K. Jackson
City Attorney

DATE: 04/21/2021

County Administrator's Office

BY: 

Vincent S. Long
County Administrator

DATE: 4/19/21

APPROVED AS TO FORM:
Chasity H. O'Steen, County Attorney
Leon County Attorney's Office

BY: 

Daniel J. Rigo, Sr. Assistant County Attorney

DATE: 4/06/21

Digitally signed by Daniel J. Rigo
DN: cn=Daniel J. Rigo, o=Leon County BCC, ou=County
Attorney's Office, email=rigo@leoncountyfl.gov, c=US
Date: 2021.04.06 08:43:29 -04'00'

²⁹ Signature block revised to include City Manager (5-13-13). Signature block revised to include City and County Attorneys at the advisement of the Assistant City Attorney (4-10-15).

AGREEMENT FOR STAFFING OF THE TALLAHASSEE-LEON COUNTY COMMISSION ON STATUS OF WOMEN AND GIRLS

THIS AGREEMENT is entered into this ____ day of October 2021, 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 2021/2022 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 2022.

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, 2021. All work and services required by this Agreement shall be performed between **October 1, 2021, and September 30, 2022**, 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 2021/2022.

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, 301 SOUTH MONROE STREET OR (850) 891-2000, 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: _____

Witness as to Agency (Type or print name and title of signatory)

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 12th day of March, 2013 and by the City Commission of the City of Tallahassee this 13th day of March, 2013.



ATTESTED BY:

BY: John Stott, Deputy Clerk
Bob Inzer
Clerk of the Circuit Court

LEON COUNTY, FLORIDA

BY: Nicholas Maddox, Chairman
Board of County Commissioners

APPROVED AS TO FORM:

Leon County Attorney's Office
Leon County, Florida

BY: 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
Mayor

APPROVED AS TO FORM:

BY: Lewis E. Shelley
Lewis E. Shelley
City Attorney

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Leon County Board of County Commissioners

Budget Workshop Item #7

April 24, 2018

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Annual Review of Outside Agency Contracts for Services

| | |
|---|---|
| Review and Approval: | Vincent S. Long, County Administrator |
| Department/ Division Review: | Alan Rosenzweig, Deputy County Administrator Scott Ross, Director, Office of Financial Stewardship Tim Barden, Budget Manager |
| Lead Staff/ Project Team: | Jelani Marks, Management & Budget Analyst Tiffany Fisher, Management Analyst |

Statement of Issue:

As required by Leon County fiscal policies, this item provides an analysis of current outside agency contracts midyear performance reports and seeks consideration for establishing FY 2019 funding levels.

Fiscal Impact:

This item has a fiscal impact. A funding level in the amount of \$919,234 is recommended to support contracted agencies in the FY 2019 preliminary budget.

Staff Recommendation:

Option #1: Funding is tentatively included in the FY 2019 Preliminary Budget for the following agencies. Staff is seeking Board direction to decrease or eliminate funding for:

- Legal Services of North Florida: \$257,500
- DISC Village: \$222,759
- Tallahassee Senior Citizens Foundation: \$179,000
- St. Francis Wildlife Association: \$71,250
- Tallahassee Trust for Historic Preservation: \$63,175
- Whole Child Leon: \$38,000
- Domestic Violence Coordinating Council: \$25,000
- United Partners for Human Services: \$23,750
- Oasis Center: \$20,000
- Sustainable Tallahassee: \$8,800
- Sharing Tree: \$10,000

Option #2: As part of the FY 2019 budget, redirect the \$200,000 TMH Trauma Center funding to support the 24% reduction in Emergency Medical Services transport fees (as reflected in a separate budget discussion item).

Title: Annual Review of Outside Agency Contracts for Services
April 24, 2018
Page 2

Report and Discussion

Background:

As part of the FY 2017 Budget process, outside agencies funding was categorized into one of the following three categories:

- Community Human Services Partnership (CHSP)
- A special event agency sponsorship
- A contractual relationship to provide a specific service to the County with measureable reporting requirements

Providing funding in these three categories ensures that County funds are expended and aligned with County ordinances, policies and Board priorities. This approach is consistent with the County Discretionary Funding Ordinance which excludes agencies applying for direct County funding if the agencies program is eligible for CHSP funding. Not-for-profit, humans service organizations providing services for groups such as emergency and basic needs (homelessness, hunger, and emergency care, e.g.), children, and persons with disabilities, can apply for funding through the CHSP process. This ensures that funding requests are reviewed as part of a holistic community based process in an equitable and competitive manner with proper oversight.

For one time payments for special events such as Celebrate America (4th of July), or the Dr. Martin Luther King Celebration, the Board has determined that these are events that are beneficial to the community and warrant County sponsorship. The funds are used to promote and run these events. Alternatively, events that qualify for Tourist Development funding, such as the New Year's Eve Celebration, apply annually through a competitive process with the Tourist Development Council.

During the FY 2018 budget process, the Board reviewed agencies that provided contracted services to the County to ensure that the services provided aligned with County priorities and initiatives. The review included a summary of the funding background, services provided and contract funding analysis for each contracted agency (Attachment #1).

The users of the specific agency services may vary, but the agencies provide an overall community benefit. For many of the entities, the level of service would not exist without local government support. To ensure outside agency contracts receive oversight, Fiscal Policy No. 93-44 requires that as part of the annual budget process, staff prepare a budget discussion item providing a midyear performance report.

Staff seeks direction from the Board regarding any increases or decreases in funding, or the removal of agencies for funding consideration.

Analysis:

Table #1 lists the outside agencies and funding levels for the current fiscal year. As required by their contract, each agency, except for the Oasis Center, is required to submit a midyear report. These reports are available for review in Attachment #2. Alternatively, Oasis provides an annual

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update to the Board during a regularly scheduled Commission meeting. For purposes of this discussion item Oasis did provide a midyear update

| Table #1: FY 2018 Adopted Outside Agency Funding | | |
|--|---------------------|----------------------------|
| Outside Agency | FY18 Funding | FY19 Recommendation |
| Legal Services of North Florida | \$257,500 | \$257,500 |
| DISC Village | \$222,759 | \$222,759 |
| TMH Trauma Center* | \$200,000 | \$0 |
| Tallahassee Senior Citizens Foundation | \$179,000 | \$179,000 |
| St. Francis Wildlife Association | \$71,250 | \$71,250 |
| Tallahassee Trust for Historic Preservation | \$63,175 | \$63,175 |
| Whole Child Leon | \$38,000 | \$38,000 |
| Domestic Violence Coordinating Council | \$25,000 | \$25,000 |
| United Partners for Human Services | \$23,750 | \$23,750 |
| Oasis Center in support of the Commission on the Status Women & Girls | \$20,000 | \$20,000 |
| Sharing Tree | \$20,000 | \$10,000 |
| Sustainable Tallahassee | \$8,800 | \$8,800 |
| Total | \$1,129,234 | \$919,234 |

*See recommendation regarding THM Trauma Center funding below.

FY 2018 Agency Midyear Report Highlights and Funding Recommendations

Of the 12 contracted agencies, this item recommends that 10 receive level funding, one agency (Sharing Tree) receive reduced funding, and one agency (the Trauma Center) not receive funding. One agency, the Oasis Center, has requested increased funding; however, the item recommends maintaining current level funding. All midyear performance summaries and metrics listed below represent activities performed during the reporting period of October 1, 2017 through March 31, 2018.

Oasis Center for Women & Girls – support for the Commission on Status of Women and Girls

FY2018 Budget: \$20,000

FY2019 Request: \$30,000

FY2019 Recommendation: \$20,000

Service Provided: Oasis Center serves as the agency staffing the Tallahassee-Leon County Commission on the Status of Women and Girls (CSWG). The Commission provides policy recommendations to the County and the City on issues that impact women and girls in the community. Annually, at the end of the fiscal year, CSWG/Oasis provides an update to the Board during a regularly scheduled Commission meeting. In addition to outreach and awareness events listed in Attachment #3, activities planned by Oasis on behalf of the CSWG for FY 2019 include:

- Development of a CSWG Strategic Plan that will guide commission activities in 3-5 year increments.

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- Planning is underway for a large-scale summit on economic security for women, which will present existing data and subject matter experts, while serving as a venue for primary data collection.

Increased Funding Request: Throughout Florida, there are a number of County based Commissions on the Status of Women and Girls. As shown in Table #2, typically, these commissions receive in-kind support from the County through staffing support and do not receive any direct funding.

| Table #2: Florida County Commissions on the Status of Women & Girls* | | |
|---|-----------------|--|
| County | Staffing | County Budget |
| Broward | County | \$0 |
| Hillsborough | County | \$0 |
| Jacksonville-Duval | County | \$854 |
| Tallahassee-Leon County | Oasis Center | \$40,000 (County & City \$20,000 each) |
| Miami – Dade | County | \$145,800 (These funds support one full-time employee. A trust fund was established for all other operational expenses.) |
| Okaloosa | County | \$0 |
| Pasco | County | \$0 |
| Sarasota | None | \$0 |

* Brevard, Manatee and Monroe counties have Commissions; however, they are currently inactive.

In Leon County, as part of the creation of the Leon County CSWG in 2011, the Board approved the Oasis Center's request to provide the staffing support at a cost of \$10,000. Funding was to pay for administrative support and assist in the preparation of the annual report to the Board. In 2012, funding was increased by an additional \$10,000 (to a total of \$20,000 annually) to support data collection and research. In 2013, the CSWG was expanded to become a joint commission with the City of Tallahassee and was renamed the Tallahassee-Leon County CSWG. At this time, Oasis requested and the annual funding was increased to \$40,000, \$20,000 each from the County and City. The funding agreement continued to commit \$10,000 of the County's funding towards research.

For FY 2019, Oasis is requesting a 50% increase in funding or \$20,000 (\$10,000 each from the County and the City) for next fiscal year (Attachment #3). Separately, the Oasis Center receives an additional \$44,470 through the Community Human Services Partnership (CHSP) process for other specific programs. In total, Oasis Center's annual budget is \$270,765.

Included in Attachment #3, Oasis states that expenses have exceeded the \$40,000 in annual funding by more than \$10,000 for four out of the past five years. These additional expenses were paid for by CSWG fund raising and contributions from Oasis. Oasis states that planned

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activities and administrative support costs will continue to exceed the contracted amount by \$10,000. This is the result of costs associated with community events/forums that Oasis/CSWG has chosen to schedule for the remainder of the year (Attachment #3). Although Oasis has projected their current shortfall to be \$10,000 due to community events/forums, the funding increase request is for \$20,000 to further expand these activities.

Based on the enabling resolution, the original goal in establishing the CSWG was to promote awareness of issues affecting women and girls, provide input to the County and City as needed on issues affecting women and girls and provide an annual written report. While community forums and outreach are eligible expenditures under the agreement, there are no requirements that community forums or outreach be conducted at the number, level or types of events Oasis is choosing to support.

In conclusion, no additional funding is included in the budget for any outside agency contracts. This item recommends maintaining level funding for Oasis in support of the CSWG.

Tallahassee Memorial Hospital (TMH) Trauma Center

FY2018 Budget: \$200,000

FY2019 Recommendation: \$0

A separate budget discussion item, recommends the \$200,000 in Trauma Center funding be allocated to EMS to offset a portion of the 24% suggested reduction in ambulance fees.

Sharing Tree

FY2018 Budget: \$20,000

FY2019 Recommendation: \$10,000

Service Provided: The Sharing Tree collects and redistributes reusable materials to the community while simultaneously educating the community on waste diversion and creative reuse.

Midyear Report Analysis:

- Program has a total of 5,042 participants
- The Sharing Tree moved locations from Midtown to the Centre of Tallahassee in October due to the Midtown building being sold. The new space in the Centre of Tallahassee is substantially bigger and provides even more opportunities to serve teachers, children, and the community.
- Classes, community meetings, and birthday parties have been hosted in the new space between October and December 2017.
- Engaged in educational programming and teacher giveaways from October 2017 through March 2018.
- The new space offers opportunities for increased revenue with the bigger space, including more capacity for classes, camps, and inventory for sales. Due to a number of serious electrical issues with the space, The Sharing Tree was asked by the management of the

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Centre of Tallahassee to occupy a temporary space in the mall until the issues were resolved. The Sharing Tree will move back into the original space in mid-April, and will be able to begin realizing the full potential for increased revenue and, eventually, financial sustainability. As an example, several weeks of camps for kids are planned for this summer.

With an overall community goal of waste diversion through reuse and recycling, there were benefits to the County's Solid Waste and Recycling programs in having the Sharing Tree as a community partner. However, since Leon County is actively promoting waste diversion, reuse, and recycling through the Office of Sustainability, these initial partnership benefits have reduced and the educational component is now duplicative.

The analysis indicates recommending a total funding reduction of \$20,000 for FY 2019, but given the circumstances of The Sharing Tree's new location and opportunity for financial sustainability, it is recommended that funding be reduced to \$10,000 in FY 2019 and eliminated in FY 2020. In discussions with the organization, this gradual reduction will make a meaningful difference in the overall long-term financial viability of the organization.

The following Agencies are Recommended at the Current Contract Funding Level:

Legal Services of North Florida (\$257,500)

Service Provided: Legal Service of North Florida provides legal assistance to low income individuals to ensure equal access to the court system.

Midyear Report Analysis:

- Obtained 46 Protective Orders between October 1, 2017 and March 28, 2018
- Successfully defended 50 evictions
- Obtained dissolution of 5 domestic violence-related marriages

Note: During FY 2016 budget process, the Board approved an additional \$125,000 in one-time limited funding to support the cost of an attorney and support staff for a maximum of four years. This increase in funding is scheduled to end in FY 2020.

DISC Village (\$222,759)

Service Provided: DISC Village maintains the operations of the Juvenile Assessment and Receiving Center (JARC) by providing the mandatory onsite security and supervision of arrested youth.

Midyear Report Analysis:

- Served 66 participants in the Civil Citation Program
- Ages of participants in civil citation program: Under 12= 5%; 12 to 15= 43%; and 16 to 18 = 56%
- Served 711 participants in the Juvenile Assessment Center

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Tallahassee Senior Citizens Foundation (\$179,000)

Service Provided: The Tallahassee Senior Citizen Foundation hosts a variety of classes, workshops and support groups for senior citizens in the rural, unincorporated communities of Leon County at the County's six community centers (Ft. Braden, Miccosukee, Lake Jackson, Woodville, Chaires, and Bradfordville Community Center/NE Library).

Midyear Report Analysis:

- Number of Participants in the Leon County Senior Outreach Program: 1,197
- Held monthly Lunch & Learn events that feature speakers, exhibitors, health screenings and a variety of community resources (575 health screenings were held)
- Hosted 7 different classes per week (including art, fitness, canasta, bridge, computer and lifelong learning courses)
- Held Holiday Luncheon for Grandparents
- Held 5 support group luncheons and a luncheon for grandparents
- Held 2 grandparent support groups at Jake Gaither Community Center

St. Francis Wildlife Association (\$71,250)

Service Provided: St. Francis responds to calls regarding injured or nuisance wildlife in the unincorporated area of Leon County.

Midyear Report Analysis:

- Logged over 194 animal intakes and attempted rescues
- Maintains a 24/7 rescue staff that responds to calls for animal assistance and a facility that can accommodate a maximum of about 200 animals

Tallahassee Trust for Historic Preservation (TTHP) (\$63,175)

Service Provided: Pursuant to Policy 1.1.1 of the Comprehensive Plan, the trust provides technical support for the identification, documentation, evaluation, preservation and protection of historic resources. Provides staffing for the Architectural Review Board and performs the required reviews in support of the County's Historic Preservation Ordinance.

Midyear Report Analysis:

- The TTHP began an ongoing survey of the FAMU Addition neighborhood on the east side of the FAMU campus. The project is funded by a small matching grant the TTHP applied for and was awarded for 2017/2018.
- TTHP staff worked to have the historic Waterworks building listed on the local register of historic places.
- Continued to staff, provide application reviews, record meeting minutes, and maintain historic property records for the City of Tallahassee - Leon County Architectural Review Board.
- Created a list serve to provide a forum and informational service for historic property owners.
- Maintained a historic preservation resource library for use by the community, local government, and local educational facilities

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Whole Child Leon (\$38,000)

Service Provided: Whole Child Leon provides referrals to human service agencies for children with special needs.

Midyear Report Analysis:

- Held monthly Professional Networking Meetings with an average attendance of 57 members
- Performed Developmental Screening on 38 children, resulting in 23 referrals for partner agencies to provide needed services

Domestic Violence Coordinating Council (\$25,000)

Service Provided: The Domestic Violence Coordinating Council is the area's task force on domestic violence and provides a coordinated community response to domestic violence, as well as, public awareness and education events.

Midyear Report Analysis:

- Conducted monthly coordinating meetings (agencies, advocates and other community partners) to constantly review protocols, procedures and closing any gaps in services to protect past/present/future victims of domestic violence. A total of 303 participants have attended events/meetings over the past 6 months
- Held a Teen Rally with 153 in attendance
- 44 teens requested participation in Certified Peer Advisor Training as a result of the Teen Rally

United Partners for Human Services (\$23,750)

Service Provided: United Partners for Human Services is a coalition of human service providers and supporting partners working together to improve the delivery of human services in the Big Bend.

Midyear Report Analysis:

- Has held 11 training sessions with an average of 45 attendees at each session
- Now that United Way has disengaged from the Community Human Service Partnership (CHSP) with the City and County, the UPHS CHSP Workgroup held three meetings with City and County staff on regarding the future structure of the CHSP program

Sustainable Tallahassee (\$8,800)

Service Provided: Sustainable Tallahassee increases public awareness of: local food initiatives; individual, civic, and community involvement in the growing, selling, buying, and consumption of local foods; and increasing home gardening in the City and County. In addition, Sustainable Tallahassee has been working closely with the County on the evaluation and first steps of a community-wide Climate Action Plan.

Midyear Report Analysis:

- Worked with the Office of Sustainability to develop an analysis and scope of a community-wide sustainability initiative

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- With the Office of Sustainability, attended meetings with key representatives from nine of the community's largest organizations to discuss participation in the initiative, tentatively referenced as the Capital Area Sustainability Compact (CASC)
- Identified the latest national best practices for food banking and waste recovery
- Produced and distributed educational pamphlets promulgating local and statewide statistics pertaining to rates of food insecurity and its health effects, barriers for and root causes of food insecurity and demographics
- Developed individualized tracking tools and plans of action to assist schools, restaurants and food trucks during food audit and pilot program

Options:

1. Funding is tentatively included in the FY 2019 Preliminary Budget for the following agencies. Staff is seeking Board direction to decrease or eliminate funding for:
 - Legal Services of North Florida: \$257,500
 - DISC Village: \$222,759
 - Tallahassee Senior Citizens Foundation: \$179,000
 - St. Francis Wildlife Association: \$71,250
 - Tallahassee Trust for Historic Preservation: \$63,175
 - Whole Child Leon: \$38,000
 - Domestic Violence Coordinating Council: \$25,000
 - United Partners for Human Services: \$23,750
 - Oasis Center: \$20,000
 - Sustainable Tallahassee: \$8,800
 - Sharing Tree: \$10,000
2. As part of the FY 2019 budget redirect the \$200,000 TMH Trauma Center funding to support the 24% reduction in Emergency Medical Services transport fees (as reflected in a separate budget discussion item).
3. Include an additional \$10,000 in funding for Oasis to provide support to the Commission on the Status of Women and Girls in the FY 2019 preliminary budget.
4. Maintain the Sharing Tree fund at the current \$20,000 funding level for FY 2019.
5. Do not approve the FY 2018 Outside Agency Funding Agreements.
6. Board Direction

Recommendation:

Options #1 and #2.

Attachments:

1. Summary of Outside Agency Contract Funding and Services
2. FY 2018 Outside Agencies Midyear Reports
3. Funding Request Letter from Oasis Center
4. Oasis Funding Agreement

**Leon County
Board of County Commissioners
Notes for Agenda Item #13**

Leon County Board of County Commissioners

Agenda Item #13

June 14, 2022

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Consideration of Additional Funding to Support the Dr. Martin Luther King Celebration and Soul Santa Events

| | |
|-------------------------------------|--|
| Review and Approval: | Vincent S. Long, County Administrator |
| Department/ Division Review: | Alan Rosenzweig, Deputy County Administrator Scott Ross, Director, Office of Financial Stewardship Roshaunda Bradley, Budget Manager |
| Lead Staff/ Project Team: | Amy McClure, Management Analyst |

Statement of Issue:

As requested during the March 8, 2022 meeting, this item seeks Board consideration for additional funding to support the Dr. Martin Luther King Celebration (\$1,500) and Soul Santa events (\$6,000) in FY 2023.

Fiscal Impact:

This item has a fiscal impact. The \$7,500 funding is available in the General Fund contingency account to support this item.

Staff Recommendation:

Option #1: Approve the Budget Amendment Request allocating an additional \$1,500 for the Dr. Martin Luther King Celebration and \$6,000 for Soul Santa events (Attachment #1).

Report and Discussion

Background:

This item seeks Board consideration for additional funding to support the Dr. Martin Luther King (MLK) Celebration and Soul Santa events in FY 2023. Consistent with the County's Discretionary Funding Guidelines, during the March 8, 2022 meeting, the Board approved the maximum discretionary funding level for FY 2023 at \$37,000 for special events, including \$4,500 for the MLK Celebration (Inter-Civic Council of the Southern Christian Leadership Council of Tallahassee) and \$4,000 for Soul Santa events (Frenchtown \$2,500 and Walker Ford \$1,500). At that time, the Board directed staff to prepare an agenda item to consider an additional \$1,500 in funding for the MLK Celebration and an additional \$6,000 for Soul Santa events from the current FY 2022 budget.

The Inter-Civic Council of the Southern Christian Leadership Council of Tallahassee (SCLC) has hosted and celebrated Martin Luther King Jr.'s birthday for 52 years. The SCLC has maintained the ideals that the national organization was built on and uses the Leon County-sponsored MLK Celebration ceremony as a platform to recognize local men, women, and youth for their contributions to advancing the cause for equality of minorities locally and nationally. The County has sponsored this event for approximately 20 years.

Soul Santa are community sponsored events established to provide gifts to children who ordinarily would not receive a gift during the holiday season. The event, held in the Frenchtown and Walker Ford communities, provides 600 – 800 gifts to children ages ten and under during the holidays. The number of gifts varies year-to-year based on the amount of donations received; however, the City of Tallahassee provides staffing and the costs of supplies and materials needed to operate the events. The County has supported these events for approximately 20 years.

Analysis:

Pursuant to the County's Discretionary Funding Ordinance and Policy No. 93-44 "Fiscal Planning", prior to March 31st, each year the Board establishes the maximum discretionary funding levels for special events for the next budget cycle. However, the Board has discretion to consider additional funding outside of this process from the current year budget.

This item considers an additional \$1,500 for the MLK Celebration for a total County contribution of \$6,000. The additional County funds would be used to enhance the MLK Celebration event through various expenses including additional food, printing, filming, a speaker, awards and recognitions, and a larger social media presence. The current \$4,500 funding level was established in FY 2007.

The additional \$6,000 for Soul Santa would be allocated to Frenchtown (\$2,500) and Walker Ford (\$3,500) for a total County contribution of \$5,000 each. The additional funds would be used to purchase additional gifts, which will allow for an increase in the number of participants. The current \$4,000 funding level was established in FY 2009.

Title: Consideration of Additional Funding to Support the Dr. Martin Luther King Celebration and Soul Santa Events

June 14, 2022

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Funding is available in the General Fund Contingency account to support the additional funding. If approved, these funds will be included in the FY 2022 carry forward process to provide for funding availability in FY 2023. The increased funding would then be considered by the Board as part of next year's budget process during the discretionary funding process.

Options:

1. Approve the Budget Amendment Request allocating an additional \$1,500 for the Dr. Martin Luther King Celebration and \$6,000 for Soul Santa events (Attachment #1).
2. Do not approve the Budget Amendment Request allocating an additional \$1,500 for the Dr. Martin Luther King Celebration and \$6,000 for Soul Santa events.
3. Board direction.

Recommendation:

Option #1

Attachment:

1. Budget Amendment Request

FISCAL YEAR 2021/2022 BUDGET AMENDMENT REQUEST

No: BAB22026
Date: 5/12/2022

Agenda Item No: _____
Agenda Item Date: 6/14/2022

County Administrator

Deputy County Administrator

Vincent S. Long

Alan Rosenzweig

Request Detail

| <u>Revenues</u> | | | | | | | |
|---------------------|------------|----------------------------|-------------|-------------------------------|-----------------------|---------------|------------------------|
| <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: | | | | | | - | |
| | | | | | | | |
| <u>Expenditures</u> | | | | | | | |
| <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> | | | | |
| 001 | 990 | 59900 | 599 | General Fund Contingency | 120,000 | (7,500) | 112,500 |
| 001 | 820 | 58200 | 519 | Aids to Private Organizations | 37,000 | 7,500 | 44,500 |
| Subtotal: | | | | | | - | |

Purpose of Request

This budget amendment realigns \$7,500 in general fund contingency to support additional funding for the Dr. Martin Luther King Celebration (\$1,500) and Soul Santa (\$6,000) events.

Division/Department
2308/23

Roshaunda Bradley, Budget Manager

Scott Ross, Director, Office of Financial Stewardship

Approved By: Resolution ☐

Motion ☒

Administrator ☐

| BUDGET "OPERATING" CONTINGENCY RESERVES | | | | |
|---|------------------|------------------|--|------------------------------------|
| CONTINGENCY FUND UPDATE (FY 2021/22) | | | | |
| | | | GENERAL FUND 001-990-59900-599 | Beginning Balance: \$200,000.00 |
| No. | APPROVAL DATE | AGENDA DATE | AMENDMENT TITLE | BALANCE |
| 1 | 18-Oct-21 | 9-Nov-21 | Hosting of Mental Health Outreach Events within 32304 Neighborhoods | \$10,000 |
| 2 | 8-Feb-22 | 8-Mar-22 | Establishment on the Commission on the Status of Men and Boys | \$70,000 |
| 3 | 8-Mar-22 | 14-Jun-22 | <i>Additional funding for Dr. Martin Luther King Celebration event</i> | <i>\$1,500</i> |
| 4 | 8-Mar-22 | 14-Jun-22 | <i>Additional funding for Soul Santa event</i> | <i>\$6,000</i> |
| 5 | 8-Mar-22 | 14-Jun-22 | <i>Increased Funding Request from the Tallahassee-Leon County Commission on the Status of Women and Girls</i> | <i>\$48,750</i> |
| 6 | 10-May-22 | 14-Jun-22 | <i>Real Estate Option Agreement Related to Lake Hall School Preservation Efforts</i> | <i>\$20,000</i> |
| <i>Bold, Italic items are pending Board Approval</i> | | | | |
| USAGE TO DATE (TOTAL AMENDMENTS) | | | | <u>\$156,250.00</u> |
| ENDING BALANCE | | | | 43,750.00 |
| END BALANCE AS % OF BEGIN BALANCE | | | | 22% |
| USAGE BALANCE AS % OF BEGIN BALANCE | | | | 78% |

**Leon County
Board of County Commissioners**

Notes for Agenda Item #14

Leon County Board of County Commissioners

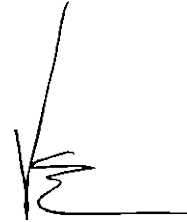
Agenda Item #14

June 14, 2022

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Full Board Appointments to the Advisory Committee for Quality Growth, the Animal Shelter Advisory Board, the Architectural Review Board, the Board of Adjustments & Appeals, the CareerSource Capital Region Board, and the Planning Commission



| | |
|---|--|
| Review and Approval: | Vincent S. Long, County Administrator |
| Department/ Division Review: | Alan Rosenzweig, Deputy County Administrator |
| Lead Staff/ Project Team: | Mary Smach, Agenda Coordinator |

Statement of Issue

This item seeks the full Board's consideration of the appointment of citizens to the Advisory Committee for Quality Growth, the Animal Shelter Advisory Board, the Architectural Review Board, the Board of Adjustments & Appeals, the CareerSource Capital Region Board, and the Tallahassee-Leon County Planning Commission.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

See next page.

Title: Full Board Appointment to the Advisory Committee for Quality Growth, the Animal Shelter Advisory Board, the Architectural Review Board, the Board of Adjustments & Appeals, the CareerSource Capital Region Board, and the Planning Commission

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Staff Recommendation:

- Option #1: Appoint one citizen, Leroy Peck, to Seat #6–CONA nominee on the Advisory Committee for Quality Growth for a three-year term ending May 31, 2025.
- Option #2: Appoint one citizen, David Kirk, to Seat #14–NEBA nominee on the Advisory Committee for Quality Growth for a three-year term ending May 31, 2025.
- Option #3: Appoint one citizen, Marguerite McCauley, to the Animal Shelter Advisory Board for the remainder of the unexpired term ending September 30, 2023.
- Option #4: Reappoint one citizen, Erin VanSickle, to the Architectural Review Board for a three-year term ending on June 30, 2025.
- Option #5: Reappoint one citizen, John Outland, to the Board of Adjustments and Appeals for three-year terms ending June 30, 2025.
- Option #6: Reappoint two citizens, Amy (Beth) Cicchetti and Thomas Eisel, to the CareerSource Capital Region Board for three-year terms ending June 30, 2025.
- Option #7: Appoint one citizen to the Tallahassee-Leon County Planning Commission for a three-year term ending on June 30, 2025. The eligible applicants are: Erin Ballas, Kim Gabbard, Carrie Lee, Rebecca O’Hara and Jo Laurie Penrose.

Should the Board choose to appoint Ms. Gabbard, it would be necessary for the Board to waive the conflicting employment relationship disclosed on Form 4A (Attachment #9) by a two-thirds affirmative vote.

Report and Discussion

Background:

Pursuant to Policy No. 03-15, “Board-Appointed Citizen Committees”, a General Business item is presented to fill vacancies for full Board appointments of citizens to Authorities, Boards, Committees, and Councils.

Analysis:

Advisory Committee for Quality Growth (ACQG)

Purpose: The Advisory Committee for Quality Growth serves as a standing advisory committee made up of development industry professionals and community stakeholders to provide continuous feedback and guidance to the Department of Development Support and Environmental Management (DSEM) on process improvements, service enhancements, and regulatory policies which support the highest quality growth and development attainable for our community. The ACQG is staffed by the Chief Development Resources Officer and charged with providing feedback and input on the overall customer experience at DSEM including proposed process improvements, customer service and desired regulatory enhancements. The responsibilities of the ACQG place a great emphasis on proactive input and feedback for all development review and approval matters.

Composition: The ACQG has sixteen (16) members appointed by the full Board: nine (9) are nominated by local organizations/associations and the remaining seven (7) do not require a nomination. The members serve three-year terms. The eligibility for each seat is as follows:

- **Seat 1:** a person who is engaged in providing construction development, planning or environmental-related services, **nominated by the Tallahassee Builders Association.**
- **Seat 2:** a person who is engaged in providing construction development, planning or environmental-related services, **nominated by the Big Bend Contractors Association.**
- **Seat 3:** a person who is engaged in providing construction development, planning or environmental-related services, **nominated by the National Association of Women in Construction.**
- **Seat 4:** a person who is engaged in providing construction development, planning or environmental-related services, **nominated by the Associated Builders and Contractors of North Florida.**
- **Seat 5:** a person who is employed by the university or local school system, no nomination required.
- **Seat 6:** a person who serves on a neighborhood association board or represents a neighborhood-based organization, **nominated by the Council of Neighborhood Associations.**
- **Seats 7 & 8:** persons employed by or who represents, a community-based, environment-related organization, no nomination required.
- **Seats 9, 10 & 11:** residents of Leon County, no nomination required.
- **Seat 12:** a person who represents a business association or organization, **nominated by the Greater Tallahassee Chamber of Commerce.**

Title: Full Board Appointment to the Advisory Committee for Quality Growth, the Animal Shelter Advisory Board, the Architectural Review Board, the Board of Adjustments & Appeals, the CareerSource Capital Region Board, and the Planning Commission

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- Seat 13: a person who represents a business association or organization, **nominated by the Big Bend Minority Chamber of Commerce.**
- Seat 14: a person who represents a business association or organization, **nominated by the Network of Entrepreneurs & Business Advocates.**
- Seat 15: a person who represents a business association or organization, **nominated by the Capital City Chamber of Commerce.**
- Seat 16: an archaeologist, no nomination required.

Diversity of Current Membership:

| Total Seats | Vacant Seats | Gender | Race |
|-------------|--------------|-------------------------|------------------------|
| 16 | 1 | Male - 12 Female - 3 | White - 10 Black- 5 |

Vacancies: The term of Jack Davis, the Council of Neighborhood Associations (CONA) nominee, and Will Croley, the Network of Entrepreneurs & Business Advocates nominee, expired on May 31, 2022. Mr. Davis and Mr. Croley did not seek reappointment. CONA has provided a new nomination which is included in Attachment #1 and NEBA has provided a nomination which is included in Attachment #2. The eligible applicant is listed in Table #1.

Table #1. Advisory Committee for Quality Growth

| Vacancy / Category <i>Term Status</i> | Term Expiration | Eligible Applicant (Application Attachment #) | Gender - Race | Recommended Action |
|---|--------------------|--|------------------|---|
| Jack Davis Seat #6 – Council of Neighborhood Associations nominee <i>Not seeking reappointment</i> | 5/31/2022 | 1. Leroy Peck | Male - Black | Appoint one eligible applicant for a three- year term ending May 31, 2025. |
| Will Croley Seat #14 – Network of Entrepreneurs & Business Advocates nominee <i>Not seeking reappointment</i> | 5/31/2022 | 2. David Kirk | Male - White | Appoint one eligible applicant for a three- year term ending May 31, 2025. |

Animal Shelter Advisory Board (ASAB)

Purpose: The ASAB is a citizens' board in support of the Tallahassee-Leon Community Animal Services Center. Responsibilities include assisting in the development of Animal Services' mission, program, policies and procedures, and serving as liaisons to the community, increasing support and awareness of Animal Services, and assisting in the resolution of citizen concerns and issues.

Title: Full Board Appointment to the Advisory Committee for Quality Growth, the Animal Shelter Advisory Board, the Architectural Review Board, the Board of Adjustments & Appeals, the CareerSource Capital Region Board, and the Planning Commission

June 14, 2022

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Composition: The membership is comprised of twelve (12) members: nine (9) members appointed by the Mayor of City of Tallahassee and three (3) members appointed by the Board of County Commissioners. Members appointed by the Board of County Commissioners must be County residents per Board Policy. Terms are for three years and members are limited to serve no more than two full consecutive terms.

Diversity of the Current Board-Appointed Membership:

| Total Seats | Vacant Seats | Gender | Race |
|-------------|--------------|------------|------------------------|
| 3 | 1 | Female - 2 | White – 1 Asian - 1 |

Vacancies: Board-appointed member Jessica Lauria has resigned. Her term was due to expire on September 30, 2023. The eligible applicant is listed in Table #2.

Table #2: Animal Shelter Advisory Board

| Vacancies | Term Expiration | Eligible Applicants Application Attachment # | Gender - Race | Recommended Action |
|-----------------------------------|-----------------|---|-------------------|--|
| Jessica Lauria <i>Resigned</i> | 9/30/2023 | 3. Marguerite McCauley | Female - Hispanic | Appoint one eligible applicant for the remainder of the unexpired term ending September 30, 2023. |

Architectural Review Board (ARB)

Purpose: The responsibilities of ARB are included in Section 10-2.363 of the Land Development Code and include, among others, to review and make recommendations on the listing of properties on the Local Register Historic Places; protect the character of property in the Historic Preservation Overlay (HPO) designation; and, on behalf of County and City, administer federal Certified Local Government program for historic preservation.

Composition: ARB membership consists of ten (10) total members: four (4) citizens appointed by the Board, four (4) citizens appointed by the City of Tallahassee (City), the Planning Commission Chairman (or designee) and the Planning Department Director (or designee). The Board and the City each appointed citizen members from the following eligibility categories:

- Two (2) owners of property zoned with the Historic Preservation Overlay (HPO)
- One (1) member of American Institute of Architects (AIA)
- One (1) member representing Tallahassee Trust for Historic Preservation (TTHP)

Title: Full Board Appointment to the Advisory Committee for Quality Growth, the Animal Shelter Advisory Board, the Architectural Review Board, the Board of Adjustments & Appeals, the CareerSource Capital Region Board, and the Planning Commission

June 14, 2022

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As per the County Code of Laws, appointed members serve three-year terms, expiring on June 30 and may not serve more than two full consecutive terms. All appointed members of the ARB must be residents or property owners in Leon County.

Diversity of Current Membership:

| Total Seats | Vacant Seats | Gender | Race |
|-------------|--------------|------------------------|------------|
| 10 | 0 | Female – 6 Male – 4 | White – 10 |

Vacancies: The term for Board appointed member, Erin VanSickle, who fills the seat for an owner of historic preservation property, will expire on June 30, 2022. Ms. VanSickle is eligible for and is seeking reappointment. Her application and attendance records are included as Attachment #4. The eligible applicant is listed in Table #3.

Table #3: Architectural Review Board

| Vacancies <i>Term Status</i> | Term Expiration | Eligible Applicant Application Attachment # | Gender - Race | Recommended Action |
|---|------------------------|---|----------------------|---|
| Erin VanSickle <i>Seeking reappointment (has served 1 full term)</i> | 6/30/2022 | 4. Erin VanSickle | Female – White | Reappoint one eligible applicant for a three-year term ending June 30, 2025. |

Board of Adjustments and Appeals (BOAA)

Purpose: The Tallahassee-Leon County BOAA is a County/City joint board that hears and decides on appeals of administrative decisions as provided in the City of Tallahassee and Leon County Land Development Code, and variances to sign, plumbing, zoning, housing, building, gas and fire prevention codes of the City of Tallahassee and Leon County as provided in the City and Leon County Land Development Codes.

Composition: The BOAA membership consists of nine (9) citizens, seven (7) members plus two (2) alternates. Three (3) members are appointed by the County, three (3) members are appointed by the City and one (1) member is alternately appointed by the County and the City Commissions. In addition, both the County and the City Commissions may appoint one (1) alternate member, who serves in the event that their presence is needed to constitute a quorum. The members serve 3-year terms and may not serve more than two full consecutive terms. Vacancies are filled for the remainder of the unexpired term.

Title: Full Board Appointment to the Advisory Committee for Quality Growth, the Animal Shelter Advisory Board, the Architectural Review Board, the Board of Adjustments & Appeals, the CareerSource Capital Region Board, and the Planning Commission

June 14, 2022

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Diversity of Current Membership:

| Total Seats | Vacant Seats | Gender | Race |
|-------------|--------------|------------------------|---|
| 9 | 1 | Female – 4 Male – 4 | White – 3 African American - 3 Hispanic - 2 |

Vacancies: The term of Board-appointed member, John Outland, is due to expire on June 30, 2022. Mr. Outland is eligible for and is seeking reappointment. His application and attendance record are included as Attachment #5. The eligible applicant is listed in Table #4.

Table #4: Board of Adjustments and Appeals

| Vacancies <i>Term Status</i> | Term Expiration | Eligible Applicant Application Attachment # | Gender- Race | Recommended Action |
|--|--------------------|--|-----------------|--|
| John Outland <i>Seeking reappointment (has served 1 partial term)</i> | 6/30/2022 | 5. John Outland | Male – White | Reappoint one eligible applicant, for a 3-year term ending June 30, 2025. |

CareerSource Capital Region Board (CSCR)

Purpose: CareerSource Capital Region connects employers with qualified, skilled and talented Floridians with employment and career development opportunities to achieve economic prosperity in Gadsden, Leon and Wakulla counties. The CSCR Board develops the region’s strategic workforce development plan; identifies occupations for which there is a demand in the area and selects training institutions that may provide training; solicits the input and participation of the local business community in the provision of services for the residents of the region; provides policy guidance and procedures for programs established by CareerSource Capital Region; and, provides oversight and monitoring activities.

Composition: The CSCR Board has twenty-three (23) voting members, including seven (7) private sector representative members appointed by the full Board. Nominations for the private sector seats are submitted by local business organizations including local chambers of commerce, downtown merchants’ associations, area business associations, etc., and must be compliant with the Workforce Innovation and Opportunity Act (WIOA) and Florida Statutes. Nominees are representative of the business community in optimal business leadership positions, such as CEOs, VPs of HR, General Managers, Presidents and executives of firms that require a large workforce to maintain their business. The members serve a three-year term and members representing business can serve up to three rotations (for a total of up to nine (9) years) and then must sit off

Title: Full Board Appointment to the Advisory Committee for Quality Growth, the Animal Shelter Advisory Board, the Architectural Review Board, the Board of Adjustments & Appeals, the CareerSource Capital Region Board, and the Planning Commission

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the CSCR Board for a minimum of one (1) year. Vacancies are filled for the remainder of the unexpired term.

Diversity of Current Board-Appointed Membership:

| Total Seats | Vacant Seats | Gender | Race |
|-------------|--------------|------------------------|------------------------|
| 7 | 0 | Female – 5 Male – 2 | White – 5 Black – 2 |

Vacancies: The terms of Board-appointed members Beth Cicchetti and Thomas Eisel are due to expire on June 30, 2022. Both Ms. Cicchetti and Mr. Eisel are eligible for, and are seeking, reappointment. Their applications and letters of recommendation from CareerSource Capital Region are included as Attachments #6 and #7. The recommended applicants are listed in Table #5.

Table #5: CareerSource Capital Region

| Vacancies <i>Term Status</i> | Term Expiration | Eligible Applicants Application Attachment # | Gender - Race | Recommended Action |
|---|------------------------|--|----------------------|--|
| Amy (Beth) Cicchetti <i>Seeking reappointment (has served 1 partial and 1 full term)</i> | 6/30/2022 | 6. Amy (Beth) Cicchetti | Female – White | Reappoint one eligible, recommended applicant for a 3-year term ending June 30, 2025. |
| Thomas Eisel <i>Seeking reappointment (has served 1 full term)</i> | 6/30/2022 | 7. Thomas Eisel | Male – White | Reappoint one eligible, recommended applicant for a 3-year term ending June 30, 2025. |

Planning Commission

Purpose: The Tallahassee-Leon County Planning Commission was established by interlocal agreement on September 26, 1967, between Leon County and the City of Tallahassee. This Agreement designated the Planning Commission as the entity responsible for comprehensive area wide planning within the City of Tallahassee and Leon County. The Planning Commission is also designated as the Local Planning Agency (LPA) that reviews amendments to the Comprehensive Plan. Duties and responsibilities of the Planning Commission and the LPA are set forth in the Planning Commission bylaws as well as the interlocal agreement and local land development codes for the City and County.

Composition: The Planning Commission has seven (7) total members: three (3) members appointed by the Board, three (3) members appointed by the City, and one (1) member selected by the School Board and approved and appointed jointly by the Board and the City Commission. The

Title: Full Board Appointment to the Advisory Committee for Quality Growth, the Animal Shelter Advisory Board, the Architectural Review Board, the Board of Adjustments & Appeals, the CareerSource Capital Region Board, and the Planning Commission

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members serve three-year terms and may be reappointed. County appointed members are limited to 3 consecutive full 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 |
|-------------|--------------|------------------------|---------------------------------|
| 7 | 0 | Male – 4 Female – 3 | African American 4 White – 3 |

Vacancy: The term of Board appointed member L. Collins Proctor is due to expire on June 30, 2022. Mr. Proctor is not seeking reappointment. The eligible applicants are listed in Table #6.

Table #6: Planning Commission

| Vacancy | Term Expiration | Eligible Applicant Application Attachment # | Gender - Race | Recommended Action |
|--|-----------------|--|--|---|
| L. Collins Proctor <i>Not seeking reappointment</i> | 6/30/2022 | 8. Erin Ballas 9. Kim Gabbard* 10. Carrie Lee 11. Rebecca O'Hara 12. Jo Laurie Penrose | Female – White Female – White Female – Black Female - White Female – White | Appoint one eligible applicant for a 3-year term ending June 30, 2025. |

* Applicant requests a waiver of the conflicting employment relationship as disclosed in Form 4A (Attachment #9). Should the Board choose to appoint Ms. Gabbard, it would be necessary for the Board to waive the conflicting employment relationship disclosed on Form 4A by a two-thirds affirmative vote.

In addition, appointed advisory board members must abstain from voting on a measure which would inure to his or her special private gain or loss and must file Form 8B, Memorandum of Voting Conflict, with the person responsible for recording the minutes of the meeting.

Title: Full Board Appointment to the Advisory Committee for Quality Growth, the Animal Shelter Advisory Board, the Architectural Review Board, the Board of Adjustments & Appeals, the CareerSource Capital Region Board, and the Planning Commission

June 14, 2022

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Options:

1. Appoint one citizen, Leroy Peck, to Seat #6–CONA nominee, on the Advisory Committee for Quality Growth for a three-year term ending May 31, 2025.
2. Appoint one citizen, David Kirk, to Seat #14–NEBA nominee on the Advisory Committee for Quality Growth for a three-year term ending May 31, 2025.
3. Appoint one citizen , Marguerite McCauley, to the Animal Shelter Advisory Board for the remainder of the unexpired term ending September 30, 2023.
4. Reappoint one citizen, Erin VanSickle, to the Architectural Review Board for a three-year term ending on June 30, 2025.
5. Reappoint one citizen, John Outland, to the Board of Adjustments and Appeals for three-year terms ending June 30, 2025.
6. Reappoint two citizens, Amy (Beth) Cicchetti and Thomas Eisel, to the CareerSource Capital Region Board for three-year terms ending June 30, 2025.
7. Appoint one citizen to the Tallahassee-Leon County Planning Commission for a three-year term ending on June 30, 2025. The eligible applicants are: Erin Ballas, Kim Gabbard, Carrie Lee, Rebecca O'Hara and Jo Laurie Penrose.

Should the Board choose to appoint Ms. Gabbard, it would be necessary for the Board to waive the conflicting employment relationship disclosed on Form 4A (Attachment #9) by a two-thirds affirmative vote.

8. Board direction.

Recommendation:

Options #1, #2, #3, #4, #5, #6 and #7

Attachments:

1. Peck application and nomination
2. Kirk application, resume and nomination
3. McCauley application and resume
4. VanSickle application and attendance
5. Outland application, resume and attendance
6. Cicchetti application, bio and CSCR recommendation letter
7. Eisel application, bio and CSCR recommendation letter
8. Ballas application and resume
9. Gabbard application, resume and Disclosure Form 4A
10. Lee application
11. O'Hara application and resume
12. Penrose application and resume



**LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
ADVISORY COMMITTEE FOR QUALITY GROWTH**

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 (850) 606-5300 or by e-mail at smachm@leoncountyfl.gov.
Applications will be discarded if no appointment is made after two years.

| | | | |
|-----------------------------|---|--|-----|
| Name: Mr. Leroy Peck | | Date: 5/26/2022 12:15:15 PM | |
| Home Address: | 3276 Dartmouth Drive Tallahassee, FL 32317 | Do you live in Leon County? | Yes |
| | | Do you live within the City limits? | Yes |
| | | Do you own property in Leon County? | Yes |
| Home Phone: | (850) 363-4908 | Do you own property in the Tallahassee City Limits? | Yes |
| Email: | cityheat159@yahoo.com | How many years have you lived in Leon County? | 46 |

(EMPLOYMENT INFORMATION)

| | | |
|--------------------------|--|-----------------|
| Employer: | Retired - City of Tallahassee Police Dep | Work |
| Occupation: | Retired Police Lieutenant | Address: |
| Work/Other Phone: | | |

(OPTIONAL)

Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.

| | | | | | |
|------------------|---------------------------|------------------|----|-------------|----|
| Race: | Black or African American | Gender: | M | Age: | 63 |
| District: | District V | Disabled? | No | | |

(RESUME AND REFERENCES)

References (you must provide at least one personal reference who is not a family member):

| | | | |
|-----------------|---------------------|-----------------|-----------------------|
| Name: | William Hudson, Jr. | Name: | James Morrell |
| Address: | FAMU | Address: | 1458 South Monroe St. |
| Phone: | (850) 556-8157 | Phone: | (850) 597-2495 |

Resume Uploaded? No

If no resume is available, in the space below briefly describe or list the following: any previous experience on other Committees; your educational background; your skills and experience you could contribute to a Committee; any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in Leon County; any charitable or community activities in which you participate; and reasons for your choice of the Committee indicated on this Application. Please attach your resume, if one is available.

(COMMITTEE QUESTIONNAIRE)

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

Citizen participation is important in developing Leon County's programs and policies, and in providing quality public services to the community. We appreciate your interest in serving on a committee and would like to bring a few items to your attention. As a member of a committee/board/authority, you will be obligated to follow any applicable laws regarding government-in-the-sunshine, code of ethics for public officers, and public records disclosure.

The consequences for violating these applicable laws include criminal penalties, civil fines, and the voiding of any committee/board/authority action and of any subsequent action by the Board of County Commissioners. In order to be familiar with these laws and to assist you in answering the following questions, please take a few minutes to complete the mandatory orientation. Your application will not be deemed complete until you have completed the orientation.

Have you completed the Applicant Orientation for membership on Citizen Committees, Board & Authorities?* **Yes**

Are you currently serving on a County Advisory Committee or other Committee/Authority/Board?* **No**

Have you served on any previous Leon County committees?* **No**

Are you willing to complete a financial disclosure form 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**

Is your personal information exempt from public records disclosure in accordance with FS 119.071(2)(j)1 or FS 119.071(4)? **No**

Members must meet one of the membership eligibility criteria. Please indicate your area of expertise:

- ☐ Provider of construction development, planning or environmental-related services. (THIS SEAT REQUIRES A NOMINATION.)
- ☐ Employed by a university or local school system.
- ☒ Serves on a neighborhood association board or represents a neighborhood-based organization. (THIS SEAT REQUIRES A NOMINATION BY THE COUNCIL OF NEIGHBORHOOD ASSOCIATIONS.)
Name of Neighborhood Board/Organization you represent: **Council of Neighborhood Associations**
- ☐ Employed by or represents, a community-based, environment-related organization.
- ☐ Represent a business association or organization. (THIS SEAT REQUIRES A NOMINATION.)
- ☐ Archaeologist
- ☐ Resident of Leon County

All statements and information provided in this application are true to the best of my knowledge.

Signature: *Mr. Leroy Peck*

The application was electronically sent: 5/26/2022 12:15:15 PM

From: [Scott Brockmeier](#)
To: [Leroy Peck](#)
Cc: [Mary Smach](#)
Subject: RE: Leon County - Advisory Committee on Quality Growth & CONA
Date: Wednesday, April 6, 2022 11:41:54 AM

Leroy,

That is great news and I look forward to working with you! All you will need to do is complete an [online application](#). Staff will be in touch in the coming weeks after the Board formalizes the nomination. If you have any questions about the ACQG or the application, please let me know.

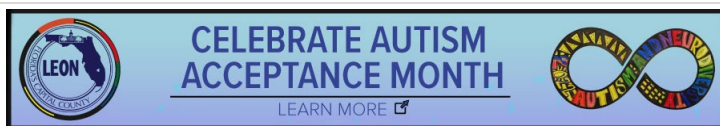
Best regards,



Scott Brockmeier, CPM
Chief Development Resources Officer
Department of Development Support & Environmental Mgt.
435 N. Macomb St., 2nd Fl | Tallahassee, FL 32301
(850) 606-1317 /work | (850) 606-1301 /fax
brockmeiers@leoncountyfl.gov

People Focused. Performance Driven.

Please note that under Florida's Public Records laws, most written communications to or from County staff or officials regarding County business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.



From: Leroy Peck <cityheat159@yahoo.com>
Sent: Wednesday, April 6, 2022 11:35 AM
To: Scott Brockmeier <Brockmeiers@leoncountyfl.gov>
Subject: Re: Leon County - Advisory Committee on Quality Growth & CONA

Good . morning.

I apologize, I missed the original message. I will be replacing Jack Davis. I am the current president of CONA, and look forward to working with you.

[Sent from Yahoo Mail on Android](#)

On Wed, Apr 6, 2022 at 11:31 AM, Scott Brockmeier
<Brockmeiers@leoncountyfl.gov> wrote:

Mr. Peck

I hope you are well. I am following up on an email I sent a couple months ago. I am trying to reach someone with CONA who can assist me. The Leon County Advisory Committee on Quality Growth (ACQG) has a seat reserved for CONA. Jack Davis is our current CONA representative but is not seeking reappointment. If you could, please provide me with the contact information for CONA's current president. We have a tight timeframe in which we need to have CONA's replacement nominee (April 15) to avoid a vacant seat.

Feel free to contact me directly at 850-606-1317.

Thank you,



Scott Brockmeier, CPM
Chief Development Resources Officer
Department of Development Support & Environmental Mgt.
435 N. Macomb St., 2nd Fl | Tallahassee, FL 32301
(850) 606-1317 /work | (850) 606-1301 /fax
brockmeiers@leoncountyfl.gov

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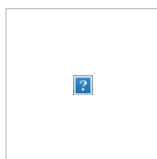


From: Scott Brockmeier <BrockmeierS@leoncountyfl.gov>
Sent: Friday, February 11, 2022 12:27 PM
To: 'LeRoy Peck' (<cityheat159@yahoo.com>) <cityheat159@yahoo.com>
Subject: Leon County - Advisory Committee on Quality Growth & CONA

Hello, Leroy

I hope all is well with you. I am the County's liaison/rep. for the Advisory Committee on Quality Growth (ACQG). One of the seats on the ACQG is reserved for an appointee from CONA. Jack Davis is the current member from CONA but his term is expiring in May. I wasn't sure if you were still active with CONA but thought I may start with you. I am seeking a new ACQG nominee from CONA. I am not sure who the current President of CONA is as of late but figured you may know?

Take care,



Scott Brockmeier, CPM
Chief Development Resources Officer
Department of Development Support & Environmental Mgt.
435 N. Macomb St., 2nd Fl | Tallahassee, FL 32301
(850) 606-1317 /work | (850) 606-1301 /fax
brockmeiers@leoncountyfl.gov

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**LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
ADVISORY COMMITTEE FOR QUALITY GROWTH**

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 (850) 606-5300 or by e-mail at smachm@leoncountyfl.gov.

Applications will be discarded if no appointment is made after two years.

Name: Mr. David R Kirk

Date: 5/26/2022 4:33:32 PM

Home Address: 9128 Copperfair Lane
Tallahassee, FL 32317

Do you live in Leon County? Yes

Do you live within the City limits? No

Do you own property in Leon County? Yes

Home Phone: (850) 567-2958

Do you own property in the Tallahassee City Limits? No

Email: davidrkirk@yahoo.com

How many years have you lived in Leon County? 47

(EMPLOYMENT INFORMATION)

Employer: Gabor Financial Solutions

Work

Occupation: Financial Advisor

Address: 1410 Piedmont Dr E
Tallahassee, FL 32317

**Work/Other
Phone:**

(OPTIONAL)

Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.

Race: White

Gender:

Age:

District:

Disabled?

(RESUME AND REFERENCES)

References (you must provide at least one personal reference who is not a family member):

Name: JP Brown

Name: Robert Sellers

Address: 1383 Silver Moon Dr
Tallahassee, FL 32312

Address: 8906 Winged Foot
Tallahassee, FL 32312

Phone: (850) 545-6898

Phone: (850) 519-1704

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? **Childrens' Services Planning Committee**

Are you willing to complete a financial disclosure form if applicable?* **No**

Your application will only be considered for those committees/boards/authorities that do not require members to complete the Financial Disclosure Form 1.

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**

Is your personal information exempt from public records disclosure in accordance with FS 119.071(2)(j)1 or FS 119.071(4)? **No**

Members must meet one of the membership eligibility criteria. Please indicate your area of expertise:

- ☐ Provider of construction development, planning or environmental-related services. (THIS SEAT REQUIRES A NOMINATION.)
- ☐ Employed by a university or local school system.
- ☐ Serves on a neighborhood association board or represents a neighborhood-based organization. (THIS SEAT REQUIRES A NOMINATION BY THE COUNCIL OF NEIGHBORHOOD ASSOCIATIONS.)
- ☐ Employed by or represents, a community-based, environment-related organization.
- ☒ Represent a business association or organization. (THIS SEAT REQUIRES A NOMINATION.)
Name of nominating organization: **Network of Entrepreneurs & Building Advocates**
- ☐ Archaeologist
- ☒ Resident of Leon County

All statements and information provided in this application are true to the best of my knowledge.

Signature: *Mr. David R Kirk*

The application was electronically sent: 5/26/2022 4:33:32 PM

David R. Kirk, RICP

Email-davidrkirk@yahoo.com

9128 Copperfair Lane ● Tallahassee, Florida 32317 ● (850)567-2958

PROFESSIONAL SUMMARY

Exceptional sales and management experience. Completed RICP certificate program 8/10/2015. Completed CRES program 1/09/2020. Financial and Retirement Planner. Financial Advisor. Investment Advisor Rep. Holder of 2-15 Life, Health, and Variable Annuities License, FINRA Series 7, 63, 65 registered. Holder Florida Real Estate License. Strong business development, marketing, and organizational skills. Able to work under pressure and handle multiple complex projects. Well versed in general banking, including all aspects of retail, mortgage, SBA, and commercial lending. Received formal credit training.

EXPERIENCE

Gabor Financial Solutions

Financial Advisor/Planner Tallahassee, FL: 10/2019-Present

- Internal Sales Associate
- Transferring unaligned clients to me
- Licensed in multiple states
- Insurance and Investment sales
- Retirement/Financial planning specialist

MassMutual, Financial Design Associates

Financial Advisor, RICP: Tallahassee, FL: 11/15-Present

- Insurance and Investment sales
- Retirement planning specialist
- Masters' Council 2016
- Leaders' Conference 2016

Prudential

Financial Advisor: Tallahassee, FL: 11/11-11/15

- Insurance and investment sales.
- Financial Advising
- Agency Rookie of the Year 2012
- Agency Junior of the year 2014
- Masters' Council 2012, 2014, 2015
- MDRT 2013
- President's Conference 2013
- Field Advisory Council 2013-15

Keller Williams Town & Country Realty,

Real Estate Sales Associate: Tallahassee, FL: 5/10-12/2015

- Listing and selling residential and commercial property.

Quantum Commercial Consultants,

Self Employed Cost Segregation Consultant: Tallahassee, FL: 10/2005-12/2011

- Arranged building component analysis to reclassify for depreciation purposes in order to improve business cash flow for commercial property owners.

Hancock Bank,

Senior Community Business Banker, Vice Pres.: Tallahassee, FL: 12/06-/09

- Increased number of commercial relationships by 32%.
- Average commercial loan volume of more than \$1 million/month.
- Managed relationship portfolio and kept exceptions at zero.

David R. Kirk

Page 2

SunTrust Bank,

Senior Business Banking Officer, Vice Pres.: *Tallahassee, FL. 5/2005-12/06*

- Utilized business development techniques to bring in business loans, deposits and treasury management services.
- Served on the bank's North Florida Diversity Council and Chair for Tallahassee sub-committee.

Bank of America, formerly known as NationsBank and Barnett Bank

Business Banker III: *Tallahassee, FL. 7/98- 5/2005*

- Maintained average commercial loan/lease volume of \$850,000 per month.
- Florida panhandle agricultural lender with additional experience in SBA 7a, Express and 504 loans.

Business Banker: *Winter Haven, FL. 3/97-7/98*

Branch Manager: *Haines City, FL. 12/96-3/97*

Branch Manager: *Winter Haven, FL. 8/96-12/96*

- Increased consumer loan volume by more than 300%

Consumer Loan Officer: *Lakeland, FL. 8/94-8/96*

Consumer Loan Officer: *Haines City, FL. 12/93-8/94*

- Increased consumer loan volume from outside referral sources by \$700,000 per month with a goal of \$400,000 per month

Accounts Adjuster III: *Lakeland, FL. 7/88-12/93*

- Collection of consumer loans , primarily indirect auto loans, maintaining a less than 0.1% delinquency

EDUCATION

Florida State University, *Tallahassee, FL. 8/2011*

- BS in Economics
- Minor in Business
- Concentration in Business with courses in Financial Management of the Firm, Economics of Business and Industrial Organization and Economics of State and Local Government

AFFILIATIONS

Network of Entrepreneurs and Business Advocates

- Board Member 2/2016-present

Holocaust Education Resource Council

- Treasurer 3/2016-6/2022

Leon Advocacy and Resource Center

- Treasurer, 10/2003-9/2017
- Board Member, 6/02-10/03

Tallahassee HOG (Harley Owners Group)

- Activities Officer 7/2013-present

Tallahassee Quarterback Club

- Member 8/2015-07/2017

Tiger Bay

- Member 12/2013- 12/2016

Temple Israel

- Trustee at Large 4/13-4/2016
- Treasurer 4/09-4/2013

Florida Economic Club

- Member 12/2013-12/2015

David R. Kirk

Page 3

Florida Licensed Realtor, National Association of Realtors, Florida Association of Realtors, Tallahassee Board of Realtors

- Member 4/2010-12/2015

Patriot Guard Riders

- Member 4/2010-present

Suwannee River Area Boy Scouts

- Board of Directors 1/2004-6/2010

Polk County Chapter of the National Spa and Pool Institute

- Secretary, 1/98-7/98
- Treasurer, 1/97-12/97
- Director, 1/96-12/96

Habitat for Humanity, Polk County

- Family Selection Committee 8/96-7/98
- Lead Carpenter 1/96-8/96

From: [Scott Brockmeier](#)
To: [Patrick Slevin](#)
Cc: [Mary Smach](#); [Wheeler.D@comcast.net](#); [David Kirk](#)
Subject: RE: NEBA Nominee for Leon County Advisory Committee on Quality Growth
Date: Thursday, May 26, 2022 3:54:08 PM
Attachments: [RE NEBA Nominee for Leon County Advisory Committee on Quality Growth.msg](#)

Patrick,

This is great news. I've reached out to David this afternoon. David, I look forward to meeting you.

Best regards,



Scott Brockmeier, CPM
Chief Development Resources Officer
Department of Development Support & Environmental Mgt.
435 N. Macomb St., 2nd Fl | Tallahassee, FL 32301
(850) 606-1317 /work | (850) 606-1301 /fax
brockmeiers@leoncountyfl.gov

People Focused. Performance Driven.

Please note that under Florida's Public Records laws, most written communications to or from County staff or officials regarding County business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.



From: Patrick Slevin <P.SL7@patricksslevin.com>
Sent: Thursday, May 26, 2022 3:44 PM
To: Scott Brockmeier <BrockmeierS@leoncountyfl.gov>
Cc: Mary Smach <SmachM@leoncountyfl.gov>; [Wheeler.D@comcast.net](#); [David Kirk <davidkirk@yahoo.com>](#)
Subject: Re: NEBA Nominee for Leon County Advisory Committee on Quality Growth

Scott, David Kirk, a board member of NEBA would like to apply. He is cc'd here.

From: Patrick Slevin
Sent: Thursday, May 26, 2022 11:50 AM
To: Scott Brockmeier <BrockmeierS@leoncountyfl.gov>
Cc: Mary Smach <SmachM@leoncountyfl.gov>; [Wheeler.D@comcast.net](#) <[Wheeler.D@comcast.net](#)>
Subject: Re: NEBA Nominee for Leon County Advisory Committee on Quality Growth

i will forward this to my board members now with a last call of interest and answer you by Monday

Best, Patrick

SL7 Consulting
www.PatrickSlevin.com

On May 26, 2022, at 11:46 AM, Scott Brockmeier <BrockmeierS@leoncountyfl.gov> wrote:

Hello, Patrick

Just following up on the status of NEBA's nominee to the County's ACQG. Have a nice day!

Regards,



Scott Brockmeier, CPM
Chief Development Resources Officer
Department of Development Support & Environmental Mgt.
435 N. Macomb St., 2nd Fl | Tallahassee, FL 32301
(850) 606-1317 /work | (850) 606-1301 /fax
brockmeiers@leoncountyfl.gov

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From: Scott Brockmeier <BrockmeierS@leoncountyfl.gov>
Sent: Wednesday, April 6, 2022 11:38 AM
To: Patrick Slevin <P.Sl7@patrickslavin.com>
Cc: Mary Smach <SmachM@leoncountyfl.gov>; Wheeler.D@comcast.net
Subject: RE: NEBA Nominee for Leon County Advisory Committee on Quality Growth

Hello, Patrick

I am following up to our earlier email exchange about NEBA's replacement nominee for the County's Advisory Committee on Quality Growth. Unfortunately, we are running short on time to get a nominee to our Board. Please have NEBA's nominee [apply online](#) as soon as possible. I am available if you have any questions.

Thank you,



Scott Brockmeier, CPM
Chief Development Resources Officer
Department of Development Support & Environmental Mgt.
435 N. Macomb St., 2nd Fl | Tallahassee, FL 32301
(850) 606-1317 /work | (850) 606-1301 /fax
brockmeiers@leoncountyfl.gov

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—

From: Scott Brockmeier <BrockmeierS@leoncountyfl.gov>
Sent: Monday, March 21, 2022 2:06 PM
To: Patrick Slevin <P.Sl7@patrickslavin.com>
Cc: Mary Smach <SmachM@leoncountyfl.gov>; Wheeler.D@comcast.net
Subject: RE: NEBA Nominee for Leon County Advisory Committee on Quality Growth

Hello, Patrick

I hope you are well. I'm emailing as a reminder about the upcoming deadline for NEBA's replacement nominee to the County's Advisory Committee for Quality Growth. Let me know if you have any questions.

Best regards,



Scott Brockmeier, CPM
Chief Development Resources Officer
Department of Development Support & Environmental Mgt.
435 N. Macomb St., 2nd Fl | Tallahassee, FL 32301
(850) 606-1317 /work | (850) 606-1301 /fax
brockmeiers@leoncountyfl.gov

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—

From: Scott Brockmeier <BrockmeierS@leoncountyfl.gov>
Sent: Friday, February 11, 2022 12:11 PM
To: Patrick Slevin <P.Sl7@patrickslavin.com>
Cc: Mary Smach <SmachM@leoncountyfl.gov>; Wheeler.D@comcast.net
Subject: RE: NEBA Nominee for Leon County Advisory Committee on Quality Growth

Hello, Patrick

Thank you for the quick reply. We request NEBA's nominee [apply](#) by March 31.

Best regards,

Scott Brockmeier, CPM
Chief Development Resources Officer
Department of Development Support & Environmental Mgt.
435 N. Macomb St., 2nd Fl | Tallahassee, FL 32301



(850) 606-1317 /work | (850) 606-1301 /fax
brockmeiers@leoncountyfl.gov

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Please note that under Florida's Public Records laws, most written communications to or from County staff or officials regarding County business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.

From: Patrick Slevin <P.SL7@patricksslevin.com>
Sent: Friday, February 11, 2022 11:36 AM
To: Scott Brockmeier <BrockmeierS@leoncountyfl.gov>
Cc: Mary Smach <SmachM@leoncountyfl.gov>; Wheeler.D@comcast.net
Subject: Re: NEBA Nominee for Leon County Advisory Committee on Quality Growth

Thank you Scott for the email on Will and the open slot. I will get with my board to see if anyone wants to apply. What is the deadline?

Have a nice weekend.

From: Scott Brockmeier <BrockmeierS@leoncountyfl.gov>
Sent: Thursday, February 10, 2022 2:12 PM
To: Patrick Slevin <P.SL7@patricksslevin.com>
Cc: Mary Smach <SmachM@leoncountyfl.gov>
Subject: NEBA Nominee for Leon County Advisory Committee on Quality Growth

Hello, Mr. Slevin

My name is Scott Brockmeier and I work for Leon County's Department of Development Support & Environmental Management. I am the liaison for the County's 'Advisory Committee on Quality Growth' (ACQG). Mr. Will Croley has graciously served on the County's ACQG for the past 2 + years. We are very grateful for his service over the last two years. Unfortunately, Mr. Croley's term ends May 31st and he is not seeking reappointment. His upcoming vacancy (Seat 14) is exclusive to a professional nominated by NEBA. As such, we are seeking your replacement nominee for the ACQG. To file an application for membership, candidates only need to complete an [application online](#).

ACQG members are community stakeholders from various backgrounds appointed by the Board of County Commissioners. The goal of the ACQG is to obtain input and feedback on proposed ordinances and land development processes that will have impact on how our community as we continue to grow.

If you have any questions, I am more than happy to assist.

Sincerely,



Scott Brockmeier, CPM
Chief Development Resources Officer
Department of Development Support & Environmental Mgt.
435 N. Macomb St., 2nd Fl | Tallahassee, FL 32301
(850) 606-1317 /work | (850) 606-1301 /fax
brockmeiers@leoncountyfl.gov

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Scott Brockmeier, CPM
Chief Development Resources Officer
Department of Development Support & Environmental Mgt.
435 N. Macomb St., 2nd Fl | Tallahassee, FL 32301
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brockmeiers@leoncountyfl.gov

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**LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
ANIMAL SHELTER ADVISORY BOARD**

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 (850) 606-5300 or by e-mail at smachm@leoncountyfl.gov.
Applications will be discarded if no appointment is made after two years.

| | | | |
|--------------------------------------|--|--|-----|
| Name: Ms. Marguerite McCauley | | Date: 5/9/2022 1:52:48 PM | |
| Home Address: | 7809 Maclean Road Tallahassee, FL 32312 | Do you live in Leon County? | Yes |
| | | Do you live within the City limits? | No |
| | | Do you own property in Leon County? | Yes |
| Home Phone: | (850) 322-3004 | Do you own property in the Tallahassee City Limits? | No |
| Email: | mccauleystally@gmail.com | How many years have you lived in Leon County? | 29 |

(EMPLOYMENT INFORMATION)

| | | | |
|--------------------------|--------------------|----------------------|--|
| Employer: | Gray Media | Work Address: | |
| Occupation: | Accounting Manager | | |
| Work/Other Phone: | | | |

(OPTIONAL)

Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.

| | | | | | |
|------------------|--------------------|------------------|----|-------------|----|
| Race: | Hispanic or Latino | Gender: | F | Age: | 52 |
| District: | District IV | Disabled? | No | | |

(RESUME AND REFERENCES)

References (you must provide at least one personal reference who is not a family member):

| | | | |
|-----------------|---|-----------------|--|
| Name: | Amy O Kelley | Name: | Leighanne McElroy |
| Address: | 3050 Waterford Drive, Tallahassee, FL 32309 | Address: | 4080 McLaughlin Drive, Tallahassee, FL 32309 |
| Phone: | (850) 566-0305 | Phone: | (850) 251-3642 |

Resume Uploaded? Yes

If no resume is available, in the space below briefly describe or list the following: any previous experience on other Committees; your educational background; your skills and experience you could contribute to a Committee; any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in Leon County; any charitable or community activities in which you participate; and reasons for your choice of the Committee indicated on this Application. Please attach your resume, if one is available.

(COMMITTEE QUESTIONNAIRE)

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

Citizen participation is important in developing Leon County's programs and policies, and in providing quality public services to the community. We appreciate your interest in serving on a committee and would like to bring a few items to your attention. As a member of a committee/board/authority, you will be obligated to follow any applicable laws regarding government-in-the-sunshine, code of ethics for public officers, and public records disclosure.

The consequences for violating these applicable laws include criminal penalties, civil fines, and the voiding of any committee/board/authority action and of any subsequent action by the Board of County Commissioners. In order to be familiar with these laws and to assist you in answering the following questions, please take a few minutes to complete the mandatory orientation. Your application will not be deemed complete until you have completed the orientation.

Have you completed the Applicant Orientation for membership on Citizen Committees, Board & Authorities?* **Yes**

Are you currently serving on a County Advisory Committee or other Committee/Authority/Board?* **No**

Have you served on any previous Leon County committees?* **No**

Are you willing to complete a financial disclosure form 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**

Is your personal information exempt from public records disclosure in accordance with FS 119.071(2)(j)1 or FS 119.071(4)? **No**

Members on this Board must be a Leon County resident or Leon County property owner.

All statements and information provided in this application are true to the best of my knowledge.

Signature: *Ms. Marguerite McCauley*

The application was electronically sent: 5/9/2022 1:52:48 PM

MARGUERITE T. McCAULEY, CPA CFE

(850) 322-3004 ☐

☐ mccauleystally@gmail.com

☐ EDUCATION

Master of Accounting (MAcc), Florida State University

Master of Business Administration (MBA), Florida State University

Bachelor of Science (BS: Accounting), Florida State University

Bachelor of Arts (BA: Economics/Minor Theology), University of Florida

☐ CERTIFICATIONS

2002 to present - Florida Certified Public Accountant (CPA)

2000 to present - Certified Fraud Examiner (CFE), Association of Certified Fraud Examiners

☐ TECHNICAL SKILLS

Microsoft Dynamics-Great Plains (1Staff BackOffice Add in)

Microsoft Office Suite (Excel, Word, Access, PowerPoint, Outlook)

Peachtree Accounting System

SAGE Accounting System & SAGE Fixed Asset software/depreciation

ADP Payroll Processing (Workforce Now)

Quickbooks Accounting Software

☐ PROFESSIONAL EXPERIENCE

1/20 to present ACCOUNTING MANAGER (GRAY MEDIA GROUP)

Manage accounting functions for multiple entities including month end account reconciliation and close out, financial reporting, fixed asset tracking & reporting, annual budget preparation, weekly forecasting & reporting, calculation of monthly sales commission and bonuses, AP transaction approval, film asset review, expense report review/approval, vendor maintenance, and miscellaneous audit follow up. Also perform analysis and allocation of monthly vendor invoices for corporate services/shared services; monthly peer review; and training.

9/18 to 03/20 CONSULTING SERVICES (CSI IT, LLC)

Provided consulting assistance to the VP of Accounting & Finance in the performance of special projects and tasks related to the accounting and finance of multiple corporate entities. Responsible for the management of treasury month end account reconciliation and close out (bank recs), audit and reconciliation of related entity accounting systems and general ledger balances, the preparation and analysis of borrowing base certificates and related reporting, and the tracking, analysis, and resolution of multiple large AR accounts. Senior lead on system migration and implementation for multiple entities.

9/17 to 03/20 CONSULTING/CFO SERVICES (The Bean Team)

Provided client with consulting/served as Acting CFO to multi-state credit union trade association and related entities. Managed transitional finance and accounting department to include daily AR and AP operations, treasury management, expense reporting, tax compliance, financial reporting, client services, budgeting, interface with multiple governance boards and related committees, budget software management, vendor management, process improvement and supervision of staff.

MARGUERITE T. McCAULEY, CPA CFE

(850) 322 3004 ☐

☐ mccauleystally@gmail.com

5/17 to 7/17 **CONSULTING/CHIEF FINANCIAL OFFICER (Rocket Daddy, Inc.)**

Provided client with consulting/served in transitional CFO role to small, family owned tech start-up including corporate payroll, retirement benefit administration including corrective action; corporate tax & external vendor management, change in accounting method planning; M&A review; related party financial system record keeping, analysis and reporting. (Defunct)

3/15 to 10/16 **CHIEF FINANCIAL OFFICER (McKenzie Tank Lines, Inc.)**

Responsible for the management and administration of the Finance & Accounting, Human Resource and Information Technology Departments with privately owned transportation, mid-size company. Attained successful corporate realignment of departments including staff, vendors, customers, processes and systems within three corporate entities to achieve streamlined, modernized and efficient operations. Achieved financial performance targets.

Responsibilities included:

Finance & Accounting Department - responsible for all aspects including Accounts Receivable, Accounts Payable, Treasury Management, Budgeting, Contract Management, Procurement, PP&E management, Taxation, Regulatory Filings, Financial Reporting, Fuel Management, Vendor Management, Audit, Compliance and Inter Company Management

Human Resources Department- responsible for management and oversight of Payroll, Benefits Administration including self-insurance medical benefit plan, Training, HR digital and document system maintenance, Vendor Management and oversight, compliance of multiple segregated qualified retirement plans, audit and New Hire/compliance.

IT Department- responsible for management/maintenance of multiple IT applications and platforms, Training, EDI implementation, IT function oversight and maintenance, vendor contract management, website development, quality review, and support oversight.

6/2011-11/2014 **FINANCE DIRECTOR (Health Management Associates, Inc.)**

Provided support to Chief Financial Officer and corporate finance/accounting department, including recurring interaction with Board of Directors, senior principals and vendors. Functions included:

- Analysis, reconciliation, forecasting & reporting of monthly revenue (350+ projects)
- Tracking, analysis and reporting of monthly project budgets
- Reconciliation weekly corporate credit card statements/staff expense reports
- Compliance with corporate regulatory licensing and report filing
- Follow up and tracking of past due accounts, including liquidation/receivership
- Preparation & submission of cost-based budgets for competitive federal projects
- Review and preparation of finance related disclosures and documentation related to competitive bid submissions
- Financial reporting contract compliance (public/federal/state & private clients)
- Preparation of semi-monthly payroll using ADP payroll provider (140+ employees)
- Administration of 401(k) plan including interface with plan auditor, calculation and funding of monthly employer contributions, and year end testing and compliance
- Performance of multi-year internal review of participant 401(k) accounts; including oversight of resolution process for corrections/compliance
- Analysis & reporting of mid-year and year-end estimations for 415(c)(1) limitations on benefits and contributions for qualified plan

MARGUERITE T. McCAULEY, CPA CFE

(850) 322 3004 ☐

☐ mccauleystally@gmail.com

2001-2011 SENIOR PROJECT MANAGER/CONSULTANT (GSG, Inc.)

Performed financial, operational and rate studies/consulting for not-for-profit/governmental entities culminating in high level meetings and presentation of study findings before political boards and executive level not-for-profit/government officials (Board members). Responsibilities included:

- Analysis of client cost and funding structures for specific programs and budget centers; Prepared budgets and forecasted financial statements
- Identification of areas suitable for cost reduction and improved cash flow
- Development of revenue solutions to meet client service delivery and capital infrastructure funding needs (rate studies)
- Maintenance of client tracking system to ensure effective business practice processes, firm profitability and client satisfaction
- Specialized financial litigation support
- Policies, procedures and internal controls
- Reconciliation and analysis of operational financial data
- Compliance reporting for regulatory authorities and other filings

☐ OTHER/COMMUNITY SERVICE

2018 to present, Good Shepherd Food Ministry

2003 to 2010, Board Member & Training Director, Tallahassee Area Chapter Certified Fraud Examiners (CFEs), Association of Certified Fraud Examiners (ACFE)

2005 - 2008, Board Member/Treasurer, Highgrove Homeowners Association

1995-1998, Board Member/Treasurer, Richview Park Homeowners Association



**LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
ARCHITECTURAL REVIEW BOARD**

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 (850) 606-5300 or by e-mail at smachm@leoncountyfl.gov.
Applications will be discarded if no appointment is made after two years.

| | | | |
|---------------------------------|--|--|-----|
| Name: Ms. Erin VanSickle | | Date: 5/14/2022 8:50:03 AM | |
| Home Address: | 556 Fairway Drive Tallahassee, FL 32301 | Do you live in Leon County? | Yes |
| | | Do you live within the City limits? | Yes |
| | | Do you own property in Leon County? | Yes |
| Home Phone: | (850) 339-3184 | Do you own property in the Tallahassee City Limits? | Yes |
| Email: | ejvansickle@gmail.com | How many years have you lived in Leon County? | 43 |

(EMPLOYMENT INFORMATION)

| | | | |
|--------------------------|----------------|----------------------|--|
| Employer: | Carlton Fields | Work Address: | 215 S. Monroe Street Suite 500 Tallahassee, FL 32301 |
| Occupation: | Lobbyist | | |
| Work/Other Phone: | (850) 339-3184 | | |

(OPTIONAL)

Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.

| | | |
|-----------------------------|------------------|-------------|
| Race: | Gender: | Age: |
| District: District I | Disabled? | |

(RESUME AND REFERENCES)

References (you must provide at least one personal reference who is not a family member):

| | | | |
|-----------------|--|-----------------|--|
| Name: | Mike Yaworsky | Name: | |
| Address: | 2601 N Blair Stone Rd, Tallahassee, FL 32399 | Address: | |
| Phone: | (850) 425-3393 | Phone: | |

Resume Uploaded? No

If no resume is available, in the space below briefly describe or list the following: any previous experience on other Committees; your educational background; your skills and experience you could contribute to a Committee; any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in Leon County; any charitable or community activities in which you participate; and reasons for your choice of the Committee indicated on this Application. Please attach your resume, if one is available.

- Advise clients on a variety of issues related to insurance regulation and government affairs, including assisting with filings and new products.
- Advise startups with products or services requiring regulatory approval, including targeted regulator outreach and analysis of state statutes and international insurance structures.
- Advise clients with issues before the Florida Legislature and Executive branch, including procurement and contracting, legislative advocacy, and public-private partnerships.
- Previously served as Deputy Chief of Staff for the Florida Office of Insurance Regulation, which regulates a \$154 billion industry and more than 4,400 insurance-related entities in Florida.
- Over a decade of experience in politics, media relations, and public affairs, previously serving as Vice President at a statewide trade association and Director of External Affairs at a Governor's agency.
- Graduated from Florida State University with a Master's degree in Risk Management and Insurance.
- Florida licensed 2-20 and 2-14 insurance agent.

(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? **ARB**

Have you served on any previous Leon County committees?* **Yes**

If Yes, on what Committee(s) have you served? **ARB, Commission on the Status of Women and Girls**

Are you willing to complete a financial disclosure form 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**

Is your personal information exempt from public records disclosure in accordance with FS 119.071(2)(j)1 or FS 119.071(4)? **No**

Members on this Board must be a Leon County resident or Leon County property owner.

ARB members must represent one of the membership eligibility criteria as listed below. Please indicate which category you represent.

☒ Owner of property zoned with Historic Preservation Overlay (HPO).

Please provide the address of owned property with HPO: **556 Fairway Drive**

☐ Member of American Institute of Architects

☐ Member of Tallahassee Trust for Historic Preservation, Inc.

Members on this board must file a Financial Disclosure Form #1 from the Florida Commission on Ethics, per State Statute 112.3145. [Financial Disclosure Information - Ethics.](#)

Are you willing to file a Financial Disclosure Form? **Yes**

All statements and information provided in this application are true to the best of my knowledge.

Signature: *Ms. Erin VanSickle*

The application was electronically sent: 5/14/2022 8:50:03 AM

Parcel: 3106300060190
Owner: DAVIS GEOFFREY

Property Use: 0800 - MULTI-FAMILY(LESS THAN 10 UNITS)
552 FAIRWAY DR

Leon County Property Appraiser

The Tax Roll is compiled by the Legal Descriptions as recorded in the Public Records of Leon County. Location addresses are not used in the preparation of the Tax Roll. They should not be used for title searches or preparation of legal documents.

Parcel Information

Parcel ID: 3106300060190

Owner(s): DAVIS GEOFFREY
VANSICKLE ERIN J

Tax District: 1 - CITY

Legal Desc: SECTION 6 T1S R1E

COUNTRY CLUB ESTATES PB 2/17

LOTS 19 & W 10 FT OF 20 BLOCK 6

AND PART OF COMMUNITY PLAYGROUND

OR 5218/493

Mailing Addr: 556 FAIRWAY DR
TALLAHASSEE FL 32301

Google Map

Location: 552 FAIRWAY DR

Location (Street) Addresses are provided
by City Growth Management 850-891-7001
(option 4), and County DSEM 850-606-1300.

Parent Parcel:

Acreage: 0.240

Subdivision: COUNTRY CLUB ESTATES

Property Use: 0800 - MFR < 10 UNITS - RESIDENTIAL

Bldg Count: 2

Sales Information

| Sale Date | Sale Price | Book/Page | Instrument Type | Improved / Vacant |
|------------|------------|-----------|-----------------|-------------------|
| 07/17/2018 | \$425,000 | 5218/493 | Warranty Deed | Improved |
| 01/11/1979 | \$95,000 | 0917/0978 | Warranty Deed | Improved |
| 07/26/1973 | \$56,500 | 0602/0358 | Warranty Deed | Improved |

Certified Value Detail

| Tax Year | Land Value | Improvement Value | Total Market Value | SOH Differential | Classified Use | Homestead |
|----------|------------|-------------------|--------------------|------------------|----------------|------------|
| 2021 | \$80,000 | \$241,895 | \$321,895 | \$35,803 | \$0 | 2021 - Yes |

Certified Taxable Values

| Tax Year | Taxing Authority | Rate | Market | Assessed | Exempt | Taxable |
|----------|---|---------|-----------|-----------|----------|-----------|
| 2021 | Leon County | 8.31440 | \$321,895 | \$286,092 | \$50,000 | \$236,092 |
| | Leon County - Emergency Medical Service | 0.50000 | \$321,895 | \$286,092 | \$50,000 | \$236,092 |
| | Children Services Council | 0.37500 | \$321,895 | \$286,092 | \$50,000 | \$236,092 |
| | School - State Law | 3.62800 | \$321,895 | \$286,092 | \$25,000 | \$261,092 |
| | School - Local Board | 2.24800 | \$321,895 | \$286,092 | \$25,000 | \$261,092 |
| | City of Tallahassee | 4.10000 | \$321,895 | \$286,092 | \$50,000 | \$236,092 |
| | NW FL Water Management | 0.02940 | \$321,895 | \$286,092 | \$50,000 | \$236,092 |

Building Summary

| Tax Year | Card | Bldgs | Building Use | Building Type | Yr Built | Base SqFt | Auxiliary SqFt |
|----------|------|-------|--------------|---------------|----------|-----------|----------------|
|----------|------|-------|--------------|---------------|----------|-----------|----------------|

| | | | | | | | |
|--------|---|---------------|--------------------|------|-------|-------------|-----|
| 2021 | 1 | 1 Residential | MF - Multi Family | 1936 | 1,524 | Page 5 of 7 | 98 |
| 2021 | 2 | 1 Residential | SF - Single Family | 1939 | 2,380 | | 8 |
| Total: | | 2 | | | 3,904 | | 106 |

Quick Links - (Note: Clicking links below will navigate away from our website.)

County Links

[Leon County Tax Collector](#)
[Permits Online \(City / County\)](#)
[Property Info Sheet](#)

County Map Links

[Land Information](#)
 (Contains FEMA, Zoning, Fire Hydrant, etc.)
[Flood Zone \(FEMA\)](#)
[Zoning Map](#)
[Fire Hydrant Map](#)
[More TLEGIS Maps](#)

Other Map Links

[Google Map](#)
[Map](#)



Tallahassee-Leon County GIS

Property Information Sheet



General Information

Property ID: 3106300060190
 Site Address: 552 FAIRWAY DR
 Mailing Address: 556 FAIRWAY DR
 TALLAHASSEE FL 32301
 Subdivision: COUNTRY CLUB ESTATES
 City Limits: IN

For additional information please visit:
 Tallahassee-Leon County GIS »

Property Tax Information

Property Tax: \$ 4679

Property Information

Certified Value: \$ 321895
 Save Our Homes Value: \$ 286092
 Exempt Value: \$ 50000
 Taxable Value: \$ 236092
 Most Recent Sales: \$ 425000

For additional information please visit:
 Leon County Property Appraiser »

Zoning and Land Use Info

Zoning and Land Use

Zoning District: » Residential Preservation-2
 Zoning Code: » RP-2
 Future Land Use: » Residential Preservation
 Historic Preservation Overlay: Yes

For additional Information please visit:
 Tallahassee-Leon County Planning Department »
 850-891-6400

Planning Areas

Downtown Overlay: No
 Multi-Modal Transportation District: Yes
 Springs Protection: No
 Southern Strategy: No
 Canopy Road Protection Zone: No

For additional Information please visit:
 Tallahassee-Leon County Planning Department »
 850-891-6400

Economic Incentive Areas

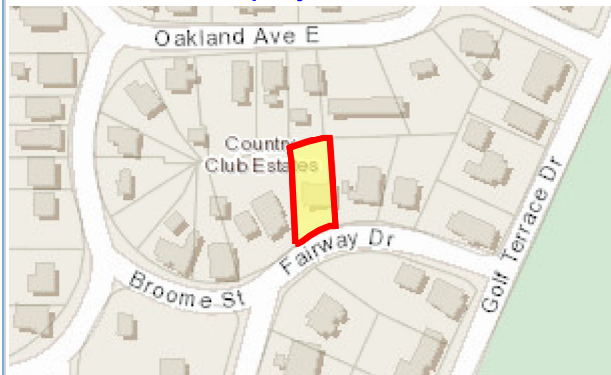
Downtown Community Redevelopment Area: No
 Frenchtown/Southside Community Redevelopment Area: No
 Historically Underutilized Business Zone: No
 Urban Jobs TCA: No
 Enterprise Zone: No

For additional information please visit:
 Office of Economic Vitality »

School Zones

Elementary: Hartsfield E.S.

Property Location



[View Full Map »](#)

Emergency Services

Police District: SOUTHERN
 Police Area:
 Police Beat: 7
 Sheriff District: LC Sheriff
 Fire Response Zone: Fire Station No. 1
 327 N. ADAMS ST

For additional information please visit:
 Tall. Police Dept. » LC Sheriff » Tall. Fire Dept. »

Elections

Voter Precinct: 5201
 Poll Location: Parks & Recreation Dept.
 Poll Address: 1201 Myers Park Dr
 School Board Dist.: 2
 School Board Rep.: Rosanne Wood 487-7110
 County Comm Dist.: 5
 County Comm.: Kristin Dozier 606-5365
 County Comm At-Large: Carolyn Cummings 606-5369
 County Comm At-Large: Nick Maddox 606-5367

Mayor: John E. Dailey 891-2000
 City Comm.: Jeremy Matlow
 City Comm.: Jacqueline Porter
 City Comm.: Curtis Richardson
 City Comm.: Dianne Williams-Cox

FL House Dist.: 9
 FL House Rep.: Allison Tant 850-717-5009

FL Senate Dist.: 3
 FL Senate Rep.: Lorraine Ausley 850-487-5003

US Congress Dist.: 2
 US Congress Rep.: Neal Dunn 850-891-8610

For additional information please visit:

[Print To PDF](#)

Architectural Review Board Attendance Record

Committee Name: Architectural Review Board

Committee Member Name: Erin VanSickle

| | | | | | |
|--------|--------|--------|---------|---------|---------|
| 7/3/19 | 8/7/19 | 9/4/19 | 10/2/19 | 11/6/19 | 12/4/19 |
| MC | X | MC | MC | MC | MC |

| | | | | | | | | | | | |
|--------|--------|--------|--------|---------|--------|--------|--------|--------|---------|---------|---------|
| 1/1/20 | 2/5/20 | 3/4/20 | 4/1/20 | 5/27/20 | 6/3/20 | 7/1/20 | 8/5/20 | 9/2/20 | 10/7/20 | 11/4/20 | 12/2/20 |
| MC | A | X | MC | X | MC | MC | X | X | MC | MC | MC |

| | | | | | | | | | | | |
|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|---------|---------|
| 1/6/21 | 2/3/21 | 3/3/21 | 4/7/21 | 5/5/21 | 6/2/21 | 7/7/21 | 8/4/21 | 9/1/21 | 10/6/21 | 11/3/21 | 12/1/21 |
| MC | X | MC | X | MC | MC | A | MC | MC | MC | MC | A |

| | | | |
|--------|--------|--------|--------|
| 1/5/22 | 2/2/22 | 3/2/22 | 4/6/22 |
| X | MC | X | A |

X – Member in attendance.
A – Member absent
A/E – Member absent/excused
MC – Meeting cancelled
TE- Term Expired



LEON COUNTY BOARD OF COUNTY COMMISSIONERS CITIZEN COMMITTEE APPLICATION BOARD OF ADJUSTMENT AND APPEALS

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 (850) 606-5300 or by e-mail at smachm@leoncountyfl.gov.
Applications will be discarded if no appointment is made after two years.

| | | | |
|-------------------------------------|--|--|-----|
| Name: Mr. John Beale Outland | | Date: 4/21/2022 5:36:44 PM | |
| Home Address: | 1562 Tung Hill Dr Tallahassee, FL 32317 | Do you live in Leon County? | Yes |
| | | Do you live within the City limits? | No |
| | | Do you own property in Leon County? | Yes |
| Home Phone: | (850) 544-3645 | Do you own property in the Tallahassee City Limits? | No |
| Email: | outlandjb@hotmail.com | How many years have you lived in Leon County? | 50 |

(EMPLOYMENT INFORMATION)

| | | |
|--------------------------|---------|-----------------|
| Employer: | N/A | Work |
| Occupation: | Retired | Address: |
| Work/Other Phone: | | |

(OPTIONAL)

Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.

| | | | | | |
|------------------|------------|------------------|----|-------------|----|
| Race: | White | Gender: | M | Age: | 73 |
| District: | District V | Disabled? | No | | |

(RESUME AND REFERENCES)

References (you must provide at least one personal reference who is not a family member):

| | | | |
|-----------------|---------------------------|-----------------|--|
| Name: | Bill Fisher | Name: | Phill Pollock |
| Address: | 459 Tung Hill Drive 32317 | Address: | 1937 Charlais Street Tallahassee, Florida 32317 |
| Phone: | (850) 727-8899 | Phone: | (850) 459-5329 |

Resume Uploaded? Yes

If no resume is available, in the space below briefly describe or list the following: any previous experience on other Committees; your educational background; your skills and experience you could contribute to a Committee; any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in Leon County; any charitable or community activities in which you participate; and reasons for your choice of the Committee indicated on this Application. Please attach your resume, if one is available.

(COMMITTEE QUESTIONNAIRE)

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

Citizen participation is important in developing Leon County's programs and policies, and in providing quality public services to the community. We appreciate your interest in serving on a committee and would like to bring a few items to your attention. As a member of a committee/board/authority, you will be obligated to follow any applicable laws regarding government-in-the-sunshine, code of ethics for public officers, and public records disclosure.

The consequences for violating these applicable laws include criminal penalties, civil fines, and the voiding of any committee/board/authority action and of any subsequent action by the Board of County Commissioners. In order to be familiar with these laws and to assist you in answering the following questions, please take a few minutes to complete the mandatory orientation. Your application will not be deemed complete until you have completed the orientation.

Have you completed the Applicant Orientation for membership on Citizen Committees, Board & Authorities?* **Yes**

Are you currently serving on a County Advisory Committee or other Committee/Authority/Board?* **Yes**

If yes, on what Committee(s) are you a member? **Board of Adjustment and Appeals**

Have you served on any previous Leon County committees?* **Yes**

If Yes, on what Committee(s) have you served? **Board of Adjustment and Appeals**

Are you willing to complete a financial disclosure form 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**

Is your personal information exempt from public records disclosure in accordance with FS 119.071(2)(j)1 or FS 119.071(4)? **No**

Members must be a resident, an owner of real property AND a taxpayer in Leon County.

Are you a resident of Leon County? **Yes**

Are you a property owner and taxpayer in Leon County? **Yes**

Members on this board must file a Financial Disclosure Form #1 from the Florida Commission on Ethics, per State Statute 112.3145. Financial Disclosure Information - Ethics.

Are you willing to file a Financial Disclosure Form? **Yes**

All statements and information provided in this application are true to the best of my knowledge.

Signature: *Mr. John Beale Outland*

The application was electronically sent: 4/21/2022 5:36:44 PM

Vitae

John Outland

1562 Tung Hill Drive

Tallahassee, Florida 32317

Education:

Masters in Physical Geography, Florida State University

Work:

USAF from 1971 to 1975 – Security Policeman

Florida Department of Environmental Protection 1977 to 2011

Reviewed Environmental Impact Statements for consistency with state regulations and impacts to natural resources.

Managed the Department's review of Local Government Comprehensive Plans pursuant to Chapter 163, F.S.

Administered the Everglades Restoration Trust Fund to acquire land for implementation of the Comprehensive Everglades Restoration Plan.

Reviewed Everglades restoration projects for environmental affects and restoration benefits.

Board of Adjustment and Appeals Attendance Record

Committee Name: Board of Adjustment and Appeals

Committee Member Name: John Outland

| 10/8/20 | 11/12/20 | 12/10/20 | 1/14/21 | 2/11/21 | 3/11/21 | 4/8/21 | 5/13/21 | 6/10/21 | 7/8/21 | 8/12/21 | 9/9/21 | 10/14/21 | 11/11/21 | 12/9/21 | 1/13/22 | 2/10/22 | 3/3/21 | 4/14/22 |
|---------|----------|----------|---------|---------|---------|--------|---------|---------|--------|---------|--------|----------|----------|---------|---------|---------|--------|---------|
| X | X | X | X | X | X | X | X | X | X | X | X | X | MC | X | X | X | X | 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
CITIZEN COMMITTEE APPLICATION
CAREERSOURCE CAPITAL REGION BOARD**

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 (850) 606-5300 or by e-mail at smachm@leoncountyfl.gov.
Applications will be discarded if no appointment is made after two years.

| | | | |
|---|---|--|-----|
| Name: Mrs. Amy (Beth) B. Cicchetti | | Date: 4/18/2022 9:38:26 AM | |
| Home Address: | 6290 Hines Hill Cir Tallahassee, FL 32312-1557 | Do you live in Leon County? | Yes |
| | | Do you live within the City limits? | Yes |
| | | Do you own property in Leon County? | Yes |
| Home Phone: | (850) 212-1056 | Do you own property in the Tallahassee City Limits? | Yes |
| Email: | bkirkland@bkcllc.org | How many years have you lived in Leon County? | 28 |

(EMPLOYMENT INFORMATION)

| | | | |
|--------------------------|-------------------------------|----------------------|---|
| Employer: | Beth Kirkland Consulting, LLC | Work Address: | 6290 Hines Hill Cir Tallahassee, FL 32312-1557 |
| Occupation: | economic developer | | |
| Work/Other Phone: | (850) 212-1056 | | |

(OPTIONAL)

Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.

| | | | | | |
|------------------|-------------|------------------|----|-------------|----|
| Race: | White | Gender: | F | Age: | 57 |
| District: | District II | Disabled? | No | | |

(RESUME AND REFERENCES)

References (you must provide at least one personal reference who is not a family member):

| | | | |
|-----------------|--|-----------------|--|
| Name: | Karen Moore | Name: | |
| Address: | 2011 Delta Blvd, Tallahassee, FL 32303 | Address: | |
| Phone: | (850) 224-0174 | Phone: | |

Resume Uploaded? Yes

If no resume is available, in the space below briefly describe or list the following: any previous experience on other Committees; your educational background; your skills and experience you could contribute to a Committee; any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in Leon County; any charitable or community activities in which you participate; and reasons for your choice of the Committee indicated on this Application. Please attach your resume, if one is available.

(COMMITTEE QUESTIONNAIRE)

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

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Have you completed the Applicant Orientation for membership on Citizen Committees, Board & Authorities?* **Yes**

Are you currently serving on a County Advisory Committee or other Committee/Authority/Board?* **Yes**

If yes, on what Committee(s) are you a member? *CareerSource Capital Region*

Have you served on any previous Leon County committees?* **No**

Are you willing to complete a financial disclosure form if applicable?* **Yes**

Do you know of any circumstances that would result in you having to abstain from voting on a Committee/Board/Authority due to voting conflicts? (Not applicable to Focus Groups)* **No**

Are you or your employer, or your spouse or child or their employers, currently doing business with Leon County?* **No**

Are you or your employer, or your spouse or child or their employers, currently doing business with the Committee/Board/Authority to which you are applying for membership?* **No**

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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**

Is your personal information exempt from public records disclosure in accordance with FS 119.071(2)(j)1 or FS 119.071(4)? **No**

Members on this board must file a [Financial Disclosure Form #1](#) from the Florida Commission on Ethics, per State Statute 112.3145. [Financial Disclosure Information - Ethics](#).

Are you willing to file a Financial Disclosure Form? **Yes**

Members are nominated by a local business organization (Chambers of Commerce, Downtown Merchant Associations, area business associations, etc.) Nominations for the Board shall be representative of the business community in optimal business leadership positions, such as CEO's, VP's of HR, General Managers, Presidents and C Suite executives of firms that require a large workforce to maintain their business.

Have you been nominated by a local business organization? **Yes**

Name of nominating organization: *Chamber of Commerce*

Applicants must complete the [CSCR membership application](#).

Have you completed the CSCR Membership Application and emailed to Smachm@leoncountyfl.gov.? **Yes**

All statements and information provided in this application are true to the best of my knowledge.

Signature: *Mrs. Amy (Beth) B. Cicchetti*

The application was electronically sent: 4/18/2022 9:38:26 AM



Beth Cicchetti, CEcD

Executive Director

Florida Economic Development Council

Beth Cicchetti is the Executive Director of the Florida Economic Development Council (FEDC), a professional association of 430+ economic, workforce and community developers whose focus is improving local communities and elevating Florida's global competitiveness. Beth is responsible for the organization's membership development, strategic planning, advocacy efforts and commitments to the Florida 2030 Blueprint.

A certified economic developer (CEcD) since 2009 accredited by the International Economic Development Council, Beth has a 36-year career in business, economic and workforce development and is the owner of Beth Kirkland Consulting LLC. As a complement to her leadership of FEDC, Beth consults with communities and businesses on strategic planning, marketing, and project development. She has served communities that have announced new jobs and capital investment in the sectors of IT, Healthcare, Energy,

Advanced Materials, Warehousing/Distribution, Transportation Solutions, Backoffice, and Manufacturing. These jobs have occurred in rural and urban markets, at airports, and as greenfield and expansion projects. Each project required unique and innovative solutions in the areas of workforce training, infrastructure, permitting and financing.

From 2007 to 2012, Beth served as the Executive Director of the Economic Development Council of Tallahassee-Leon County where she was responsible for raising private sector funding and maintaining investments by the City of Tallahassee and Leon County, marketing, and project development. During her tenure with the EDC, Beth was instrumental in establishing the Tallahassee - Leon County Entrepreneurial Excellence Program designed to guide start-ups through the most vulnerable stages of business formation. Serving Northwest Florida with distinction, Beth positioned the region as a strategic partner in the Florida Economic Gardening Institute - an Edward Lowe Foundation resource for scaling second stage growth companies now known as GrowFL. Beth instituted a Business Retention & Expansion (BRE) program in the Tallahassee MSA connecting industry, education and government to expand workforce training options for multiple industry sectors. She also served on the Governance Board for northwest Florida's Workforce Innovation in Regional Economic Development (WIRED) - a \$45 MM federally funded sixteen-county initiative to align secondary and post-secondary education with the business needs in the sectors of defense, IT, aviation/aerospace and advance manufacturing.

Recently Beth has leveraged transportation infrastructure in support of strategic sites identification and preparation. This has resulted in the Gulf to Gadsden Freight Logistics Zone - a four county initiative aligning air, sea, rail and interstate infrastructure serving qualified industrial sites and two greenfield developments with an economic impact over \$10 M. She was also instrumental in finding a solution for Amazon's quest to establish a Robotic Sorting Center in the MSA.

Beth graduated from the University of Louisiana-Monroe with a B.S. in Computer Science. She is also a graduate of the University of Central Florida with a M.S. in Engineering Systems Analysis.

Beth has led numerous Boards of Directors and Committees. She is the Immediate Past Chair of CareerSource Capital Region and is a current director with the National Association of Workforce Boards. She is a 2020 member of Class V of the Florida TaxWatch Citizenship Institute focused on government operations, regulation & permitting, and budget & taxation and a member of Leadership Tallahassee Class 17. Beth resides in Tallahassee with her husband, Mark. Together they enjoy five adult children and five grandchildren.



May 2, 2022

Chair William Proctor
Leon County Board of County Commissioners
301 S. Monroe St. 5th Floor
Tallahassee, FL 32301

Dear Chair Proctor:

CareerSource Capital Region is please to support the appointment of the following board member for a three-year term to expire on June 30, 2025:

Beth Cicchetti

Ms. Cicchetti is the Principal Owner for Beth Kirkland Consulting, LLC and will continue to be an outstanding addition to the CareerSource Capital Region Board of Directors. Ms. Cicchetti has attended all Board and Committee meetings satisfactorily within the requirements of the CSCR Bylaws. She will serve a three-year term beginning, July 1, 2022 to June 30, 2025. Our Nominating Committee voted to approve Ms. Cicchetti's reappointment on April 26, 2022.

Should you have any questions, please do not hesitate to contact me at (850) 617-4601.

Sincerely,

A handwritten signature in black ink, appearing to read "James H. McShane, III".

James H. McShane, III
Chief Executive Officer
CareerSource Capital Region

(850) 414-6085

(850) 410-2595

2639 North Monroe Street
Building C, Suite 100
Tallahassee, FL 32303



EDUCATE. ADVOCATE. CONNECT.

February 14, 2017

To Whom It May Concern:

I am writing to recommend Beth Kirkland to serve on the Board of CareerSource Capital Region. I have had the privilege of working with Beth Kirkland for several years as colleagues in the economic development profession. She understands the value of a collaborative approach between economic and workforce developers to affect job creation in Florida regions and communities. Beth served on the Board of Governors for the Florida's Great Northwest Workforce Innovation for Regional Economic Development (WIRED) federal grant program that transformed the way economic development is approached in northwest Florida. WIRED is a precedent for today's Workforce Innovation & Opportunity Act (WIOA) and the focus on sector strategies. Beth, as principal of her consulting practice, Beth Kirkland Consulting, LLC, is a leader in the implementation of sector strategies and, as such, will be of great value to CareerSource Capital Region.

Sincerely,

A handwritten signature in cursive script, appearing to read "Cathy Chambers".

Cathy Chambers, Chairman
Florida Economic Development Council

3551 Blainstone Rd, Ste 105-138
Tallahassee, FL, 32301

www.fedconline.org

PH: 850.601.0871
FX: 850.601.0871



**LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
CAREERSOURCE CAPITAL REGION BOARD**

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 (850) 606-5300 or by e-mail at smachm@leoncountyfl.gov.
Applications will be discarded if no appointment is made after two years.

| | | | |
|-------------------------------|---|--|-----|
| Name: Mr. Thomas Eisel | | Date: 4/20/2022 3:53:22 PM | |
| Home Address: | 3778 Piney Grove Drive Tallahassee, FL 32311 | Do you live in Leon County? | Yes |
| | | Do you live within the City limits? | Yes |
| | | Do you own property in Leon County? | Yes |
| Home Phone: | (727) 403-1523 | Do you own property in the Tallahassee City Limits? | Yes |
| Email: | thomas.eisel45@hotmail.com | How many years have you lived in Leon County? | 3 |

(EMPLOYMENT INFORMATION)

| | | | |
|--------------------------|------------------------------|----------------------|--|
| Employer: | HCA Florida Capital Hospital | Work Address: | 2626 Capital Medical Blvd Tallahassee, FL 32311 |
| Occupation: | CFO | | |
| Work/Other Phone: | (850) 325-5016 | | |

(OPTIONAL)

Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.

| | | | | | |
|------------------|------------|------------------|----|-------------|----|
| Race: | White | Gender: | M | Age: | 38 |
| District: | District V | Disabled? | No | | |

(RESUME AND REFERENCES)

References (you must provide at least one personal reference who is not a family member):

| | | | |
|-----------------|-------------------------|-----------------|--|
| Name: | Renny Wheeler | Name: | |
| Address: | 4845 valley guard drive | Address: | |
| Phone: | (850) 325-5016 | Phone: | |

Resume Uploaded? No

If no resume is available, in the space below briefly describe or list the following: any previous experience on other Committees; your educational background; your skills and experience you could contribute to a Committee; any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in Leon County; any charitable or community activities in which you participate; and reasons for your choice of the Committee indicated on this Application. Please attach your resume, if one is available.

(COMMITTEE QUESTIONNAIRE)

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

Citizen participation is important in developing Leon County's programs and policies, and in providing quality public services to the community. We appreciate your interest in serving on a committee and would like to bring a few items to your attention. As a member of a committee/board/authority, you will be obligated to follow any applicable laws regarding government-in-the-sunshine, code of ethics for public officers, and public records disclosure.

The consequences for violating these applicable laws include criminal penalties, civil fines, and the voiding of any committee/board/authority action and of any subsequent action by the Board of County Commissioners. In order to be familiar with these laws and to assist you in answering the following questions, please take a few minutes to complete the mandatory orientation. Your application will not be deemed complete until you have completed the orientation.

Have you completed the Applicant Orientation for membership on Citizen Committees, Board & Authorities?* **Yes**

Are you currently serving on a County Advisory Committee or other Committee/Authority/Board?* **No**

Have you served on any previous Leon County committees?* **Yes**

If Yes, on what Committee(s) have you served? *current member of Career source Region Board*

Are you willing to complete a financial disclosure form if applicable?* **Yes**

Do you know of any circumstances that would result in you having to abstain from voting on a Committee/Board/Authority due to voting conflicts? (Not applicable to Focus Groups)* **No**

Are you or your employer, or your spouse or child or their employers, currently doing business with Leon County?* **Yes**

If yes, please explain *I work at HCA Florida Capital Hospital*

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**

Is your personal information exempt from public records disclosure in accordance with FS 119.071(2)(j)1 or FS 119.071(4)? **No**

Members on this board must file a Financial Disclosure Form #1 from the Florida Commission on Ethics, per State Statute 112.3145. Financial Disclosure Information - Ethics.

Are you willing to file a Financial Disclosure Form? **Yes**

Members are nominated by a local business organization (Chambers of Commerce, Downtown Merchant Associations, area business associations, etc.) Nominations for the Board shall be representative of the business community in optimal business leadership positions, such as CEO's, VP's of HR, General Managers, Presidents and C Suite executives of firms that require a large workforce to maintain their business.

Have you been nominated by a local business organization? **No**

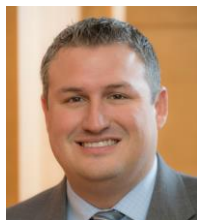
Applicants must complete the [CSCR membership application](#).

Have you completed the CSCR Membership Application and emailed to Smachm@leoncountyfl.gov.? **Yes**

All statements and information provided in this application are true to the best of my knowledge.

Signature: *Mr. Thomas Eisel*

The application was electronically sent: 4/20/2022 3:53:22 PM



TOM EISEL

Chief Financial Officer • Capital Regional Medical Center

Tom Eisel is Chief Financial Officer of HCA North Florida Division's Capital Regional Medical Center. Tom brings more than 10 years of experience to this role, having served as Chief Financial Officer at Poinciana Medical Center in Kissimmee, Florida. At Poinciana, Tom served as Ethics and Compliance Officer and Chief Staffing Officer. In addition, he secured capital for a Free Standing ER and ER expansion. His previous roles include Associate Chief Financial Officer and Controller at Brandon Regional Hospital in Brandon, Florida and Controller at Edward White Hospital in St. Petersburg, Florida.

Tom earned a Master of Science in Accounting and a Bachelor of Science in Accounting degrees both from the University of Central Florida and has been a Florida Certified Public Accountant since 2009.



May 2, 2022

Chair William Proctor
Leon County Board of County Commissioners
301 S. Monroe St. 5th Floor
Tallahassee, FL 32301

Dear Chair Proctor:

CareerSource Capital Region is please to support the appointment of the following board member for a three-year term to expire on June 30, 2025:

Tom Eisel

Mr. Eisel is the CFO for HCA Florida Capital Hospital and will continue to be an outstanding addition to the CareerSource Capital Region Board of Directors. Mr. Eisel has attended all Board and Committee meetings satisfactorily within the requirements of the CSCR Bylaws. He will serve a three-year term beginning, July 1, 2022 to June 30, 2025. Our Nominating Committee voted to approve Mr. Eisel's reappointment April 26, 2022.

Should you have any questions, please do not hesitate to contact me at (850) 617-4601.

Sincerely,

A handwritten signature in black ink, appearing to read "James H. McShane, III".

James H. McShane, III
Chief Executive Officer
CareerSource Capital Region



(850) 414-6085



(850) 410-2595



2639 North Monroe Street
Building C, Suite 100
Tallahassee, FL 32303



www.careersourcecapitalregion.com



CareerSource Capital Region
Workforce Board
Membership Application
(See Job Description &
qualifications on Pages 3-4)

Name: Thomas Eisel

E-mail: Thomas.Eise@HCEhealthcare.com

Company Name: HCA Florida Capital Hospital

Company URL: HCAFloridaHealthcare.com/CapitalHospital

Company Address: 2626 Capital Medical Blvd

Home Address: 3778 Piney Grove Dr

City: Tallahassee

City: Tallahassee

State: FL Zip: 32308

State: FL Zip: 32311

Business Phone: 850-325-5015

Home/Mobile Phone: 727-403-1523

1. Type of Business: CFO at Hospital

2. Approximate number of local employees? 1500

3. What is your official position and what do you do at your organization? CFO

If you run out of room, feel free to use additional paper

4. What do you think are the critical workforce issues for our region? _____

Nursing shortages

5. What would you bring to the CSCR Workforce Investment Board (e.g., talent, experience, resources, knowledge, networks, and passion)? _____

I have worked in healthcare finance for 14 years, I am a active CPA and have significant experience in the healthcare field

6. What value do you hope to get out of your participation on the CSCR WIB? _____

serve the community

7. Additional thoughts? _____

If you run out of room, feel free to use additional paper

Local Workforce Board Member Job Description

The mission of CareerSource Capital Region (Region 5) is to lead a system that produces a high quality workforce capable of meeting the changing needs of employers in Leon, Gadsden and Wakulla Counties. Activities of the Board include gathering and disseminating information about the area's labor market and businesses' employment needs; building a strong regional workforce development system; convening groups of businesses, training providers, and other organizations to develop solutions to local workforce development challenges and overseeing the network of CareerSource Capital Region (CSCR) Career Centers. While the CSCR Board has governance control of multiple grants and implements the policies of State and Federal government to achieve measurable outcomes, it contracts with a service provider to perform the day-to-day services at the career center. The board staff are to carry out the oversight, monitoring, and quality expectations to meet the primary indicators of performance outlined in the Workforce Innovation and Opportunity Act of 2014.

Qualifications

- The desire to make a positive contribution to the region's economy by helping shape a workforce development system that meets the needs of employers and job seekers.
- A commitment to devote time, talent and resources to working with other board members, staff, employers, public officials, and public and private sector partner organizations to improve the quality of the workforce talent.
- **Must be a senior-level decision-maker in your organization.**
- Must have an interest in working to enlarge the labor pool with qualified applicants.

Expectations

- Regularly attend Board and committee meetings.
- Participate actively in at least one Board committee.
- Be prepared for Board meetings by staying informed about Board matters and reviewing materials sent in advance of the meetings.
- Get to know and respect other Board members, building collegial relationships that contribute to effective decision-making.
- Act and vote on behalf of the long-term interests of the Board and the community and not on the interest of a single constituency.
- Avoid conflicts of interest. If a conflict on a particular issue is unavoidable, disclose the conflict and follow Board policies for removing oneself from discussion and/or vote on that issue.
- Understand and observe the respective roles of the board members, board staff, service provider staff, and the chief elected officials.

- Take advantage of opportunities to become more educated about the Local Workforce Development Board (LWDB) and the region's workforce development system.
- Act as an ambassador of the board with community groups and businesses.
- Help identify and recruit additional Board members.
- Board members will engage in discussion and dialogue related to workforce issues.
- Board members will tour the Career Center at least once per term.
- Board members are encouraged to ask questions and share observations related to workforce issues.
- Board members will have a Consent Agenda where a board committee and then the executive committee have already vetted the recommended action. While Board members can pull any consent agenda item for further discussion, members are encouraged to respect the work of their peers and if there is a consistent concern in a certain area, say finance, join that committee and strengthen its engagement.
- Possess a business demeanor and contribute expertise to help in the success of the LWDB.

Time Requirements

- The Board meets quarterly with meetings lasting no more than ninety minutes.
- Committees meet quarterly.
- Committee meetings last no more than one hour and a half.
- Average time commitment for members is approximately three - four hours per quarter. Time commitment is greater for those who serve on more than one committee, or serve on leadership.
- Individuals are appointed for three-year terms. If you are replacing a board member, your board service will pick up where the position left off when it became vacant.
- Maximum service – 9 years



March 25, 2019

Honorable Jimbo Jackson
Chairman
Leon County Board of County Commissioners
Leon County Courthouse
301 S. Monroe Street
Tallahassee, FL 32301

Dear Chairman Jackson:

Based on the requirement that the Greater Tallahassee Chamber of Commerce must generate nomination requests for individuals to serve on the CareerSource Capital Region Board of Directors, we would ask that you consider the following members to serve for the terms listed.

Tom Eisel, Capital Regional Medical Center, Term ending June 30, 2021

We appreciate your consideration.

Sincerely,

Sue Dick
President/CEO

EXECUTIVE COMMITTEE:

Mark O'Bryant
Chair

Beth Corum
Chair-Elect

Heidi Otway
Immediate Past Chair

Andrew Gay
Treasurer

Sue Dick
President/CEO

Rob Clarke, Jr.

Berneice Cox

Richard Darabi

Sammie Dixon, Jr.

Bennett Napier

Jay Smith

Melissa VanSickle



**LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
PLANNING COMMISSION**

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 (850) 606-5300 or by e-mail at smachm@leoncountyfl.gov.
Applications will be discarded if no appointment is made after two years.

| | | | |
|-------------------------------|---|--|-----|
| Name: Mrs. ERIN BALLAS | | Date: 5/24/2022 11:22:10 AM | |
| Home Address: | 2108 NEW DAWN RD TALLAHASSEE, FL 32311 | Do you live in Leon County? | Yes |
| | | Do you live within the City limits? | Yes |
| | | Do you own property in Leon County? | Yes |
| Home Phone: | (850) 728-6387 | Do you own property in the Tallahassee City Limits? | Yes |
| Email: | ERINBALLAS@PACONSULTANTS.COM | How many years have you lived in Leon County? | 20 |

(EMPLOYMENT INFORMATION)

| | | | |
|--------------------------|----------------------------|----------------------|--|
| Employer: | Public Affairs Consultants | Work Address: | 730 East Park Ave Tallahassee, FL 32311 |
| Occupation: | Lobbyist | | |
| Work/Other Phone: | (850) 681-1065 | | |

(OPTIONAL)

Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.

| | | | | | |
|------------------|------------|------------------|----|-------------|----|
| Race: | White | Gender: | F | Age: | 36 |
| District: | District V | Disabled? | No | | |

(RESUME AND REFERENCES)

References (you must provide at least one personal reference who is not a family member):

| | | | |
|-----------------|-------------------|-----------------|---|
| Name: | Keyna Cory | Name: | Jack Cory |
| Address: | 730 East Park Ave | Address: | 730 East Park Ave, Tallahassee FL 32301 |
| Phone: | (850) 566-9575 | Phone: | (850) 566-9575 |

Resume Uploaded? Yes

If no resume is available, in the space below briefly describe or list the following: any previous experience on other Committees; your educational background; your skills and experience you could contribute to a Committee; any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in Leon County; any charitable or community activities in which you participate; and reasons for your choice of the Committee indicated on this Application. Please attach your resume, if one is available.

(COMMITTEE QUESTIONNAIRE)

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

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Have you completed the Applicant Orientation for membership on Citizen Committees, Board & Authorities?* **Yes**

Are you currently serving on a County Advisory Committee or other Committee/Authority/Board?* **No**

Have you served on any previous Leon County committees?* **No**

Are you willing to complete a financial disclosure form 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**

Is your personal information exempt from public records disclosure in accordance with FS 119.071(2)(j)1 or FS 119.071(4)? **No**

Members on this committee must be a resident of Leon County.

Members on this Authority must file a Financial Disclosure Form #1 from the Florida Commission on Ethics, per State Statute 112.3145. Financial Disclosure Information - Ethics

Are you willing to file a Financial Disclosure Form? **Yes**

All statements and information provided in this application are true to the best of my knowledge.

Signature: *Mrs. ERIN BALLAS*

The application was electronically sent: 5/24/2022 11:22:10 AM



Erin Daly Ballas joined Public Affairs Consultants in 2008 as a legislative intern. Since then, Erin has worked her way up becoming first a legislative assistant then later Associate Partner and now Vice President.

Erin's list of responsibilities is extensive ranging from coordinating client visits with members to managing the office and staff. Erin's experience in the legislative process is vast. She provides testimony in committee meetings and works with members to educate them on issues relating to clients.

Throughout the legislative session, Erin monitors and tracks legislation and amendments that may impact our clients; attends relevant legislative meetings, budgetary meetings and workshops; coordinates meetings with legislators and legislative staff; prepares correspondence, issues briefs and legislative reports for our clients; and maintains the office's legislative calendar.

In addition, Erin also helps in the coordination and execution of all grassroots efforts. She helps in the development of an individualized One Hour Legislative Grassroots program for each client. Erin facilitates the execution of the grassroots programs by coordinating and attending legislative visits with clients throughout the state. These grassroots efforts include organizing members of an association or organization, helping to strategize and effectively communicate a solid message, and advocate on behalf of the organization to the Florida Legislature. Through these meetings Erin ensures that clients build lasting relationships with their local legislators.

Erin has a Master of Science in Applied American Politics and Policy as well as a Bachelor of Science and Arts in Political Science from Florida State University. She has served as an Adjunct Professor at Tallahassee Community College teaching State and Local Government and National Government. Erin resides in Tallahassee with her husband James and their two children, Dayton and Jett.



**LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
PLANNING COMMISSION**

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@leoncountyl.gov.
Applications will be discarded if no appointment is made after two years.

| | | | |
|---------------------------------------|---|--|-----|
| Name: Mrs. Kim Shalley Gabbard | | Date: 3/25/2022 2:46:33 PM | |
| Home Address: | 4472 Summerfield Drive Tallahassee, FL 32303 | Do you live in Leon County? | Yes |
| | | Do you live within the City limits? | Yes |
| | | Do you own property in Leon County? | Yes |
| Home Phone: | (850) 212-3286 | Do you own property in the Tallahassee City Limits? | Yes |
| Email: | kgabbard@fsu.edu | How many years have you lived in Leon County? | 29 |

(EMPLOYMENT INFORMATION)

| | | | |
|--------------------------|---|----------------------|--|
| Employer: | Florida State University Real Estate Foundation | Work Address: | 200 W College Avenue Suite 310 Tallahassee, FL 32303 |
| Occupation: | Program Director | | |
| Work/Other Phone: | (850) 644-2241 | | |

(OPTIONAL)

Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.

| | | | | | |
|------------------|--------------|------------------|----|-------------|--|
| Race: | White | Gender: | F | Age: | |
| District: | District III | Disabled? | No | | |

(RESUME AND REFERENCES)

References (you must provide at least one personal reference who is not a family member):

| | | | |
|-----------------|--|-----------------|---|
| Name: | Sue Dick | Name: | Kelly O'Keefe |
| Address: | 300 E Park Avenue, Tallahassee, FL 32301 | Address: | 106 E College Avenue, Tallahassee, FL 32301 |
| Phone: | (850) 509-0794 | Phone: | (850) 524-1263 |

Resume Uploaded? Yes

If no resume is available, in the space below briefly describe or list the following: any previous experience on other Committees; your educational background; your skills and experience you could contribute to a Committee; any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in Leon County; any charitable or community activities in which you participate; and reasons for your choice of the Committee indicated on this Application. Please attach your resume, if one is available.

(COMMITTEE QUESTIONNAIRE)

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

Citizen participation is important in developing Leon County's programs and policies, and in providing quality public services to the community. We appreciate your interest in serving on a committee and would like to bring a few items to your attention. As a member of a committee/board/authority, you will be obligated to follow any applicable laws regarding government-in-the-sunshine, code of ethics for public officers, and public records disclosure.

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Have you completed the Applicant Orientation for membership on Citizen Committees, Board & Authorities?* **Yes**

Are you currently serving on a County Advisory Committee or other Committee/Authority/Board?* **No**

Have you served on any previous Leon County committees?* **No**

Are you willing to complete a financial disclosure form 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 ***Would likely need to abstain from voting on Florida State University projects.***

Are you or your employer, or your spouse or child or their employers, currently doing business with Leon County?* **Yes**

If yes, please explain ***Blueprint projects: Airport Gateway, Doak Campbell Stadium improvements***

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**

Is your personal information exempt from public records disclosure in accordance with FS 119.071(2)(j)1 or FS 119.071(4)? **No**

Members on this committee must be a resident of Leon County.

Members on this Authority must file a Financial Disclosure Form #1 from the Florida Commission on Ethics, per State Statute 112.3145. Financial Disclosure Information - Ethics

Are you willing to file a Financial Disclosure Form? **Yes**

All statements and information provided in this application are true to the best of my knowledge.

Signature: *Mrs. Kim Shalley Gabbard*

The application was electronically sent: 3/25/2022 2:46:33 PM

Kimberly (Shalley) Gabbard

4472 Summerfield Drive • Tallahassee, FL 32303 • (850) 212-3286 • kgabbard@fsu.edu

Summary

Over 30 years of broad-based experience in all phases of real estate acquisition, disposition, development, and management, including property management, data center management, retail leasing, office and government leasing, tenant build outs, construction, budgeting, marketing, investor relations, asset management, contractor selections and legislative initiatives. Demonstrable skills in leading teams with a focus on creative redevelopment of existing assets, innovation, improved efficiency and growth. Former investor for commercial and residential real estate with a total value of more than \$50MM.

Experience

Florida State University Real Estate Foundation, Inc., Tallahassee, FL **March, 2019 - Present** **Program Director**

- Serves as Program Director of the FSU Real Estate Foundation with an emphasis on the acquisition and disposition of gifts of real estate donated to FSU. Also assists with a variety of real estate initiatives as directed by the FSU administration for strategic development.

TLG Real Estate Services, PLLC, Tallahassee, FL **March, 2017 - March, 2019** **Commercial Consultant**

- Returned to private real estate firm after working as an independent consultant, working in real estate sales, leasing, project management and tenant representation. Clients included Winewood Office Complex, Florida Healthy Kids Corporation, Boulos Corporation and a variety of retail and office entities.

Blackwater Resources, Birmingham, AL **September, 2015 - October, 2016** **Director of Asset Development**

- Team member for the redevelopment of the former Tallahassee Mall into an 800,000 SF multi-use destination, featuring a 10,000 seat concert pavilion, Urban Food Market food hall, charter K-8 school, ice rink and retail shopping.
- Project manager for the construction of the School of Arts & Sciences Phase I for their K-3 charter school location in a former Dillard's department store. Managed and coordinated budget, design, construction and permitting phases.
- Project manager for Urban Food Market, a 12,000 SF food hall incorporating five combined restaurant concepts and a retail wine market. Managed and coordinated budget, design, construction and permitting phases.
- Managed and coordinated project budget, design, construction and permitting phases for various vanilla shell projects.
- Collaborated with development team on a multi-phase shopping center project in New Port Richey, FL, to include a new neighborhood retail center, town center and power center.

Ajax Partners, New York, NY **July, 2007 - August, 2015** **Investor, Asset Manager**

- Asset Manager and participating investor for 500,000 SF former shopping center redeveloped as an office/retail campus. Tenants included State of Florida agencies, Early Learning Coalition of the Big Bend, FSU College of Medicine Autism Institute and associated retail. Also included a 40,000 SF data center and 4500 KVA interruptible power supply system.
- Negotiated more than 116K SF of leases resulting in a 95% occupancy rate and 100% renewal rate. Total leasing portfolio valued at \$8.7MM annually.
- Project Manager for all tenant build outs, tenant improvements and capital improvements for a total of more than \$7MM.
- Developed and managed operating budget of \$3.1MM, capital improvement budgets in excess of \$2MM annually.
- Evaluated properties for possible acquisition and redevelopment.

UrbanAmerica, LP, New York, NY **December, 2000 - June 2007** **Regional Asset Manager**

- Directed asset development of Florida and Georgia portfolio, including retail and office properties with a focus on redevelopment of CRA urban assets. Included six office properties with a total of more than 750K SF.
- Led revitalization of 75 Piedmont office building in Atlanta, GA which was awarded a Project Innovation feature by Building Magazine (2006). Later acquired by Georgia State University.
- Supervised and participated in lease negotiations along with owner's real estate brokerage team.
- Negotiated more than 350K SF of office and retail, including 15 year lease with the State of Florida.

- Project manager for all tenant build outs, tenant improvements and capital improvements, for a total of more than \$5MM.
- Developed and managed operating budgets, supervised and hired property management employees.
- Evaluated properties for possible acquisition and redevelopment.

Acadia Realty Trust (NYSE:AKR), New York, NY

November, 1988 - November, 2000

Asset Manager

- Responsible for asset development, management, construction and leasing of 500,000 SF office/retail campus.
- Developed construction budgets and managed over \$3MM in renovations.
- Secured leases with a value in excess of \$17MM over the base term.
- Developed and managed \$1.6MM annual operating budget and capital budgets in excess of \$2MM annually.
- Developed bid packages for the State of Florida leases.
- Interfaced with lobbyists and tracked legislation relative to commercial real estate investments on behalf of REIT.

Mark Centers Trust (NYSE:MCT), Scranton, PA

June, 1993 - October, 1998

Regional Property Manager

- Participated in the transition of the company from Mark Development Company to the public offering as Mark Centers Trust.
- Increased State of Florida leasing by 44% over November, 1989 levels to 367K SF.
- Negotiated leased and renewals valued at more than \$10MM over the base term.
- Developed and managed construction budgets of more than \$3.4MM in tenant improvements.
- Researched and implemented energy management program resulting in 15.5% average savings in utilities consumption.
- Coordinated the hiring and supervised work schedule of all on site employees and contractors.
- Developed on-line computer work order system to track maintenance, inventory and preventive maintenance.
- Represented ownership in reviews by investors, lenders.

Mark Development Company, Scranton, PA

November, 1989 - June, 1993

Regional Property Manager

- Served as on-site property manager for mixed-use assets in Tallahassee, off-site manager for Titusville and New Smyrna Beach assets.
- Took over leasing and construction management when original leasing agent moved to corporate office.
- Developed and reconciled annual operating, construction and capital improvement budgets.
- Produced marketing tools and information packages for financing and appraisal purposes.

Education

Florida State University, Tallahassee, FL

Bachelor of Arts

Licensed Real Estate Broker

BK 3380704

Additional Information

Served as the Chair of the Board of Directors for the Urban Land Institute Capitol Region 2020 - 2021.

Served on the Capital Improvement Review Team (CIRT) on behalf of the Greater Tallahassee Chamber of Commerce as the Chair of the Maintenance and Repair Committee. Performed evaluation of the capital outlay needs of the Leon County Schools (LCS) for the next 15 years to be funded by the half-cent sales tax referendum. The CIRT produced an extensive report recommending and justifying the requested \$621MM in public funding for the tax period.

Memberships have included: Building Owners and Managers Association, Greater Tallahassee Chamber of Commerce (Board Member), Economic Development Council (Board Member)

Current memberships: FSU Varsity Club, Tallahassee Board of Realtors, Greater Tallahassee Chamber of Commerce, Urban Land Institute, FSU Real Estate Center TRENDS Conference Committee

FORM 4A DISCLOSURE OF BUSINESS TRANSACTION, RELATIONSHIP OR INTEREST

| | | | |
|--|---------------------|---|--|
| LAST NAME - FIRST NAME - MIDDLE INITIAL GABBARD, KIMBERLY S. | | OFFICE / POSITION HELD PROGRAM DIRECTOR, FSU REAL | |
| MAILING ADDRESS 4472 SUMMERFIELD DR | | AGENCY OR ADVISORY BOARD PLANNING COMMISSION ESTATE | |
| CITY TALLAHASSEE | ZIP 32303 | COUNTY LEON | ADDRESS OF AGENCY FOUNDATION |

HOW TO COMPLETE AND FILE THIS FORM:

Parts A and B of this form serve two different purposes. Part A is for advisory board members who wish to use an exemption in the ethics laws that is applicable only to advisory board members. Part B is for public officers and employees who wish to use a separate exemption that is applicable when the business entity involved is the sole source of supply within the political subdivision. In order to complete and file this form:

- Fill out Part A or Part B, as applicable.
- Sign and date the form on the reverse side.
- File Part A with the appointing body or person that will be waiving the restrictions of 112.313(3) or (7), Fla. Stat., prior to the waiver.
- File Part B with the governing body of the political subdivision in which the reporting person is serving, prior to the transaction.

PART A - DISCLOSURE OF TRANSACTION OR RELATIONSHIP CONCERNING ADVISORY BOARD MEMBER**WHO MUST COMPLETE THIS PART:**

Sections 112.313(3) and 112.313(7), Florida Statutes, prohibit certain business relationships on the part of public officers and employees, including persons serving on advisory boards. See Part III, Chapter 112, Florida Statutes, and/or the brochure entitled "A Guide to the Sunshine Amendment and Code of Ethics for Public Officers and Employees" for more details on these prohibitions. However, Section 112.313(12), Florida Statutes, permits the appointing official or body to waive these requirements in a *particular instance* provided: (a) waiver by the appointing body must be upon a two-thirds affirmative vote of that body; or (b) waiver by the appointing person must be effected after a public hearing; and (c) in either case the advisory board member must fully disclose the transaction or relationship which would otherwise be prohibited by Subsections (3) or (7) of Section 112.313, Florida Statutes. This Part of Form 4A has been prescribed by the Commission on Ethics for such disclosure, *if and when applicable* to an advisory board member.

PLEASE COMPLETE THE FOLLOWING:

- The partnership, directorship, proprietorship, ownership of a material interest, position of officer, employment, or contractual relationship which would otherwise violate Subsection (3) or (7) of Section 112.313, Florida Statutes, is held by [please check applicable space(s)]:
 - ☒ The reporting person;
 - ☐ The spouse of the reporting person, whose name is _____; or
 - ☐ A child of the reporting person, whose name is _____.
- The particular transaction or relationship for which this waiver is sought involves [check applicable space]:
 - ☐ Supplying the following realty, goods, and/or services: _____.
 - ☒ Regulation of the business entity by the governmental agency served by the advisory board member.
- The following business entity is doing business with or regulated by the governmental agency:

FLORIDA STATE UNIVERSITY
- The relationship of the undersigned advisory board member, or spouse or child of the advisory board member, to the business entity transacting this business is [check applicable spaces]:
 - ☐ Officer; ☐ Partner; ☐ Associate; ☐ Sole proprietor; ☐ Stockholder; ☐ Director; ☐ Owner of in excess of 5% of the assets of capital stock in such business entity; ☒ Employee; ☐ Contractual relationship with the business entity;
 - ☐ Other, please describe:

PART B - DISCLOSURE OF INTEREST IN SOLE SOURCE OF SUPPLY

WHO MUST COMPLETE THIS PART:

Sections 112.313(3) and 112.313(7), Florida Statutes, prohibit certain employment and business relationships on the part of public officers and employees. See Part III, Chapter 112, Florida Statutes, and/or the brochure entitled "A Guide to the Sunshine Amendment and Code of Ethics for Public Officers and Employees" for more details on these prohibitions. However, Section 112.313(12)(e), Florida Statutes, provides an exemption from the above-mentioned restrictions in the event that the business entity involved is the only source of supply within the political subdivision of the officer or employee. In such cases the officer's or employee's interest in the business entity must be fully disclosed to the governing body of the political subdivision. This Part of Form 4A has been prescribed by the Commission on Ethics for such disclosure, *if and when applicable*.


PLEASE COMPLETE THE FOLLOWING:

1. The partnership, directorship, proprietorship, ownership of a material interest, position of officer, employment, or contractual relationship which would otherwise violate Subsection (3) or (7) of Section 112.313, Florida Statutes, is held by [please check applicable space(s)]:
 - () The reporting person;
 - () The spouse of the reporting person, whose name is _____; or
 - () A child of the reporting person, whose name is _____.
2. The following are the goods, realty, or services being supplied by a business entity with which the public officer or employee, or spouse or child of such officer or employee, is involved is:

3. The business entity which is the only source of supply of the goods, realty, or services within the political subdivision is:

| | |
|------------------|---------------------|
| (NAME OF ENTITY) | (ADDRESS OF ENTITY) |
|------------------|---------------------|
4. The relationship of the undersigned public officer or employee, or spouse or child of such officer or employee, to the business entity named in Item 3 above is [check applicable spaces]:
 - () Officer; () Partner; () Associate; () Sole proprietor; () Stockholder; () Director; () Owner of in excess of 5% of the assets or capital stock in such business entity; () Employee; () Contractual relationship with the business entity;
 - () Other, please describe:

SIGNATURE

| | | |
|--|------------------------|------------|
| SIGNATURE  | DATE SIGNED 3.29.22 | DATE FILED |
|--|------------------------|------------|

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES s. 112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.



**LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
PLANNING COMMISSION**

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@leoncountyl.gov.
Applications will be discarded if no appointment is made after two years.

| | | | |
|-------------------------------------|---|--|-----|
| Name: Mrs. Carrie Louise Lee | | Date: 3/25/2022 5:30:45 PM | |
| Home Address: | 3501 sunnyside drive Tallahassee, FL 32305 | Do you live in Leon County? | Yes |
| | | Do you live within the City limits? | Yes |
| | | Do you own property in Leon County? | Yes |
| Home Phone: | (850) 274-5990 | Do you own property in the Tallahassee City Limits? | Yes |
| Email: | carrie-lee@kw.com | How many years have you lived in Leon County? | 15 |

(EMPLOYMENT INFORMATION)

| | | | |
|--------------------------|--|----------------------|--|
| Employer: | Keller Williams-185 pop Town and Country | Work Address: | 1520 Killearn Center Blvd. Tallahassee , FL 32305 |
| Occupation: | Realtor | | |
| Work/Other Phone: | (850) 201-4663 | | |

(OPTIONAL)

Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.

| | | | | | |
|------------------|---------------------------|------------------|----|-------------|----|
| Race: | Black or African American | Gender: | F | Age: | 49 |
| District: | | Disabled? | No | | |

(RESUME AND REFERENCES)

References (you must provide at least one personal reference who is not a family member):

| | | | |
|-----------------|--------------------------------------|-----------------|----------------|
| Name: | Daphne Robinson | Name: | Dionne lay |
| Address: | 1520 bold st. Colorado Springs co | Address: | Texas |
| Phone: | (719) 433-6028 | Phone: | (573) 337-1429 |

Resume Uploaded? No

If no resume is available, in the space below briefly describe or list the following: any previous experience on other Committees; your educational background; your skills and experience you could contribute to a Committee; any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in Leon County; any charitable or community activities in which you participate; and reasons for your choice of the Committee indicated on this Application. Please attach your resume, if one is available.

(COMMITTEE QUESTIONNAIRE)

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

Citizen participation is important in developing Leon County's programs and policies, and in providing quality public services to the community. We appreciate your interest in serving on a committee and would like to bring a few items to your attention. As a member of a committee/board/authority, you will be obligated to follow any applicable laws regarding government-in-the-sunshine, code of ethics for public officers, and public records disclosure.

The consequences for violating these applicable laws include criminal penalties, civil fines, and the voiding of any committee/board/authority action and of any subsequent action by the Board of County Commissioners. In order to be familiar with these laws and to assist you in answering the following questions, please take a few minutes to complete the mandatory orientation. Your application will not be deemed complete until you have completed the orientation.

Have you completed the Applicant Orientation for membership on Citizen Committees, Board & Authorities?* **Yes**

Are you currently serving on a County Advisory Committee or other Committee/Authority/Board?* **Yes**

If yes, on what Committee(s) are you a member?

Have you served on any previous Leon County committees?* **No**

Are you willing to complete a financial disclosure form 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?* **Yes**

If yes, prior to or at the time of submission of any bid for county business, a [Florida Commission on Ethics Form 3A](#) must be filed.

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?* **Yes**

If yes, prior to or at the time of submission of any bid for Committee/Board/Authority business, a [Florida Commission on Ethics Form 3A](#) must be filed.

Is your personal information exempt from public records disclosure in accordance with FS 119.071(2)(j)1 or FS 119.071(4)? **No**

Members on this committee must be a resident of Leon County.

Members on this Authority must file a Financial Disclosure Form #1 from the Florida Commission on Ethics, per State Statute 112.3145. Financial Disclosure Information - Ethics

Are you willing to file a Financial Disclosure Form? **Yes**

All statements and information provided in this application are true to the best of my knowledge.

Signature: *Mrs. Carrie Louise Lee*

The application was electronically sent: 3/25/2022 5:30:45 PM

Carrie Lee

Real estate is my people gate!

Tallahassee, FL 32305

hyz9k4ytgb7xaij_oar@indeedemail.com

+1 850 274 5990

Authorized to work in the US for any employer

Work Experience

Real Estate Agent

Keller Williams Realty Town & Country - Tallahassee, FL

March 2022 to Present

Real estate sales, investments, auction, buying.

Education

GED in General Studies

Sabin jr high - Colorado Springs, CO

Skills

- Market Analysis
- Property Management
- Negotiation
- CRM Software
- Sales
- Contract Negotiation
- Property Leasing
- Market Research
- Escrow
- Presentation Skills
- Office Management
- Event Planning
- Personal Assistant Experience
- Business Development
- Customer Relationship Management
- Account Management
- Cold Calling
- Relationship Management

- Marketing
- Research
- Outside Sales
- Administrative Experience
- Fair Housing Regulations
- Management
- Recruiting
- Accounting
- Microsoft Powerpoint
- Yardi
- Sales Management
- Operations Management
- Financial Report Writing
- Underwriting
- Facilities maintenance

Links

<http://lee-carrie.kw.com>

Certifications and Licenses

Real Estate License

National board of realtors



**LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
PLANNING COMMISSION**

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 (850) 606-5300 or by e-mail at smachm@leoncountyfl.gov.
Applications will be discarded if no appointment is made after two years.

| | | | |
|---------------------------------|---------------------------------------|--|-----|
| Name: Ms. Rebecca O'Hara | | Date: 4/6/2022 3:30:52 PM | |
| Home Address: | 1482 Lee Ave Tallahassee, FL 32303 | Do you live in Leon County? | Yes |
| | | Do you live within the City limits? | Yes |
| | | Do you own property in Leon County? | Yes |
| Home Phone: | (850) 339-6211 | Do you own property in the Tallahassee City Limits? | Yes |
| Email: | rohara9@comcast.net | How many years have you lived in Leon County? | 52 |

(EMPLOYMENT INFORMATION)

| | | | |
|--------------------------|--------------------------|----------------------|--------------------------------------|
| Employer: | Florida League of Cities | Work Address: | PO Box 1757 Tallahassee, FL 32303 |
| Occupation: | Attorney | | |
| Work/Other Phone: | (850) 701-3692 | | |

(OPTIONAL)

Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.

| | | | | | |
|------------------|------------|------------------|---|-------------|----|
| Race: | White | Gender: | F | Age: | 52 |
| District: | District V | Disabled? | | | |

(RESUME AND REFERENCES)

References (you must provide at least one personal reference who is not a family member):

| | | | |
|-----------------|---|-----------------|---|
| Name: | Kraig Conn | Name: | Casey Cook |
| Address: | PO Box 1757 Tallahassee, FL 32302-1757 | Address: | PO Box 1757 Tallahassee, FL 32302-1757 |
| Phone: | (850) 222-9684 | Phone: | (850) 222-9684 |

Resume Uploaded? Yes

If no resume is available, in the space below briefly describe or list the following: any previous experience on other Committees; your educational background; your skills and experience you could contribute to a Committee; any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in Leon County; any charitable or community activities in which you participate; and reasons for your choice of the Committee indicated on this Application. Please attach your resume, if one is available.

(COMMITTEE QUESTIONNAIRE)

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

Citizen participation is important in developing Leon County's programs and policies, and in providing quality public services to the community. We appreciate your interest in serving on a committee and would like to bring a few items to your attention. As a member of a committee/board/authority, you will be obligated to follow any applicable laws regarding government-in-the-sunshine, code of ethics for public officers, and public records disclosure.

The consequences for violating these applicable laws include criminal penalties, civil fines, and the voiding of any committee/board/authority action and of any subsequent action by the Board of County Commissioners. In order to be familiar with these laws and to assist you in answering the following questions, please take a few minutes to complete the mandatory orientation. Your application will not be deemed complete until you have completed the orientation.

Have you completed the Applicant Orientation for membership on Citizen Committees, Board & Authorities?* **Yes**

Are you currently serving on a County Advisory Committee or other Committee/Authority/Board?* **No**

Have you served on any previous Leon County committees?* **No**

Are you willing to complete a financial disclosure form 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**

Is your personal information exempt from public records disclosure in accordance with FS 119.071(2)(j)1 or FS 119.071(4)? **No**

Members on this committee must be a resident of Leon County.

Members on this Authority must file a Financial Disclosure Form #1 from the Florida Commission on Ethics, per State Statute 112.3145. Financial Disclosure Information - Ethics

Are you willing to file a Financial Disclosure Form? **Yes**

All statements and information provided in this application are true to the best of my knowledge.

Signature: *Ms. Rebecca O'Hara*

The application was electronically sent: 4/6/2022 3:30:52 PM

Rebecca A. O'Hara
1482 Lee Ave
Tallahassee, FL 32303

Professional Experience:

- *Deputy General Counsel, Florida League of Cities, Inc., 1999-2011; 2016-present*
Provide legal counsel and legislative advocacy for a statewide association representing the interests of Florida's municipal governments, focusing on environmental, land use, utilities, ethics, and elections matters.
- *Associate Director of Governmental Affairs, Gilead Sciences, Inc., 2013-2015*
Managed government affairs operations in five southeastern states for a biopharmaceutical company.
- *Vice President of Governmental Affairs, Florida Medical Association, 2011-2013*
Managed government affairs operations for a statewide association for physicians.
- *Senior Government Analyst, Governor's Office of Policy & Budget, 1998-1999*
Provided policy analysis for the Growth Management Policy Unit, Office of Policy & Budget.
- *Private Law Practice, 1994-1998*
Represented local government, private sector, and public interest clients on land use, growth management, environmental, and administrative law matters.

Professional Affiliations:

- Florida Bar, admitted 1994
- Florida Bar Board Certified in City, County & Local Government Law
- Member, Florida Bar City, County & Local Government Law Section; Environmental & Land Use Law Section, & Governmental and Public Policy Advocacy Committee
- Executive Secretary, Florida Municipal Attorneys Association
- Leadership Florida, Class 28

Education:

- J.D. with High Honors, FSU College of Law, 1994
- B.S. in Communication, Florida State University, 1991



**LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
PLANNING COMMISSION**

**It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Mary Smach by telephone at 606-5300 or by e-mail at smachm@leoncountyfl.gov.
Applications will be discarded if no appointment is made after two years.**

| | | | |
|------------------------------------|--|--|-----|
| Name: Ms. Jo Laurie Penrose | | Date: 1/3/2022 9:38:21 AM | |
| Home Address: | 280 John Knox Road #165 Tallahassee, FL 32303 | Do you live in Leon County? | Yes |
| | | Do you live within the City limits? | Yes |
| | | Do you own property in Leon County? | No |
| Home Phone: | (850) 273-2885 | Do you own property in the Tallahassee City Limits? | No |
| Email: | jolauriepenrose@gmail.com | How many years have you lived in Leon County? | 63 |

(EMPLOYMENT INFORMATION)

| | | |
|--------------------|---|-----------------|
| Employer: | NA--Retired | Work |
| Occupation: | Previously transportation/urban planner | Address: |
| Work/Other | | |
| Phone: | | |

(OPTIONAL)

Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.

| | | | | | |
|------------------|-------|------------------|----|-------------|----|
| Race: | White | Gender: | F | Age: | 68 |
| District: | | Disabled? | No | | |

(RESUME AND REFERENCES)

References (you must provide at least one personal reference who is not a family member):

| | | | |
|-----------------|------------------------------|-----------------|--|
| Name: | Gary Sokolow | Name: | Randy Zepp |
| Address: | Abbiegale Drive, Tallahassee | Address: | Faith Presbyterian Church, 2200 Meridian Road, Tallahassee |
| Phone: | (850) 322-1107 | Phone: | (850) 385-6151 |

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.

I am applying for this seat on the Planning Commission because I will bring extensive knowledge and experience in urban planning and understanding comprehensive plan amendments.

(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? *Advisory Committee on Quality Growth, term expires May 2022, not seeking reappointment. Focus groups member, Citizens N. Monroe St. Corridor, group sunset in late January 2022.*

Have you served on any previous Leon County committees?* **Yes**

If Yes, on what Committee(s) have you served? *Some kind of environmental committee, staffed by Steve Hodges, don't recall the name.*

Are you willing to complete a financial disclosure form 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**

Is your personal information exempt from public records disclosure in accordance with FS 119.071(2)(j)1 or FS 119.071(4)? **No**

Members on this committee must be a resident of Leon County.

Members on this Authority must file a Financial Disclosure Form #1 from the Florida Commission on Ethics, per State Statute 112.3145. Financial Disclosure Information - Ethics

Are you willing to file a Financial Disclosure Form? **Yes**

All statements and information provided in this application are true to the best of my knowledge.

Signature: *Ms. Jo Laurie Penrose*

The application was electronically sent: 1/3/2022 9:38:21 AM

Jo Laurie Penrose, AICP
280 John Knox Road #165
Tallahassee, FL 32303
850-273-2885, mobile
jolauriepenrose@gmail.com

Experience:

Volunteer experience (retired) between 2016 and current: Appointed to Leon County task force on N. Monroe St. corridor, 2021. Advocated for stronger infrastructure improvements to the corridor. Engaged with StarMetro on improving transit stops and service in the area. Assisted staff with editing task force report. Interviewed twice by local television station.

Advocacy and bill analysis in the 2021 legislative session on SB 100, which would repeal MCORES. Bill analysis, engagement with state legislators, writing and advocating for amendments, tracking bill through Senate and House committees.

APA FL legislative policy committee, review, analysis and reporting on 2021 legislative session bills that would affect local governments in Florida.

Writing personal blog covering topics in urban and transportation planning. Most recent blog post linked here: <https://issuu.com/futuremodes/marchblogpost.docx>

Planning consultant, Tallahassee, FL October 2015-current (part-time) – Full-time editor for House Journal during 2019 legislative session, verifying live copy during House floor sessions. Mentored younger staff in legislative concepts and attention to detail.

Transportation research, planning and analysis for nonprofit organizations and a private land development studio. Plan amendment and land use compatibility analysis and recommendations for 1000 Friends of Florida for the Avenir development in Palm Beach Gardens. Analyzed and interpreted land use plan and traffic study and compared to Palm Beach Gardens' comprehensive plan. Made recommendations for permitting and site plan review.

Land use plan amendment and compatibility policy review for community development in Walton County for private land studio.

Transportation coordinator, City of St. Augustine, July-October 2015-Policy analysis of growth management goals, objectives, and policies to make recommendations for investing in bike and pedestrian facilities.

Coordinated with stakeholders and interest groups to create a more walkable city with shared mobility and numerous modes. Collaborated with neighborhood groups to simplify parking access. Worked with FDOT District 2 on project to ease congestion on a main north-south route. Technical assistance to North Florida TPO.

ETDM project planner, IE Division, URS Corporation, Tampa, FL, Aug. 2014-October 2014 –planner and analyst for FDOT’s Efficient Transportation Decision Making process. Analyzed transportation projects for compatibility with existing land use and future land use maps and data sets. Researched social and cultural data in the Florida Geographic Data Library and Florida Natural Areas Inventory. Revised District 1 Implementation Handbook chapter on Preliminary Environmental Discussion in ETDM screening. Also wrote Handbook chapter on Alternative Corridor Evaluation.

MPO planning coordinator, Greenville, NC, February 2012-Aug. 2014. – managed 2014 update of Long-Range Transportation Plan and prioritization process for selecting projects for the TIP. Managed collecting proprietary data on area employment for update to travel demand model. Managed stakeholder involvement on short range transit plan. Researched potential policies for new transit service in the industrial area.

Technical assistance and MPO input for land use analysis and design of intermodal transit center. Assistant director for coalition of smaller and rural MPOs advocating for additional funding.

Transportation policy analyst, Florida Dept. of Economic Opportunity (formerly Community Affairs), March 2009-July 2011— Analyzed Community Planning Act of 2011 for effects on local government planning. Supervisor of ETDM consultant and provided technical assistance on social, cultural and land use effects of proposed transportation projects. DCA liaison to CUTR study on mobility fees for transportation projects. Analysis and technical assistance to review committee.

Reviewed MPO long-range plans and UPWPs for adherence to comprehensive plan policies, including land use effects on transportation networks to recommend goals, objectives, and policies for adherence.

Transportation analyst, Marion County Planning, Nov. 2007-July 2008—provided technical assistance on transportation issues in growth management plan amendments, studies for transportation and land use compatibility in site plans, and cumulative impact analysis. Analyzed infrastructure management issues in development review. Liaison to the Ocala-Marion County MPO.

Transportation concurrency administrator (management), Manatee County Planning, May 2006-Nov. 2007—supervised staff of four to implement transportation concurrency management system. Analyzed land use compatibility and access impacts of transportation in development projects and developed changes or mitigation. Recommended multimodal strategies for redevelopment projects. Technical assistance to Sarasota-Manatee MPO on LRTP and TIP.

Transportation manager (management), City of Destin, Feb. 2003-2006—managed all transportation projects and development issues for the city. Implemented multimodal transportation planning by managing LOS and analyzing site plans for effects of land use and design, and adherence to multimodal facilities and design standards. Chairman of Okaloosa-Walton MPO TAC 2004-2005. Technical committee member for MPO's LRTP update. Coordinated on project selection with the MPO, on technical committee for LRTP update.

Education:

Master's in Public Administration, FSU. Specialized in transportation policy.
Bachelor's degree in journalism, University of Florida

American Institute of Certified Planners, current.

Additional education:

Site Planning Online, EdX, begun January 2022
Effective Communication for Program and Project Managers, Stakeholders and Teams (audited), EdX, 2021.
Climate Action Planning track, completed, Planetizen, 2021.
Transportation Planning track, completed, Planetizen 2021.
Form-Based Codes track, completed, Planetizen, 2016.

Knowledge, skills, and abilities:

- extensive knowledge of urban and transportation planning;
- knowledge of developing and interpreting comprehensive plan amendments;
- writing and editing;
- policy analysis;
- speak conversational Spanish.

Additional activities:

Task force member, N. Monroe St. corridor improvement, 2021.

Sustainable Tallahassee transportation committee, 2021.

Leon County Advisory Committee on Quality Growth, 2019-2022

APA FL legislative policy committee, appointed 2021.

Volunteer work for 1000 Friends of Florida, 2021.

Pollwatcher, 2020 primary and general elections.

CRTPA Citizens Multimodal Advisory Committee, 2017-2019.

Church volunteer, Faith Presbyterian Church.

Session presenter, Florida ITE summer conference, 2016.

APA Transportation Planning Division vice-chair for outreach, 2014-2016.

APA Transportation Planning Division editor of division publication On The Horizon, 2016.

APA Transportation Planning Division editor of division publication Ahead of the Curve, 2013. Publication won APA Division Council award for contribution to the planning profession.

Keep Greenville Beautiful, 2012-2014.

Jury panelist for East Carolina University planning student presentations, 2013 and 2014.

APA FL Capital Area Section (Tallahassee) Board of Directors, 2010-2011.

**Leon County
Board of County Commissioners
Notes for Agenda Item #15**

Leon County Board of County Commissioners

Agenda Item #15

June 14, 2022

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: First and Only Public Hearing to Consider Adopting an Ordinance to Sunset the Leon County Contractors Licensing Program and the Contractors Licensing Board

| | |
|-------------------------------------|--|
| Review and Approval: | Vincent S. Long, County Administrator |
| Department/ Division Review: | Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Barry Wilcox, Director, Development Support & Environmental Management |
| Lead Staff/ Project Team: | Scott Brockmeier, Chief Development Resources Officer Justin Poole, Director, Building Plan Review & Inspection Emma Smith, Director, Code Compliance Services |

Statement of Issue:

This item requests the Board conduct the first and only public hearing to adopt an Ordinance sunsetting the Leon County Contractors Licensing Program and the Contractors Licensing Board, effective July 1, 2023.

Fiscal Impact:

This item has a fiscal impact. Should the Board adopt the Ordinance to sunset the Leon County Contractors Licensing Program and the Contractors Licensing Board, there will be a minimal fiscal impact to the County. In FY 2021, the County collected \$4,911 in licensing revenues, down 43.7% in the last five years.

Staff Recommendation:

Option #1: Conduct the first and only Public Hearing and adopt the Ordinance to sunset the Leon County Contractors Licensing Program and the Contractors Licensing Board, effective July 1, 2023 (Attachment #1).

Report and Discussion

Background:

At its March 8, 2022 meeting, the Board authorized staff to draft an Ordinance to sunset the Contractors Licensing Board. This item seeks Board adoption of an Ordinance sunsetting the Leon County Contractors Licensing Board (CLB) which includes the local contractors licensing program (Attachment #1). The Builders Industry Association and the County's Advisory Committee on Quality Growth are both in support of sunsetting the CLB.

The Leon County CLB is empowered by Ordinance to enforce Chapter 5, Article III of the Leon County Code of Laws, as well as Chapter 489, Florida Statutes, to regulate contractor licensing pursuant to general law and has the authority to take disciplinary actions. The CLB's responsibilities include review and approval of applications for licensing and review of complaints filed against licensed contractors operating in Leon County. The CLB consists of seven members appointed by the Board for three-year terms. The CLB is scheduled to meet on the first Thursday of each month, if needed, and is supported by Development Support & Environmental Management (DSEM) staff.

Each year staff prepares an agenda item to keep the Board apprised of CLB activities through the presentation of an annual report. The annual report provided to the Board at its March 8, 2022 meeting, showed a steady decline in CLB activity associated with contractor licensing and regulation. A contractor that is licensed by the State is not required to fulfill the competency requirements of a local jurisdiction. Of the 1,490 contractors listed as active in Leon County 1,424 (96%) of them are licensed through the State. It should be noted that no construction industry complaints have been filed with the County since 2017 requiring the CLB to convene for enforcement action. A summary of all the registered contractors and specialty contractors authorized to contract in the County is included in Attachment #2.

Recent state legislation furthers the trend of shifting greater responsibility for the regulation of contractors and issuance of specialty licenses to the State. Effective July 1, 2023, Leon County's existing local specialty trade contractor licenses will be preempted to the State. As a result, the March 8th agenda item presented to the Board included an analysis of jurisdictions that have already initiated action to ensure compliance with the new state law, and the transition of specialty licensing to the State by eliminating their local contractor licensing boards (Attachment #3). Other jurisdictions, including Alachua County and the City of Tallahassee historically have not utilized local contractor licensing boards or issue local licenses. Due to the preemption of specialty licenses and regulation of contractors by the State, the proposed Ordinance seeks to sunset the CLB and local licensing program.

Analysis:

With the passing of Chapter 2021-214, Laws of Florida (HB 735), in 2021, the licensing of most specialty trade contractors will be preempted to the State on July 1, 2023. Local governments will be specifically prohibited from requiring and enforcing a license for a person whose job scope does not substantially correspond to that of a contractor or journeyman type licensed by the State. The only licensures Leon County would be authorized to regulate are registered contractor licenses

and journeyman licenses. However, Leon County does not issue journeyman licenses. Typical specialty trade licenses that will be preempted to the State under the new law includes siding, windows, and doors. Although some categories of work will no longer require any license, many other local specialty trade contractors will need to obtain state licensure to continue to perform work in the State of Florida after July 1, 2023.

In Florida, most contractor licensing is generally contained within two categories, state-certified and locally registered. A state-certified contractor is an individual that passed the state licensing exam and received certification from DBPR through the CILB. State-certified contractors are licensed and regulated by the state CILB and DBPR, and can work anywhere within the State. Whereas, a registered contractor is licensed to contract work only within the local jurisdiction where competency requirements have been met. A registered contractor has not completed a state exam but must apply for licensure through the State upon approval and issuance of a competency card by the local jurisdiction. Like a certified contractor, the State requires registered contractors to provide proof of insurance, fingerprinting, and meet financial stability requirements. Registered contractors that seek work in a different jurisdiction are required to become a state-certified contractor or obtain registration through that local jurisdiction's competency requirements, or apply for reciprocity, if offered by the applicable local jurisdiction. Some jurisdictions only allow state-certified contractors to perform work and do not have a local licensing or reciprocity program.

Many local jurisdictions also require licenses for contractors engaged in various specialty trades. A specialty trade contractor is a locally registered contractor whose scope of work is limited to a particular subphase of construction (e.g., siding, windows, garage doors) and has passed competency requirements to work in a local jurisdiction. The number and types of specialty trade licenses can vary from one jurisdiction to the next. For example, Collier County has 50 types of specialty trade licenses that include trades such as painting, fencing, drywall, and decorative metal. Leon County only maintains four types of specialty contractor licenses: excavation, aluminum structures, vinyl siding, and garage doors. In total, there are 54 specialty contractors registered in Leon County, 44 of which are excavation contractors. Of the 44 excavation contractors, 29 are Leon County Public Works employees. The remaining local specialty contractors maintain licenses in the following trades: aluminum structures (2), vinyl siding (2), and garage doors (6). As previously mentioned, these specialty licenses will be preempted to the State effective July 1, 2023.

The County currently maintains 1,490 active contractor files, which includes 1,424 state-certified contractors, 12 Leon County registered contractors, and 54 Leon County specialty trade contractors. As noted above, 29 of the 54 specialty trade contractors currently listed as active in Leon County are Public Works employees that maintain an excavation license. DBPR's Utility and Excavation Licensure would suffice for individuals to perform this type of work in Leon County. The siding, aluminum structure and garage door specialty trade contractors in Leon County would need to obtain licensure under the State's 'Specialty Structure License.'

Since 96% of all active contractors in Leon County are already state certified, and given the continued decline in CLB activity and the recent preemption to the State, it is recommended the

local licensing program and the CLB be sunset. DBPR has provided the opportunity for registered contractors, who meet certain criteria, to grandfather their registered license into a statewide-certified contractor license without having to complete a state examination.

Although the County and DBPR both encouraged the 12 registered contractors to become state-certified contractors, especially if they qualify under the grandfathering opportunity, the registered contractors who choose not to convert their registered contractor license to a statewide-certified contractor license will be able to operate without any interruption, according to DBPR. DBPR has indicated that it will continue to recognize existing registered contractors and once the County has sunset the CLB, DBPR will take over disciplinary control and oversight of such registered contractors through the State CILB.

Outreach

Development Support and Environmental Management staff sent direct mail notices to all local specialty trade and registered contractors in the County on April 8, 2022 (Attachment #4). The direct mail notice informed them of the recent changes adopted with HB 735, the opportunity for registered contractors to grandfather into a state-certified contractor license, and of the Board's forthcoming consideration to sunset the local licensing program and the CLB. All registered contractors and local specialty trade contractors that received the notice were encouraged to contact DBPR to inquire about state licensing requirements. In recent weeks, several of the registered contractors filed paperwork to become state-certified contractors under the grandfathering provision. Should these contractors meet state licensing requirements, they will be able to work in any jurisdiction in the State.

Registered contractors who choose not to convert their DBPR registered contractor license to a state-certified contractor license, should still be able to operate without any interruption. According to DBPR, a registered contractor who has received a local competency card and has maintained their registration with the State, will not be affected with the sunset of the local licensing program and CLB. DBPR stated that it will continue to recognize existing registered contractors, and once the County has sunset the CLB, DBPR will take over disciplinary control and oversight of such registered contractors through the CILB.

Staff presented the proposal to the Advisory Committee on Quality Growth (ACQG) at their April 18th meeting and the Builders Industry Association (BIA) of the Big Bend at their May 8th Governmental Affairs meeting. The ACQG and BIA were both in support of sunsetting the CLB. Some individuals noted it did not seem feasible to maintain the program and CLB for such a relatively small group.

CLB Revenue

With the trend of shifting the regulation and licensure of contractors to the State, there has been limited need to convene meetings of the County's CLB. This decrease in activity has also resulted in the reduction of fees collected in recent years. Therefore, the sunsetting of the CLB and licensing program will have a minimal fiscal impact to the County.

Table #1 provides a comparison of the Contractors Licensing Board revenue for the last five fiscal years. Fees paid are allocated to the Building Plan Review and Inspection Division's special revenue fund (commonly referred to as the building fund).

Table #1 – Contractors Licensing Board Revenue

| Type of Fee Collected | FY 16-17 | FY 17-18 | FY 18-19 | FY 19-20 | FY 20-21 |
|--|----------------|----------------|----------------|----------------|----------------|
| Excavation Contractors' License Applications | \$1,561 | \$1,829 | \$684 | \$1,294 | \$0.00 |
| Permit File Maintenance Fee | \$2,083 | \$1,637 | \$2,604 | \$1,414 | \$1,116 |
| License Renewal Fees | \$5,074 | \$6,087 | \$4,762 | \$4,911 | \$3,795 |
| Total | \$8,718 | \$9,553 | \$8,050 | \$7,619 | \$4,911 |

Table #1 shows a decline in licensing revenues over the last five years which is attributed to contractors being able to obtain licenses at the state level through DBPR. For example, state-certified contractors can work anywhere in Florida, while registered contractors can only work in the county or municipality where they have fulfilled local competency requirements. In addition, a contractor that is licensed by the State as a certified contractor, is not required to fulfill the competency requirements of a local jurisdiction. Of the 1,490 active contractors in Leon County, 1,424 (96%) of them are licensed as certified contractors through the State.

Conclusion:

Due to the preemption of local specialty trade licenses, DBPR's predominant role in the regulation of contractors, and the decreased number of CLB meetings in recent years, it is recommended the Board sunset the CLB and the local contractor licensing program, and adopt related code amendments to Ch. 5, Building Code and Ch. 10, Land Development Code.

The Public Hearing has been publicly advertised in accordance with State Statute (Attachment #5).

Options:

1. Conduct the first and only Public Hearing and adopt the Ordinance to sunset the Leon County Contractors Licensing Program and the Contractors Licensing Board effective July 1, 2023 (Attachment #1).
2. Conduct the first and only Public Hearing and do not adopt the Ordinance to sunset the Contractors Licensing Program and the Contractors Licensing Board.
3. Board direction.

Recommendation:

Option #1

Title: First and Only Public Hearing to Adopt an Ordinance to Sunset the Leon County
Contractors Licensing Program and the Contractors Licensing Board

June 14, 2022

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Attachments:

1. Proposed Ordinance to Amend Chapter 5 and Chapter 10, Leon County Code of Laws
2. List of Leon County Registered and Specialty Trade Contractors
3. March 8, 2022 Agenda Item on the Leon County Contractors Licensing Board
4. Direct Mail Notice to Registered and Specialty Trade Contractors\
5. Notice of Public Hearing

LEON COUNTY ORDINANCE NO. 2022-

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, AMENDING CHAPTER 5, ARTICLE III OF THE CODE OF LAWS OF LEON COUNTY, FLORIDA, RELATING TO CONTRACTORS' LICENSING; AMENDING SECTION 10-4.203(C) OF THE CODE OF LAWS OF LEON COUNTY, FLORIDA, RELATING TO LICENSED CONTRACTORS FOR ENVIRONMENTAL MANAGEMENT PERMITS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

RECITALS

WHEREAS, in 2021 the Florida Legislature passed House Bill (HB) 735, expressly preempting the licensing of occupations to the state and superseding any local government licensing of occupations not authorized by general law; and

WHEREAS, HB 735 was approved by Governor DeSantis on June 29, 2021, and became effective on July 1, 2021 (Chapter 2021-214, Laws of Florida); and

WHEREAS, HB 735 specifically prohibits local governments from requiring a license for a person whose job scope does not substantially correspond to that of a contractor or journeyman licensed by the State of Florida, Department of Business and Professional Regulation, Construction Industry Licensing Board, and specifically precludes local governments from requiring a license for: painting; flooring; cabinetry; interior remodeling; handyman services; driveway or tennis court installation; decorative stone, tile, marble, granite, or terrazzo installation; plastering; stuccoing; caulking; canvas awning installation; and ornamental iron; and

WHEREAS, HB 735 expressly preempts any local government licensing requirement of occupations unless: (a) the licensing of occupations by local governments is authorized by general law; or (b) the local licensing scheme for an occupation was imposed before July 1, 2021 (however, any such local licensing scheme expires on July 1, 2023); and

WHEREAS, Chapter 5, Article III of the Leon County Code of Laws, provides for the licensing of contractors; and

WHEREAS, in light of the preemptive provisions of HB 735, the Board of County Commissioners desires to enact an ordinance amending Chapter 5, Article III of the Leon County Code of Laws, relating to contractors' licensing;

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

Section 1. Amendments to Chapter 5, Article III of the Code of Laws of Leon County, Florida.

Chapter 5, Article III of the Code of Laws of Leon County, Florida, is hereby amended to read as follows:

ARTICLE III. CONTRACTORS' LICENSING

DIVISION 1. IN GENERAL STATE LICENSURE

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:~~ as may be amended from time to time.

- ~~(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;~~
- ~~(k) — Residential pool/spa;~~
- ~~(l) — Swimming pool/spa servicing;~~
- ~~(m) — Plumbing;~~
- ~~(n) — Underground utility and excavation;~~
- ~~(o) — Solar;~~
- ~~(p) — Pollutant storage system; [and]~~
- ~~(q) — Specialty.~~

DIVISION 2. LEON COUNTY CONTRACTORS' LICENSING BOARD

Sec. 5-3.02. Established.

~~There is hereby established a county contractors licensing board.~~

Sec. 5-3.03. Composition and appointment.

~~The contractors licensing board shall consist of seven members to be appointed by the Board of County Commissioners. Such board shall include whenever possible:~~

- ~~(a) — One engineer;~~
- ~~(b) — One architect;~~
- ~~(c) — One businessperson;~~
- ~~(d) — One general contractor or another contractor who is registered or certified under F.S. § 489.105(3)(a)(b)(c);~~
- ~~(e) — One pool contractor or another contractor who is registered or certified under F.S. § 489.105(3)(d)-(o);~~

- 1 (f) ~~Two consumer representatives who may be any resident of the county that is not, and~~
2 ~~has never been, a member or practitioner of a profession regulated by the contractors~~
3 ~~licensing board or a member of any closely related profession; and~~
4

5 ~~All members of the board, except for the consumer representatives, shall be licensed in the state and~~
6 ~~actively engaged in the profession they represent on such board. All members shall be voters-~~
7 ~~registered in the county.~~
8

9 ~~**Sec. 5-3.04. Terms of members.**~~

10 ~~The members of the contractors' licensing board shall be appointed for terms of three years.~~

11 ~~**Sec. 5-3.05. Removal of members.**~~

12
13 ~~The Board of County Commissioners may, for good cause, remove any member of the~~
14 ~~contractors licensing board from office.~~

15 ~~**Sec. 5-3.06. Quorum; majority voting; exception.**~~

16 ~~Four members of the contractors licensing board shall constitute a quorum. A majority vote of~~
17 ~~those members present shall be required to take any official action except that a vote to suspend or~~
18 ~~revoke a certificate required by the article shall require a vote of four-fifths of the quorum present.~~
19

20 ~~**Sec. 5-3.07. Recommendations.**~~

21 ~~The contractor's licensing board shall make recommendations regarding contractors to the~~
22 ~~Board of County Commissioners that are not in conflict with F.S. ch. 489.~~
23

24 ~~**Sec. 5-3.08. Procedure and meetings.**~~

25 ~~The contractors licensing board shall establish rules and regulations in writing for its own~~
26 ~~procedures that are not conflicting with the provisions of this division or other Leon County Code of~~
27 ~~Laws and Florida law. The board shall meet on a regular monthly basis, as needed, and the meetings~~
28 ~~shall be open to the public. The contractors licensing board shall publish meeting notice 30 days before~~
29 ~~each meeting.~~
30

31 ~~**Sec. 5-3.09. Duties.**~~

32 ~~(a) The definitions contained in F.S. § 489.105 and listed in section 5-3.01 herein shall be~~
33 ~~used in this section, except that the term "contractor" will not include those contractors licensed by the~~
34 ~~City of Tallahassee.~~
35

36 ~~(b) The contractors licensing board shall have the following general duties:~~

- 37 ~~(1) To accept and approve or disapprove applications;~~
38 ~~(2) To issue authorized specialty contractor certificates.~~
39
40
41
42
43
44
45
46

1 ~~(c) — The contractors licensing board shall have the authority to:~~

- 2
- 3 ~~(1) — Issue a cease and desist order to prohibit a contractor from engaging in the~~
4 ~~business of contracting pursuant to F.S. § 489.113(2)(b);~~
- 5 ~~(2) — Revoke, suspend, or deny the certified contractor ability to obtain a building~~
6 ~~permit or limit such authority with specific conditions pursuant to F.S. §~~
7 ~~489.113(4)(b) and F.S. § 489.113(4)(c) based on a public hearing;~~
- 8 ~~(3) — Require financial restitution to a consumer;~~
- 9 ~~(4) — Impose an administrative fine not to exceed \$1,500.00 per violation;~~
- 10 ~~(5) — Require additional hours of continuing education over and above the state~~
11 ~~requirements for license renewal; and/or~~
- 12 ~~(6) — Assess costs associated with investigation and prosecution, locally licensed or~~
13 ~~registered contractors.~~
- 14

15 ~~(d) — The contractors licensing board has the authority to issue penalties as set forth in section~~
16 ~~5-3.09(c), above if the contractor has been found guilty by the contractor's licensing board, the state~~
17 ~~construction industry licensing board, or a court of competent jurisdiction, of any of the following~~
18 ~~actions:~~

19

- 20 ~~(1) — Violating this division;~~
- 21 ~~(2) — Violating the applicable Florida Building Code or zoning codes;~~
- 22 ~~(3) — Obtaining a certificate or registration by fraud or misrepresentation;~~
- 23 ~~(4) — Being convicted or found guilty of, or entering a plea of nolo contendere to,~~
24 ~~regardless of adjudication, a crime in any jurisdiction which directly relates to~~
25 ~~the practice of contracting or the ability to practice contracting;~~
- 26 ~~(5) — Violating any provision of F.S. ch. 455;~~
- 27 ~~(6) — Knowingly violating the applicable building codes or laws of the state or of any~~
28 ~~municipalities or counties thereof;~~
- 29 ~~(7) — Performing any act which assists a person or entity in engaging in the prohibited~~
30 ~~uncertified or unregistered practice of contracting, if the certificate holder or~~
31 ~~registrant knows or has reasonable grounds to know that the person or entity was~~
32 ~~uncertified and unregistered;~~
- 33 ~~(8) — Knowingly combining or conspiring with an uncertified or unregistered person~~
34 ~~by allowing his certificate or registration to be used by the uncertified or~~
35 ~~unregistered person with intent to evade the provisions of this part. When a~~
36 ~~certificate holder or registrant allows his certificate or registration to be used by~~
37 ~~one or more business organizations without having any active participation in~~
38 ~~the operation, management, or control of such business organization, such act~~
39 ~~constitutes prima facie evidence of an intent to evade the provisions of this part;~~
- 40 ~~(9) — Acting in the capacity of a contractor under any certificate or registration issued~~
41 ~~hereunder except in the name of the certificate holder or registrant as set forth~~
42 ~~on the issued certificate or registration, or in accordance with the personnel of~~
43 ~~the certificate holder or registrant as set forth in the application for the certificate~~
44 ~~or registration, or as later changed as provided in F.S. ch. 489;~~

- 1 (10) ~~Committing mismanagement or misconduct in the practice of contracting that~~
2 ~~causes financial harm to a customer. Financial mismanagement or misconduct~~
3 ~~occurs when:~~
- 4 a. ~~Valid liens have been recorded against the property of a contractor's~~
5 ~~customer for supplies or services ordered by the contractor for the~~
6 ~~customer's job; the contractor has received funds from the customer to~~
7 ~~pay for the supplies or services; and the contractor has not had the liens~~
8 ~~removed from the property, by payment or by bond, within 75 days after~~
9 ~~the date of such liens;~~
- 10 b. ~~The contractor has abandoned a customer's job and the percentage of~~
11 ~~completion is less than the percentage of the total contract price paid to~~
12 ~~the contractor as of the time of abandonment, unless the contractor is~~
13 ~~entitled to retain such funds under the terms of the contract or refunds~~
14 ~~the excess funds within 30 days after the date the job is abandoned; or~~
- 15 c. ~~The contractor's job has been completed, and it is shown that the~~
16 ~~customer has had to pay more for the contracted job than the original~~
17 ~~contract price, as adjusted for subsequent change orders, unless such~~
18 ~~increase in cost was the result of circumstances beyond the control of the~~
19 ~~contractor, was the result of circumstances caused by the customer, or~~
20 ~~was otherwise permitted by the terms of the contract between the~~
21 ~~contractor and the customer;~~
- 22 (11) ~~Being disciplined by any municipality or county for an act or violation of F.S.~~
23 ~~ch. 489;~~
- 24 (12) ~~Failing in any material respect to comply with the provisions of F.S. ch. 489 or~~
25 ~~violating a rule or lawful order of the state construction industry licensing board;~~
- 26 (13) ~~Abandoning a construction project in which the contractor is engaged or under~~
27 ~~contract as a contractor. A project may be presumed abandoned after 90 days if~~
28 ~~the contractor terminates the project without just cause or without proper~~
29 ~~notification to the owner, including the reason for termination, or fails to perform~~
30 ~~work without just cause for 90 consecutive days;~~
- 31 (14) ~~Signing a statement with respect to a project or contract falsely indicating that~~
32 ~~the work is bonded; falsely indicating that payment has been made for all~~
33 ~~subcontracted work, labor, and materials which results in a financial loss to the~~
34 ~~owner, purchaser, or contractor; or falsely indicating that workers' compensation~~
35 ~~and public liability insurance are provided;~~
- 36 (15) ~~Committing fraud or deceit in the practice of contracting;~~
- 37 (16) ~~Committing incompetency or misconduct in the practice of contracting;~~
- 38 (17) ~~Committing gross negligence, repeated negligence, or negligence resulting in a~~
39 ~~significant danger to life or property;~~
- 40 (18) ~~Proceeding on any job without obtaining applicable local building department~~
41 ~~permits and inspections;~~
- 42 (19) ~~Intimidating, threatening, coercing, or otherwise discouraging the service of a~~
43 ~~notice to owner under part I of F.S. ch. 713 or a notice to contractor under F.S.~~
44 ~~ch. 255 or part I of F.S. ch. 713;~~

- 1 (20) ~~Failing to satisfy within a reasonable time, the terms of a civil judgment obtained~~
2 ~~against the licensee, or the business organization qualified by the licensee,~~
3 ~~relating to the practice of the licensee's profession;~~
- 4 (21) ~~In the case of a contractor who receives money totaling more than ten percent of~~
5 ~~the contract price for repair, restoration, improvement, or construction to~~
6 ~~residential real property, failing to:~~
7 ~~a. Apply for permits necessary to do work within 30 days after the date~~
8 ~~payment is made; and~~
9 ~~b. Start the work within 90 days after the date all necessary permits for work~~
10 ~~are issued, unless the person who made the payment agreed, in writing,~~
11 ~~to a longer period;~~
- 12 (22) ~~In the case of a contractor who receives money for repair, restoration, addition,~~
13 ~~improvement or construction of residential property in excess of the value of the~~
14 ~~work performed, with intent to defraud the owner, failing to or refusing to~~
15 ~~perform any work for any 90-day period. Proof that a contractor received the~~
16 ~~money for the repair, restoration, addition, improvement, or construction of~~
17 ~~residential real property and that:~~
18 ~~a. The amount received exceeds the value of the work performed by the~~
19 ~~contractor and that the contractor failed to perform any of the work for~~
20 ~~which he contracted during any 60-day period;~~
21 ~~b. The failure to perform any such work during the 60-day period was not~~
22 ~~related to the owner's termination of the contract or a material breach of~~
23 ~~the contract by the owner; and~~
24 ~~c. The contractor failed, for an additional 30-day period after the date of~~
25 ~~mailing of notification as specified in F.S. § 489.126(3)(c), to perform~~
26 ~~any work for which he contracted, gives rise to an inference that the~~
27 ~~money in excess of the value of the work performed was taken with the~~
28 ~~intent to defraud;~~
- 29 (23) ~~Entering into an agreement, oral or written, whereby that contractor's~~
30 ~~certification or registration number is used, or to be used, by a person who is not~~
31 ~~certified or registered as provided for by law, or used or to be used, by a business~~
32 ~~organization that is not duly qualified as provided by law to engage in the~~
33 ~~business, or act in the capacity, of a contractor;~~
- 34 (24) ~~Knowingly allowing that contractor's certification or registration number to be~~
35 ~~used by a person who is not certified or registered as provided by law, or used~~
36 ~~by a business organization that is not qualified as provided by law to engage in~~
37 ~~the business, or act in the capacity, of a contractor; or;~~
- 38 (25) ~~Applying for or obtaining a building permit for construction work unless that~~
39 ~~contractor or business organization duly qualified by that contractor, has entered~~
40 ~~into a contract to make improvement to, or perform the contracting at, the real~~
41 ~~property specified in the application or permit. This subsection does not prohibit~~
42 ~~a contractor from applying for or obtaining a building permit to allow the~~
43 ~~contractor to perform work for another person without compensation or to~~
44 ~~perform work on property that is owned by the contractor.~~
- 45

1 Nothing in this subsection shall be construed to authorize the exercise of disciplinary authority
2 against an individual holding a proper valid certificate issued pursuant F.S. ch. 489.
3

4 (e) ~~— The contractors licensing board may deny the issuance of a building permit to a certified~~
5 ~~contractor, or issue a permit with specific conditions, if the board has found such contractor, through~~
6 ~~the public hearing process, to be guilty of fraud or a willful building code violation within the county~~
7 ~~or if the board has proof that such contractor, through the public hearing process, has been found guilty~~
8 ~~in another county or municipality within the last 12 months, of fraud or a willful building code violation~~
9 ~~and finds, after providing notice of an opportunity to be heard to the contractor, that such fraud or~~
10 ~~violation would have been fraud or a violation if committed in the county.~~
11

12 (f) ~~— Decisions of the contractors licensing board shall be supported by written findings of~~
13 ~~fact. The contractors licensing board shall also provide its findings to the Florida State Construction~~
14 ~~Industry Licensing Board for further action based on the severity of the action by the licensed or~~
15 ~~unlicensed contractor.~~
16

17 **~~Sec. 5-3.10. Administrative duties of the board.~~**

18

19 ~~The County Administrator or designee shall provide clerical and administrative personnel as~~
20 ~~may be required to provide administrative support to the board to assist in the performance of its duties.~~
21

22 **~~DIVISION 3. CERTIFICATION.~~**

23

24 **~~Sec. 5-3.11. Construction.~~**

25

26 ~~Nothing in this subdivision shall be construed to require general, building, residential building~~
27 ~~or pool contractors to obtain additional occupational licenses for specialty work, except electrical,~~
28 ~~plumbing, mechanical, and roofing work, when such specialty work is performed by employees of such~~
29 ~~contractors on projects which the contractor supervises and for which they have substantially full~~
30 ~~responsibility and provided that such contractors do not hold themselves out to the public as being~~
31 ~~specialty contractors pursuant to F.S. §§ 489.107 and 489.117.~~
32

33 **~~Sec. 5-3.125-3.02. Certificate State license required.~~**

34

35 ~~All persons desiring to engage in business as a contractor for the construction of buildings or~~
36 ~~structures under the terms of the Florida Building Code and zoning codes, shall, before engaging in~~
37 ~~such business, provide their Florida Department of Business and Professional Regulation contractor's~~
38 ~~license and number for that type of contracting; such certificate shall identify and indicate the~~
39 ~~contractor's certificate, as defined in section 5-494 of this subdivision.~~
40

41 **~~Sec. 5-3.135-3.03. Certificate State license as permit prerequisite; exception.~~**

42

43 (a) ~~The building department shall issue building permits only to persons possessing a~~
44 ~~contractor's department of business and professional regulations certificate license, unless otherwise~~
45 ~~exempted under this subdivision or other applicable laws. The list of contractors pursuant to F.S. §~~
46 ~~489.105 is as follows:~~

- ~~(1) General contractor;~~
- ~~(2) Building contractor;~~
- ~~(3) Residential contractor;~~
- ~~(4) Sheet metal contractor;~~
- ~~(5) Roofing contractor;~~
- ~~(6) Class A air conditioning contractor;~~
- ~~(7) Class B air conditioning contractor;~~
- ~~(8) Class C air conditioning contractor;~~
- ~~(9) Mechanical contractor;~~
- ~~(10) Commercial pool/spa contractor;~~
- ~~(11) Residential pool/spa contractor;~~
- ~~(12) Swimming pool/spa service contractor;~~
- ~~(13) Plumbing contractor;~~
- ~~(14) Underground utility and excavation contractor;~~
- ~~(15) Solar contractor;~~
- ~~(16) Pollutant storage systems contractor; [and]~~
- ~~(17) Specialty contractor this contractor scope of work and responsibility is limited to a subset of one of the contractors list in subsection (1)-(16) above.~~

(b) Nothing in this section shall prohibit a bona fide homeowner from constructing, adding to or making changes to their single-family or two-family dwelling, providing they comply with all other rules, regulations, ordinances and laws pertaining to the scope of work in which they wish to engage regarding construction.

(i) For the purposes of this provision, “bona fide homeowner” means a homeowner that intends to actually live in the dwelling for at least 12 months after occupancy.

~~(e)~~(ii) No bona fide homeowner shall be issued more than one permit for the construction of his single-family or two-family dwelling within any 24-month period, and the owner must reside in the unit for at least 12 months after the certificate of occupancy has been issued.

~~(d)~~(iii) The building official may authorize more than one permit during such period upon a written statement that provides evidence of good cause shown.

~~(e)~~(iv) No person shall utilize the provisions hereof as a method to construct single-family or two-family dwellings by having the owners of such dwellings obtain the building permits. Such a person shall be deemed to be engaging in the business of a residential contractor without being licensed pursuant to the provisions hereof and shall be punished in accordance herewith or by other applicable laws and statutes.

~~(f) Any specialty contractors licensed, otherwise known as an occupational license, through Leon County is not allowed to obtain any type of permit.~~

(c) The building official may issue a cease and desist order to prohibit any person from engaging in the business of contracting who does not hold the required state license for the work being performed.

Sec. 5-3.14. Classes of certificates.

~~The classes of authorized contractor certificates which shall authorize the holder thereof to engage in the indicated activities pursuant to F.S. § 489.105(3)(a-q) shall be as follows:~~

~~(a) — *General contractor certificate.* The holder may render construction services unlimited in scope.~~

~~(b) — *Building contractor certificate.* The holder's services shall be limited to construction of commercial buildings and single or multiple dwelling residential buildings, not exceeding three stories in height, and accessory use structures in connection therewith, or those whose services are limited to remodeling, repair or improvement of any size building if the services do not affect the structural members of the building.~~

~~(c) — *Residential building contractor certificate.* The holder's services shall be limited to construction, remodeling, repair or improvement of single, two or three family unit residences, not exceeding two stories in height, and accessory use structures in connection therewith.~~

~~(d) — *Pool contractor certificate.* The holder's services shall be limited to construction or repair of public or private swimming pools used for therapy, recreation or other related excavation, operation of construction pumps for dewatering purposes, steel work, pouring of floors, guniting installation of tile and coping, installation of all perimeter and filter piping, installation of all filter equipment and chemical feeders of any type, plastering of the interior, pouring of decks, construction of equipment rooms or housing for pool equipment, and the installation of package pool heaters, all such work to be done in conjunction with, or accessory to, the construction of swimming pools; provided, however, the scope of work of such contractors shall not include direct connections to a sanitary sewer system or to potable water lines and shall not include the installation of any permanent electrical wiring.~~

~~(e) — *Roofing contractor, Class A certificate.* A contractor whose services are unlimited in the roofing trade and who has the experience, knowledge and skill to install, maintain, repair, alter, extend, or design, if not prohibited by law, and use materials and items used in the installation, maintenance, extension and alteration of all kinds of roofing, waterproofing, and coating, except when coating is not represented to protect, repair, waterproof, stop leaks, or extend the life of the roof. The scope of work of a roofing contractor also includes skylights and any related work, required roof deck attachments, and any repair or replacement of wood roof sheathing or fascia as needed during roof repair or replacement and any related work.~~

~~(f) — *Specialty contractor.* Any person whose scope of work, experience or knowledge and skill is limited to a particular craft or trade associated with and included within an occupation or trade regulated by this division. Specialty contractors may render construction services limited in scope. The following is a list of, but not necessarily limited to, those specialties covered by this definition: painting;~~

1 flooring; plastering, latching and drywall; terrazzo, tile and marble; carpentry, cabinet and millwork;
2 acoustical installations; gunite and sandblasting; awning and aluminum erection; glass and glazing;
3 septic tanks; and excavation, grading and site work.
4

5 **~~Sec. 5-3.15. Application; information required; filing deadline; notice of examination.~~**
6

7 All those desiring a certificate required by this subdivision who must take an examination for the same
8 shall file an application by 5:00 p.m. on the 15th of the month prior to the next board meeting. Each applicant
9 should obtain from the contractors' licensing office the date of the next contractor exam, a list of reference
10 materials, and a brochure on where reference books can be obtained.
11

12 **~~Sec. 5-3.16. Disciplinary action on certificates.~~**

13 (a) — No disciplinary action, by placing on probation, or reprimanding the contractor, revoking,
14 suspending, or denying the issuance or renewal of the contractor's license or registration, requiring financial
15 restitution to a consumer, imposing an administrative fine not to exceed \$1,500.00 per violation, requiring
16 continuing education, or assessing costs associated with investigation and prosecution, shall be taken against a
17 locally licensed or specialty/registered contractor except upon a complaint filed, in writing, with the Leon
18 County's contractors licensing board.
19

20 (b) — After the filing of such a complaint, the contractors licensing board shall serve the certificate
21 holder with a written notice of the complaint against them and of its intention to consider taking action against
22 them. The notice shall also contain written notice of the time and place of the hearing which shall be held upon
23 the matter. Such notice shall also inform the certificate holder of their right to appear at the hearing, be
24 represented by counsel and to provide evidence and cross-examine witnesses. Such notice shall be served by
25 certified mail and by personal service to the last known address of the certificate holder. If service by certified
26 mail or personal service is not successful, notice shall be published once in the legal notices section of a
27 newspaper of general circulation in the county.
28

29 (c) — The contractors licensing board shall hold a hearing, no sooner than ten days after the service
30 of the notice required by this section and at the time and place specified therein, to determine whether
31 disciplinary action should be taken, by placing on probation, or reprimanding the contractor, revoking,
32 suspending, or denying the issuance or renewal of the contractor's license or registration, requiring financial
33 restitution to a consumer, imposing an administrative fine not to exceed \$1,500.00 per violation, requiring
34 additional hours of continuing education over and above the state requirements for license renewal, or assessing
35 costs associated with investigation and prosecution. At such hearing, the contractor shall have the right to appear,
36 be represented by counsel, produce evidence and cross-examine witnesses.
37

38 (d) — After such hearing, and after due consideration of the evidence presented at the same, the
39 contractors licensing board shall enter a written opinion and order placing on probation, or reprimanding the
40 contractor, revoking, suspending, or denying the issuance or renewal of the contractor's license or registration,
41 requiring financial restitution to a consumer, imposing an administrative fine not to exceed \$1,500.00 per
42 violation, requiring additional hours of continuing education over and above the state requirements for license
43 renewal, or assessing costs associated with investigation and prosecution if it should find from the weight of the
44 evidence that the contractor has violated any of the provisions of this division or of any law governing
45 construction or any other building or zoning law. Such a finding shall be by no less than a majority plus one vote
46 of the members present. In the alternative, the contractors licensing board shall enter a written opinion and order
47 finding them free from any wrongdoing. In either case, such an order and opinion shall make specific findings
48 of fact and state the reasons for the action.
49

1 ~~(e) — The board shall thereafter mail to the contractor and the person who made the complaint a copy~~
2 ~~of its opinion and shall advise such contractor of their right to appeal to the circuit court.~~

3
4 ~~(f) — Should the contractors licensing board determine in the findings of fact disciplinary action~~
5 ~~contractor was warranted, the contractors licensing board shall also send a copy of the opinion to the Florida~~
6 ~~State Department of Business and Professional Regulation Construction Industry Licensing Board for it to~~
7 ~~review and take action as seen fit pursuant to F.S. § 489.129.~~

8
9 **~~Sec. 5-3.17. Finality of board's decision.~~**

10
11 ~~All decisions of the Leon County's contractors licensing board to approve or disapprove the issuance of~~
12 ~~certificates required by this division or the decision to place on probation, or reprimand the contractor, revoke,~~
13 ~~suspend, or deny the issuance or renewal of the contractor's license or registration, require financial restitution~~
14 ~~to a consumer, impose an administrative fine not to exceed \$1,500.00 per violation, require additional hours of~~
15 ~~continuing education over and above the state requirements for license renewal, or assess costs associated with~~
16 ~~investigation and prosecution shall be final.~~

17
18 **~~Sec. 5-3.18. Certificate decisions to be in writing.~~**

19
20 ~~All decisions made by the contractors licensing board concerning the issuance or rejection of~~
21 ~~applications for certificates required by this division or placement on probation, or reprimand of the contractor,~~
22 ~~revocation, suspension, or denial of the issuance or renewal of the contractor's license or registration,~~
23 ~~requirement of financial restitution to a consumer, imposition of an administrative fine not to exceed \$1,500.00~~
24 ~~per violation, requirement of additional hours of continuing education over and above the state requirements for~~
25 ~~license renewal, or assessment of costs associated with investigation and prosecution shall be in writing.~~

26
27 **~~Sec. 5-3.19. Designation of administrative fines.~~**

28
29 ~~All administrative fines ordered and collected pursuant to this article shall be deposited in the building~~
30 ~~department's fine and forfeiture fund, to be used for those purposes designated by that fund.~~

31
32 **~~DIVISION 4. EXAMINATION~~**

33
34 **~~Sec. 5-3.20. Required; temporary certificates.~~**

35
36 ~~(a) — Except as otherwise provided, a person desiring a certificate required by this division shall take~~
37 ~~an examination by an independent third party testing agency as established in this subdivision.~~

38
39 ~~(b) — All persons not holding a current certificate issued by the board, and who are not certified under~~
40 ~~the provisions of F.S. ch. 489, pt. I, § 489.101 et seq., shall, before engaging in the contracting business, pass an~~
41 ~~examination administered by an independent third party testing agency, except as provided in subsection (c) of~~
42 ~~this section.~~

43
44 ~~(c) — Excavating, grading and site work contractors and public works employees, in order to continue~~
45 ~~performing such services, must have passed an examination administered by an independent third party testing~~
46 ~~agency in order to obtain a current certificate issued by the board pursuant to subsection (b) of this section.~~

47
48 **~~Sec. 5-3.21. Specialty examinations authorized.~~**

1 ~~(a) Specialty examinations may be authorized at any time by the contractor licensing board,~~
2 ~~provided application therefor is made and the applicant deposits with the application the regular application fee,~~
3 ~~together with all costs to be incurred by the county in the giving and grading of such examination according to~~
4 ~~F.S. § 489.117.~~

5
6 ~~(b) Any person who applies for a specialty contractor authorization may be required to take an exam~~
7 ~~as described in subsection (a) of this section and shall meet and be subject to the following requirements:~~

8
9 ~~(1) Any person who engages in or performs, or who desires or intends to engage in or~~
10 ~~perform, a particular type of work or activity included within the building construction~~
11 ~~trades may make application to the board as a specialty contractor.~~

12
13 ~~(2) In order for an applicant to be eligible to receive certification from the board as a~~
14 ~~specialty contractor, they must demonstrate that they possesses the skill, knowledge,~~
15 ~~ability and experience to perform, plan, lay out and supervise all work associated with,~~
16 ~~performed or done in connection with the specialty contractor class or category for~~
17 ~~which they is seeking certification, all in compliance with Florida Building Code and~~
18 ~~all other applicable codes and regulations.~~

19
20 ~~(3) A person certified as a specialty contractor by the board may act as specialty contractor~~
21 ~~for a business organization that engages in or performs, or that intends or desires to~~
22 ~~engage in or perform, work in the specialty contractor class or category for which he is~~
23 ~~certified.~~

24
25 ~~(4) A person or business organization that is issued a current active specialty contractor's~~
26 ~~authorization by the board shall not have the right to apply for and obtain building~~
27 ~~permits unless that specialty license is authorized by the department of business and~~
28 ~~professional regulation.~~

29
30 ~~(5) In all instances where practical experience in a specialty contractor class or category is~~
31 ~~required in order for an applicant to be eligible to be a specialty class or category, the~~
32 ~~contractors licensing board may, in its sole discretion, consider an applicant's formal or~~
33 ~~vocational education as practical experience.~~

34
35 **~~Sec. 5-3.22. Reciprocity.~~**

36
37 ~~The contractors licensing board may, by majority vote, authorize or recognize persons who have passed~~
38 ~~an examination given in any other city or county in the state, prepared, administered, proctored and scored by~~
39 ~~an independent testing organization. Such applicant shall have made a score equal to or exceeding that score~~
40 ~~required and have paid a fee, as established from time to time by the Board of County Commissioners, in order~~
41 ~~to engage in the contracting business to obtain a permit allowed by Leon County.~~

42
43 **~~Sec. 5-3.23. Administration.~~**

44
45 ~~The examination required by this subdivision shall be prepared, administered, proctored and scored by~~
46 ~~a certified independent testing organization.~~

47
48 **~~Sec. 5-3.24. Passing grade.~~**

1 ~~The minimum passing grade on an examination required by this division shall be 70 percent, or as~~
2 ~~otherwise set by the department of business and professional regulation.~~

3
4 **~~DIVISION 5. ELECTRICAL CONTRACTORS~~**

5
6 **~~Sec. 5-3.25. Definitions.~~**

7
8 ~~Electrical contractors are defined as set forth in F.S. § 489.505, including:~~

- 9
10 ~~(a) — Alarm system;~~
11 ~~(b) — Alarm system I;~~
12 ~~(c) — Alarm system II;~~
13 ~~(d) — Electrical or unlimited electrical; and~~
14 ~~(e) — Registered electrical.~~

15
16 **~~Sec. 5-3.26. Licensing of electricians required.~~**

17
18 ~~Any person desiring to engage in business as an electrical contractor or work as an electrical~~
19 ~~contractor shall be licensed as provided herein.~~

20
21 **~~Sec. 5-3.27. Registration required.~~**

22
23 ~~Each journeyman electrician engaging in electrical work in the county shall be registered with~~
24 ~~the building department and shall, always when engaging in such work, have in his possession a~~
25 ~~registration card issued by the county.~~

26
27 ~~Registered means any contractor who has registered with the department pursuant to fulfilling~~
28 ~~the competency requirements in the jurisdiction for which the registration is issued. Registered~~
29 ~~contractors may contract only in such jurisdictions.~~

30
31 **~~Sec. 5-3.28. Bond prerequisite to occupational license when working for a local government.~~**

32
33 ~~Each applicant for an electrical contractor's license shall file a bond if required by F.S. §~~
34 ~~489.537. Otherwise, no bonding is required to be filed unless the contractor must be bonded according~~
35 ~~to F.S. § 489.521(3)(a).~~

36
37 **~~Sec. 5-3.29 Requirements for performance of electrical work.~~**

38
39 ~~(a) — All electrical work or wiring in the county shall be performed by or under the direction~~
40 ~~of an electrical contractor, except as otherwise provided.~~

41
42 ~~(b) — The electrical contractor may be the owner, proprietor or employee of a corporation, but~~
43 ~~in all cases shall be the person directly responsible for the proper installation of the electrical work.~~
44

(c) ~~Except as otherwise provided, where any electrical work is being done, an electrical contractor or journeyman shall always be present on the jobsite and in actual control and in charge of the work being done.~~

(d) ~~Nothing in this section shall prevent a duly licensed contractor who has met the qualifications of the department of business and professional regulation license from performing electrical work in the county.~~

(e) ~~Nothing in this section shall prohibit a bona fide homeowner from personally installing electrical wiring in their own home providing they shall live in such residence, which is a single-dwelling unit, used exclusively by their immediate family, but such privilege shall not exempt the homeowner from taking out an electrical permit for such work, and having it approved by an inspector.~~

~~Sec. 5-3.30. Identification of trucks.~~

~~Each person engaging in the business of electrical contracting shall have attached or imprinted to each truck or vehicle used in that business a sign pursuant to F.S. § 489.119(5)(c).~~

~~Sec. 5-3.31 Countersigning of permits.~~

~~It shall be unlawful for any electrician to countersign permits for more than one person unless such person has been authorized by state statute.~~

Section 2. Amendments to Section 10-4.203(c) of the Code of Laws of Leon County, Florida.

Section 10-4.203(c) of the Code of Laws of Leon County, Florida, is hereby amended to read as follows:

(c) *Permit conditions.* The following minimum conditions shall apply to every stormwater, landscape, clearing, tree removal, and other environmental management permit issued, by the county, before or after March 15, 1992, and violation of or failure to comply with any such condition shall be a violation of this division:

* * *

(5) *Licensed contractors.* All excavation, grading work, and other site work to be performed under any permit shall be supervised by a state licensed certified or registered general contractor, building contractor, residential contractor, commercial or residential pool/spa contractor, ~~or~~ underground utility contractor, or any state certified specialty contractor with competency (or expertise) to complete the specified development activities by an excavation, grading and site contractor duly licensed by the county contractors licensing board, except that where a bona fide homeowner undertakes a development project which qualifies for issuance of a building permit directly to such homeowner under the provisions of ~~section 5-493~~ F.S. § 489.103, such homeowner shall be responsible for ensuring complete compliance with the requirements of this article as to all excavation and grading work performed in connection with such homeowner's development project and shall not be required to engage

1 in the supervisory services of a general contractor or any state certified specialty an
2 ~~excavation, grading and site~~ contractor in connection with such work on his property.

3 * * *
4

5 **Section 3. Conflicts.**
6

7 All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby
8 repealed to the extent of such conflict, except to the extent of any conflicts with the Tallahassee-Leon
9 County 2030 Comprehensive Plan as amended, which provisions shall prevail over any parts of this
10 ordinance which are inconsistent, either in whole or in part, with the said Comprehensive Plan.
11

12 **Section 4. Severability.**
13

14 If any word, phrase, clause, section, or portion of this Ordinance is declared by any court of
15 competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and
16 portions of this Ordinance shall remain in full force and effect.
17

18 **Section 5. Effective Date.**
19

20 This ordinance shall be filed with the Department of State by the Clerk of the Board of County
21 Commissioners within ten (10) days after enactment, and shall take effect on July 1, 2023.
22
23

1 DONE, ADOPTED AND PASSED by the Board of County Commissioners of Leon County,
2 Florida, this 14th day of June 2022.

3
4 LEON COUNTY, FLORIDA

5
6
7 By: _____
8 Bill Proctor, Chair
9 Board of County Commissioners

10
11 ATTESTED BY:
12 Gwendolyn Marshall Knight, Clerk of Court
13 & Comptroller, Leon County, Florida

14
15
16 By: _____

17
18
19 APPROVED AS TO FORM:
20 Chasity H. O'Steen, County Attorney
21 Leon County Attorney's Office

22
23
24 By: _____
25
26

LEON COUNTY REGISTERED & SPECIALTY TRADE CONTRACTORS

| License Category | License Type | License # | Business Name | Qualifier | Address | City | State | Zip |
|-----------------------|---------------------------------|------------|--|-------------------------|------------------------------|-------------|-------|-------|
| Building Registered | Contractor - Res/Comm 3 | RB0021818 | SAM ELLIOTT CONSTRUCTION LLC | ELLIOTT, SAMUEL LEON JR | 2557-2 BARRINGTON CIRCLE | TALLAHASSEE | FL | 32308 |
| Building Registered | Contractor - Residential 2 | RR0049972 | STAN VAUGHAN BUILDERS | VAUGHAN, STAN RAY | 5850 FIRESIDE TRAIL | TALLAHASSEE | FL | 32305 |
| Building Registered | Contractor - Residential 2 | RR0053102 | CONSTRUCTION UNLIMITED OF NORTH FLORIDA | DRAKE, JEFF H | 313 WILLIAMS STREET UNIT 12 | TALLAHASSEE | FL | 32303 |
| Building Registered | Contractor - Residential 2 | RR0065819 | JEFF WEST HOME SERVICES LLC | WEST, WILLIAM JEFFERY | P O BOX 15064 | TALLAHASSEE | FL | 32317 |
| Building Registered | Contractor - Residential 2 | RR0067639 | CALVERT CONSTRUCTION LLC | CALVERT, RICKY B | 139 LOTT LANE | MONTICELLO | FL | 32344 |
| Total: 5 | | | | | | | | |
| License Category | License Type | License # | Business Name | Qualifier | Address | City | State | Zip |
| General Registered | Contractor - Building | RG0014033 | FERRELL CONSTRUCTION COMPANY OF NORTH F | FERRELL, CARL E JR | 2021 W RANDOLPH CIRCLE | TALLAHASSEE | FL | 32308 |
| General Registered | Contractor - Building | RG0014124 | JON F TURNER LLC | TURNER, JON F. | 2560 PINE RIDGE RD | TALLAHASSEE | FL | 32308 |
| General Registered | Contractor - Building | RG0014573 | PARKER CONSTRUCTION USA INC | PARKER, PAUL W | 211 JOHN KNOX ROAD | TALLAHASSEE | FL | 32303 |
| General Registered | Contractor - Building | RGA006494 | BLUE CHIP CONSTRUCTION CO | MULDROW, WILLIAM R | 3070 WATERFORD DR | TALLAHASSEE | FL | 32309 |
| Total: 4 | | | | | | | | |
| License Category | License Type | License # | Business Name | Qualifier | Address | City | State | Zip |
| Roofing Registered | Contractor - Roof | RC0024931 | MCCAMMON ENTERPRISE LLC | MCCAMMON, JAMES E. SR. | PO BOX 5624 | TALLAHASSEE | FL | 32314 |
| Roofing Registered | Contractor - Roof | RC0027157 | BLUE CHIP CONSTRUCTION CO. | WILLIAM, MULDROW | 3070 WATERFORD DRIVE | TALLAHASSEE | FL | 32309 |
| Roofing Registered | Contractor - Roof | RC0041337 | STEPHEN FERRELL ROOFING | FERRELL, STEPHEN LEROY | 656 CAPITAL CIRCLE NE, STE-B | TALLAHASSEE | FL | 32301 |
| Total: 3 | | | | | | | | |
| License Category | License Type | License # | Business Name | Qualifier | Address | City | State | Zip |
| Pool Registered | Contractor - Pool | | | | | | | |
| Total: 0 | | | | | | | | |
| License Category | License Type | License # | Business Name | Qualifier | Address | City | State | Zip |
| Aluminum Struct Local | Contractor - Aluminum Structure | LCAS930002 | NRG INDUSTRIES | STRICKLAND, GENE K | 640 CAPITAL CIRCLE NE | TALLAHASSEE | FL | 32301 |
| Aluminum Struct Local | Contractor - Aluminum Structure | LCAS94001 | LEON SCREENING AND REPAIR INC | HERRING, THOMAS | 1223 AIRPORT DR | TALLAHASSEE | FL | 32304 |
| Total: 2 | | | | | | | | |
| License Category | License Type | License # | Business Name | Qualifier | Address | City | State | Zip |
| Vinyl Siding Local | Contractor - Vinyl | LCVS200301 | WINDOW WORLD OF TALLAHASSEE INC | CUNNINGHAM, KIRK WESLE | 1413 MACLAY COMMERCE DR | TALLAHASSEE | FL | 32312 |
| Vinyl Siding Local | Contractor - Vinyl | LCVS200701 | D & M INSTALLATION LLC | MAST, DAVID | 9383 YASHUNTAFUN ROAD | TALLAHASSEE | FL | 32311 |
| Total: 2 | | | | | | | | |
| License Category | License Type | License # | Business Name | Qualifier | Address | City | State | Zip |
| Garage Door Local | Contractor - Garage Door | LCGD200901 | KELLY'S GARAGE DOOR SERVICES INC | MACMILLAN, KELLY | 2011 WOODSTOCK LANE | TALLAHASSEE | FL | 32303 |
| Garage Door Local | Contractor - Garage Door | LCGD200903 | CUSTOM DOORS AND FIREPLACES INC | CHICK, GEORGE | 2887 WEST THARPE STREET, S | TALLAHASSEE | FL | 32303 |
| Garage Door Local | Contractor - Garage Door | LCGD200904 | BIG BEND GARAGE DOOR SERVICES | FAIRCLOTH, DAVID | P.O. BOX 14807 | TALLAHASSEE | FL | 32317 |
| Garage Door Local | Contractor - Garage Door | LCGD201001 | ALLIED DOORS OF NORTH FLORIDA | ROMANELLI, NICHOLAS | 3600-B WEEMS ROAD | TALLAHASSEE | FL | 32317 |
| Garage Door Local | Contractor - Garage Door | LCGD201301 | OVERHEAD DOOR CO. OF THE CAPITAL CITY, LLC | BRIESACHER, ROBERT C | 732 BLOUNTSTOWN HWY | TALLAHASSEE | FL | 32304 |
| Garage Door Local | Contractor - Garage Door | LCGD201801 | TALLAHASSEE GARAGE DOOR SERVICES | TERRY, DEREK | 1629 SHAKESPEARE DRIVE | TALLAHASSEE | FL | 32317 |
| Total: 6 | | | | | | | | |

| License Category | License Type | License # | Business Name | Qualifier | Address | City | State | Zip |
|------------------------------------|-------------------------|------------|---|------------------------|--------------------------|---------------|-------|-------|
| Excavation Local | Contractor - Excavation | LCEX00036 | ROBERTS SAND COMPANY INC | ROBERTS, MICHAEL W | 3038 LAKESHORE DRIVE | TALLAHASSEE | FL | 32312 |
| Excavation Local | Contractor - Excavation | LCEX00055 | LEWIS LAND CLEARING INC | LEWIS, JOHN A | P O BOX 401 | WOODVILLE | FL | 32362 |
| Excavation Local | Contractor - Excavation | LCEX00057 | QUICKS HEAVY EQUIPMENT | QUICK, DAVID | 3001 HARRISON HILL WAY | TALLAHASSEE | FL | 32311 |
| Excavation Local | Contractor - Excavation | LCEX00088 | DUGGAR EXCAVATING INC | DUGGAR, JAMES K | 904 WHIDDON LAKE RD | CRAWFORDVILLE | FL | 32327 |
| Excavation Local | Contractor - Excavation | LCEX00089 | WELCH LAND DEVELOPMENT | RUSS, GEORGE N | 2454 SPRING CREEK HWY | CRAWFORDVILLE | FL | 32327 |
| Excavation Local | Contractor - Excavation | LCEX200001 | PYRAMID EXCAVATION INC | LOUGHMILLER, TIMOTHY L | 8440 FLORIDA GEORGIA HWY | HAVANA | FL | 32333 |
| Excavation Local | Contractor - Excavation | LCEX200202 | HALE CONTRACTING INC | HALE, BETTY CHRISTINE | 1736 COMMERCE BLVD | MIDWAY | FL | 32343 |
| Excavation Local | Contractor - Excavation | LCEX200401 | CAL-MART INC | LAUDER, CAL | 1220 JOYNER ROAD | CAIRO | GA | 39828 |
| Excavation Local | Contractor - Excavation | LCEX200501 | PICHARD BROTHERS LAND CLEARING | PICHARD, JAMES | 117 PROVO PLACE | CRAWFORDVILLE | FL | 32327 |
| Excavation Local | Contractor - Excavation | LCEX200603 | C J MALPHURS SEPTIC SERVICE | Malphurs, Leonard F Jr | 41 MUSTANG DRIVE | CRAWFORDVILLE | FL | 32327 |
| Excavation Local | Contractor - Excavation | LCEX200801 | PREMIUM CONTRACTING SERVICE LLC | KLINE, JENNIFER | 16082 HEATHERWOOD CT | TALLAHASSEE | FL | 32309 |
| Excavation Local | Contractor - Excavation | LCEX201101 | J K RABAUT EXCAVATION, INC. | RABAUT, JAMES | 444 GAMBLE ROAD | MONTICELLO | FL | 32344 |
| Excavation Local | Contractor - Excavation | LCEX201402 | UNLIMITED DIRT WORKS LLC | LOVELESS, HANNAH | 104 KIMS LANE | LAMONT | FL | 32336 |
| Excavation Local | Contractor - Excavation | LCEX202001 | COLLINS LAND SERVICES INC | COLLINS, EDWIN R | 136 CHINA DOLL DRIVE | TALLAHASSEE | FL | 32312 |
| Excavation Local | Contractor - Excavation | LCEX99003 | BILLY SIMMONS BACKHOE HAULING & SEPTIC CO | SIMMONS, BILLY | 338 RIVER ROAD | LAMONT | FL | 32336 |
| Total: 15 | | | | | | | | |
| License Category - Public Works | License Type | License # | Business Name | Qualifier | Address | City | State | Zip |
| Excavation Local | Contractor - Excavation | LCEX00013 | LEON CO. PUBLIC WORKS - OPERATIONS | HALL, JIMMY JR | 2280 MICCOSUKEE ROAD | | | |
| Excavation Local | Contractor - Excavation | LCEX00073 | LEON CO. PUBLIC WORKS - OPERATIONS | CAMPBELL, SAM | 2280 MICCOSUKEE ROAD | | | |
| Excavation Local | Contractor - Excavation | LCEX00077 | LEON CO. PUBLIC WORKS - OPERATIONS | FOSTER, GLEN | 2280 MICCOSUKEE ROAD | | | |
| Excavation Local | Contractor - Excavation | LCEX200006 | LEON CO. PUBLIC WORKS - OPERATIONS | FOISTER, DANIEL | 2280 MICCOSUKEE ROAD | | | |
| Excavation Local | Contractor - Excavation | LCEX200008 | LEON CO. PUBLIC WORKS - OPERATIONS | RAINS, ERNEST | 2280 MICCOSUKEE ROAD | | | |
| Excavation Local | Contractor - Excavation | LCEX200010 | LEON CO. PUBLIC WORKS - OPERATIONS | PUNAUSUIA, STEVEN | 2280 MICCOSUKEE ROAD | | | |
| Excavation Local | Contractor - Excavation | LCEX200101 | LEON CO. PUBLIC WORKS - OPERATIONS | AYERS, GARY | 2280 MICCOSUKEE ROAD | | | |
| Excavation Local | Contractor - Excavation | LCEX200103 | LEON CO. PUBLIC WORKS - OPERATIONS | BYRD, MICHAEL | 2280 MICCOSUKEE ROAD | | | |
| Excavation Local | Contractor - Excavation | LCEX200104 | LEON CO. PUBLIC WORKS - OPERATIONS | COLLINS, ANDREW | 2280 MICCOSUKEE ROAD | | | |
| Excavation Local | Contractor - Excavation | LCEX200109 | LEON CO. PUBLIC WORKS - OPERATIONS | HARRISON, LONZY | 2280 MICCOSUKEE ROAD | | | |
| Excavation Local | Contractor - Excavation | LCEX200114 | LEON CO. PUBLIC WORKS - OPERATIONS | RILEY, ANDREW | 2280 MICCOSUKEE ROAD | | | |
| Excavation Local | Contractor - Excavation | LCEX200118 | LEON CO. PUBLIC WORKS - OPERATIONS | DICKEY, ANTHONY | 2280 MICCOSUKEE ROAD | | | |
| Excavation Local | Contractor - Excavation | LCEX200506 | LEON CO. PUBLIC WORKS - OPERATIONS | MILLS, RONALD | 2280 MICCOSUKEE ROAD | | | |
| Excavation Local | Contractor - Excavation | LCEX200507 | LEON CO. PUBLIC WORKS - OPERATIONS | CANTRELL, JAMES | 2280 MICCOSUKEE ROAD | | | |
| Excavation Local | Contractor - Excavation | LCEX200508 | LEON CO. PUBLIC WORKS - OPERATIONS | HUDSON, MARVIN JR | 2280 MICCOSUKEE ROAD | | | |
| Excavation Local | Contractor - Excavation | LCEX200509 | LEON CO. PUBLIC WORKS - ENGINEERING | THAGARD, DAVID | 2280 MICCOSUKEE ROAD | | | |
| Excavation Local | Contractor - Excavation | LCEX200510 | LEON CO. PUBLIC WORKS - OPERATIONS | FEAGIN, JOHN | 2280 MICCOSUKEE ROAD | | | |
| Excavation Local | Contractor - Excavation | LCEX200512 | LEON CO. PUBLIC WORKS - OPERATIONS | ROBISON, ROSCOE | 2280 MICCOSUKEE ROAD | | | |
| Excavation Local | Contractor - Excavation | LCEX200513 | LEON CO. PUBLIC WORKS - OPERATIONS | LEWIS, BOBBY | 2280 MICCOSUKEE ROAD | | | |
| Excavation Local | Contractor - Excavation | LCEX201001 | LEON CO. PUBLIC WORKS - OPERATIONS | ALVARADO, JUAN | 2280 MICCOSUKEE ROAD | | | |
| Excavation Local | Contractor - Excavation | LCEX201201 | LEON CO. PUBLIC WORKS - OPERATIONS | BASS, CHRISTOPHER | 2280 MICCOSUKEE ROAD | | | |

| | | | | | | | | |
|------------------|-------------------------|------------|-------------------------------------|-----------------------|----------------------|--|--|--|
| Excavation Local | Contractor - Excavation | LCEX201301 | LEON CO. PUBLIC WORKS - OPERATIONS | CHAIRES, THOMAS S. | 2280 MICCOSUKEE ROAD | | | |
| Excavation Local | Contractor - Excavation | LCEX201401 | LEON CO. PUBLIC WORKS - ENGINEERING | THORPE, BETSY | 2280 MICCOSUKEE ROAD | | | |
| Excavation Local | Contractor - Excavation | LCEX201403 | LEON CO. PUBLIC WORKS - OPERATIONS | REDDING, TIMOTHY | 2280 MICCOSUKEE ROAD | | | |
| Excavation Local | Contractor - Excavation | LCEX201502 | LEON CO. PUBLIC WORKS - ENGINEERING | GUNTER, WILLIAM COREY | 2280 MICCOSUKEE ROAD | | | |
| Excavation Local | Contractor - Excavation | LCEX201803 | LEON CO. PUBLIC WORKS - ENGINEERING | HULSEY, JOSEPH | 2280 MICCOSUKEE ROAD | | | |
| Excavation Local | Contractor - Excavation | LCEX201804 | LEON CO. PUBLIC WORKS - OPERATIONS | DUNCAN, HEITH | 2280 MICCOSUKEE ROAD | | | |
| Excavation Local | Contractor - Excavation | LCEX970001 | LEON CO. PUBLIC WORKS - OPERATIONS | MERRITT, GARY | 2280 MICCOSUKEE ROAD | | | |
| Excavation Local | Contractor - Excavation | LCEX99002 | LEON CO. PUBLIC WORKS - OPERATIONS | SMITH, CHARLES E | 2280 MICCOSUKEE ROAD | | | |
| Total: 29 | | | | | | | | |

SUMMARY BY LICENSE TYPES

| Contractor Type | State Certified | Leon County Registered | Total |
|-----------------------------|-----------------|------------------------|-------|
| General | 459 | 4 | 463 |
| Building | 452 | 5 | 457 |
| Residential | 126 | 0 | 126 |
| Roofing | 275 | 3 | 278 |
| Pool | 49 | 0 | 49 |
| Underground Utility | 16 | 0 | 16 |
| Certified Solar | 25 | 0 | 25 |
| Aluminum Structures | 22 | 0 | 22 |
| Subtotal: | 1,424 | 12 | 1,436 |
| Local Specialty Contractors | | Specialty Contractors | Total |
| Excavation | | 44* | 44 |
| Aluminum Structures | | 2 | 2 |
| Vinyl Siding | | 2 | 2 |
| Garage Doors | | 6 | 6 |
| Subtotal: | | | 54 |
| Total Contractors: | | | 1,490 |

* 29 Excavation Contractors are Public Works Employees

Leon County Board of County Commissioners

Agenda Item #14

March 8, 2022

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Annual Fiscal Year 2021 Leon County Contractors Licensing Board Report

| | |
|-------------------------------------|--|
| Review and Approval: | Vincent S. Long, County Administrator |
| Department/ Division Review: | Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Barry Wilcox, Director, Development Support & Environmental Management |
| Lead Staff/ Project Team: | Scott Brockmeier, Chief Development Resources Officer Emma Smith, Director, Code Compliance Services Jessica Lowe, Code Compliance Supervisor |

Statement of Issue:

This item seeks Board acceptance of the Annual FY 2021 Leon County Contractors Licensing Board Report and seeks Board direction to consider sunsetting the Contractors Licensing Board at a future public hearing.

Fiscal Impact:

This item has no fiscal impact. Should the Board proceed to sunset the Leon County Contractors Licensing Board and local licensing program at a future public hearing, there will be a minimal fiscal impact to the County. In FY 2021, the County collected \$4,911 in licensing revenues, down 43.7% in the last five years.

Staff Recommendation:

- Option #1: Accept the Annual FY 2021 Contractors Licensing Board Report.
- Option #2: Direct staff to draft changes to amend the Code of Laws Chapter 5, Building Code and Chapter 10, Land Development Code, to sunset the Leon County Contractors Licensing Board, and schedule for Board consideration for approval via the public hearing process.

Title: Annual Fiscal Year 2021 Leon County Contractors Licensing Board Report
March 8, 2022
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Report and Discussion

Background:

This item seeks Board acceptance of the Annual FY 2021 Leon County Contractors Licensing Board Report (Attachment #1) and seeks Board direction to sunset the Contractors Licensing Board at a future public hearing.

The Leon County Contractors Licensing Board (CLB) is empowered by Ordinance to enforce Chapter 5, Article III of the Leon County Code of Laws, as well as Chapter 489, Florida Statutes, to regulate contractor licensing pursuant to general law and has the authority to take disciplinary actions. The CLB's responsibilities include review and approval of applications for licensing and review of complaints filed against licensed contractors operating in Leon County. The CLB consists of seven members appointed by the Board for three-year terms. The CLB is scheduled to meet on the first Thursday of each month, if needed, and is supported by Development Support & Environmental Management (DSEM) staff. At the hearings, the CLB is represented by counsel from the County Attorney's Office.

Each year staff prepares an agenda item to keep the Board apprised of CLB activities through the presentation of an annual report. These annual reports show a steady decline in CLB activity associated with contractor licensing and regulation. Moreover, no construction industry complaints have been filed with the County since 2017 requiring the CLB to convene. A contractor that is licensed by the state is not required to fulfill the competency requirements of a local jurisdiction. Of the 1,392 contractors listed as active in Leon County 1,382 (99.3%) of them are licensed through the State.

Recent state legislation furthers the trend of shifting greater responsibility for the regulation of contractors and issuance of specialty licenses to the State. Effective July 1, 2023, Leon County's existing local specialty contractor licenses will be preempted to the State. Several jurisdictions cited in the analysis have already initiated action to ensure compliance with the new state law and the transition of specialty licensing to the State by eliminating their local contractor licensing boards. Other jurisdictions, including Alachua County and the City of Tallahassee do not utilize local contractor licensing boards or issue local licenses. Due to the preemption of specialty licenses and regulation of contractors by the State, the following analysis recommends the Board to sunset the CLB and local licensing program at a future public hearing.

Analysis:

The County maintained 1,446 active contractor files for FY 2021 including State Certified Contractors, Leon County Registered Contractors, and Specialty Contractors. A breakdown of all active contractors is included as Attachment #2.

Examination Analysis:

During FY 2021, one CLB meeting was held on October 1, 2020. No licensing applications were received. The CLB approved two requests for reciprocity. Reciprocity may be granted by the CLB to contractors who have been licensed in another jurisdiction within the State of Florida who meet the minimum certification requirements set forth in Article III, Div. 4 of Ch. 5, Leon County Building Code.

Title: Annual Fiscal Year 2021 Leon County Contractors Licensing Board Report
 March 8, 2022
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Complaint Action:

The CLB processes all complaints against contractors that fall within its statutory authority, regardless if the alleged violation occurs within the city limits or the unincorporated areas. During FY 2021, no complaints were filed with the CLB. In fact, no complaints have been filed with the CLB since FY 2017. The State's Florida Construction Industry Licensing Board (FCILB), however, has received a total of 311 construction industry-related complaints within Leon County in the last four years.

In recent years the role of contractor licensing and investigation of consumer complaints has shifted to the State of Florida's Department of Business and Professional Regulation (DBPR). DBPR has expanded its role in these areas which has resulted in less activity among local licensing boards. Since the County has not received a complaint in the last four years, it has limited the need to convene meetings of the CLB. Later in this agenda item, the analysis provides a recommendation to sunset the CLB.

Licensing Revenue:

Table #1 provides a comparison of the Contractors Licensing Board revenue for the last five fiscal years. Fees paid are allocated to the Building Plan Review and Inspection Division's special revenue fund (commonly referred to as the building fund).

Table #1 – Contractors Licensing Board Revenue

| Type of Fee Collected | FY 16-17 | FY17-18 | FY18-19 | FY19-20 | FY20-21 |
|--|----------------|----------------|----------------|----------------|----------------|
| Excavation Contractors' License Applications | \$1,561 | \$1,829 | \$684 | \$1,294 | \$0.00 |
| Permit File Maintenance Fee | \$2,083 | \$1,637 | \$2,604 | \$1,414 | \$1,116 |
| License Renewal Fees | \$5,074 | \$6,087 | \$4,762 | \$4,911 | \$3,795 |
| Total | \$8,718 | \$9,553 | \$8,050 | \$7,619 | \$4,911 |

Table #1 shows a decline in licensing revenues over the last five years which is attributed to contractors being able to obtain licenses at the state level through DBPR. For example, State Certified Contractors are licensed through the State and can work anywhere in Florida, while Registered Contractors can only work in the county or municipality where they have fulfilled local competency requirements. In addition, a contractor that is licensed by the State as a certified contractor is not required to fulfill the competency requirements of a local jurisdiction. Of the 1,392 contractors listed as active in Leon County 1,382 (99.3%) of them are licensed through the State.

Local vs. State Licensing

According to DBPR and pursuant to general law, a certified contractor is an individual that passed the state licensing exam and received certification. Licensed contractors certified through the State can work anywhere within Florida.

A registered contractor is only licensed to contract work within a local jurisdiction. A registered contractor has not completed a state exam but must apply for licensure through the State after approval by the local jurisdiction. Like a certified contractor, the State requires registered

Title: Annual Fiscal Year 2021 Leon County Contractors Licensing Board Report
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contractors to provide proof of insurance, fingerprinting, and meet financial stability requirements. Registered contractors that want to work in a different jurisdiction are required to obtain registration through that local jurisdiction. There are 10 locally registered contractors and 1,382 state certified contractors active in Leon County.

Local Specialty Contractors

A specialty contractor is one whose scope of work is limited to a particular subphase of construction (e.g. siding, windows, and doors). Similar to a registered contractor, specialty contractors can register within a local jurisdiction and perform work in that jurisdiction in which they have received a license. Leon County only maintains four different types of specialty contractor licenses: *excavation*; *aluminum structures*; *vinyl siding*; and *garage doors*. Due to recent legislation, these local specialty contractor licenses will be preempted to the State effective July 1, 2023.

Recent Legislation

The Florida Legislature adopted HB 735 during the 2021 legislative session which preempts most local specialty construction licensing to the State. Locally issued specialty licenses preempted to the State expire on July 1, 2023. The bill provides that the preemption applies to licensing that is outside the scope of state contractor licensing provisions. According to HB 735, local governments will be specifically prohibited from requiring and enforcing a license for a person whose job scope does not substantially correspond to that of a contractor or journeyman type licensed by the State (the FCILB within DBPR). The new law will primarily impact the licensing of most local specialty contractors but still authorizes local governments to maintain journeyman licenses in the plumbing, pipe fitting, mechanical and HVAC trades, as well as the electrical and alarm system trades. As previously noted, of the 1,392 contractors listed as active in Leon County 1,382 (99.3%) of them are already licensed through the State and only 10 are locally registered. Leon County has never issued journeyman licenses.

An example of a specialty trade license that will be preempted to the State under the new law includes individuals in the siding, windows and door trades. Individuals performing this type of work will be required to obtain a license at the state level. All locally licensed contractors will be preempted to the State and will need to obtain a state certified license to work in Leon County.

Other Jurisdictions

Staff contacted several jurisdictions throughout the state. A number of jurisdictions have already initiated action to ensure compliance with the new state law and the transition of local licensing to the State. For example, Lee and Osceola Counties are sunsetting their Contractor Licensing Boards. Hillsborough, Lee, Monroe, Osceola, and Pinellas County have already begun the process of phasing out all locally issued specialty contractor licenses. Osceola and Hillsborough Counties have noted that they will no longer be renewing local registered contractor licenses (e.g. general contractor, building contractor, residential contractor, etc.) and that it is in the best interest of registered contractors to begin the process of obtaining state certification through DBPR.

Alachua County has not utilized a local Contractors Licensing Board or issue local licenses. Contractors that wish to do work in Alachua County must be licensed through the State. Contractor

Title: Annual Fiscal Year 2021 Leon County Contractors Licensing Board Report
March 8, 2022
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complaints and the reporting of unlicensed activity in Alachua County is reported directly to DBPR.

Several counties including Collier, Miami-Dade, and Sarasota Counties plan to operate and enforce local licenses as usual, until such time the deadline nears for compliance on July 1, 2023 . These jurisdictions appear to have no immediate plans to take action in response to HB 735.

The City of Tallahassee does not issue contractor licenses at the local level. The City of Tallahassee Contractor Licensing Board was sunset in 2001 and since then, individuals filing a permit are required to have a current state certified contractor license. The City of Tallahassee will accept permits from a contractor that is registered to work in Leon County. Since many of the contractors that file permits with the City of Tallahassee also file with Leon County, it is no surprise that most contractors doing business with Leon County are already licensed with the State. Of the 1,392 contractors listed as active in Leon County 1,382 (99.3%) of them are licensed through the State.

Conclusion:

Due to the preemption of local specialty licenses, DBPR's predominant role in the regulation of contractors, and the decreased number of CLB meetings in recent years, staff is seeking direction from the Board to review options to sunset the CLB and all local licenses. The sunseting of the CLB will require related code amendments to Ch. 5, Building Code and Ch. 10, Land Development Code, for final action via the public hearing process.

Options:

1. Accept the Annual FY 2021 Contractors Licensing Board Report.
2. Direct staff to draft changes to amend the Code of Laws Chapter 5, Building Code and Chapter 10, Land Development Code, to sunset the Leon County Contractors Licensing Board, and schedule for Board consideration for approval via the public hearing process.
3. Do not accept the Annual FY 2021 Contractors Licensing Board Report.
4. Board direction.

Recommendation:

Options #1 and #2

Attachments:

1. Contractors Licensing Board Activity for FY 2021
2. FY 2021 Chart of Active Contractors



Leon County

Board of County Commissioners

301 South Monroe Street, Tallahassee, Florida 32301
(850) 606-5300 www.leoncountytfl.gov

Attachment #4
Page 1 of 2
Building Plans Review and Inspection
Department of Development Support &
Environmental Management
435 N. Macomb St., 2nd Floor
Tallahassee, Florida 32301
(850) 606-1300

Commissioners

BILL PROCTOR
District 1
Chairman

NICK MADDOX
At-Large
Vice Chairman

JIMBO JACKSON
District 2

RICK MINOR
District 3

BRIAN WELCH
District 4

KRISTIN DOZIER
District 5

CAROLYN D. CUMMINGS
At-Large

VINCENT S. LONG
County Administrator

CHASITY H. O'STEEN
County Attorney

April 8, 2022

RE: Licensing Changes Affecting Registered and Specialty Trade Contractors

Attention Contractor:

The purpose of this letter is to advise you that due to changes in Florida Statutes, as a result of the passage of HB 735 in 2021, all occupational licensing is preempted to the State except: (1) licenses imposed before January 1, 2021, however, that exception expires July 1, 2023; and (2) any local government licensing of occupations authorized by general law. A local government, as defined in Section 163.211(2), Florida Statutes (2021), may not issue a local license for a job scope that does not substantially correspond to one of the contractor categories defined in s. 489.105(3)(a)-(o) and (q) or authorized in Section 489.1455(1), Florida Statutes (the journeyman licenses).

In light of the trend of licensure shifting to the State, as well as the decline in Contractors Licensing Board (CLB) activity in recent years, an Ordinance will be presented to the Board of County Commissioners for consideration at its June 14, 2022 meeting to eliminate the local licensing program which includes specialty contractor and registered contractor licenses.

Please note, the State of Florida, Department of Business and Professional Regulation (DBPR) is offering 'grandfathering' for local registered contractors to become State certified contractors if they meet the criteria listed in the attached flyer. At this time, you are encouraged to inquire about becoming a State certified contractor. Unlike registered contractors, State certified contractors can work anywhere within the State of Florida. Please contact DBPR at 850-487-1395 or visit their website at www.MyFLoridaLicense.com for details and licensing requirements.

Should you have any questions, please contact me at 850-606-1300.

Sincerely,

Justin Poole, CBO, BCA
Director of Building Plans Review and Inspection

Enclosure: Grandfathering for Registered Contractors Flyer



GRANDFATHERING FOR REGISTERED CONTRACTORS CONSTRUCTION INDUSTRY

If you are a state registered contractor and are interested in becoming state certified, please visit:

<http://www.myfloridalicense.com/DBPR/construction-industry/faqs/#1624980243430-664b6ffa-9ea0>

MUST BE ABLE TO MEET THE FOLLOWING REQUIREMENTS:

Effective July 1, 2021, registered contractors who meet the criteria detailed are able to grandfather their registered license into a certified license. You must:

- Currently hold a valid registered local license in one of the contractor categories defined in s. 489.105 (3)(a)-(p)
- Have passed a written examination that the Board finds to be substantially similar to the examination required to be licensed as a certified contractor. Exams which are considered to be substantially similar include, but are not limited to, exams produced by the National Assessment Institute, Block and Associates, NAI/Block, Exporior Assessments, Professional Testing, Inc., or Assessment Systems, Inc.
- Has at least 5 years of experience as a contractor in that contracting category, or as an inspector or building administrator with oversight over that category, at the time of the application. For contractors, only the time periods in which a license is active and the contractor is not on probation shall count towards the 5 year requirement.
- Has not had his or her contractor's license revoked at any time, suspended within the last 5 years, or been assessed a fine in excess of \$500 in the last 5 years.
- Meet all other requirements, including financial stability and responsibility requirements and good moral character requirements.
- **This does not apply to contractors who hold electrical licenses.**

NOTICE OF PUBLIC HEARING

Attachment #5

Page 1 of 1

Notice is hereby given that the Board of County Commissioners of Leon County, Florida will conduct a public hearing on Tuesday, June 14, 2022, 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, to consider adoption of an ordinance entitled to wit:

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, AMENDING CHAPTER 5, ARTICLE III OF THE CODE OF LAWS OF LEON COUNTY, FLORIDA, RELATING TO CONTRACTORS' LICENSING; AMENDING SECTION 10-4.203(C) OF THE CODE OF LAWS OF LEON COUNTY, FLORIDA, RELATING TO LICENSED CONTRACTORS FOR ENVIRONMENTAL MANAGEMENT PERMITS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Leon County will also be broadcasting the public hearing on Comcast channel 16, the Leon County Florida channel on Roku, and the County's Facebook page (<https://www.facebook.com/LeonCountyFL/>), YouTube channel (<https://www.youtube.com/user/LeonCountyFL>), and web site (www.LeonCountyFL.gov).

All interested parties are invited to present their comments at the public hearing at the time and place set out above.

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, June 13, 2022. 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. 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.

Copies of the Ordinance may be inspected as part of the agenda package on the County's web site (<https://www2.leoncountyfl.gov/coadmin/agenda/>). To receive copies of the Ordinance by other means, such as email, mail, or facsimile transmittal, contact County Administration at 850-606-5300.

Advertise: June 2, 2022

**Leon County
Board of County Commissioners**

Notes for Agenda Item #16

Leon County Board of County Commissioners

Agenda Item #16

June 14, 2022

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Second and Final Public Hearing to Consider Adopting an Ordinance Amending Chapter 10, the Land Development Code, to Address the Sign Regulations

| | |
|-------------------------------------|--|
| Review and Approval: | Vincent S. Long, County Administrator |
| Department/ Division Review: | Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Barry Wilcox, Director, Development Support and Environmental Management |
| Lead Staff/ Project Team: | Ryan Culpepper, Director, Development Services Anastasia Richmond, Development Services Administrator |

Statement of Issue:

This item requests the Board conduct the second and final Public Hearing to consider adopting an Ordinance that amends numerous sections of Chapter 10 of the Land Development Code to address existing content-based sign regulations that have been ruled unconstitutional by the United States Supreme Court, as well as modify and enhance current regulations.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Conduct the second and final Public Hearing and adopt an Ordinance amending Chapter 10, the Land Development Code, to address the sign regulations (Attachment #1).

Report and Discussion

Background:

At its March 8, 2022 meeting, the Board approved the scheduling of two Public Hearings to consider adopting an Ordinance amending the Land Development Code to address the existing sign regulations. The Board conducted the first Public Hearing on May 10, 2022. This item requests the Board conduct the second and final Public Hearing and adopt an Ordinance that amends numerous sections of Chapter 10 of the Land Development Code (LDC) to address existing content-based sign regulations that have been ruled unconstitutional by the United States Supreme Court (Attachment #1).

The U.S. Supreme Court decision in *Reed v. Town of Gilbert, Arizona* clarified the law in the area of sign regulation by applying a straightforward strict scrutiny analysis to invalidate several sign regulation distinctions based on the message or content of the sign. The *Reed* decision found the Town of Gilbert's (Town) sign code unconstitutional and determined that the Town's regulations pertaining to temporary signs failed the strict scrutiny test for content-based sign regulations (Attachment #2). Therefore, throughout the country, the *Reed* decision rendered a portion of many local sign codes invalid to the extent that they included similar distinctions. As a result, the Board authorized staff to review Leon County's Sign Code (Sign Code) and propose amendments to ensure its constitutionality.

Leon County's Sign Code was adopted in 1972 and was superseded in 2000 and again in 2007. Since 2007, the Sign Code has had relatively minor amendments. As a result of the Supreme Court's ruling in *Reed*, portions of Leon County's Sign Code have been rendered unenforceable and need to be revised. During the review of the Sign Code to address its constitutionality, it was determined that a more holistic approach was needed to update the entire Sign Code to address changing technology and community needs and priorities. Additionally, staff was directed to include the North Monroe Corridor as a "gateway" corridor, thereby limiting billboards and nuisance signage to enhance the character of the corridor.

For example, over the past decade, specific sign regulations were added to the development standards section of a zoning district instead of updating the Sign Code to address signage in these special districts. This practice has led to confusing and contradictory regulations which created uncertainty within the development industry and have often led to the need to interpret the intent of certain regulations. The amended Sign Code will consolidate all sign regulations into one area of the LDC, update the code to address changing technologies and community strategic initiatives, and clearly outline permitting steps.

The Reed Decision

Prior to *Reed*, the Supreme Court acknowledged that governments are authorized to regulate signs as a lawful exercise of their police power. In *City of Ladue v. Gilleo*, 512 U.S. 43 (1994), the Supreme Court explained that although signs are a form of protected free speech under the U.S. Constitution, they also can create other problems such as taking up space, obstructing views, and distracting motorists, among other legitimate problems that can be subject to local regulation. Based on this precedent, many jurisdictions across the country adopted sign codes that, for the

most part, avoided any regulation of the content of the signs. However, some jurisdictions retained provisions that distinguished such signs based on the type of content they were displaying for the purposes of determining the appropriate size, duration, or location to be applied to the sign, without an intent to regulate the viewpoint of the speech. For example, a town may allow a “political sign” for up to 30 days after an election day, while allowing a sign with a religious message to be erected without any specific duration for removal. So, while the 30-day regulation for “political signs” does not prefer one type of political speech over another, signs depicting religious content are treated more favorably than signs with a political message.

In 2007, Clyde Reed, pastor for the Good News Community Church (Church), sued the Town after it sought to advertise the time and location of its church services which were traditionally held at different places around the Town, as the Church did not have a central location. Prior to each service, the Church placed approximately 15 to 20 temporary signs in the public right-of-way on Saturday morning that were removed around midday Sunday. The Town cited the Church and Mr. Reed for noncompliance with the sign code for exceeding the time limits for temporary directional signs and for failure to include the date of the event on the signs. As a result, Mr. Reed sued alleging that the Town’s sign code violated his freedom of speech guaranteed by the First and Fourteenth Amendments to the U.S. Constitution.

Generally, the Town’s sign code required a permit for all outdoor signs but exempted 23 categories of signs from the permitting requirement. The various exempted categories were identified based on the information or message the sign conveyed. The U.S. Supreme Court analyzed three of these exempt categories as relating to the signs at issue: ideological signs, political signs, and temporary directional signs. Each exempt sign category had a definition that required a review of the sign’s content to determine the category applicable to the sign. Then, the Town subjected each category to different limitations, such as total number of signs or total square footage of signs.

Initially, the U.S. District Court and the Ninth Circuit both held that the Town’s sign code did not regulate speech on the basis of content, with the Ninth Circuit reasoning that the “ cursory examination” of the content of the sign to determine the regulations to be applied does not amount to a regulation of the content of the sign itself. *Reed v. Town of Gilbert, Arizona*, 587 F.3d 966, 978 (9th Cir. 2009).

This decision was appealed to the Supreme Court which held that, due to the mere fact that one must read the sign to determine its content and the regulations that are applied to that content, the sign code was facially content-based and, therefore, presumptively unconstitutional. Content-based regulations are subject to strict scrutiny and are only permissible if the regulations are narrowly tailored to achieve a compelling state interest. Restrictions on speech rarely survive strict scrutiny and are almost always found unconstitutional.

The Town argued that aesthetics and traffic safety qualified as compelling interests, but the Supreme Court found that the sign code’s distinctions were vastly underinclusive and not narrowly tailored to the state interest. For example, the Town could not claim aesthetic appeal as a compelling state interest when it limited temporary directional signs while allowing an unlimited

number of ideological signs. Thus, the Supreme Court held the Town's sign code as unconstitutional.

Similarly, Leon County's Sign Code contains provisions that apply certain regulations based on a review of the content of the sign, including references to political signs, promotional signs, and real estate signs. Additionally, the references distinguish between these signs because the signs are regulated differently than each other. As a result, these portions of the Sign Code have been rendered unenforceable by the Supreme Court's ruling in *Reed* and need to be revised.

An exemption based on the content of the sign is allowable if the exempt sign conveys "government speech." See *Pleasant Grove City v. Summum*, 555 U.S. 460, 467-469 (2009). Therefore, the County retains the ability to provide for government signage, promote safety, provide directional signs, and provide for other signage in public areas and on public rights-of-way without a permit.

Analysis:

Signage can be one of the most powerful elements of the public realm. Signs are an important design element that can improve the visual quality of a community, bring human scale to the street environment, and create a sense of interest and activity. At the same time, signage should not overwhelm the street environment and should keep with the character of the building, street and neighborhoods in which they are located.

The proposed new Sign Code is intended to be applicable to the unincorporated areas of the County. The new Sign Code recognizes the business community's need for effective, individualized identity and public awareness while at the same time preserving the residential character of neighborhoods. Moreover, the Sign Code has been designed in a manner consistent with the First Amendment guarantee of free speech in line with the *Reed* decision. If any provisions of the Sign Code were found by a Court of competent jurisdiction to be invalid, a severability clause has been added that states that such a finding shall not affect the validity of any other provisions of the code which can be given effect without the invalid provision.

The new Sign Code reflects current planning practices, administrative practices and more recent allowances for master sign plans in special districts. The County's existing Sign Code only allows for one ground sign and one wall sign per premise. In order to allow for more wall or ground signs, an applicant would currently have to submit an application to the Board of Adjustment and Appeals (BOAA) and prove a hardship to allow more signage. The hardship criteria are quite stringent, as they should be, and staff typically would advise an applicant if DSEM could support the request prior to submitting an application and the associated \$960 fee. Over the years, to provide some flexibility, DSEM has made allocations for more signage through the development of specific sign guidelines in certain zoning districts. Providing greater flexibility in the allowable signage based on the type, size and intensity of a development is more in line with best planning practices. Therefore, the proposed Ordinance includes wall signage based on the scale of the development and the option for a master sign plan required for certain developments.

Staff recently tested the feasibility of allowing for a master sign plan for larger developments and shopping centers in order to allow more flexibility and creativity in design while working with the DesignWorks team to reduce the visual clutter and grandiose stature that most developments desire in their signage. The most recent development to adopt a master sign plan is the Cawthon Commercial development along Bannerman Road. Through the development of a master sign plan, the shopping center was afforded small ground monument signs for each of its future outparcel tenant spaces along Bannerman and the Bull Headley extension (south) at a height of only 4 feet and a monument multi-tenant sign designed at a neighborhood-friendly scale of only 7 feet which allows for 6 tenant spaces on each side of the sign. Additionally, for the largest building to ever be permitted and constructed in Leon County, Amazon agreed to construct a multi-panel (directional) monument sign for their development at a height of only seven feet. The success of these developments highlights the need for flexibility to identify the actual signage appropriate for a development's use, while limiting the offsite impact of those signs by reducing sign height.

During the drafting of the Sign Code revisions, comparisons were made with existing sign codes from comparable-sized municipalities in Florida and professional documents from the American Planning Association and the United States Sign Counsel's Model On-Premise Sign Code were cross-referenced for accuracy. During this process, it has become clear that smaller height signs are possible and feasible and still allow a business to advertise and not diminish their economic development potential.

Conformance with *Reed*

The proposed Ordinance seeks to eliminate all content-based regulations throughout the Sign Code following the Supreme Court's guidance in *Reed*. To accomplish this task, the proposed Ordinance no longer refers to the content on a sign to determine the regulations that apply, except to distinguish between commercial and non-commercial signage. This distinction is valid under the First Amendment as commercial speech is not accorded the same level of protection as non-commercial speech. To further this intent, the proposed Ordinance allows for the substitution of non-commercial speech for commercial speech on any sign, which may occupy the entire sign or any portion thereof, in order to avoid the unintended preferential treatment of commercial speech over non-commercial speech.

The most important section to update following *Reed* was the regulation of temporary signs. Currently, the definitions and regulations are unenforceable because they treat temporary signs differently based on their content, such as political signs, real estate signs, and temporary event signs. For example, in the current code, political signs are exempt from permitting, may be posted an indeterminable time prior to an election, but must be removed within 30 days of the withdrawal of a candidate, elimination as a political candidate, or election to office. To the contrary, temporary signs for a temporary event shall not be utilized for more than 60 days. Therefore, a political sign can be displayed for an unspecified amount of time without a permit, but temporary event signs may only be displayed for 60 days, and arguably would require a permit.

Under *Reed*, this disparate treatment of two temporary signs is not narrowly tailored to achieve the state interests of aesthetics or safety. Additionally, the inclusion of political signs and real estate signs in the exempt section would allow a sign with a political message to be erected without a

permit, while a similarly situated sign expressing some other form of speech, such as “Save the Rainforest,” would require a permit under the Sign Code.

The proposed changes to the Sign Code exempt all temporary signs, as defined, from permitting requirements. The proposed Ordinance defines a temporary sign as “a sign or advertising display constructed of cloth, canvas, fabric, paper, plywood, or other light material, and intended to be displayed for a specific and limited period of time.” The proposed regulation of temporary signs does not include any reference to the content of the sign or treat any form of protected speech differently than another. Rather, a property less than 5 acres is allowed one temporary sign, while properties over 5 acres and non-residential properties are allowed one temporary sign for every 5 acres or major fraction thereof. These temporary signs are allowed to be placed 30 calendar days prior to an event or occurrence and removed 10 days after the event or occurrence. The maximum duration of a temporary sign is 60 days. A property will also be allowed an additional temporary sign during periods of time when the subject property is actively listed for sale or for lease. Other restrictions on signs are solely related to the size, location, type and illumination of the temporary signs.

On another note, temporary signs are often placed in the right-of-way and impact the aesthetics and safety of the roadways. As such, the proposed Ordinance continues to prohibit all signs within the right-of-way, except for traffic control devices and other signs installed by governmental units having jurisdiction as required by law or to protect the public health, safety and welfare.

Ground Signs

The overall height of ground signs is being reduced throughout the County to be more consistent with the City’s regulations. A comparison chart between the exiting City, existing County and proposed County sign regulations can be found in Attachment #3.

For properties with more than one street frontage, one ground sign shall be allowed per nonlocal street frontage. For example, if the property has frontage along an arterial and local street, a ground sign shall only be allowed along the arterial street. If the property has frontage along an arterial and collector street, the property can have a ground sign along each frontage. If the property only has frontage along a local street, then one ground sign is allowed on that frontage.

Gateway Roads

The existing Sign Code speaks to gateway roads only in the off-site sign (billboard) section which prohibits any new billboards from being constructed along certain stretches of these roadways. The new Sign Code adds the North Monroe corridor, from North of I-10 and extending to the County jurisdictional line, as a gateway prohibiting new billboards. Additionally, a new section has been added to the on-site signs portion of the code to limit the height and overall square footage of signs along these same designated gateway roads.

Previously, on-site signs were regulated for height dependent on the class of roadway the property abutted. North Monroe is an arterial roadway; therefore, businesses were afforded a sign height of up to 35 feet under the existing Sign Code. In the proposed Ordinance, on-site signs along gateway roads will be limited to 10 feet in height and a maximum sign surface area of 60 square feet. These revisions to the Sign Code related to Gateway Roads, and specifically the

unincorporated segment of the North Monroe Corridor, will be a welcomed enhancement among area residents and neighborhoods seeking to reduce blighted conditions and revitalize North Monroe Street.

Wall Signs

The current Sign Code allows only one wall sign per tenant regardless of the building size. The new Sign Code provides for flexibility on not only the number of signs allowed for large single tenant buildings but also the area of the sign, making the sign proportionate to the building area and reducing the need for a tenant to request a variance from the new Sign Code. The provision for a Master Sign Plan in the new Sign Code addresses multi-tenant buildings and their needs for wall signage, while providing predictability and less visual clutter for the public.

Electronic Message Centers (EMCs)

An EMC is a sign that is capable of displaying words, symbols, figures or images that can be electronically changed by remote or automated means. EMC's have gained popularity over the last decade. Most local governments in Florida have placed restrictions on EMCs to avoid excessive banners and other forms of visual clutter. Some counties have prohibited EMC's while most regulate either the size of the EMC, capping it at thirty (30) feet or fifty percent of the area of the allowed ground sign. When an EMC is allowed, the size of the EMC is counted towards the overall sign total. Within Tallahassee-Leon County, the sign industry has indicated the most commonly permitted EMC is 50 square feet. Staff's recommendation in the proposed Ordinance is to not have a percentage of the sign dedicated to the EMC, but rather to limit the size of the EMC. Staff worked diligently with the stakeholder group balancing interests on EMCs to arrive at this recommendation.

Stakeholder Outreach

A stakeholder group was created in November 2021 to review and discuss the proposed changes to the Sign Code. The group consists of members of the sign industry that have worked closely with the County on permitting signs and members of the general public that have been vocal on matters related to signage and were involved in the North Monroe Corridor Task Force. A list of the stakeholder group members is attached for reference (Attachment #4). Four meetings were held with the stakeholder group to obtain feedback on the draft Sign Code: November 16, 2021; December 21, 2021; January 13, 2022; and February 3, 2022. Changes that have been made to the draft Sign Code as a result of these stakeholder meetings include removal of the consideration of a landscaping requirement, finding agreement on EMC regulation and language relating to signage illumination.

An overview of the proposed Sign Code was presented to the DSEM Advisory Committee for Quality Growth (ACQG) for their review and recommendations prior to the Public Hearings. The ACQG consists of representatives from diverse organizations which are intended to garner broader stakeholder input on draft policies being proposed by DSEM. The ACQG had questions regarding the changes in wall signs for larger buildings such as the new Amazon fulfillment center but had no further recommendations.

Comprehensive Plan Consistency Determination

Tallahassee-Leon County Planning Department staff conducted a review of the proposed Ordinance and determined that it is consistent with the Tallahassee-Leon County Comprehensive Plan (Attachment #5). The proposed Ordinance also required a consistency review by the Planning Commission at a Public Hearing, which was held on April 7, 2022. At the Public Hearing, the Planning Commission voted unanimously to find the Ordinance consistent with the Comprehensive Plan and to recommend the Board adopt the proposed Ordinance as currently drafted.

Public Notification:

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

Options:

1. Conduct the second and final Public Hearing and adopt an Ordinance amending Chapter 10, the Land Development Code, to address the sign regulations (Attachment #1).
2. Conduct the second and final Public Hearing and do not adopt an Ordinance amending Chapter 10, the Land Development Code, to address the sign regulations (Attachment #1).
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Proposed Sign Code Ordinance
2. *Reed v. Town of Gilbert*
3. Sign Code Comparison Charts
4. Sign Code Stakeholders Group Members
5. Consistency Memorandum from Planning Department
6. Notice of Public Hearing

LEON COUNTY ORDINANCE NO. 22-

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, AMENDING CHAPTER 10 OF THE CODE OF LAWS OF LEON COUNTY, FLORIDA; REPEALING AND REPLACING ARTICLE IX, ENTITLED "SIGNS;" AMENDING SECTION 10-1.101, ENTITLED "DEFINITIONS;" AND AMENDING SECTIONS 10-6.612, 10-6.653, 10-6.654, 10-6.654.2, 10-6.655, 10-6.660, 10-6.673, 10-6.674, 10-6.675, 10-6.676, AND 10-6.680 TO ELIMINATE DUPLICATIVE SIGN REGULATIONS IN INDIVIDUAL ZONING DISTRICTS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

RECITALS

WHEREAS, the United States Supreme Court has upheld the regulation of signs and their negative impacts as permissible municipal police power so long as such regulations do not aim to regulate the viewpoint of the speaker, as indicated in *City of Ladue v. Gilleo*, 512 U.S. 43, 114 S.Ct. 2083 (U.S. 1994); and

WHEREAS, Policy 1.2.12 of the Mobility Element of the Tallahassee-Leon County Comprehensive Plan requires the County to adopt and maintain a County sign ordinance to control sign and billboard placement and limit lighted and motion activated sign usage; and

WHEREAS, Section 163.202, Florida Statutes, requires each local government in the State of Florida to adopt or amend land development code regulations that are consistent with and implement its adopted Comprehensive Plan; and

WHEREAS, the County currently regulates signs within its jurisdiction, pursuant to Article IX of Chapter 10 of the Code of Laws of Leon County, Florida ("Sign Code"); and

WHEREAS, since 2007, the Sign Code has had relatively minor amendments; and

WHEREAS, on June 18, 2015, the United States Supreme Court held unanimously in *Reed v. Town of Gilbert, Arizona*, 135 S. Ct. 2218 (U.S. 2015), that the provisions of the Town of Gilbert's sign code, which regulate signs by category according to the type of information they convey, are content-based and therefore subject to strict scrutiny under the First Amendment of the United States Constitution; and

WHEREAS, the Board of County Commissioners of Leon County, Florida (Board) wishes to revise the Sign Code to comply with the Supreme Court's decision in *Reed* and all other constitutional and legal requirements; and

WHEREAS, prior to *Reed*, sign codes across the nation typically differentiated signs based on their content to determine which regulations apply to the sign, without the intent to regulate the content itself; and

WHEREAS, compliance with *Reed* requires that sign codes eliminate different categories of signs with reference to their content and regulate all signs in the same manner; and

WHEREAS, in *Reed*, Justice Alito, in a concurring opinion joined in by Justices Kennedy and Sotomayor, pointed out that municipalities still have the power to enact and enforce reasonable sign regulations; and

1 **WHEREAS**, in *Reed*, Justice Alito, in a concurring opinion joined in by Justices Kennedy and
2 Sotomayor, provided a list of rules that would not be content-based; and
3

4 **WHEREAS**, Justice Alito noted that these rules were not a comprehensive list of such rules; and
5

6 **WHEREAS**, Justice Alito included the following rules among those that would not be content-based:
7 (1) rules regulating the size of signs, which rules may distinguish among signs based upon any content-neutral
8 criteria such as those listed below; (2) rules regulating the locations in which signs may be placed, which rules
9 may distinguish between freestanding signs and those attached to buildings; (3) rules distinguishing between
10 lighted and unlighted signs; (4) rules distinguishing between signs with fixed messages and electronic signs with
11 messages that change; (5) rules that distinguish between the placement of signs on private and public property;
12 (6) rules distinguishing between the placement of signs on commercial and residential property; (7) rules
13 distinguishing between on-premises and off-premises signs; (8) rules restricting the total number of signs
14 allowed per mile of roadway; and (9) rules imposing time restrictions on signs advertising a one-time event,
15 where rules of this nature do not discriminate based on topic or subject and are akin to rules restricting the times
16 within which oral speech or music is allowed; and
17

18 **WHEREAS**, the County recognizes that Justice Alito further noted that, in addition to regulating signs
19 put up by private actors, government entities may also erect their own signs consistent with the principles that
20 allow governmental speech [see *Pleasant Grove City v. Summum*, 555 U.S. 460, 467-469 (2009)], and that
21 government entities may put up all manner of signs to promote safety, as well as directional signs and signs
22 pointing out historic sites and scenic spots; and
23

24 **WHEREAS**, the County recognizes that Justice Alito noted that the *Reed* decision, if properly
25 understood, will not prevent cities from regulating signs in a way that fully protects public safety and serves
26 legitimate esthetic objectives, including rules that distinguish between on-premises and off-premises signs; and
27

28 **WHEREAS**, in addition to amendments following the Supreme Court's decision in *Reed*, on January 26,
29 2016, the Board adopted a Strategic Initiative for the creation of the North Monroe Corridor Task Force for the
30 purposes of revitalization; and
31

32 **WHEREAS**, on February 9, 2016, the Board established the North Monroe Street Stakeholders Task
33 Force (Task Force), which consisted of representatives from businesses, adjacent neighborhoods and the Florida
34 Department of Transportation, with support of County staff, for the purpose of providing a Corridor Plan for the
35 revitalization of the corridor; and
36

37 **WHEREAS**, in its Corridor Plan the Task Force recommended that the Sign Code be revised to reduce
38 blight and establish a gateway signage standard that limits billboards, establishes similar sign code standards as
39 the Bradfordville zoning districts and provide for the replacement of existing blighted signs; and
40

41 **WHEREAS**, the County finds and determines that the purpose, intent and scope of its signage standards
42 and regulations should be detailed so as to further describe the beneficial aesthetic and other effects of the
43 County's sign standards and regulations, and to reaffirm that the sign standards and regulations are concerned
44 with the secondary effects of speech and are not designed to censor speech or regulate the viewpoint of the
45 speaker; and
46

47 **WHEREAS**, the County finds and determines that the provisions of Article IX of the Land
48 Development Code set forth in this Ordinance that replace the current Sign Code are consistent with all
49 applicable policies of the County's adopted Comprehensive Plan; and
50

51 **WHEREAS**, the County finds and determines that these amendments are not in conflict with the public
52 interest; and
53

1 **WHEREAS**, the number, size, height, lighting, design, location, portability, changing frequency, and
2 other physical characteristics of signs in the County directly affect the public health, safety and welfare of its
3 citizens and visitors alike; and
4

5 **WHEREAS**, the County finds and determines that in order to preserve the County as a desirable
6 community in which to live, vacation and do business, a pleasing, visually-attractive urban environment is of
7 foremost importance; and
8

9 **WHEREAS**, the County finds and determines that the regulation of signs within the County is a highly
10 contributive means by which to achieve this desired end, and that the sign standards and regulations of this
11 Ordinance are prepared with the intent of enhancing the urban environment and promoting the continued well-
12 being of the County; and
13

14 **WHEREAS**, the County finds and determines that the regulation of signage for purposes of aesthetics
15 is a substantial governmental interest and directly serves the policy articulated in Article II, Section 7, of the
16 Florida Constitution, by conserving and protecting its scenic beauty; and
17

18 **WHEREAS**, the County finds and determines that the regulation of signage for purposes of aesthetics
19 has long been recognized as advancing the public welfare; and
20

21 **WHEREAS**, the County is the home to Florida's Capital, the City of Tallahassee, where legislators and
22 lobbyists gather annually from around the State of Florida, which benefits the local economy; and
23

24 **WHEREAS**, as the Capital of Florida, the County is home to museums and exhibits highlighting various
25 aspects of Florida's history which attract tourists from around the state and nation which benefits the local
26 economy; and
27

28 **WHEREAS**, at the heart of the County are two nationally renowned public universities which attract
29 student bodies and faculty from all over the nation and drive a significant portion of the County's economy; and
30

31 **WHEREAS**, the County finds and determines that the regulation of signage benefits the local economy
32 by providing for an aesthetically pleasing environment, and provides an efficient means of way-finding to
33 significant locations, services, attractions, and events to the many students and visitors from outside of the
34 County; and
35

36 **WHEREAS**, the County finds and determines that the enhancement of the visual environment is critical
37 to a community's image and its continued presence as a tourist destination; and
38

39 **WHEREAS**, the County finds and determines that the sign control principals set forth in this Ordinance
40 create a sense of character and ambiance that distinguishes the County as one with a commitment to maintaining
41 and improving an attractive environment; and
42

43 **WHEREAS**, the County finds and determines that the County's beauty, both with regard to its natural
44 and developed environment, has provided the foundation for the economic base of the County's development,
45 and that the County's sign regulations not only help create an attractive community for its residents, but also
46 bolster the County's image as a tourist destination; and
47

48 **WHEREAS**, the County finds and determines that, from a planning perspective, one of the most
49 important community goals is to define and protect aesthetic resources and community character; and
50

51 **WHEREAS**, the County finds and determines that, from a planning perspective, sign regulations are
52 especially important to counties and cities with a tourist-based economy, and sign control can create a sense of
53 character and ambiance that distinguishes one community from another; and
54

1 **WHEREAS**, the County agrees with the American Society of Landscape Architects' determination that
2 billboards tend to deface nearby scenery, whether natural or built, and the Sierra Club's opposition to billboard
3 development and proliferation, and the American Society of Civil Engineers Policy Statement 117 on Aesthetics
4 that aesthetic quality should be an element of the planning, design, construction, operations, maintenance,
5 renovation, rehabilitation, reconstruction, and security enhancement of the built environment; and
6

7 **WHEREAS**, the County finds and determines that a regulation of the erection of billboards will reduce
8 the number of driver distractions and the number of aesthetic eyesores along the roadways and highways of the
9 County [see, e.g., *E. B. Elliot Adv. Co v. Metropolitan Dade County*, 425 F.2d 1141, 1154 (5th Cir. 1970), *cert.*
10 *denied*, 400 U.S. 8058 (1970)]; and
11

12 **WHEREAS**, the County finds and determines that various signs that serve as signage for particular land
13 uses, such as drive-through lanes for businesses, are based upon content-neutral criteria in recognition of the
14 specific functions served by those land uses, but are not based upon any intent to favor any particular viewpoint
15 or control the subject matter of the sign; and
16

17 **WHEREAS**, visual clutter is potentially harmful to property values, economic development and quality
18 of life; and
19

20 **WHEREAS**, the County finds and determines that the sign regulations set forth in this Ordinance are
21 intended to protect the public from the dangers of unsafe signs; and
22

23 **WHEREAS**, the County finds and determines that the sign regulations set forth in this Ordinance are
24 intended to regulate signs in a manner so as to not interfere with, obstruct the vision of, or distract motorists,
25 bicyclists or pedestrians; and
26

27 **WHEREAS**, the County finds and determines that the sign regulations set forth in this Ordinance are
28 intended to require signs to be constructed, installed and maintained in a safe and satisfactory manner; and
29

30 **WHEREAS**, the County finds and determines that any sign beside the road is intended to divert the
31 attention of drivers and tends to distract the driver of a motor vehicle, which directly affects traffic safety and
32 may reasonably be found to increase the danger of accidents, and agrees with the courts that have reached the
33 same determination [see, *In re Opinion of the Justices*, 103 N.H. 268, 169 A.2d 762 (1961); *Newman Signs, Inc.*
34 *v. Hjelle*, 268 N.W. 2d 741 (N.D. 1978)]; and
35

36 **WHEREAS**, the County finds and determines that in addition to the sign regulations set forth in this
37 Ordinance, signs may also be subject to applicable building and electrical codes; and
38

39 **WHEREAS**, the County finds and determines that in order to overcome any constitutional objection
40 that this Ordinance impermissibly favors commercial speech over noncommercial speech, the County has
41 allowed noncommercial messages to appear wherever commercial speech are permitted; and
42

43 **WHEREAS**, the County finds and determines that a traffic control device sign, exempt from regulation
44 under the County's land development regulations for signage, is any government sign located within the right-
45 of-way that functions as a traffic control device and that is described and identified in the Manual on Uniform
46 Traffic Control Devices (MUTCD) and approved by the Federal Highway Administrator as the National
47 Standard, and that according to the MUTCD, traffic control device signs include those signs that are classified
48 and defined by their function as regulatory signs (that give notice of traffic laws or regulations), warning signs
49 (that give notice of a situation that might not readily be apparent), and guide signs (that show route designations,
50 directions, distances, services, points of interest, and other geographical, recreational, or cultural information);
51 and
52

53 **WHEREAS**, technology has improved since the inception of the Sign Code, necessitating updates to
54 the regulation of digital signs, or those signs emitting light, scent, sounds, smoke or other emissions; and

1
2 **WHEREAS**, the County finds and determines that the sign standards and regulations adopted hereby
3 allow and leave open adequate alternative means of communications, such as newspaper advertising and
4 communications, internet advertising and communications, advertising and communications in shoppers and
5 pamphlets, advertising and communications in telephone books, advertising and communications on cable and
6 satellite television, advertising and communications on UHF and/or VHF television, advertising and
7 communications on AM and/or FM radio, advertising and communications on satellite and internet radio,
8 advertising and communications via direct mail, and other avenues of communication available in the County
9 [see *State v. J & J Painting*, 167 N.J. Super. 384, 400 A.2d 1204, 1205 (Super. Ct. App. Div. 1979); *Board of*
10 *Trustees of State University of New York v. Fox*, 492 U.S. 469, 477 (1989); *Green v. City of Raleigh*, 523 F.3d
11 293, 305-306 (4th Cir. 2007); *Naser Jewelers v. City of Concord*, 513 F.3d 27 (1st Cir.2008); *Sullivan v. City of*
12 *Augusta*, 511 F.3d 16, 43-44 (1st Cir. 2007); *La Tour v. City of Fayetteville*, 442 F.3d 1094, 1097 (8th Cir.
13 2006); *Reed v. Town of Gilbert*, 587 F.3d 966, 980-981 (9th Cir. 2009), *aff'd in part & remanded in part on other*
14 *grounds*, 832 F. Supp. 2d 1070, *aff'd*, 707 F.3d 1057, 1063 (9th Cir. 2013), *cert. granted*, 134 S. Ct. 2900 (2014),
15 *rev'd on other grounds & remanded*, 135 S. Ct. 2218 (2015)]; and
16

17 **WHEREAS**, the County finds and determines that there have been several judicial decisions where the
18 courts have not given full effect to severability clauses that applied to sign regulations, and where the courts
19 have expressed uncertainty over whether the legislative body intended that severability would apply to certain
20 factual situations despite the presumption that would ordinarily flow from the presence of a severability clause;
21 and
22

23 **WHEREAS**, the County finds and determines that it intends that the severability clause provided in this
24 Ordinance be applied to the maximum extent possible, even if less speech would result from a determination
25 that any provision is invalid or unconstitutional for any reason whatsoever; and
26

27 **WHEREAS**, the County finds and determines that it is appropriate to repeal sections, subsections,
28 paragraphs, subparagraph, divisions, subdivisions, clauses, sentences, phrases, words, and provisions of the
29 existing Sign Code which are obsolete or superfluous, and/or which have not been enforced, and/or which are
30 not enforceable, and/or which would be severable by a court of competent jurisdiction; and
31

32 BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY,
33 FLORIDA, that:
34

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

37 The Code of Laws of Leon County, Florida, is hereby amended by repealing Article IX of Chapter 10,
38 regarding "Signs" in its entirety, and adopting a new Article IX of Chapter 10, which article reads as follows:
39

40 **IX. SIGNS**
41

42 **DIVISION 1. GENERAL PROVISIONS**
43

44 **Sec. 10-9.101. Purpose and Intent.**
45

46 (a) It is the purpose and intent of this Article to promote the public health, safety, and general welfare of
47 Leon County through reasonable, consistent, and non-discriminatory sign standards. The sign regulations in this
48 Article are not intended to censor speech or regulate viewpoints, but instead are intended to regulate the time,
49 place, and manner of speech, as well as regulate the impact signs have on aesthetics and traffic and pedestrian
50 safety. The sign regulations are designed to serve substantial governmental interests, and in some cases,
51 compelling governmental interests such as traffic safety.
52

(b) In order to preserve and enhance Leon County as a desirable community in which to live, visit, and do business, a pleasing, visually attractive environment is of the foremost importance. These sign regulations have been prepared with the intent of enhancing the visual environment of Leon County and promoting its continued well-being. Leon County has the following objectives in implementing these sign regulations: establish a set of fair and comprehensive standards for the erection, use, installation, maintenance, alteration, and placement of all signs, symbols, markings, or advertising devices within Leon County.

(c) This Article regulates signs, as defined in this Land Development Code, which are placed on private property or on property owned by public agencies including the county and over which the county has zoning authority. This Article is not intended to extend its regulatory regime to objects that are not traditionally considered signs for purpose of government regulation.

(d) These standards are designed to protect and promote the health, safety, welfare, and general well-being of the community's citizens in a manner consistent with the following objectives:

- (1) To enhance the visual attractiveness of the environment of the County, which is important to making the County a desirable place to visit by seasonal residents and tourists who provide an economic base to the County;
- (2) To foster a good visual environment and enhance the economic well-being of the community as a place in which to live, visit, and conduct business;
- (3) To preserve the aesthetic, natural, and historical qualities of the community;
- (4) To contribute to the safe movement of traffic by controlling the excessive height, area, and bulk of signs, as well as certain types and lighting of signs which can distract the attention of pedestrians and motorists so as to constitute hazards to traffic safety;
- (5) To encourage creativity and allow the sufficient conveyance of a message in a manner which promotes traffic safety and avoids visual blight;
- (6) To control the use of signs determined to be detrimental to the aesthetic sense and welfare of the community;
- (7) To regulate signs in a manner so as not to interfere with, obstruct the vision of, or distract motorists, bicyclists or pedestrians;
- (8) To encourage signs appropriate to the zoning district in which they are located and consistent with the category of use to which they pertain;
- (9) To encourage the effective use of signs as a means of communication in the County;
- (10) To allow for traffic control devices consistent with national and state standards and whose purpose is to promote highway safety and efficiency by providing for the orderly movement of road users on streets and highways, and that notify road users of regulations and provide warning and guidance needed for the safe, uniform, and efficient operation of all elements of the traffic stream;
- (11) To allow signs that are compatible with their surroundings, while precluding the placement of signs that contribute to sign clutter or that conceal or obstruct land uses and/or signs;

- (12) To regulate the appearance and design of signs in a manner that promotes and enhances the beautification of the County and that compliments the natural surroundings in recognition of the County's reliance on its natural surroundings and beautification efforts;
- (13) To foster the integration of signage with architectural and landscape designs;
- (14) To ensure that signs are installed, constructed, and maintained in a safe and satisfactory manner, and protect the public from unsafe signs, except to the extent such action is expressly preempted by state or federal law;
- (15) To enable the fair and consistent enforcement of these sign regulations;
- (16) To lessen the visual clutter that may otherwise be caused by the proliferation, improper placement, illumination, animation, excessive height, and excessive size (area) of signs which compete for the attention of pedestrian and vehicular traffic;
- (17) To allow signs that are compatible with their surroundings and aid orientation, while precluding the placement of signs that contribute to sign clutter or that conceal or obstruct adjacent land uses or signs;
- (18) Except to the extent expressly preempted by state or federal law, to ensure that signs are constructed, installed, and maintained in a safe and satisfactory manner, and to protect the public from unsafe signs;
- (19) To protect property values by precluding, to the maximum extent possible, sign types that create a nuisance to the occupancy or use of other properties as a result of their size, height, illumination, brightness, or movement;
- (20) To protect property values by ensuring that sign types, as well as the number of signs, are in harmony with building, neighborhoods, and confirming signs in the area; and
- (21) To enable the fair and consistent enforcement of these sign regulations.

Sec. 10-9.102. Substitution of Noncommercial Speech for Commercial Speech.

Notwithstanding anything contained in this Article to the contrary, any sign erected pursuant to the provisions of this Article may, at the option of the owner, contain a non-commercial message in lieu of a commercial message and the noncommercial copy may be substituted at any time in place of the commercial copy. The noncommercial message (copy) may occupy the entire sign face or any portion thereof. The sign face may be changed from a commercial message to a noncommercial message or from one noncommercial message to another noncommercial message; provided, however, that there is no change in the size, height, setback or spacing criteria contained in this article.

Sec. 10-9.103. Viewpoint Neutrality.

Notwithstanding anything in this Article to the contrary, no sign or sign structure shall be subject to any limitation based upon the viewpoint of the message contained on such sign or displayed on such sign structure.

Sec. 10-9.104. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

1 *Accessory sign* shall mean a sign that is secondary in purpose.

2
3 *Animated sign* shall mean any sign of which all or any part thereof visibly moves in any electronic fashion
4 whatsoever; and any sign which contains or uses for illumination any light, lights, or lighting device or devices
5 which change color, flash or alternate, show movement or motion, or change the appearance of said sign or any
6 part thereof automatically. The term "animated sign" shall not include revolving signs or multi-face mechanical
7 (tri-vision) signs.

8
9 *Animated sign* shall mean any sign which contains or uses for illumination any light, lights, or lighting
10 device or devices which change color, flash or alternate, show movement or motion, or change the appearance
11 of said sign or any part thereof automatically, excepting any digital billboard sign. The term "animated sign"
12 shall not include revolving signs, or multifaced mechanical (multivision) signs, or digital billboard signs.

13
14 *Awning sign*. See Figure 1.

15
16 *Bandit sign* shall mean any sign placed on wooden stakes or wire supports that are driven into the ground.

17
18 *Banner* shall mean any hanging sign possessing characters, letters, illustrations or ornamentations applied
19 to paper, plastic or fabric of any kind. This classification shall not include plastic or fabric signs which are
20 permanently attached within a rigid frame which are intended to be used as a permanent sign. National or state
21 flags, flags of political subdivisions, and symbolic flags of any institution or business shall not be considered
22 banners for the purpose of this article.

23
24 *Bench sign* shall mean a sign located on any part of the surface of a bench or seat placed adjacent to a public
25 right-of-way.

26
27 *Blade sign* shall mean a projecting sign mounted on a building façade or storefront pole, or attached to a
28 surface perpendicular to the normal flow of traffic.

29
30 *Canopy sign*. See "marquee." See Figure 2.

31
32 *Canopy sign, under* shall mean any permanent sign attached to or constructed underneath a canopy. These
33 signs are below a projecting structure which extends over the pedestrian walkway which effectively prevents the
34 walls signs from being visible to the pedestrian walking underneath the canopy. See Figure 3.

35
36 *Changeable copy sign* shall mean any poster board, bulletin board, neon sign, screen, surface, or wall, with
37 characters, letters or illustrations affixed thereto or thereon, by any method or means whatsoever, that can be
38 changed, rearranged, or altered without changing the face of the poster board, bulletin board, neon sign, screen,
39 surface, or wall.

40
41 *Copy* shall mean the wording on a sign surface in either permanent or removable letter form.

42
43 *Digital billboard sign* shall mean a sign without moving parts whose content may be changed by electronic
44 process through the use of intermittent light or lights, including light emitting diodes, liquid crystal display, and
45 plasma screen image display.

46
47 *Double-faced sign* shall mean a sign having two display surfaces, not necessarily displaying the same copy,
48 which are usually parallel and back-to-back and not more than 24 inches apart. When the display surfaces of a
49 double-faced sign are not parallel, the interior angle created by said surfaces shall not exceed 60 degrees and the
50 two sides may be joined at a vertex or separated by no more than 60 inches where closest to one another.

1 *Electronic message center (EMC)* shall mean a sign or portion thereof on which the copy or symbols change
2 either automatically through electrical or electronic means (for example, time and temperature units). This may
3 also be referred to as an electronic message board.
4

5 *Flag* shall mean a piece of woven cloth or other material designed to be flown from a pole or mast.
6

7 *Flashing sign* shall mean a sign designed to attract attention through the use of a light source that flashes,
8 flickers, or revolves, or a change of light intensity.
9

10 *Ground sign* shall mean a sign supported permanently upon the ground by poles, pylons, or a solid base,
11 and not attached to any building. Ground signs include those signs otherwise known as “pole signs,” “pylon
12 signs,” and “monument signs.” See Figure 4.
13

14 *Illuminated sign* shall mean a sign which contains a source of light or which is designed or arranged to
15 reflect light from an artificial source, including indirect lighting, neon, incandescent, or back lighting.
16

17 *Internally illuminated sign* shall mean a light source which is enclosed within the sign and viewed through
18 a translucent panel. This type of illumination is often referred to as direct.
19

20 *Marquee* shall mean a canopy or covered structure projecting from and supported by a building when such
21 canopy or covered structure extends beyond the building line or property line.
22

23 *Masonry wall sign.* See Figure 5.
24

25 *Monument sign.* See definition of a ground sign and Figure 4.
26

27 *Multivision sign* shall mean a sign composed of mechanically operated louvers or slats containing multiple
28 separate messages, each of which becomes visible when the louvers are synchronically rotated to one of a
29 multiple of positions.
30

31 *Nonconforming sign* shall mean any sign, legal at the time of its erection, which does not conform to the
32 requirements of this article.
33

34 *On-site sign* shall mean a sign relating its subject matter to the premises on which it is located, or to
35 products, accommodations, services, or activities on the premises.
36

37 *Off-site sign* shall mean any sign whose purpose is to advertise, display, identify, direct attention to, or in
38 any other way present to the public a message or other activity conducted by any company, person, or
39 organization that is not located, purchased, rented, based, offered, furnished, or otherwise associated with the
40 property on which the sign is located. This includes a sign erected by an outdoor advertising business, a digital
41 billboard sign, a multivision sign, or any other sign meeting the definition of off-site sign. An off-site sign shall
42 include a sign structure and sign display surface, upon which copy or information content is intended to be
43 displayed. A sign structure without display surface shall not be construed to be an off-site sign, nor shall a sign
44 structure with only nondurable paper, cloth, or plastic sheeting, without a rigid frame, be construed to be an off-
45 site sign.
46

47 *Painted wall sign* shall mean any sign which is applied with paint or similar substance on the face of a wall.
48

49 *Permanent sign* shall mean a sign permanently affixed to a building or to the ground.
50

51 *Pole or pylon sign.* See definition of ground sign and Figure 6.

1
2 *Premises* shall mean an area of land with its appurtenances and buildings which, because of its unity of use,
3 may be regarded as the smallest conveyable unit of real estate.
4

5 *Projecting sign* shall mean any sign, other than a wall sign affixed to any building or wall, whose leading
6 edge extends beyond such building or wall.
7

8 *Rear identification sign* shall mean a sign located over a secondary entrance to a business or establishment
9 for the purpose of identifying the establishment from the rear parking or loading area. See Figure 7.
10

11 *Revolving sign* shall mean any sign so erected or constructed as to periodically change the direction toward
12 which any plane containing the sign surface area is oriented.
13

14 *Roof sign* shall mean any sign erected, constructed, and maintained wholly upon or over the roof of any
15 building with the principal support on the roof structure.
16

17 *Shopping center* shall mean a group of two or more retail and service establishments of more than 30,000
18 square feet gross floor area on the ground floor and located on commonly owned property, sharing the same
19 parking facilities and connected together by common walls, interior aisles, or malls.
20

21 *Sign* shall mean any combination of structure and/or message in the form of a display, device, figure,
22 painting, drawing, message, placard, poster, billboard, advertising structure, advertisement, logo, symbol,
23 graphic, or other form, designed, intended, or used to advertise or inform. Drawings of articles for sale on the
24 premises that are related to the business and are intended to advertise or inform, rather than being merely
25 aesthetic, shall be classified as a sign under this Article. The term does not include an official traffic control sign,
26 official marker, national or state flags permitted by this Article, athletic scoreboards, or the official
27 announcements or signs of government. "Sign" includes sign structure. The following are not traditionally
28 considered "signs" and are not included in the definition of sign in this Article: graveyard or cemetery markers
29 visible from a public area, vending machines or express mail drop-off boxes visible from a public area,
30 decorations that do not constitute advertising visible from a public area, artwork that does not constitute
31 advertising or a building's architectural features visible from a public area, or a manufacturer's or seller's
32 markings on machinery or equipment visible from a public area.
33

34 *Sign direction* shall mean that direction from which the message or informative contents are most visible to
35 oncoming traffic on the main-traveled way.
36

37 *Sign face* shall mean the area of a sign, including trim and background, which contains the message or
38 informative contents.
39

40 *Sign height* shall mean the vertical distance from the finished grade of the road or at the base of the
41 supporting structure to the top of the sign, or its frame or supporting structure, whichever is higher. Allowances
42 in height should be made on a case-by-case basis and only for unusual topographical features.
43

44 *Sign number.* For the purpose of determining the number of signs, a sign shall be construed to be a single
45 display surface or device containing elements organized, related, and composed to form a single unit. In cases
46 where material is displayed in a random or unconnected manner, or where there is reasonable doubt as to the
47 intended relationship of such components, each component or element shall be considered to be a single sign. A
48 projecting sign or ground sign with sign surface on both sides of such sign shall be construed as a single sign,
49 and the total area of such sign shall be the area computed on a single side.
50

1 *Sign surface area.* The surface area of a sign shall be computed for the entire area within the periphery of a
2 regular geometric form, or combination of regular geometric forms, comprising all of the display area of the sign
3 and including all of the elements of the matter displayed, but not including structural elements of the sign bearing
4 no advertising matter. The surface area of a sign shall be measured from the outside edges of the sign or the sign
5 frame, whichever is greater.
6

7 *Sign structure* shall mean all the interrelated parts and materials, such as beams, poles, and stringers, which
8 are constructed for the purpose of supporting or displaying a message or informative contents.
9

10 *Sign width* shall mean the horizontal distance from the outer edges from side to side of a sign, or its frame
11 or supporting structure, whichever is greater.
12

13 *Snipe sign* shall mean any sign of any material whatsoever that is attached in any way to a utility pole, tree,
14 fence post, or any other similar object located or situated on public or private property.
15

16 *Subdivision sign, primary* shall mean any ground at an entrance to a residential subdivision or
17 neighborhood, multi-family residential development, or manufactured housing park, contiguous to an entrance.
18

19 *Subdivision sign, secondary* shall mean any ground sign at an entrance to a subdivision or neighborhood at
20 the point of internal interconnection between two subdivisions.
21

22 *Temporary sign* shall mean a sign or advertising display constructed of cloth, canvas, fabric, paper,
23 plywood, or other light material, and intended to be displayed for a specific and limited period of time.
24

25 *Vehicular sign* shall mean any sign permanently or temporarily attached or placed on a vehicle or trailer.
26

27 *Wall sign* shall mean a sign attached to or erected against the wall of a building with the face in a parallel
28 plane to the plane of the building wall.
29

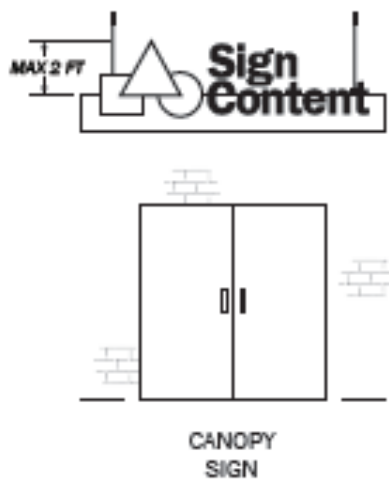
30 *Window sign* shall mean any sign placed inside or upon a window facing the outside, which is intended to
31 be seen from the exterior and is intended to identify or advertise activities, services, goods, or products available
32 within the building.
33

34 *Wind sign* shall mean any sign, object, or material fastened in such a manner as to move upon being
35 subjected to pressure by wind, and shall include, but not be limited to, pennants, ribbons, spinner, streamers,
36 inflatables, or captive balloons. The term wind sign shall not include flags.
37
38

1 *Figure 1 Awning Sign*

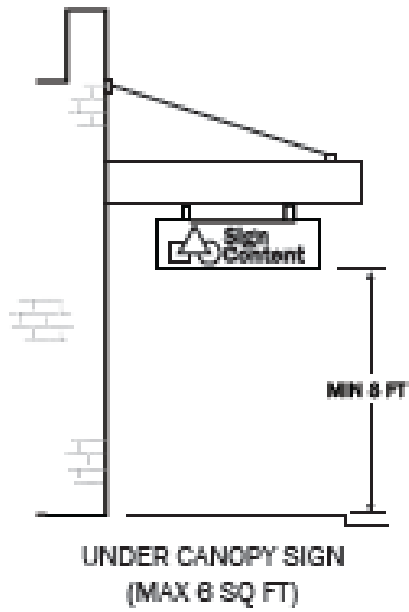


2
3
4 *Figure 2 Canopy Sign*



5
6

1 *Figure 3 Under Canopy Sign*



2
3 *Figure 4 Ground or Monument Sign*



4
5
6

1 *Figure 5 Masonry Wall Sign*



2
3
4
5 *Figure 6 Pole or Pylon Sign*



6
7
8 *Figure 7 Rear Identification Sign*



DIVISION 2. PROHIBITIONS AND EXEMPTIONS

Sec. 10-9.201. Prohibited Signs.

(a) No person, firm, corporation or other entity, shall erect, place, post, install, affix, attach, or in any other way locate or maintain any unlawful or prohibited signs. Information contained in any sign, including names, addresses, or telephone numbers of persons or entities benefiting from or advertising on the sign, shall be sufficient evidence of ownership or beneficial use or interest for purposes of enforcing this section. More than one person or entity may be deemed jointly and severally liable for the placement or erection of the same sign. Each unlawful sign shall be deemed a separate violation of this section.

(b) The following signs are prohibited, except as otherwise provided by the article:

- (1) *Signs in the right-of-way.* Signs upon, within or otherwise encroaching on a right-of-way or upon a structure located within such a right-of-way, except for signs installed by governmental units having jurisdiction as may be required by law or to protect the public health, safety and welfare, or signs authorized to be placed on transit shelters or other governmental fixtures approved for placement in the right-of-way.
- (2) *Signs on canopy roads.* No billboards shall be permitted within 300 feet from the centerline of a canopy road regardless of the zoning district.
- (3) Animated signs, flashing signs, or signs that scroll or flash text or graphics.
- (4) Bench signs and other signs on bus stop facilities.
- (5) Projected image signs.
- (6) Membrane adhesive signs.
- (7) Roof signs.
- (8) Signs that imitate, resemble, interfere with, or obstruct official traffic lights, signs, or signals.
- (9) Signs erected or maintained upon trees or fences, or painted or drawn upon rocks or other natural features, except for "posted land" signs as authorized and defined by statute.
- (10) Signs which emit visible smoke, vapor, particles, sound, odor, or contain open flames.
- (11) Bandit signs, except as may be allowed as a temporary sign or as part of a temporary use permit under section 10-6.804.
- (12) Vehicular signs attached to or painted onto a vehicle parked for the primary purpose or outcome of providing signs not otherwise allowed by this article. This regulation does not include the use of advertising logos or identification signs on vehicles primarily and actively used for business purposes and/or personal transportation.
- (13) Wind signs, except as may be allowed as a temporary sign.

Sec. 10-9.202. Exempt from requiring a sign permit.

(a) The following signs may be used without the need to first obtain a sign permit, except for signs that contain components that need to demonstrate compliance with the minimum standards of the Florida Building Code and the National Electric Code.

- (1) Address or mailbox signs
- (2) Flags, limited to three (3) per premise and not to exceed a pole height of 20 feet in residential districts and 30 feet in non-residential districts. Flag poles shall be setback a minimum of 10 feet from the property line. No rooftop flag poles shall be allowed.
- (3) Historical markers, memorial signs or tablets and names of buildings and date of erection for buildings determined to have historical interest or value when designated as part of a federal, state or local historic designation program or other historical marker program.
- (4) Identification signs at the entrance drive of residences, estates, farms, ranches, plantations and religious institutions which do not exceed four (4) square feet in area.
- (5) Legal notices and official instruments required by law or as a condition of a building permit, or other governmental permit.
- (6) Signs inside a building.
- (7) Signs required by federal or state statute, or local regulation.
- (8) Signs required by a government authority, agency, or utility to ensure public safety, related but not limited to, traffic, utility, and railroad crossings.
- (9) Signs on the body of vending machines, gasoline pumps, ice vending equipment, or similar, which identify or advertise the product or service dispensed by the machine or equipment.
- (10) Signs placed to warn of a general safety concern or to prohibit trespassing, not to exceed six (6) square feet in sign surface area and six (6) feet in height. Size limitations do not apply to those signs regulated by statute.
- (11) Scoreboard signs and off-premises signs placed inside recreation facilities.
- (12) Temporary signs.
- (13) Signs located inside windows which identify or advertise activities, services, goods, or products available within the building, and which collectively cover 25 percent or less of the window glass surface area. Window film with graphics is counted as a window sign and is prohibited in some special districts.
- (14) Signs guiding vehicles to entrances, exits, loading and delivery areas, or similar, when they do not exceed four (4) square feet in sign surface area and four (4) feet in height. No more than four (4) signs shall be allowed per premise.
- (15) Changeable copy signs for movie theaters or playhouses used to identify current or coming attractions. No more than six (6) single-face wall signs no larger than 27" x 41" each shall be allowed.

DIVISION 3. PERMITS AND ENFORCEMENT

Sec. 10-9.301. Permits.

(a) Except as otherwise provided in this article, no sign shall be erected without a permit and as a condition of permit issuance, all signs shall comply with:

- (1) the development standards and permitting requirements of this article; and
- (2) Chapter 16 and Appendix H (Signs) of the Florida Building Code, as may be amended; and
- (3) the National Electrical Code, Article 600-4, as may be amended; and
- (4) the Environmental Management Act, as adopted in article IV of this chapter of the Leon County Code of Laws; and
- (5) all applicable sections of F.S. Ch. 479, in the case of signs in the state right-of-way, interstate system, or federal aid primary system; and
- (6) wherever there is an inconsistency between these regulations and the building or electrical code, the more stringent requirement shall apply.

(b) The county shall make available an application that will require information deemed necessary to review the sign structure for compliance with this article. No sign may be displayed without the consent of the legal owner of the property on which the sign is mounted or displayed. For purposes of this article, "owner" means the holder of the legal title to the property and any party and person holding a present legal right to possession, control, or use of the property. The application will require at a minimum:

- (1) identification of land ownership and proof of land authorization; and
- (2) a site plan that includes the boundaries of the property and adjacent roadways; the proposed sign location, orientation and setbacks; location of building(s); building and tenant space dimensions; distance of proposed sign from the nearest residentially zoned property; easements; and designated landscape areas, buffering, and all environmentally sensitive features; and
- (3) sign construction and elevation drawings that include views from the front and side and that include the following information based on the type of sign proposed:
 - a. **wall signs:** proposed sign location; entrances to building or tenant space; height to the top of the sign and other signs on the wall where the sign is proposed; and fastener details identifying number, size and spacing;
 - b. **ground-mounted monument, pole or pylon signs:** show views from all sides (include height from ground level to the top of the sign); foundation details for new sign locations; advertising surfaces, wording and design elements (not required for changeable copy signs);
 - c. **electrical signs:** lighting details and the location of disconnects. To comply with the National Electrical Code Article 600-4, an authorized testing laboratory must list every electrical sign of any type. The name of the sign manufacturer, the listing and number assigned by the testing laboratory, as well as the installation instructions for the listed sign, shall be provided;

d. *all signs subject to wind exposure*: shall be signed and sealed by a State of Florida registered architect or engineer to demonstrate compliance with the county's minimum wind speed requirements, per Chapter 16 of the Florida Building Code. Sign face changes on existing signs do not need to be signed/sealed but must be clearly marked "face changes only" on the application.

(c) Upon a showing of compliance with the requirements of the applicable provisions of Chapter 10 and upon payment of the proper permit fee, the Board of County Commissioners or designee may issue a permit. A certificate of completion shall be issued upon approval of all required inspections. Final disposition of complete applications will be provided within 90 calendar days of completeness determination.

Sec. 10-9.302. General Construction and Maintenance.

Every permanent sign and its supporting structures, including signs exempt from county permitting, shall be designed, constructed, placed, and maintained in compliance with applicable provisions of the state building code and the following construction and maintenance requirements:

(a) *Weather resistance*. Signs shall be constructed of weather resistant materials.

(b) *Use of wood*. Bare wood is prohibited as part of any sign face, and wood embedded in the soil as structural support for permanent signs shall be treated for in-ground use.

(c) *Wind hazard*. Signs exempt from wind load requirements of the state building code shall, nevertheless, be sufficiently constructed and anchored to avoid the hazard of contributing to windborne debris during severe weather.

(d) *Maintenance*. All signs and sign structures, together with their supports, anchors, and electrical components, shall be maintained in good repair and safe condition to ensure sign messages are clearly legible and to avoid the blight and hazards of deteriorated signs.

(e) *Nuisance*. The Building Official may order the repair of signs declared a nuisance. The Building Official shall immediately notify, in writing, the owner of such sign who shall correct such condition within forty-eight (48) hours. Should the Building Official determine a public nuisance presents imminent peril to the public health, or general welfare, or immediate danger to the life or safety of any person, the Building Official may abate such nuisance following the processes outlined in section 14-55 of the Leon County Code of Laws.

Sec. 10-9.303. Priority of signs.

Where the location of two or more signs or applications for signs conflict under the requirements of this article, a complete application for the replacement or repair of an existing, conforming sign, shall have priority over all other applications; otherwise, the first application determined complete by Leon County shall have priority over other applications.

Sec. 10-9.304. Enforcement.

(a) In the event of a violation of this article, the county may apply any one or a combination of the remedies available at law, including but not limited to, the Code of Laws of Leon County, Florida, F.S. Ch. 162 and [F.S.] § 403.413, as may be amended, or equity.

(b) Whenever a violation of this article occurs or exists, or has occurred or existed, any person, firm, corporation or other entity, who has legal, beneficial, or equitable interest in the facility or instrumentality causing or contributing to the violation, shall be liable for such violation.

(c) Failure of the county to enforce any requirements of this division shall not constitute a waiver of the county's right to enforce this article with respect to that violation or subsequent violations of the same type or to seek appropriate enforcement remedies.

Sec. 10-9.305. Removal.

Except as provided otherwise in this article, any sign on a right-of-way in violation of section 10-9.201 shall be subject to immediate removal and destruction without notice, by any code inspector or designee, and at the joint and several expense of the person, firm, corporation, or other entity having beneficial use of the sign, or the sign contractor.

Sec. 10-9.306. Severability.

If any or more provisions of this article are held to be invalid, illegal, or unenforceable in any respect by a court of competent jurisdiction, the validity, legality, and enforceability of the remaining provisions hereof shall not in any way be affected or impaired thereby and this article shall be treated as though the invalidated portion(s) had never been a part thereof.

DIVISION 4. ON-SITE SIGNS

Sec. 10-9.401. Permanent on-site sign standards.

(a) *Sign face and sign surface area measurement.* For the purposes of this article, the surface area of a sign is the area of the smallest regular geometric shape (rectangle, triangle, circle, etc.), or simple combination of such shapes, that forms or approximates the perimeter of all sign message elements and comprises the sign face. When a background to the message elements is defined by a frame, outline, panel, or other border, the area of the background defined by that border is the sign area. Sign faces having no shared support from the same structure constitute separate signs and are subject to area (and other) standards accordingly. In the calculation of sign surface area, the county administrator or designee may exclude minor appendages beyond the regular shape of the sign area perimeter. See Figure 1.

(b) *Sign number.* For the purpose of determining the number of signs, a sign shall be construed to be a single display surface or device containing elements organized, related, and composed to form a single unit. In cases where material is displayed in a random or unconnected manner, or where there is reasonable doubt as to the intended relationship of such components, each component or element shall be a single sign. A projecting sign or ground sign with sign surface on both sides of such sign shall be construed as a single sign, and the total area of such sign shall be the area computed on a single side.

(c) *Sign height measurement.* The height of all ground signs, unless otherwise noted, shall be measured from the average adjacent grade at the base of the sign. In the calculation of sign height, the county administrator or designee may exclude minor appendages beyond the regular shape of the sign area perimeter.

(d) *Sign width measurement.* The width of all ground signs, unless otherwise noted, shall be measured from the outer edges side to side. In the calculation of sign height, the county administrator or designee may exclude minor appendages beyond the regular shape of the sign area perimeter.

(e) *Sign illumination.* Signs may be illuminated by internal or external light sources that comply with the following standards:

1 (1) *Luminance and Glare.* Signs shall not utilize lights which may be confused with traffic lights or
2 lights on emergency vehicles. Sign lighting shall not obstruct the view of traffic control devices or
3 signs and shall not project into the line of vision of any traffic control signal from any point in a
4 moving traffic lane within 660 feet of the signal.

5
6 (2) *Lighting source and direction.* External light sources shall be shielded to minimize light pollution
7 and shall only be directed onto sign faces. Internally illuminated signs shall use semi-opaque
8 materials for sign text and logos such that the light emanating from the sign is diffused. Transparent
9 or clear materials are not allowed for sign text and logos. Non-text portions of the sign (e.g.,
10 background and graphics other than the logo) shall be made of completely opaque material.

11
12 (3) *Disconnect.* All electrically illuminated signs shall have a default control or disconnecting switch
13 located in accordance with the provisions of the National Electrical Code which shall turn off the
14 sign or freeze the message in one position if a malfunction of normal operation occurs.

15
16 (f) *Gateway Roads.* The following roadways shall be considered gateway roadways for the purposes of on-
17 site sign placement:

- 18
19 (1) Thomasville Road;
20 (2) Welaunee Boulevard;
21 (3) Mahan Drive; and
22 (4) North Monroe Street.

23
24 (g) *Electronic message center (EMC) signs.* EMCs, or similar electronic or digital signs, shall only be
25 allowed in conjunction with a ground sign and shall not be allowed as, or in conjunction with, a wall sign and
26 shall comply with the following standards:

27
28 (1) *Exceptions.* This section shall not apply to billboards, electronic fuel pricing signs at gas stations, or
29 signs defined as accessory, which are regulated by other sections of this article.

30
31 (2) *Location.* EMCs shall only be allowed along principal arterial, minor arterial or major collector
32 roadways on property zoned AC, CP, C-2, CM, I, IC, M-1, UP-1, UP-2 or WC. EMCs shall also be
33 allowed along principal arterial, minor arterial or major collector roadways on property zoned C-1,
34 OR-1, OR-2, OR-3 zoning districts when the sign location would not directly face property zoned
35 for or constructed with a residential use.

36
37 (3) *Prohibitions.* EMCs shall not be allowed on any property that is within a historic preservation
38 district, historic preservation overlay, has been listed on the local or national register, or as otherwise
39 outlined in section 10-6.708 of this chapter. Additionally, EMCs shall not be permitted on a canopy
40 road, as designated by the comprehensive land use map of the county and as defined in section 10-
41 6.707 of this chapter.

42
43 (4) *Maximum Surface Area Allowance.* The EMC component of a sign shall not exceed 50 square feet.

44
45 (5) *Movement.* No flashing, traveling, animation or other movement shall be allowed.

46
47 (6) *Display times.* Each message shall be displayed for a minimum of six consecutive seconds and the
48 time to completely change from one message to the next shall be a maximum of two seconds.

49
50 (7) *Dimming Technology.* All permitted EMCs shall be equipped with a sensor or other device that
51 automatically determines the ambient illumination and is programmed to automatically dim

according to ambient light conditions. Each application for an EMC sign permit shall include a certificate signed by the contractor that the sign will be equipped with such automatic dimming technology.

(h) *Planned Unit Developments (PUD) districts.* All new PUD districts shall submit a master sign plan in conjunction with the first PUD final plan. Different PUD sub-districts may be allowed to submit separate master sign plans if the County Administrator or designee decides it is more appropriate or feasible. Existing PUD districts without clearly defined sign standards or allowances, or which defer to the land development code, shall follow the sign allowances of this division for individual signs or may elect to submit a master sign plan.

(i) *Ground sign standards.* These requirements shall apply to all types of ground signs in this section, notwithstanding any additional requirements or allowances which have been provided for in this article.

(1) *Sign Allowances.* The height, width, sign copy area, type and number of signs allowed per premise are outlined in Table 10-9.3a, or as otherwise provided in this section.

(2) *Height Adjustments.* To allow for flexibility in sign design and to aid visibility based on site specific conditions, sign height adjustments may be requested. Each request for sign height adjustment shall be considered unique and shall not set a precedent for others.

a. *Adjustment criteria.* Height adjustment requests are limited to on-site ground signs when necessary to clear obstruction or interference by significant or severe grades, buildings, bridges, trees or like physical conditions, provided that all the other requirements of this code are met. Height adjustments approvals shall only be granted for the minimum height adjustment deemed necessary and shall not exceed 25% over the maximum sign height allowed by this section.

b. *Submittal requirements.* All height adjustment requests shall be made in writing to the county and provide the following: a narrative of the request, including supporting documentation for the request based on site-specific criteria; associated sign renderings to scale with lighting details; and a site plan that shows minimum setback requirements based on the requested sign height adjustment.

c. *Review process and fees.* A height adjustment of up to 25% can be granted through administrative approval and shall be assessed the same fees as other sign permit compliance reviews. Height adjustments greater than 25% will require review and approval by the Board of Adjustment and Appeals and assessed review fees accordingly.

Table 10-9.3a – Ground Sign Allowances for Non-Residential Uses:

| Allowances | Interstate Highway Interchange | Arterial Roads | Major Collector Roads | Minor Collector Gateway Roads & | Local Roads & Special Zoning Districts (LPN, MCN, MCR, NBO, R) |
|---|--|----------------|-----------------------|---------------------------------|--|
| Maximum Height (in feet) | 100 | 25 | 15 | 10 | 8 |
| Maximum Width (in feet) | In no case shall the width of a sign exceed 175% of the height of the sign. In calculating the width of a pole sign, the sign copy area, including frame, shall be used but not the height of the pole itself. | | | | |
| Maximum Sign Copy Area (SF) for each sign | 150 | 100 | 80 | 60 | 40 |

| Sign Type | Structure | Pole, pylon or monument | Pole, pylon or monument ¹ | Monument | Monument | Monument |
|-----------|--------------------------------|--|--------------------------------------|----------|----------|----------|
| | | ¹ A monument sign is required along arterial roads when adjacent to a residential zoning district or a property containing a residential land use. | | | | |
| | Maximum Number of Ground Signs | 2 per premise ² | | | | |
| | Calculation of Maximum Number | ² For properties with more than one street frontage, one ground sign shall be allowed per non-local street frontage. For example, if the property has frontage along an arterial and a local street, a ground sign shall only be allowed along the arterial street. If the property has frontage along an arterial and a collector street, the property can have a ground sign along each frontage. If the property only has frontage along a local street, then one ground sign is allowed on that frontage. | | | | |

(3) *Structure type.* All monument signs shall be constructed with a base full width to the sign face that shall be architecturally designed to incorporate details and materials which are complementary to those utilized in the primary building facade.

(4) *Setbacks and Spacing.* All ground signs shall meet the following minimal setback requirements:

- a. All ground signs shall comply with the requirements for preserving corner visibility at street intersections contained in section 10-7.506 and transportation right-of-way preservation contained in section 10-7.530 of this Code which may increase the minimum setback requirements of this section.
- b. All ground signs shall maintain a minimum 5-foot setback from all property lines, except in the BC-1, BC-2, BCS and BOR zoning districts which shall maintain a 10-foot setback from the property line.
- c. All ground signs shall maintain a minimal peripheral spacing of fifty (50) feet between sign structures, including those off-site.
- d. Where adjoining single-family residential uses, all ground signs shall be set back a minimum of 50 feet from adjoining property lines.

(5) *Maintenance entity.* A legal entity, such as a homeowner's association, property owner's association, or similar entity, shall be provided to ensure the maintenance of the ground sign if located in a residential subdivision, shopping center, or mixed-use development. If a sign is not located within common areas with a defined maintenance entity, then a sign easement area will be required.

(j) *Masonry-wall signs:* Masonry-wall signs shall be considered a type of ground and shall adhere to the allowances and requirements for ground signs outlined in this article. Signs shall be mounted directly to the masonry-wall surface.

(k) *Interstate highway signs.* Interstate highway signs shall only be allowed on properties within 660 feet of an intersection of an interstate highway interchange. Interstate highway signs shall not exceed 100 feet in height and a maximum sign surface area of 150 square feet. An interstate highway sign shall count toward a property's maximum number of ground sign allowances outlined in Table 10-9.3a. Interstate highway signs shall incorporate trees into the required landscaping plan. The type of trees required (canopy or understory) shall

depend on the site and be determined in coordination with the county and the utility provider if the sign location impacts utility services.

(l) *Residential subdivision signs.* Ground signs, including monument, masonry-wall, and pole signs, are allowed for residential subdivisions, multi-family residential developments, or manufactured housing parks, contiguous to an entrance, provided the following requirements are met:

- (1) *Non-commercial message.* Signs shall contain only the name of the subdivision, development, or park, and an address. The sign shall not contain promotional or sales material.
- (2) *Sign area and height.* The sign surface area shall not exceed 40 square feet and shall not be greater than six (6) feet in height.
- (3) *Number of primary signs.* One double-faced or two single-faced signs are allowed per entrance when located on an arterial or collector roadway. One single-faced or one double-faced sign is allowed per entrance when located on a local roadway. The term “entrance” in this section does not apply to the points of interconnection between two subdivisions.
- (4) *Number of secondary signs.* Two additional signs shall be allowed at each point of internal interconnection between two subdivisions for neighborhood identification. Signs shall not exceed 10 square feet in sign surface area and four (4) feet in height.

(m) *Signs accessory to services offered to patrons within vehicles.* Businesses which offer services to patrons within vehicles shall be afforded the following additional ground and/or wall sign allowances. To qualify, the sign shall be purely accessory, generally informational, or directional in nature.

- (1) *Signs accessory to drive-thru banks, drugstores, pharmacies, and other similar uses as determined by the County Administrator or designee.*
 - a. One drive-thru lane indicator sign which directs patrons to lanes which are open, closed, or similarly directional is allowed per drive-thru lane, not to exceed 3 square feet of sign copy area.
- (2) *Signs accessory to drive-thru restaurants, car washes or other similar uses as determined by the County Administrator or designee.*
 - a. One ground drive-thru menu item preview sign display comprised of up to 10 square feet of sign copy area shall be permitted per drive-thru lane.
 - b. One ground drive-thru menu display comprised of up to 80 square feet of sign copy area shall be permitted per drive-thru lane. Content upon such signage shall be permitted to change but shall not include video, flashing images, or effects.
 - c. One ground drive-thru order confirmation sign display comprised of up to 2.5 square feet of sign copy area shall be permitted per drive-thru lane.
- (3) *Signs accessory to emergency medical drive-thru facilities or other similar uses as determined by the County Administrator or designee.* One additional wall sign comprised of up to 25 square feet of sign copy area shall be permitted per drive thru canopy over emergency and ambulance entrances.
- (4) *Signs accessory to the sale of gasoline.* Up to 3 sides of canopy shall be allowed to have signage, provided the total sign surface area for all canopy signs shall not exceed 30 square feet. Striping and

coloring that may be associated with a corporate logo shall not be counted as part of the sign surface area.

(n) *Shopping center signs.* One ground monument sign shall be allowed in a shopping center for the first 500 linear feet of frontage adjacent to a street and one additional ground monument sign for each additional 500 linear feet of frontage or major fraction thereof. A master sign plan, as outlined in subsection 10-9.402, is required for shopping centers. Sign height and surface area allowances shall be as follows:

- (1) Overall maximum surface area for shopping center ground signs shall be based on the gross leasable area (GLA) within the shopping center as follows:
 - a. *Neighborhood Center, at least 30,000 but less than 125,000 square feet GLA:* One hundred seventy-five square feet.
 - b. *Community Center, at least 125,000 but less than 400,000 square feet GLA:* Two hundred square feet.
 - c. *Regional Mall, at least 400,000 square feet GLA:* Three hundred square feet.
- (2) Each monument sign may include the name of the shopping center, which shall not be counted in the calculation of allowable sign surface area.

(o) *Wall signs.* Wall signs shall be subject to the allowances and requirements herein. Allowable sign surface area may be further limited by the placement standards outlined in this section. Calculations for allowable sign surface area will need to be demonstrated on the sign permit application.

- (1) *Sign surface area allowances:* The maximum sign surface area allowance for all wall signs shall be calculated as two square feet (2 SF) of area for each foot of building frontage occupied by the business displaying signs, or one square foot (1 SF) of area for each foot of frontage of property occupied by the building, whichever is greater. However, in no case shall the total square footage of all wall signs exceed the maximum sign surface area outlined in Table 10-9.3b.

Table 10-9.3b – Wall Sign Allowances for Non-Residential Uses:

| Building Footprint (Single-Use Tenant) | Maximum Wall Sign Surface Area | Maximum Number of Wall Signs* | Location |
|---|--------------------------------|-------------------------------|---|
| 1 SF – 50,000 SF | 100 SF | 2 | (1) Primary frontage; or (2) Secondary frontage*, when same or similar facade treatment is used on both the front and side of the building |
| 50,001 – 100,000 SF | 250 SF | 3 | |
| 100,001 – 200,000 SF | 350 SF | | |
| 200,001 – 400,000 SF | 500 SF | 4 | |
| 400,001 – 600,000 SF | 650 SF | | |
| 600,001 – 800,000 SF | 800 SF | 5 | *When signs are only proposed on the primary frontage, the maximum number of signs allowed shall be reduced by one. |
| 800,001+ | 900 SF | | |

- (2) *Placement and Sign Surface Area Limitations:*

- a. *Wall signs.* Wall signs shall not extend more than 12 inches from the building wall to which they are attached and shall adhere to the placement standards outlined below:

- i. Walls signs shall be compatible in scale with the building façade on which they are located and shall not block or cover architectural features.
 - ii. A wall mounted sign shall not exceed ten (10) percent of the area of the tenant wall area on which it is mounted and shall maintain a minimum of ten (10) percent clear area on each outer edge of the tenant space or the edge of the architectural features of the façade, whichever is more restrictive.
 - iii. Wall signs for multiple tenant commercial buildings shall be uniformly designed and placed.
 - iv. Wall sign placement for buildings with multiple tenant floors shall be approved as part of a master sign plan.
- b. *Projecting or blade signs.* Projecting or blade signs shall be considered a type of wall sign and shall be calculated in the overall sign surface area allowances for wall signs. Projecting or blade signs shall not project four (4) feet beyond the surface portion of the building to which they are attached and shall not project vertically above the roofline. Such signs under which a pedestrian walkway passes shall maintain an eight (8) foot vertical clearance.
- c. *Canopy signs.* Canopy signs shall be wall signs and shall be calculated in the overall sign surface area allowances for wall signs. Signs or sign structures located on a canopy, including a marquee, shall be affixed flat to the surface and shall not be greater than two (2) feet in vertical dimension above the marquee and shall not extend horizontally beyond the canopy.
- d. *Awning signs.* Awning signs with words shall be considered a wall sign and shall be calculated in the overall sign surface area allowances for wall signs. No more than 2 awning signs shall be allowed per single-use tenant and shall not exceed 50% of the awning face to which it is applied. Awning signs shall be considered accessory signs only when graphics are used without words. No more than 6 accessory awning signs (graphics only) shall be allowed per single-use tenant and shall not exceed 25% of the awing face to which it is applied. No more than 6 total awning signs (word signs, graphics or a combo of both) shall be allowed for each premise.
- e. *Rear identification signs.* Rear identification signs shall be considered accessory signs and shall not be calculated in the overall sign surface area allowances for wall signs. Establishments with access through the rear of the building shall be allowed one rear identification sign for the purpose of identifying the establishment from a rear parking or loading area. The rear identification sign shall not exceed ten (10) square feet of sign surface area.
- f. *Under canopy signs.* Under canopy signs shall be considered accessory signs and shall not be calculated in the overall sign surface area allowances for wall signs. Under canopy signs shall not exceed six (6) square feet, including the sign structure but excluding hanging brackets or other hanging mechanisms. Under canopy signs may extend below a canopy but shall maintain an eight (8) foot vertical clearance and shall not exceed the width of the canopy.
- g. *Window signs and graphics.* Window signs and graphics are considered accessory signs and shall not be calculated in the overall sign surface area allowances for wall signs. The placement of window signs shall not obscure more than 25 percent of the area of the window or spandrel glass in or on which they are placed or through which they are viewed.

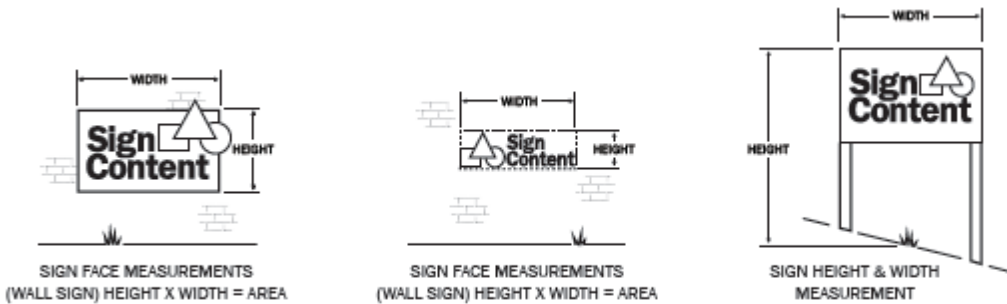


Figure 1 Sign Measurements

Sec. 10-9.402. Master Sign Plan.

Master sign plan. Development plans for any shopping center, office park, industrial park or any other multi-tenant non-residential development with 30,000 gross leasable square feet or greater and more than 3 tenant spaces, shall include a master sign plan for the development's ground signage and wall signage. The master sign plan shall establish an adequate distribution among tenants, and any associated or related outparcels, for the total non-exempt ground site sign allowances as outlined in this article. Existing non-residential development and redevelopment may have the option of submitting for a master sign plan if desired. Other development, under the 30,000-gross leasable square footage, may also have the option of submitting for a master sign plan.

- (1) *Allowances.* Where required, sites shall present a master sign plan which demonstrates the following:
 - a. The total square footage of all wall signs and ground signs (not including any exempt signage) added together does not exceed the standards as set by this article.
 - b. The allowable wall sign(s) square footage may be transferred to the allowable ground sign(s) on a site.
 - c. The allowable ground sign(s) square footage may be transferred to the allowable wall sign(s) on a site.
 - d. Wayfinding signs may be allowed, where determined appropriate, within a master sign plan and shall not count towards the overall square footage allowances allotted to a development. Wayfinding signs shall not exceed 6 feet in height and 25 SF in sign surface area.
- (2) *Review Process.*
 - a. *New development.* A master sign plan shall be established at the time of site plan review for the first development on the property(ies), including any outparcels or areas under common ownership or control.
 - b. *Redevelopment.* A master sign plan shall be established at the time of site plan review for the redevelopment of the property. If the property is a smaller portion of an area under common

- ownership or control, then these areas may also be required to be included in the master sign plan as determined by the County Administrator or designee.
- c. *Existing development.* A master sign plan may be submitted at any time to allow more flexibility in signage for a site. If the property is a smaller portion of an area under common ownership or control, then these areas may also be required to be included in the master sign plan as determined by the County Administrator or designee.
- d. *Fees.* A master sign plan and/or master sign plan modification shall be assessed the same fees as other sign permit compliance review.
- e. *Approval Authority.* The entity with the authority to approve the associated site and development plan shall review and approve the master sign plan.
- (3) *Submittal requirements.* The master sign plan application shall include, at a minimum, the following information; however, additional information may be required as determined by the County Administrator or designee:
- a. A map of all the parcels included in the signage plan.
- b. A location map of all proposed ground signs shown with setbacks from property lines and other ground signs.
- c. A chart showing the height and square footage of all ground signs.
- d. Standards and square footage allowances for all tenant wall signs. Tenant spaces can be further defined to allow anchor tenants more square footages than smaller tenants. Individual wall signs do not have to be shown or dimensioned at this time.
- e. Lighting details for all ground signs and wall signs noting if up-lighting or down-lighting is being incorporated in the building construction.
- (4) *Plan authority.* Upon county approval of the master sign plan, non-exempt ground and wall signage for the entire development and its tenants shall be as prescribed by the plan, regardless of subsequent changes in property ownership or tenancy, unless a modified signage plan for the entire development is resubmitted by the property owner(s) and approved by the county.
- (5) *Plan modifications.* Modifications to existing master sign plan shall include a written narrative of the proposed changes, including a justification for these changes, along with a site plan showing the new proposed sign locations.
- (6) *Prohibitions.* Billboards, or other off-site signs, shall not be included as part of a master sign plan and shall require separate review and approval as outlined in this article. Additionally, a master sign plan shall not be a mechanism used to bring non-conforming signs into compliance by the creation of standards which exceed the standards contained in this article.

DIVISION 5. TEMPORARY SIGNS

Sec. 10-9.501. Temporary Signs.

Temporary signs on real property shall only be permitted as outlined in Table 10-9.5.

Table 10-9.5 - Temporary Sign Standards:

| TEMPORARY SIGN STANDARDS | Residential Properties 5 Acres of Less | Residential Properties Greater than 5 Acres and all Non-Residential Properties |
|---|--|---|
| Number of Signs per Event or Occurrence | One | One for every 5 acres or major fraction thereof |
| Frequency | No more than 3 times during any calendar year | |
| Duration | 30 calendar days prior to the event or occurrence with a maximum duration of 60 calendar days total | |
| Removal | No later than 10 days after the event or occurrence | |
| Additional Temporary Sign | One additional sign shall be allowed on property when such property is actively listed for sale or for lease and shall conform with the standards as set forth herein. This additional sign shall be removed within one week of the execution of an agreement for sale or lease of the property. | |
| Maximum Area | 8 SF | 32 SF |
| Maximum Height | 4 feet | 6 feet |
| Minimum Setback | 5 feet from all property lines | 10 feet from all property lines |
| Illumination | Temporary signs shall not be illuminated | |
| Sign Type | May only be in ground, building mounted, or a banner | |

DIVISION 6. BILLBOARDS

Sec. 10-9.601. Application approval requirements for billboards.

- (a) No billboard shall be allowed unless an application, pursuant to this section, has been approved.
- (b) An application for a billboard shall be made on a form prescribed by the county, and a separate application shall be submitted for each requested sign structure.
- (c) An approved application is valid only for the location specified in the application.
- (d) The county will act on applications in the order of the date of receipt of a complete application.
- (e) An application will be considered complete when all the items on the application form, which is to be completed by the applicant, have been filled in, all required attachments received, and the correct permit fee submitted. All information provided on the application by the applicant must be certified as true and correct. The applicant may utilize information derived from the Tallahassee-Leon County Geographic Information Systems database as the basis of the application. To be determined complete, an application shall include, at a minimum, the following content, unless the County Administrator or designee waives any requirement, with documentation, as inapplicable to the application:

- 1 (1) Tax identification numbers for the parcel or parcels that are the subject of application, along with a
2 completed owner's affidavit attesting that they own the subject property and have authorized the
3 construction of the proposed sign thereupon.
- 4 (2) Names, addresses, and telephone numbers of all owners of the parcel on which the sign is to be located,
5 along with the same information for the sign's owners, and any optionees, and agents.
- 6 (3) Total acreage of the parcel or parcels, and, if the development is on a portion of a larger parcel, the
7 acreage of the larger parcel and of the portion on which the billboard is proposed to be located.
- 8 (4) A graphic plan, 11 inches × 17 inches or larger, containing the following:
 - 9 a. The date of the application preparation, north arrow, and the scale of the site plan, both written
10 and graphic.
 - 11 b. Location of sign to be constructed by the applicant.
 - 12 c. Rendering of sign and sign structure, in plan view and in section view, either drawn to scale or
13 with dimensions labeled, and illustrating the orientation of the sign relevant to the property
14 boundaries.
 - 15 d. Latitude and longitude of proposed sign location (GPS coordinates).
 - 16 e. Type of sign to be constructed (standard/multivision/digital; copy on one or two faces).
 - 17 f. Location of off-site signs removed in exchange for the billboard proposed by the application,
18 along with documentation (original certificates of removal) for each such sign removed.
 - 19 g. Lot and block numbers, if applicable.
 - 20 h. Location of access/driveway connections and sidewalks within 100 feet of the proposed sign
21 location.
 - 22 i. Proposed changes to existing topography; if no changes are proposed, indicate accordingly.
 - 23 j. Location and depth of setback from all streets and roadways within 100 feet of the proposed sign
24 location.
 - 25 k. Where the site and development plan covers only a portion of the landowner's entire parcel, a
26 map depicting all of the landowner's contiguous property and proposed use for the balance of the
27 parcel or parcels, not including the site which is the subject of the application.
 - 28 l. Identification of trees that would require removal or be impacted by the proposed billboard.
 - 29 m. Additional information as may be required by the county to clarify relevant points.
- 30 (f) Construction plans (may be provided on either legal size or larger plans) illustrating the face of
31 the sign, the supporting structure, the foundation, the electrical plan for the illumination of the sign, and the wind
32 analysis evaluation. The construction plans must be sealed by a professional engineer licensed in the state.
- 33 (g) Incomplete applications shall be returned to the applicant.
- 34 (h) Completion of or corrections to the original submitted document must be initialed by the
35 applicant.

(i) Final disposition of complete applications will be provided within 90 calendar days of completeness determination. Final disposition will constitute either approval of the application; approval of the application, subject to conditions; or denial of the application. No environmental or building permit shall be issued for any billboard unless an application has been approved in compliance with this section; any environmental or building permit for a billboard shall be consistent with the application approved in compliance with this section. No modification of an approved environmental permit or building permit for an off-site sign shall be authorized unless an application has been approved in compliance with this section.

(j) Applications for the construction of billboards shall require the applicant to furnish location coordinates for the proposed sign or billboard. The coordinates shall indicate the latitude and longitude in decimal degrees of the proposed sign or billboard and shall conform to the standards of the Global Coordinate System WGS84. For monopole supported signs and billboards, the coordinates provided shall refer to the location of the center of the pole. For billboards proposed to utilize multiple support structures, the coordinates shall refer to the location of the center of the sign.

Sec. 10-9.603. Location standards.

(a) Billboards shall be located only in the following zoning districts:

(1) CP - Commercial Parkway District.

(2) C-2 - General Commercial.

(3) M-1 - Light Industrial District.

(4) I - Industrial District.

(5) IC - Interchange Commercial District.

(6) PUD - Planned Unit Development District. If located inside the urban services area, signs may be located within PUD districts if "billboard or off-site sign" is an allowed use in the approved PUD concept plan or if commercial or industrial uses are allowed uses and residential use is not an allowed use.

(7) DRI - Development of Regional Impact District. If located inside the urban services area, signs may be located within areas allowing commercial or industrial use if "billboard or off-site sign" is an allowed use in the approved application for development approval or other implementing development order.

(b) Gateway and canopy road overlay restrictions. Billboards shall be prohibited in the following locations:

(1) Within 200 feet of the right-of-way of Thomasville Road.

(2) Within 200 feet of the right-of-way of Kerry Forest Extension.

(3) Within 200 feet of the right-of-way of Welaunee Boulevard.

(4) Within 200 feet of the right-of-way of that segment of Mahan Drive, extending from Buck Lake Road generally eastward to the Jefferson County Boundary, except for that segment between Thornton Road and I-10.

(5) Within 200 feet of the right-of-way of N. Monroe Street, north of I-10 and extending to the Leon County jurisdictional line.

(6) Within 300 feet from the centerline of a canopy road regardless of the zoning district.

(c) No billboard shall be located in any location where existing trees in the public right-of-way, or trees proposed as part of an approved/permitted beautification project approved prior to the application, must be cut, trimmed, or removed so that the sign face is visible from the public right-of-way.

(d) No standard billboard shall be permitted within 150 feet of any residentially zoned property; this standard shall be applied to properties located both within and without the unincorporated area of the county. Minimum setbacks from residentially zoned property for multivision signs and digital billboards are set out in sections 10-9.307 and 10-9.308, respectively.

(e) No billboard shall be located within 50 feet of the right-of-way of a street classified as a principal arterial, minor arterial or major collector in the comprehensive plan.

(f) No billboard sign shall be located closer than 15 feet from the nearest right-of-way line, as measured from any point of the structure.

(1) Billboards shall be set back from all other existing or permitted off-site signs as follows:

(2) Billboards shall be set back a minimum of χ feet from any other existing or permitted billboard located along a street, where χ =:

a. 1,500 feet between two standard off-site signs;

b. 1,800 feet between a standard off-site sign and a multivision sign or digital billboard; and

c. 2,700 feet between two digital billboards, two multivision signs, or a digital billboard and multivision sign.

(3) Setbacks between signs are required between billboards located on the same side of a street. No setback is required between billboards located on opposite sides of the right-of-way boundary of a street.

(4) Setbacks between billboards signs shall be measured from the shortest point-to-point distance between closest portions of signs.

(5) Billboards shall be considered to be located along a street when located 660 feet or less from that street's right-of-way boundary.

(6) This standard shall be applied to properties located both within and without the unincorporated area of Leon County.

Sec. 10-9.604. Maximum number of billboards allowed within the unincorporated county.

(a) *Billboard inventory will be maintained by the county.* The department of development support and environmental management will maintain an annual inventory of billboards within the unincorporated portion of the county. The county will conduct an annual audit of permits issued for billboards to determine the current number of such signs within the unincorporated portion of the county. Signs located within areas subsequently annexed into corporate municipal limits shall be deleted from the county's inventory of billboards.

(b) *The maximum number of permitted billboards shall be equivalent to the number in the inventory.* The maximum number of billboards allowed within the county shall be limited to the number of signs included in the billboard inventory.

Sec. 10-9. 605. Maximum height.

The maximum height of an off-site sign shall be measured from the crown of the right-of-way where the sign is affixed to the ground. The maximum height of an off-site sign shall be 40 feet.

Sec. 10-9.606. Maximum-size and structural requirements.

Billboards shall not exceed the following maximum size limits: including border and trim, but excluding the supporting framework, of 380 square feet per face. No more than two sign faces may be located on one sign structure. Signs may not be stacked (vertically or horizontally). Faces on a sign may be parallel to one another, or arranged to form an angle not exceeding 60 degrees. When faces on a sign are not parallel to one another, they may be joined at a vertex or separated by no more than 60 inches where closest to one another.

Sec. 10-9. 607. Procedural requirements to obtain a new billboard.

A building permit for the construction of a new billboard may be issued only after the removal of one or more existing billboards with its supporting structure. Confirmation of removal of an existing off-site sign shall be on file in the county department of development support and environmental management prior to issuance of a building permit to construct a new sign. Such documentation shall be in the form of a site inspection by county staff. Upon documentation of the removal of a billboard with its supporting structure, a certificate shall be issued by the county for each billboard and structure removed. The certificate of removal (COR) shall allow the holder to apply for a permit for construction of a sign having a surface area no greater than that of the sign removed. The owner of the certificate may hold the certificate, redeem it as a prerequisite for a building permit to construct a new billboard, or convey the certificate to a third party.

Sec. 10-9. 608. Requirements for multivision signs.

In addition to the requirements provided for all billboards, multivision signs shall also comply with the following criteria:

(a) In order to obtain an approval for a new multivision sign, the applicant must permanently remove one existing multivision sign or two standard billboards; for purposes of this requirement, any existing sign considered to be nonconforming with regard to those location standards, set out in section 10-9.302(a), (d) and (e), shall be considered to be equivalent to two standard billboards;

(b) No multivision sign shall be located within 200 feet of any residentially zoned property;

(c) The static display time for each message is a minimum of six seconds;

(d) The time to completely change from one message to the next is a maximum of two seconds;

(e) The change of message occurs simultaneously for the entire sign face; and

(f) The sign shall contain a default design that will hold the face of the sign in one position in the event of malfunction.

Sec. 10-9.609. Requirements for digital billboard signs.

The following standards shall apply to digital billboard signs:

(a) *Number of digital billboards allowed.* No more than six digital billboard signs shall be allowed. An applicant shall not be eligible to apply for or receive more than two-thirds of the six digital billboards allowed.

(b) *Removal of off-site signs required in exchange for digital billboard signs.* An applicant shall be eligible to receive a permit for one digital billboard sign after the permanent removal of four existing off-site signs so long as their application complies with applicable regulations and standards set out in this article. For purposes of this requirement, any existing sign considered to be nonconforming with regard to those location standards, as set out in section 10-9.302(a), (d) and (e), shall be considered to be equivalent to two off-site signs, any existing multivision sign shall be considered to be equivalent to two off-site signs, and any existing multivision sign or digital billboard sign considered to be nonconforming with regard to gateway road overlay restrictions as set out in section 10-9.302(b), shall be considered to be equivalent to four billboards. At least one of the signs removed must be from the county commission district in which the new digital billboard sign is to be permitted and constructed.

(c) *Signs to be deleted from inventory.* Standard billboards removed in exchange for digital billboards shall be deleted from the county inventory of billboards.

(d) *Standards for digital billboards.* Digital billboards shall be required to comply with all requirements for off-site signs, and, in addition, all digital billboard signs shall comply with the following standards:

1. No digital billboard sign shall be located within 300 feet of any residentially zoned property;
2. No flashing lights, traveling messages, animation, or other movement shall be allowed;
3. No message may be displayed for less than six seconds;
4. The time to completely change from one message to the next is a maximum of two seconds;
5. Illumination of a digital billboard sign shall not exceed the following brightness limits measured as candelas per square foot at any focal point on any roadway, berm, or vehicular approach to any roadway:

| Color | Day | Night |
|------------|-----|-------|
| Red | 200 | 67 |
| Green | 400 | 133 |
| Amber | 300 | 100 |
| Blue | 500 | 210 |
| All Colors | 400 | 170 |

(e) The sign shall contain a default design that will hold the face of the sign in one position if a malfunction occurs.

DIVISION 7 - NONCONFORMING SIGNS

Sec. 10-9.701. General Provisions.

1 (a) *Addition of ground signs to property with non-conforming ground signs.* No property shall be allowed
2 to add new ground signs as afforded by this article until such time that all non-conforming ground signs are
3 made conforming to the standards outlined in this article, with the exception of meeting setbacks, or a variance
4 is granted by the board of adjustment and appeals.

5
6 (b) *Alterations, modifications, and rebuilding.* Non-conforming permanent on-site sign or billboard sign
7 shall not be altered, modified, or rebuilt except in conformity with this article, unless a variance is granted by
8 the board of adjustment and appeals in accordance with article II, division 3, subdivision 3 of this chapter based
9 upon a demonstration of hardship not resultant of the sign owner's or property owner's actions, and no increase
10 in degree of nonconformity.

11
12 (c) *Maintenance and repair.* Non-conforming permanent on-site signs and billboards may be maintained
13 and repaired but shall not be structurally or mechanically extended or altered to further the non-conformance,
14 except as required by the building official in cases where it has been determined that there exists imminent
15 danger to the public safety.

16
17 (d) *Relocation of billboards.* Notwithstanding those regulations, requirements, and standards as set out in
18 article VI, division 6 of this chapter, any existing and lawfully established billboard which is non-conforming as
19 to location requirements may be relocated upon receipt of a variance from the board of adjustment and appeals,
20 based upon the following findings:

- 21
22 (1) The applicant has demonstrated a hardship not resultant of the sign owner's actions;
23
24 (2) The relocation of the sign is by not greater than 50 feet;
25
26 (3) The relocation of the sign is to another portion of the same parcel of property;
27
28 (4) The relocation of the sign shall comply with the applicable standards for setback from residentially
29 zoned property as established in section 10-9.602 for standard off-site signs, section 10-9.607 for
30 multivision signs, and section 10-9.608 for digital billboards;
31
32 (5) Existing trees in the public right-of-way, or trees proposed as part of an approved/permitted
33 beautification project approved prior to the application, will not be cut, trimmed, or removed to
34 make the sign face visible from the main travel way;
35
36 (6) The sign conforms with all other applicable standards in Chapter 10 of the Leon County Code of
37 Laws; and,
38
39 (7) The new location does not increase the degree of nonconformity as to location.
40

41 **Sec. 10-9.702. Limitations for Non-Conforming Signs, Not Including Billboards.**

42
43 (a) A non-conforming sign shall be removed upon verification that any of the following conditions have
44 been met:

- 45
46 (1) The use in which such non-conforming sign references has been abandoned for more than 24
47 months; or
48
49 (2) The regulations or amendment to these regulations which made the sign non-conforming has been
50 in effect for ten (10) years or more.

1
2 (b) *Extension of time to comply.* The dates established in this section for a sign to be brought into compliance
3 with the requirements of these regulations may be extended at the request of the sign owner or lessee. In
4 evaluating the extension of time for a nonconforming sign, the applicant shall provide documentation and the
5 county shall consider the following factors to determine whether the owner of the sign has had a reasonable
6 amount of time to recoup the initial investment:
7

- 8 (1) The value of the sign at the time of construction and the length of time the sign has been in place;
9
10 (2) The life expectancy of the original investment in the sign and its salvage value, if any;
11
12 (3) The amount of depreciation and/or amortization of the sign already claimed for tax or accounting
13 purposes;
14
15 (4) The length of the current tenant lease or expected occupancy compared to the date the sign is to be
16 brought into compliance;
17
18 (5) The extent to which the sign is not in compliance with the requirements of these regulations; and
19
20 (6) The degree to which the county determines that the sign is consistent with the purposes of these
21 regulations.
22
23
24
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26

27 **DIVISION 8. ABANDONED SIGNS**

28 **Sec. 10-9.801. Abandoned Signs.**

29
30
31 (a) Sign structures that remain vacant, unoccupied, devoid of any message, or display a message pertaining
32 to a time, event, or purpose that no longer applies, for a period of 24 months, shall be deemed to be abandoned.
33

34 (b) A non-conforming sign deemed abandoned shall immediately terminate the right to maintain such sign.
35

36 (c) After a sign structure has been deemed abandoned, it shall be the responsibility of the property owner
37 or the property owner's authorized agent to remove the abandoned sign and to patch and conceal any and all
38 damage to any other structure resulting from the removal of the sign.
39

40 (d) When a sign is deemed abandoned, all components, including foundation, shall be removed.
41

42 **DIVISION 9. VARIANCES AND APPEALS**

43 **Sec. 10-9.901. Variances and appeals.**

44
45
46 (a) Application of the provisions of this article may be varied by the board of adjustment and appeals, in
47 accordance with article II, division 3, subdivision 3 of this chapter where such variance will not be contrary to
48 the public interest and, where owing to conditions peculiar to the property and not the result of the actions of the
49 applicant, a literal enforcement of the code involved would result in an unnecessary or a unique hardship.

(b) Whenever it is claimed that the true intent or meaning of any of the provisions in this article or any of the regulations contained therein or promulgated thereunder have been misconstrued or wrongly interpreted, the property or sign owner or his duly authorized agent may appeal from the decision of the administrative officer to the board of adjustment and appeals in accordance with article II, division 3, subdivision 3 of this chapter. In addition, a request for an extension of time to avoid a determination that a discontinuance of use constitutes an abandonment of a sign for purposes of this article shall be processed as an appeal.

(c) Requests for variances or appeals shall be made in written form to the board of adjustment and appeals.

(d) Decisions of the board of adjustment and appeals shall be final, subject to such legal remedy as any aggrieved party might have.

Section 2. Amendments to Section 10-1.101 of the Code of Laws of Leon County, Florida.

Section 10-1.101 of Article I of Chapter 10, the Land Development Code, of the Code of Laws of Leon County, Florida, entitled "Definitions," is hereby amended to read as follows:

Sec. 10-1.101. Definitions.

The following words, terms, phrases, and abbreviations and their derivations, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning, or a different meaning is ascribed to them under another section in this chapter. Words defined herein shall be construed as defined, whether or not the first letter of the defined term is capitalized. Words, terms, and phrases not defined herein shall be construed to have the meaning given by their common and ordinary use. When consistent with the context, words used in the present tense include the future tense, words used in the plural tense include the singular tense, and words used in the singular tense include the plural tense.

[* * * *]

Animal feedlot means a lot or building or combination of lots and buildings intended for the confined feeding, breeding, raising, or holding of animals and is specifically designed as a confinement area in which manure may accumulate, or where the concentration of animals is such that a vegetative cover cannot be maintained within the enclosure. For the purpose of this chapter, open lots used for the feeding and rearing of poultry (poultry ranges) shall be considered to be animal feedlots. Pastures shall not be considered animal feedlots under this chapter.

~~*Animated sign* means any sign of which all or any part thereof visibly moves in any electronic fashion whatsoever; and any sign which contains or uses for illumination any light, lights, or lighting device or devices which change color, flash or alternate, show movement or motion, or change the appearance of said sign or any part thereof automatically. The term "animated sign" shall not include revolving signs or multi-face mechanical (tri-vision) signs.~~

Apartment means a multifamily dwelling unit containing a room or suite of rooms together with kitchen or kitchenette and sanitary facilities.

[* * * *]

Available capacity means the capacity of a concurrency facility available for use by the demand from new development.

~~*Bandit sign* means any sign placed on wooden stakes or wire supports that are driven into the ground.~~

~~*Banner* means any hanging sign possessing characters, letters, illustrations or ornamentations applied to paper, plastic or fabric of any kind. This classification shall not include plastic or fabric signs which are permanently attached within a rigid frame which are intended to be used as a permanent sign. National flags, flags or political subdivisions and symbolic flags of any institution or business shall not be considered banners for the purpose of this chapter.~~

Base flood means the flood having a one percent chance of being equaled or exceeded in any given year.

Base flood elevation shall mean the flood elevation having a one-percent chance of being equaled or exceeded in any given year, relative to the National Geodetic Vertical Datum (NGVD), North American Vertical Datum (NAVD) or other datum specified on the flood insurance rate map (FIRM).

Basement means the part of a building that has at least half of its height below ground level. The basement of a building will be included in calculation of a floor area ratio if it is finished sufficiently to serve as space that is suitable for the primary activities for which the building was designed and constructed.

Bed and breakfast inn means an owner-occupied structure originally built and utilized as a single-family residence converted to function as a single-family residence providing a limited number of guest rooms available on a daily rental basis. Kitchen facilities are not available in individual rooms.

~~*Bench sign* means a sign located on any part of the surface of a bench or seat placed adjacent to a public right of way.~~

Best management practice (BMP) means a practice or principle designed to reduce and manage pollution, the adverse impact of changes in the natural ecosystem, and in some cases, protect wildlife and habitat. These principles and practices are generally outlined in the latest updated version of various BMP manuals, including Silviculture Best Management Practices; Best Management Practices, A Landowners Handbook for Controlling Erosion for Forestry Operations; Management Guidelines for Forested Wetlands; DER: Florida Development Manual, A Guide to Sound Land and Water Management; and other publications on best management practices that are generally accepted by the industries and regulatory bodies.

[* * * *]

Coop means a covered house, structure, or room that will provide chickens with shelter from weather and with a roosting area protected from predators. A coop typically includes an outside exercise area to allow chickens access to foraging and sunlight.

~~*Copy* means the wording on a sign surface in either permanent or removable letter form.~~

Correction plat means a plat which contains dimensional or notational corrections of erroneous information contained on the originally approved and recorded plat. A correctional plat is intended solely to

[* * * *]

Housing, special needs, mean that part of the housing provision system designed to fulfill the demand of a household or individual who needs assistance, either permanent or temporary, in obtaining basic shelter, including, but not limited to, very low and low income individuals, persons with disabilities, or homeless persons. Special needs housing includes group homes for persons with physical, emotional or cognitive

disabilities; shelters for battered victims; adult congregate living facilities; and halfway houses for the noncriminal or nondelinquent.

~~Identification sign means a sign which depicts the name and/or address of a building or establishment on the premises where the sign is located as a means of identifying said building or establishment.~~

Impact fee means collectively the countywide road impact fee and the collector road impact fee.

[* * * *]

Owner means the person holding fee simple title to a parcel, building, or structure.

~~Painted wall sign means any sign which is applied with paint or similar substance on the face of a wall.~~

Parcel means real property in the county, which has a single property certification number assigned to it by the property appraiser of the county.

[* * * *]

Waiver means a grant of permission which is authorized under this chapter that authorizes an applicant to deviate from specific standards or provisions of Article VI of this chapter.

~~Wall sign means a sign attached to or erected against the wall of a building with the face in a parallel plane to the plane of the building wall.~~

Warehouses, miniwarehouses, or self-storage facilities mean a building used primarily for storage of goods and materials.

[* * * *]

Wildlife habitat enhancements mean elements of a landscape design which facilitate the use of a landscaped area by wildlife. Such elements may include hummingbird and butterfly gardens, use of native shrubs which provide food for wildlife, birdhouses, bathhouses, and water gardens.

~~Window sign means any sign placed inside or upon a window facing the outside and which is intended to be seen from the exterior.~~

Xeriscaping means landscaping or other planting or preservation of areas in a manner that will require minimal irrigation for survival of vegetation, including planting or preservation of native and natural species.

Yard, required, means the minimum lot area as specified in these regulations for front, side, and rear yards, as distinguished from any yard area in excess of the minimum required.

Zero lot line means the location of a building on a lot in such a manner that one or more of the building's sides rests directly on a lot line.

Section 3. Amendments to Section 10-6.612 of the Code of Laws of Leon County, Florida.

Section 10-6.612 of Article VI of Chapter 10, the Land Development Code, of the Code of Laws of Leon County, Florida, entitled "Rural Zoning District," is hereby amended to read as follows:

Sec. 10-6.612. – Rural Zoning District

[* * * * *]

| 7. Development Standards | | | | | | | | | |
|--|---|--------------------------------|---|---|---|---|---|---|--------------------------------|
| Use Category | a. Lot area (acres) | b. Minimum lot frontage | c. Front yard setback | d. Corner yard setback | e. Side yard setback | f. Rear Yard setback | g. Maximum height at building envelope perimeter | h. Maximum height per additional setback | i. Total maximum height |
| Low density residential | 10 acres minimum | 15 feet | 30 feet | 30 feet | 20 feet | 50 feet | 35 feet | 1'1' | Not applicable |
| Rural commercial | 3.0 acres minimum, 5.0 acres maximum* | 40 feet | 50 feet building, 50 feet parking | 50 feet building, 50 feet parking | 50 feet building, 50 feet parking | 50 feet building, 50 feet parking | 35 feet | 1'1' | 45 feet |
| Community services | See Development Standards for Community Services in Section 8 | 40 feet | 50 feet building, 50 feet parking 100 feet building, 100 feet parking (for structures greater than 5,000 square feet) | 50 feet building, 50 feet parking 100 feet building, 100 feet parking (for structures greater than 5,000 square feet) | 50 feet building, 50 feet parking 100 feet building, 100 feet parking (for structures greater than 5,000 square feet) | 50 feet building, 50 feet parking 100 feet building, 100 feet parking (for structures greater than 5,000 square feet) | 35 feet | 1'1' | 45 feet |
| Restricted uses; passive recreation facilities | 3.0 acres minimum | Not applicable | 50 feet building, 50 feet parking; unless otherwise specified in subsection 10 of | 50 feet building, 50 feet parking; unless otherwise specified in subsection 10 of | 50 feet building, 50 feet parking; unless otherwise specified in subsection 10 of | 50 feet building, 50 feet parking; unless otherwise specified in subsection 10 of | 35 feet | 1'1' | 45 feet |

| | | | | | | | | | |
|-------------------------------------|-------------------|---------|--------------|--------------|--------------|--------------|---------|------|----------------|
| | | | this section | this section | this section | this section | | | |
| Comp. Plan Policy 2.1.9 subdivision | 0.5 acres minimum | 15 feet | 25 feet | 25 feet | 15 feet | 50 feet | 35 feet | 1'1' | Not applicable |

8. Development Standards for Community Service Uses:

(1) The maximum single structure size and site area shall be limited by the overall acreage of the parcel to preserve the rural character through proper scale and massing. Community service uses shall also be subject to the site design criteria of subsection 11 of this section.

1

| Parcel size | Less than or equal to 10 acres | >10 to 49 acres | 50 acres + |
|---|--------------------------------|-------------------------|-------------------------|
| Maximum single structure size (gross building floor area) | 5,000 square feet | 10,000 square feet | 15,000 square feet |
| Site area | Min: 3 ac Max: 5 ac | Min: 3 ac Max: 10 ac | Min: 3 ac Max: 15 ac |

Existing, lawfully established non-conforming community services uses will be afforded flexibility with the required development standards, to the extent practical, when improvements are necessary to meet minimum health and safety standards according to the Florida Building Code (FBC), including, but not limited to ADA accessibility requirements.

2

9. Rural Commercial Intersection Location Standards: The intersection location standard is intended to group rural commercial activities toward intersections to provide access and to prevent fragmentation of agricultural uses.

(1) Major function: Provide sales and services functionally related to and supportive of agriculture, silviculture and natural resource-based activities.

(2) Location: On or near the intersection (access within 330 feet of the centerline of the intersection) of an arterial/arterial or arterial/major collector roadway.

(3) Site area: 3.0 acres minimum with a maximum of 5.0 acres per quadrant.

(4) Allowable building square footage: Maximum of 10,000 gross square feet per intersection (only 2 quadrants per intersection may be developed for rural commercial). Single structure limited to a maximum of 5,000 gross square feet.

10. Development Standards for Restricted Uses: All proposed restricted uses shall meet the applicable provisions of section 10-6.611; the applicable design standards noted in subsection 11 of this section; the buffer zone standards (section 10-7.522); and the parking and loading requirements (subdivision 3, division 5, article VII of this chapter). All restricted uses shall be limited to a maximum building area of 2,000 gross square feet per acre with no more than 5,000 gross square feet of retail commercial or office space. The following restricted uses require satisfaction of additional criteria:

(1) Mining activities.

a. All mining activities as defined on the schedule of permitted uses must meet the specific development standards, as follows upon review and approval by the Board of County Commissioners following a duly noticed public hearing. This includes NAICS items 212321 and 212324.

b. A plan must be submitted demonstrating protection of adjacent properties and public interest which shall include, but not be limited to the following:

1. The mining activity, all accessory uses and structures, internal roadways, and driveways onto the adjacent streets shall be set back a minimum of 100 feet from the perimeter property boundaries or 200 feet from the

nearest off-site residence, residential zoning district, or subdivision intended primarily for residential land use, whichever distance is greater. This setback standard may be reduced if less of a setback is approved in writing by the adjacent property owner prior to site plan approval or if the adjacent property is also used as a mining activity.

2. A plan of vehicular access to and from the site demonstrating that heavy trucks and equipment will not travel on that portion of a local or minor collector street with frontage containing residential land use, zoned for residential land use, or containing subdivision lots intended primarily for residential land use. For purposes of this requirement, local and minor collector streets shall be those identified in the local government Comprehensive Plan and the Tallahassee-Leon County Long Range Transportation Plan.

3. A land reclamation plan shall be submitted demonstrating that upon termination of the activity the land shall be returned to a condition that will allow an effective reuse comparable to surrounding properties.

4. Fencing requirement: All areas proposed for use in open-pit mining operations and/or construction and demolition debris disposal must be secured by a fence, unless the area is determined by the County Administrator or designee to be a reclaimed open-pit mine. The fence must be at least four feet in height with openings that will reject the passage of a seven-inch diameter sphere. The fence must be equipped with a gate which shall remain locked when workers or employees of the land owner or mining company are not present at the site. At every gate or access point, at least one sign must be posted which states, in at least four-inch tall letters, "Danger," "Keep Out," "No Trespassing," or similar language indicate that there may be hazardous conditions on the premises.

(2) Camps and recreational vehicle parks (NAICS 721211 and 721214).

a. All camps and recreational vehicle parks must meet the specific development standards, as follows upon review and approval by the Board of County Commissioners following a duly noticed public hearing. A plan must be submitted demonstrating protection of adjacent properties and public interest which shall include, but not be limited to the following:

1. Sanitary facilities shall be provided.
2. Not more than 5 campsites per gross acre shall be provided.
3. Individual campsites, roadways, and accessory structures shall be located to meet the minimum building setback standards from the exterior property lines of the campground.

(3) Airports, flying fields and services.

a. All airports, flying fields and services must meet the specific development standards as noted in this section and as required by state or federal law, and shall require review and approval by the Board of County Commissioners following a duly noticed public hearing.

(4) Outdoor sport shooting ranges.

a. This subsection shall not apply to personal firearm use on private property or to businesses that operate an outdoor sport shooting range as an ancillary use to a legal, principal use, such as, but not limited to, a hunting plantation, timber plantation, or special event venue.

b. All outdoor sport shooting ranges must meet the specific development standards as noted in this section, and shall require a Type C review and approval by the Board of County Commissioners following a duly noticed public hearing.

c. All outdoor sport shooting ranges must demonstrate protection of adjacent properties and the public interest which shall include, but not limited to the following:

1. An outdoor sport shooting range shall not be located within an unrecorded or recorded subdivision or in the residential preservation overlay district.
2. No outdoor sport shooting range shall be permitted within 500 feet of the property line.
3. The firing lines shall be oriented to minimize off-site impacts, including, but not limited to, noise and safety of existing structures and roadways.
4. Access to Canopy Road shall be subject to division 7, article VI of this chapter.
5. A minimum of a Type D buffer and a 15-foot high berm behind the line of fire/targets shall be constructed.
6. The county encourages the use of the National Rifle Association's Range Source Book for best practices.
7. The county encourages compliance with the state department of environmental protection's best management practices for environmental stewardship of state shooting ranges.
8. The county encourages outdoor sport shooting ranges to have range safety officers on the premises during the hours of operation.
9. To ensure compatibility with the surrounding area, additional site specific conditions may be imposed, such as, but not limited to, conditions related to noise reduction and safety.

11. Site Design Criteria: Rural commercial uses, community service uses and restricted uses shall be subject to the locational and design standards as noted herein. ~~(1) Signs: Freestanding on-site signs shall be limited to monument style signs and the sign base shall be consistent with the materials and design context of the primary on-site building. Signs shall be illuminated with externally mounted lighting focused on the sign in a manner that limits off-site illumination. Internally illuminated signs and pole signs are prohibited. For sites not located at intersections, on-site ground signs shall be limited to no more than 32 square feet in area and limited to no more than 10 feet in height.~~

A plan and supporting narrative must be submitted pursuant to the applicable site and development plan process outlined in article VII of this chapter that demonstrates compliance, as applicable, with the following:

(2) Building and Site Design Standards: All primary buildings and accessory structures shall reflect or compliment the local vernacular architectural style. Building facade treatments and materials shall provide architectural interest through, but not limited to: the utilization of fenestration that allows for natural surveillance and gabled or parapet roof treatments.

(3) Lighting: On-site lighting including 24-hour security lighting shall be wall mounted with illumination focused on the building in a manner that limits off-site illumination, consistent with the "Dark Sky Friendly" guidelines. All exterior lighting shall have recessed bulbs and filters which conceal the source of illumination. Security lighting is permitted; however, wall or roof mounted flood or spot lights used as general grounds lighting are prohibited. Lighting at the property line (six feet above ground) adjacent to residential uses shall not exceed 0.1 footcandles. Lighting for parking areas shall not exceed 15 feet in height as measured from average grade to the light fixture.

(4) Perimeter Buffering and Fencing: If the adjacent residential density is 0.5 dwelling units per acre or greater, a Type C buffer shall be required. A wooden buffer fence may be utilized on sites where the required vegetative buffer cannot be established based on site limitations or constraints.

(5) Fencing and Screening of Outdoor Service Areas and Equipment:

a. Refuse collection areas shall be located in the side or rear yard and shall be fenced with a material and design treatment consistent with the building facade of the principal building and screened with vegetation.

b. All appurtenant mechanical and electrical equipment, outside collection/drop-off/storage areas, and other accessory or ancillary structures shall be screened from public view. The screening material shall be consistent with the materials and design context of the primary on-site building.

(6) Hours of Operation: The hours of operation shall be limited to 6:00 a.m. to 8:00 p.m. Community service uses shall not be limited in hours of operation; however, typical hours of operation for facility shall be identified on final development plans.

*If subdivision is proposed to create the rural commercial parcel, then the remaining portion of the property shall meet the minimum lot size standards noted herein.

General notes:

(1) If central sanitary sewer is not available, residential development shall provide no less than 0.50 acre of buildable area. Non-residential development and community service facilities located within the USA are limited to a maximum of 900 gallons of wastewater flow per day. Refer to Sanitary Sewer Policy 2.1.2 of the Comprehensive Plan for additional requirements.

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

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

Section 4. Amendments to Section 10-6.653 of the Code of Laws of Leon County, Florida.

Section 10-6.653 of Article VI of Chapter 10, the Land Development Code, of the Code of Laws of Leon County, Florida, entitled "IC Interchange Commercial District," is hereby amended to read as follows:

Sec. 10-6.653. IC Interchange Commercial District.

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| Development Standards | | | | | | | | | |
|---|-----------------------------|--------------|-------------------|------------------------------|----------------------|--------------------|---------|---|---|
| | 4. Minimum Lot or Site Size | | | 5. Minimum Building Setbacks | | | | 6. Maximum Building Restrictions | |
| Use Category | a. Lot or Site Area | b. Lot Width | c. Lot Depth | a. Front | b. Side-Interior Lot | c. Side-Corner Lot | d. Rear | a. Building Size (excluding gross building floor area used for parking) | b. Building Height (excluding stories used for parking) |
| Permitted Non-Industrial or Non-Office Principal Uses | None | None | 1,000 square feet | 50 feet | None | 25 feet | 10 feet | 25,000 square feet of gross building floor area per acre not to exceed 200,000 square feet per site. 50,000 square feet of gross building floor area per acre for storage areas within buildings. | 4 stories |
| All Other Principal Uses | None | None | 1,000 square feet | 50 feet | None | 25 feet | 10 feet | 25,000 square feet of gross building floor area per acre. 50,000 square feet of gross building floor area per acre for storage areas within buildings. | 4 stories |
| <p>7. Urban Design Criteria—Development within the IC district shall meet the following criteria:</p> <p>a. All buildings elevations which may be viewed from a public street shall be finished in brick, stucco, glass curtain wall, architectural concrete or textured block. All building elevations which may be viewed from a public street shall have an uniform appearance consistent with the front building elevation.</p> <p>b. All buildings shall screen utility connections, roof top equipment and meter locations with materials found on the building exterior or with evergreen landscaping.</p> <p>c. All buildings shall screen trash collection/storage areas with materials found on the exterior of the building.</p> <p>d. All delivery truck docks shall provide a screen of sufficient height and length to screen loading and unloading</p> | | | | | | | | | |

trucks.

e. Sidewalks shall be a minimum 6 feet in width and form a continuous system on the site.

f. All electrical and telecommunication utilities shall be located underground except for antennae.

g. Parking shall not exceed a concentration of 100 spaces per net acre of parking lot and adjacent landscaping.

h. Each development within the IC district shall establish a uniform sign design for all signs.

~~i. All wall signs shall be internally illuminated individual letters, or an internally illuminated logo not exceeding 80 square feet in area. No other wall mounted signs are permitted. Signs composed solely of upper case letters shall not exceed 36 inches in height. Signs composed of upper and lower case letters shall not exceed 45 inches in height including the descender.~~

~~j. No roof signs, not billboards are permitted.~~

~~k. One freestanding sign per public street frontage per site is permitted. Freestanding signs shall be constructed with a base using material found on the principal structure. Freestanding signs shall not exceed 400 square feet in area per face, nor have more than 2 faces, not exceed 50 feet in height.~~

~~l. Temporary signs, not to exceed 30 days per of display per calendar year are permitted, except for "for sale" and "for lease" signs which are not subject to this limitation.~~

~~m. No other signs are permitted in the IC district except for the signs listed in subsection 7.i — m of this section.~~

ni. Parking lots and driveways shall be designed to achieve a 60 percent tree canopy coverage within 10 years of development.

oj. All development shall develop and maintain a 30-foot landscape area adjacent to all public streets. This landscape area shall have at least one street tree for every 40 feet of street frontage. The landscape area may contain a sidewalk and be crossed by driveway entrances no wider than 30 feet.

8. Street Access Restrictions: Properties within the IC zoning district may have vehicular access to the types of streets listed below. For the purpose of this section, a "type" of street refers to the functional classification of the street according to the "Roadway Functional Classification" map adopted in the transportation element of the 2010 Comprehensive Plan. Also for the purpose of this section, a street is considered to be "at the border" of the M-1 zoning district if a zoning district other than the M-1 zoning district is located on the other side of the street.

a. To any street classified as a collector or arterial that is located inside or at the border of the IC zoning district;

b. To any street classified as a local that is located inside of the IC zoning district; or

c. To any street classified as a local that is located at the border of the IC zoning district, except that properties in the IC zoning district shall not have vehicular access to a local street if the local street is located at the border of the M-1 zoning district and a residential zoning district is located on the other side of the local street. For the purpose of this section, residential zoning districts include the following: RA, R-1, R-3, R-4, R-5, MR, MR-1, and the RP zoning districts.

General notes:

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

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

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

Section 5. Amendments to Section 10-6.654 of the Code of Laws of Leon County, Florida.

Section 10-6.654 of Article VI of Chapter 10, the Land Development Code, of the Code of Laws of Leon County, Florida, entitled "MCN Mahan Corridor Node District," is hereby amended to read as follows:

Sec. 10-6.654. – MCN Mahan Corridor Node District.

[* * * *]

| 10. Building Size Standards | | |
|---|--|--|
| Use Category | a. Maximum Building Footprint | b. Maximum building floor area per structure |
| Single-Family Attached Residential | N/A | N/A |
| Multifamily Residential | 15,000 square feet | N/A |
| Non-Residential and Community Facilities | Standard: 8,000 square feet With master planning bonus: 10,000 square feet | Standard: 14,000 square feet With master planning bonus: 20,000 square feet |
| Mixed-Use Development | Standard: 10,000 square feet With master planning bonus: 15,000 square feet | Standard: 30,000 square feet With master planning bonus: 40,000 square feet |
| <p>11. Mixed Use Incentive Qualifications: Developments incorporating both residential and non-residential uses within a single development application or those which retrofit an existing development to include both residential and non-residential uses, qualify for additional density and intensity provided for mixed-use development, pursuant to the following criteria:</p> <p>a. At the completion of all development phases, no less than 20 percent of the gross floor area within the development is devoted to either residential use or non-residential use;</p> <p>b. The development consists of a mixture of uses within a single building or within multiple adjacent buildings, wherein the different uses are located no further than 200 feet apart; and,</p> <p>c. The development application must provide a common plan for the development of all included parcels, including shared infrastructure.</p> | | |
| <p>12. Master Planning Bonus: The following shall be entitled to the master planning bonus:</p> <p>a. Any development site area of 8 or more acres;</p> <p>b. Development site area of 5 or more acres wherein at least 50 percent of associated off-street parking will be provided in a shared facility; and at least 50 percent of the surface area required for stormwater management facility area is located below grade, or in a shared facility; or</p> <p>c. The development site area may be composed of multiple parcels; in those instances, the development application must provide a common plan for the development of all included parcels.</p> | | |
| <p>13. Access Management:</p> <p>a. Direct access to Mahan Drive shall be limited and provided via public right-of-way.</p> <p>b. There shall be no more than one public right-of-way connection to Mahan Drive and to each adjacent collector street per each nodal quadrant; until such time as a street system is created to provide access to all parcels adjoining Mahan Drive and the adjacent collector street, individual properties may obtain access, if needed, on a temporary basis.</p> <p>c. Applicants for development shall enter an agreement to cooperate in any future project to consolidate access points or to share access with abutting properties as opportunities arise.</p> | | |
| <p>14. Blocks, Frontage, and Sidewalks: Street design and layout shall support an interconnected street network and pattern of a scale conducive to pedestrian and bicycle use.</p> <p>a. Block length: Long side: 600 feet maximum, except where divided by a mid-block pedestrian crossing or alley, in which case, maximum block length may be 850 feet. Short side: Distance may vary between 200 and 400 feet to accommodate environmental and physiographic limitations.</p> | | |

- b. Mid-block pedestrian crossings: A publicly accessible pedestrian crossing shall be provided for blocks with a length greater than 600 feet on one or more sides.
- c. Sidewalk width and placement: Frontage sidewalks shall be a minimum of 8 feet in width. All other sidewalks shall be no less than 5 feet in width.
- d. Pedestrian weather protection: Where practical, non-residential and mixed-use buildings shall provide weather protection, arcade, awning, etc., along the frontage sidewalk extending at least 3 feet.
- e. Alternative Surface Material: Use of distinctive paving texture, type, and color for transitions between neighborhoods and within pedestrian areas is encouraged. Interconnections between neighborhoods should also be distinguished through the use of vertical architectural elements, such as archways, gateways, or bollards.

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

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

16. Parking:

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

17. Building Position:

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

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

19. Transparency: Adjacent to streets, sidewalks, and publicly accessible parking areas, non-residential and mixed-use buildings shall provide a minimum facade transparency of 50 percent at pedestrian level, between two and 8 feet above finished grade, and residential buildings shall provide a minimum facade transparency of 25 percent at pedestrian level.

20. Building Materials:

- a. The following materials are prohibited: corrugated metal, standing seam, or v-crimp metal sheeting

exterior walls or wall coverings.

b. The use of vinyl siding may not comprise more than 20 percent of any wall plane.

21. Roof types:

a. All roof types are allowed. The use of gable roofs, cross gable roofs, and dormers are encouraged for buildings of two stories or less.

b. Flat roofs shall provide horizontal articulation with a building cap at the top of the building base and/or incorporate the use of parapets.

22. Buffering, Fencing, and Screening:

a. Buffer zone standards: Buffering is not required between uses in the MCN zoning district. Where development abuts Residential Preservation future land use areas, the landscape buffer standards of section 10-7.522 shall apply.

b. Fencing: Chainlink fencing visible from public right-of-way or property is prohibited, unless screened by vegetation that covers completely at plant maturity.

c. Screening of service connections and facilities: Outdoor service areas; loading docks, trash collection, outdoor storage, mechanical equipment; shall be mitigated by the use of screening material consistent with the materials and design treatments of the primary facade of the primary building and/or evergreen landscape plant material.

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

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

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

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

d. Off-street parking; landscaping: A minimum ten-foot wide landscaping strip shall line the perimeter of surface parking lots, and shall be landscaped with one canopy tree per 20 linear feet of frontage and a continuous row of shrubbery not to exceed 3 feet at maturity.

e. Required landscaping; alternative compliance methods. Development is encouraged to utilize the site design alternatives set out in sections 110-4.347 and 10-4.350.

23. Lighting:

a. Intensity limits. Lighting levels at the property line as measured at six feet above ground level shall not exceed 0.5 footcandles. The footcandle average in on-site parking lots should not exceed 2.0 footcandles. The recommended maximum uniformity ratio (average: minimum light level) is 4:1.

b. Light fixture types and location:

i. "Shoebox" and "Cobrahead" lights are prohibited.

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

iii. Individual light poles and wall mounted light fixtures shall be no taller than 20 feet above grade. Wall mounted light fixtures shall be placed no closer than every 25 feet along the facade. Lighted bollards are encouraged along pedestrian routes.

~~**24. Signage:** All signs shall comply with the county sign code and requirements set out in this section; where conflicts occur, the most restrictive standard applies.~~

~~a. Prohibited signs: Roof signs, billboard signs, pole signs, signs that rotate or are in motion, including animated signs, are not allowed in this district. b. One free standing monument ground sign of no greater than 80 square feet display area per side, with no more than two sides, may be provided for each tenant. Properties shall be entitled to one ground sign per 500 feet of frontage.~~

~~c. Maximum height of monument signs shall not exceed six feet above grade for single tenant structures and shall not exceed 15 feet above grade for multiple tenant structures.~~

~~d. Monument ground signs shall incorporate the same exterior materials as the principal structure, and should utilize exterior finish of metal, wood, or masonry materials.~~

- ~~e. Two on-site directional signs, not to exceed 4 square feet each, shall be allowed per tenant. Such signs are intended for navigational purposes and shall be free of logos, advertisements, badges, or slogans.~~
- ~~f. Sign illumination:~~
- ~~i. Prohibited lighting: Flashing, rotating, pulsing, search, laser, or lights moving in any manner.~~
- ~~ii. Ground sign lighting: Ground signs are encouraged to be illuminated with an opaque field and letters of a lighter tone to control glare.~~
- ~~iii. Wall sign lighting: Wall mounted signs shall be internally illuminated or externally illuminated with full cut off type light fixtures directed downward.~~

2524. Stormwater Management Facilities:

- a. Whenever possible, low impact development (LID) techniques such as rain gardens and bio-retention swales are encouraged to allow stormwater infiltration to occur as close to the source as possible. A decentralized stormwater management design which disperses stormwater facilities across the site rather than to a centralized treatment facility is encouraged.
- b. Landscape vegetation shall be incorporated around the perimeter of the stormwater facility, which at maturity will visually conceal required fencing.
- c. Landscape plants should be native. A minimum of 4 different species of trees and shrubs shall be utilized. Stormwater management facilities shall incorporate appropriate tree and plant species that take into account the soil, hydrologic, and other site and facility conditions. Existing vegetation should be incorporated into the facility design where possible.

2625. Facility Accommodation Credit Exchange: Where land area is dedicated to the state, the county, or City of Tallahassee for public facility development, the associated development rights may be transferred in whole or part to any other parcel within the MCN district. The resulting density and intensity shall not be greater than 200 percent of the amount which would otherwise be authorized to be developed.

General notes:

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

Section 6. Amendments to Section 10-6.654.2 of the Code of Laws of Leon County, Florida.

Section 10-6.654.2 of Article VI of Chapter 10, the Land Development Code, of the Code of Laws of Leon County, Florida, entitled "MCR Mahan Corridor Ring District," is hereby amended to read as follows:

Sec. 10-6.654.2. MCR Mahan Corridor Ring District.

[* * * *]

| DEVELOPMENT STANDARDS | | | |
|-----------------------|------------------------------------|-------------------------------------|---|
| | 5. Minimum Lot or Site Size | 6. Minimum Building Setbacks | 7. Maximum Building Restrictions |
| | | | |

| Use Category | a. Lot Area | b. Lot Width | c. Lot Depth | a. Front | b. Side-Interior Lot | c. Side-Corner Lot | d. Rear (Alley setback) | a. Building Size | b. Building Height (See number 8) |
|---|-------------|--|--------------|----------|------------------------------------|--------------------|-----------------------------|---|-----------------------------------|
| Single-Family Detached Dwellings | N/A | 40 feet | 70 feet | 15 feet | 5 feet | 15 feet | 20 feet (5 feet from alley) | N/A | 35 feet |
| Zero-Lot Line, Single-Family Detached Dwellings (not allowed when adjoining RP Future Land Use areas) | N/A | 30 feet interior lot; 40 feet corner lot | 70 feet | 15 feet | 0 feet one side; 6 feet other side | 15 feet | 20 feet (5 feet from alley) | N/A | 35 feet |
| Single-Family Attached Dwellings (not allowed when adjoining RP Future Land Use areas) | N/A | 20 feet | 70 feet | 15 feet | N/A | 15 feet | 20 feet (5 feet from alley) | Maximum length: 8 units | 35 feet |
| Two-Family Dwellings (not allowed when adjoining RP Future Land Use areas) | N/A | 40 feet | 70 feet | 15 feet | 5 feet | 15 feet | 20 feet (5 feet from alley) | N/A | 35 feet |
| Multifamily Dwellings (not allowed when adjoining) | N/A | 50 feet | 80 feet | 15 feet | 15 feet | 15 feet | 25 feet | Maximum 12,000 square ft building footprint | 35 feet |

| | | | | | | | | | |
|--|-----|---------|---------|-----|---------|---------|------------------------------|---|---------|
| RP Future Land Use areas) | | | | | | | | | |
| Community Facilities and Service Uses | N/A | 50 feet | 80 feet | N/A | 15 feet | 15 feet | 50 feet (25 feet from alley) | 8,500 square feet of gross building floor area per acre | 35 feet |
| 8. Building Height: When located immediately adjacent to RP Future Land Use areas, the maximum building height shall be 25 feet. | | | | | | | | | |
| 9. Roof Types: a. All roof types are allowed. The use of gable roofs, cross gable roofs, and dormers are encouraged for non-residential buildings. b. Flat roofs shall provide horizontal articulation with a building cap at the top of the building base and/or incorporate the use of parapets. | | | | | | | | | |
| 10. Encroachments: Porches, balconies, patios, pedestrian weather protection features and other like architectural features may encroach into 50 percent of the front setbacks. Encroachments, permanent and temporary, shall not result in a constrained pedestrian passageway of less than 5 feet in width. | | | | | | | | | |
| 11. Access Management: a. Direct access to Mahan Drive shall be limited and provided via public right-of-way. b. There shall be no more than one public right-of-way connection to Mahan Drive and to each adjacent collector street per each nodal quadrant; until such time as a street system is created to provide access to all parcels adjoining Mahan Drive and the adjacent collector street, individual properties may obtain access, if needed, on a temporary basis. c. Applicants for development shall enter an agreement to cooperate in any future project to consolidate access points or to share access with abutting properties as opportunities arise. | | | | | | | | | |
| 12. Blocks, Frontage, and Sidewalks: Street design and layout shall support an interconnected street network and pattern of a scale conducive to pedestrian and bicycle use. a. Block length: Long side: 600 feet maximum, except where divided by a mid-block pedestrian crossing or alley, in which case, maximum block length may be 850 feet. Short side: Distance may vary between 200 and 400 feet to accommodate environmental and physiographic limitations. b. Mid-block pedestrian crossings: A publicly accessible pedestrian crossing shall be provided for blocks with a length greater than 600 feet on one or more sides. c. Sidewalk width and placement: All sidewalks shall be no less than 5 feet in width. | | | | | | | | | |
| 13. Off-Street Parking: a. All off-street residential parking shall be either side-entry, rear-loaded (accessed by alley) or recessed as noted in subsection b of this section). b. Recessed garages shall be setback, at minimum, an additional 10 feet from the street than the front facade of the principal structure. c. All off-street parking associated with community facilities shall be located to the side or rear of the principal structure and shall meet the screening requirements set forth in subsection 14 of this section. d. The use of shared driveways is encouraged, where there is the ability to reduce impervious surface area and stormwater runoff. | | | | | | | | | |
| 14. Buffering, Fencing, and Screening: a. Buffer zone standards: Buffering is not required between uses within the MCR zoning district. Where development abuts a residential zoning district, the landscape buffer standards of section 10-7.522 shall | | | | | | | | | |

apply.

b. Fencing: Chainlink fencing visible from public right-of-way or public property is prohibited. The following provisions (subsections c through e of this section) apply only to community facilities or non-residential uses:

c. Screening of service connections and facilities: Outdoor service areas, loading docks, trash collection, outdoor storage, mechanical equipment, shall be mitigated by the use of screening material consistent with the materials and design treatments of the primary facade of the primary building and/or evergreen landscape plant material.

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

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

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

iv. Service area gates to any enclosure shall be solid wood or metal doors.

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

d. Off-street parking; landscaping: A minimum 10-foot wide landscaping strip shall line the perimeter of surface parking lots, and shall be landscaped with one canopy tree per 20 linear feet of frontage and a continuous row of shrubbery not to exceed 3 feet at maturity.

e. Required landscaping; alternative compliance methods. Development is encouraged to utilize the site design alternatives set out in sections 10-4.347 and 10-4.350.

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

a. Street trees shall be planted between 20—40 feet on center, except when a greater distance may be required to avoid conflict with driveways, street lamps, other utilities, or visibility or safety issues would be compromised with the required location.

b. A minimum planting strip of six feet shall be provided between the back of curb and sidewalk, except where on-street parking is provided and tree wells or planters are more appropriate.

c. Tree selection and location shall be approved by the local utility provider and shall be no higher than 20 feet at maturity when located beneath power lines.

16. Stormwater Management Facilities:

a. Whenever possible, low impact development (LID) techniques such as rain gardens and bio-retention swales are encouraged to allow stormwater infiltration to occur as close to the source as possible. A decentralized stormwater management design which disperses stormwater facilities across the site rather than to a centralized treatment facility is encouraged.

b. Landscape vegetation shall be incorporated around the perimeter of the stormwater facility, which at maturity will visually conceal required fencing.

c. Landscape plants should be native. A minimum of 4 different species of trees and shrubs shall be utilized. Stormwater management facilities shall incorporate appropriate tree and plant species that take into account the soil, hydrologic, and other site and facility conditions. Existing vegetation should be incorporated into the facility design where possible.

d. Landscaping shall be situated to visually integrate the stormwater system into the overall landscape design.

17. Lighting for Community Facilities and Non-Residential Uses:

a. Intensity limits: Lighting levels at the property line, as measured at six feet above ground level, shall not exceed 0.5 footcandles. The footcandle average in on-site parking lots should not exceed 2.0 footcandles. The recommended maximum uniformity ratio (average: minimum light level) is 4:1.

b. Light fixture types and location:

i. "Shoebox" and "cobrahead" lights are prohibited. Flood or spotlights used as general grounds lighting

are prohibited.

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

iii. Individual light poles and wall mounted light fixtures shall be no taller than 20 feet above grade. Wall mounted light fixtures shall be placed no closer than every 25 feet along the facade. Lighted bollards are encouraged along pedestrian routes.

iv. Exterior lighting shall not exceed 0.5 footcandles, as measured at the property line and six feet above grade.

~~18. Signage for Community Facilities and Non-Residential Uses:~~ All signs within this district shall meet the sign standards set forth in this section in addition to current locally adopted sign code regulations. A uniform sign design for the parcels included within the district shall conform to the following standards:-

a. ~~Wall mounted signs: One wall mounted sign is allowed per tenant per street frontage. In no case shall any wall mounted sign exceed an area of 24 square feet.~~

b. ~~Prohibited signs: Roof signs, billboard signs, pole signs, signs that rotate or are in motion, including animated signs, are not allowed in this district.~~

c. ~~Ground signs: One ground sign is allowed per street frontage. Ground signs shall be shared when a building contains multiple tenants or when there are multiple tenants located on the premise. The maximum surface area or display area for a ground sign within this district is 35 square feet per side with no more than two sides. Ground signs, including the sign structure itself, are limited to a maximum height of six feet from grade. Ground signs shall be constructed with a base full width to the sign face or pedestal mounted with materials that are consistent and compatible with those utilized on the principal building.~~

d. ~~Sign illumination:-~~

i. ~~Prohibited lighting: Flashing, rotating, pulsing, search, laser, or lights moving in any manner.~~

ii. ~~Ground sign lighting: Ground signs are encouraged to be illuminated with an opaque field and letters of a lighter tone to control glare.~~

iii. ~~Wall sign lighting: Wall mounted signs shall internally illuminated or externally illuminated with full cut off type light fixtures directed downward.~~

General notes:

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

Section 7. Amendments to Section 10-6.655 of the Code of Laws of Leon County, Florida.

Section 10-6.655 of Article VI of Chapter 10, the Land Development Code, of the Code of Laws of Leon County, Florida, entitled "Neighborhood boundary office," is hereby amended to read as follows:

Sec. 10-6.655. Neighborhood boundary office.

(a) *Purpose and intent.* The purpose and intent of this district is to provide minor office opportunities and higher intensity residential land uses up to a maximum of eight dwelling units per acre. The district is intended to be located on the edges of existing or planned single-family neighborhoods fronting on arterial and collector roadways and provides a transition between the residential development and more intensive

development. This zoning district is not intended to be applied to the interior of an existing neighborhood or in areas designated as lake protection on the future land use map of the Comprehensive Plan. The provisions of this district are intended to allow higher density residential development and non-residential development that is compatible in scale and design with adjoining residential neighborhoods. The maximum amount of non-residential square footage allowed per acre is 10,000 square feet, but additional criteria may further limit that amount. Design guidelines applicable to this district include building orientation, lighting criteria for non-residential use, street vehicular access requirements, fencing, buffering, and screening requirements, signs, noise source restrictions, and solid waste container restrictions.

[* * * * *]

(d) *Development standards.* All proposed development shall meet the buffer zone standards (section 10-7.522); the parking and loading requirements (subdivision 3, division 5, article VII of this chapter) and the land use development criteria as specified below:

| Development Standards | | | | | | | | | |
|----------------------------------|---|--|--------------|---------------------------------------|--|--------------------|---------|---|---|
| Use Category | 4. Minimum Lot or Site Size | | | 5. Minimum Building Setbacks (Note 4) | | | | 6. Maximum Building Restrictions | |
| | a. Lot or Site Area | b. Lot Width | c. Lot Depth | a. Front | b. Side-Interior Lot | c. Side-Corner Lot | d. Rear | a. Building Size (excluding gross building floor area used for parking) | b. Building Height (excluding stories used for parking) |
| Single-Family Detached Dwellings | 5,000 square feet | 50 feet | 100 feet | 20 feet | 7.5 feet on each side; or any combination of setbacks that equals at least 15 feet, provided that no such setback shall be less than 5 feet. | 15 feet | 25 feet | Not applicable | 2 stories including floors devoted to parking. |
| Single-Family Attached Dwellings | 3,750 square feet end unit; 2,400 square feet | 37.5 feet end unit; 25 feet interior lot | 80 feet | 20 feet | Not applicable | 15 feet | 25 feet | Maximum length: 4 residential units | 2 stories including floors devoted to parking. |

| | | | | | | | | | |
|---|-------------------|---------|----------|---------|--|---------|---------|---|--|
| | interior lot | | | | | | | | |
| Two-Family Dwellings | 8,000 square feet | 60 feet | 100 feet | 20 feet | Same as for single-family detached dwellings | 15 feet | 25 feet | A) Residential structures adjacent to existing single-family detached dwellings structures may not be less than 50 percent smaller than the smallest adjacent principal single-family detached dwelling structure; and B) All other two-family residential has no size limitations. | 2 stories including floors devoted to parking. |
| Any Permitted Non-Residential Principal Use | None | 80 feet | None | 25 feet | 15 feet on each side | 25 feet | 25 feet | A) Non-residential structures adjacent to existing residential single-family detached structures may not exceed 2 times that of the largest adjacent | 2 stories including floors devoted to parking. |

| | | | | | | | | | |
|---------------------------------------|-----|---------|---------|-----|---------|---------|---------|--|---------|
| | | | | | | | | principal residential structure: and B) All other non-residential structures shall not exceed 5,000 square feet of non-residential gross building floor area per parcel and 10,000 square feet per acre. | |
| Community Facilities and Service Uses | N/A | 50 feet | 80 feet | N/A | 15 feet | 15 feet | 50 feet | 8,500 square feet of gross building floor area per acre. | 35 feet |

7. Building Orientation:

a. Non-residential development and/or redevelopment of properties located at the intersection of arterial or collector roadways shall have a primary building entrance oriented toward the arterial or collector roadway.

8. Lighting Criteria for Non-Residential Uses: All nighttime lighting including wall mounted security lighting, shall not exceed 0.5 vertical surface footcandle measured at the property line 6 feet above grade. Lighting shall not exceed 10 feet in height and shall have recessed bulbs and filters, which conceal the source of illumination. No wall or roof mounted flood or spotlights used as general grounds lighting are permitted. Wall mounted security lighting is permitted.

9. Street Vehicular Access Requirements:

a. Properties in the NBO zoning district may have vehicular access to any type of street except where specifically prohibited by this section.

b. Residential developments shall have access to the street serving the adjoining residential neighborhood where possible.

c. Non-residential development is not permitted access onto the street serving the residential neighborhood, or local street, and must have access onto the collector or arterial roadway.

d. All new non-residential development shall construct a vehicular and pedestrian interconnection to adjoining properties that have an existing commercial use. Interconnections shall be required to adjoining vacant properties, which are zoned for commercial and/or office use. The vehicular interconnection shall be constructed with material consistent with constructed or proposed vehicular use areas. Location of such interconnections shall be approved by the county Engineer or designee and constructed prior to issuance of a certificate of occupancy. Required interconnections between properties and/or to a private or public

roadway shall be placed in a cross access easement acceptable by the County Attorney. The parking standards committee shall approve exemptions to and deviations from the interconnection requirements of this section.

10. Fencing, Buffering and Screening Requirements:

- a. Chainlink fencing is prohibited.
- b. Buffering shall be in accordance with the provisions of section 10-7.522. Notwithstanding that any existing trees and vegetation are required to remain in place and must be used to either fully or partially satisfy the buffering requirements of section 10-7.522. In instances where existing trees and vegetation are not present or are not sufficient to satisfy the buffering requirements of section 10-7.522, then new plantings shall be required.
- c. The off-site visual impacts associated with outdoor service functions or areas such as loading areas, trash collections, outdoor storage, or mechanical equipment shall be mitigated by the use of screening material consistent with the materials and design treatments of the primary facade of the primary building and/or evergreen landscape plant material.
- d. On-site parking adjoining roadways shall be screened from view from public roadways by landscape buffers with a minimum height of 3 feet. Approved height of screening shall take into consideration the elevation of the site in relation to the public roadway.
- e. Landscaping should be used to define on-site pedestrian corridors, building design elements, public areas, and viewsapes.

~~**11. Signs:** All signs within the NBO district shall be designed in accordance with the current locally adopted sign code. Where conflict between standards of this district and other rules or regulations occur, the stricter of the two shall apply. A uniform sign design for the parcels included within the NBO district shall conform to the following minimum guidelines:-~~

- ~~a. One wall mounted sign per building per collector or arterial street frontage is permitted. A wall mounted sign shall not exceed 10 percent of the area of the building wall area on which it is mounted. Wall signs for multiple tenant commercial buildings shall be uniformly designed and placed. Only one wall sign for multiple tenant office land uses shall be allowed.~~
- ~~b. No roof signs, billboard signs, pole signs, flashing signs or signs in motion are permitted.~~
- ~~c. Freestanding signs shall be setback a minimum of 10 feet from the right of way line.~~
- ~~d. Freestanding signs shall be constructed with a base full width to the sign face that is constructed with materials that are consistent with the principal building.~~
- ~~e. One free standing sign per driveway access along the collector or arterial street frontage is permitted and shall be internally illuminated with an opaque field to control glare. The Maximum sign area permitted is 36 square feet with a maximum height of 10 feet.~~

1211. Noise Source Restrictions: In the event that a property zoned NBO abuts a residential property, the noise source of the NBO zoned property shall not exceed an L10 noise level of 60 dBA in the daytime (7:00 a.m. to 7:00 p.m.) and an L10 noise level of 50 dBA in the night time (7:00 p.m. to 7:00 a.m.) as measured on the property line abutting the source.

1312. Solid Waste Restrictions: New development and redevelopment may not place solid waste facilities within 30 feet of an adjoining residential property. However, such facilities shall be screened with a material consistent with the principal structure. The use of solid waste facilities greater than 90 gallons is prohibited within in the NBO district.

1413. Additional Criteria for the Construction of New Non-Residential Buildings and Additions: The overall goals of this district is to provide a unified sense of place, a pedestrian scale, and design that reflects the general character and scale of typical residential structures in adjacent neighborhoods. No particular architectural style or materials are mandated variety within these design criteria is encouraged. However, buildings shall be designed to reduce the mass, scale, and monolithic appearance of large structures. Flat roofs are prohibited. Roofs shall be designed with a minimum pitch of 4 in 12 (four feet of rise per 12 feet of run). The horizontal footprint of a single roof plane may not exceed 1,000 square feet.

Doors and windows shall be placed to reflect the predominant character and scale of adjacent residential structures, and to provide natural surveillance opportunities to discourage criminal activities. Exterior walls shall be designed with doors or windows spaced horizontally no more than 14 feet from each other. For purposes of this requirement, doors and windows shall be defined as having a horizontal dimension of no less than 3 feet and no more than 10 feet. Development and redevelopment applications shall provide sufficient documentation including, but not limited to, architectural elevations (at time of site plan submittal) demonstrating that the proposed development is consistent with the following features of the adjoining neighborhood:

- a. Building facades including building material, architectural style, and colors.
- b. Roof form.

These criteria shall only apply to new construction and when building additions are being proposed.

General notes:

- (1) If central sanitary sewer is not available, residential development is limited to a minimum of 0.50-acre lots and inside the Urban Service Area, non-residential development is limited to a maximum of 2,500 square feet of building area. Also, refer to sanitary sewer policies 3.1.6 and 3.1.7 of the Comprehensive Plan for additional requirements.
- (2) Refer to the Environmental Management Act (EMA) for information pertaining to the regulation of environmental features (preservation/conservation features), stormwater management requirements, etc.
- (3) Refer to the concurrency management: ordinance for information pertaining to the availability of capacity for certain public facilities (roads, parks, etc.).
- (4) If setbacks have been previously established by a preliminary plat or recorded plat, then setbacks that have been established shall apply except where approved by the development review committee.

(e) *Specific restrictions.* If uses are restricted according to the scheduled of permitted uses, they must follow the general development guidelines for restricted uses as provided in this division.

Section 8. Amendments to Section 10-6.660 of the Code of Laws of Leon County, Florida.

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

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

[* * * * *]

13. Buffering, Screening and Outdoor Service Areas:

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

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

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

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

2. Screening: Outdoor service areas, loading docks, delivery areas, trash collection, outdoor storage,

and mechanical equipment shall be mitigated using screening material consistent with the materials and design treatments of the primary facade of the primary building and/or evergreen landscape plant material.

- a. Landscape plans shall provide sight lines for natural surveillance between 3 and 8 feet above grade.
- b. The service areas shall not be within 50 feet of any adjoining residential property.
- c. The service areas shall be screened with vegetation and fences/masonry walls that are of sufficient height (minimum six feet) and opacity (minimum 50 percent) to screen from nearby streets and residential areas. Fences or masonry walls shall be constructed with materials that are incorporated in the design of the principal building.
- d. Above ground utility boxes visible from the street shall be screened with landscaping on at least two sides, thereby preserving access for the utility provider.

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

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

(a) Parking Areas and Pedestrian Pathways:

1. Intensity limits: Lighting levels adjacent to residential areas shall not exceed 0.5 footcandles at the property line as measured at 6 feet above ground level. The footcandle average for on-site parking lots shall not exceed 2.0 footcandles. The recommended maximum uniformity ratio (average: minimum light level) is 4:1.
2. Light fixture types and location:
 - a. Dark Sky compliant fixtures are encouraged.
 - b. All light fixtures shall be full cut-off type fixtures and direct light internal to the site.
 - c. Parking lighting shall be spaced a maximum of 50 feet apart and shall not exceed 20 feet in height above grade.
 - d. Lighting for off-street walkways shall be spaced no more than 30 feet apart and shall not exceed 10 feet in height.

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

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

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

~~**(b) Allowances:**~~

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

~~externally illuminated with full cut-off type light fixtures directed downward.~~

~~5. Two on site directional signs, not to exceed 4 square feet each, shall be allowed per tenant. Such signs are intended for navigational purposes and shall be free of logos, advertisements, badges, or slogans.~~

1615. Stormwater Management Facilities: All stormwater management facilities shall be constructed with 4:1 side slopes. Refer to section 10-4.301 for water quality treatment and volume control standards associated with development.

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

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

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

1716. Single-Family Attached Dwelling Units: Front-loaded units are prohibited. Driveway and parking access shall be from the rear of the unit.

1817. Existing Single-Family Detached Dwelling Units: Individual single-family homes in the LPN zoning district that became non-conforming as of the date of this ordinance, shall be allowed to make improvements such as additions to the home, porches, accessory structures and an accessory dwelling unit provided they meet all the requirements for establishing such improvements on the property. Setback standards for single-family detached dwelling units shall be as follows: 10-foot front yard setback, 20-foot rear yard setback, 10-foot side corner setback and 10-foot maximum side yard setback. In the event of casualty, in whole or in part, structures located on the property shall be allowed to rebuild provided all provisions and requirements of the county's land development code have been met.

General notes:

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

Section 9. Amendments to Section 10-6.673 of the Code of Laws of Leon County, Florida.

Section 10-6.673 of Article VI of Chapter 10, the Land Development Code, of the Code of Laws of Leon County, Florida, entitled "BC-1 Bradfordville Commercial Auto-Oriented District," is hereby amended to read as follows:

Sec. 10-6.673. BC-1 Bradfordville Commercial Auto-Oriented District.

[* * * * *]

| Development Standards | | | | | | | | | |
|---|-----------------------------|--------------|--------------|------------------------------|----------------------|--------------------|---------|---|---|
| | 4. Minimum Lot or Site Size | | | 5. Minimum Building Setbacks | | | | 6. Maximum Building Restrictions | |
| Use Category | a. Lot or Site Area | b. Lot Width | c. Lot Depth | a. Front | b. Side-Interior Lot | c. Side-Corner Lot | d. Rear | a. Building Size (excluding gross building floor area used for parking) | b. Building Height (excluding stories used for parking) |
| Any permitted principal and special exception use | None | None | None | 20 feet | 15 feet | 25 feet | 10 feet | 17,000 square feet of commercial floor area per acre. No single use tenant shall exceed 10,000 gross square feet. | 30 feet (within Lake McBride Overlay District); otherwise, 3 stories. |
| <p>7. Access Management Criteria: (In case of a conflict with the provisions of other ordinances or regulations, the most strict provisions shall apply).</p> <p>(a.) Arterial and collector roads. Direct driveway access to arterial and collector roads is prohibited except for:</p> <ol style="list-style-type: none"> 1) Existing driveway access as of July 28, 1998; 2) A single driveway access for properties in existence before July 28, 1998 which have sole access to the arterial road and does not have other street access; and 3) Temporary driveway access may be permitted for properties which establish permanent access to another public street and grant the local government with jurisdiction the right to close the temporary access without compensation upon opening of access to an alternative roadway. <p>(b.) All properties. All properties shall provide cross access easements benefiting adjoining properties to permit the development of an internal vehicular and pedestrian circulation system. All non-residential properties shall provide driveway interconnections to adjoining non-residential properties. All new developments proposing subdivision shall have shared access for every two parcels created.</p> <p>(c.) Local streets. Full movement access to a local street shall not be permitted within 200 feet of a signalized intersection. Right-in/right-out access to a local street shall not be permitted closer than 100 feet to another access point or intersecting public street, nor within 200 feet of a signalized intersection, except properties with sole access to a local street are permitted at least one access point, which may be limited to right-in/right-out based upon a traffic safety evaluation.</p> | | | | | | | | | |
| <p>8. Street Vehicular Access Restrictions: Properties in the BC-1 zoning district may have vehicular access to any type of street. However, in order to protect residential areas and neighborhoods from</p> | | | | | | | | | |

non-residential traffic, vehicular access to a local street is prohibited if one of the following zoning districts is located on the other side of the local street: RA, R-1, R-2, R-3, R-4, R-5, MH, MR-1, R, and RP.

9. Landscape Standards: Development within the BC-1 shall be subject to the landscape requirements of this section in addition to those requirements of the Environmental Management Act (EMA). Where standards conflict, the stricter of the two shall apply. All landscape plans shall be prepared by a registered landscape architect as per F.S. ch. 481.

(a.) Arterial road landscaping. All properties fronting arterial roads shall provide and maintain a 30-foot-wide landscape area immediately adjoining the arterial road. All vegetation within the 30-foot-wide landscaped area of good condition four inches and larger shall be preserved. This landscape area shall be planted with canopy trees with at least one tree for each 200 square feet of landscape area. Creative design and spacing is encouraged. The landscape area may be crossed by driveways permitted pursuant to subsection 7 of this section, but compensatory area shall be added, equal to the area of the driveway, adjacent to the required landscape area. Sidewalks are not permitted within the landscaped area except for interconnections to sidewalks fronting public roadways. Signs in accordance with subsection 13 of this section may be located within the landscape area, but shall not reduce the tree planting requirement. Existing healthy trees in the landscape area may be counted as prescribed in section 10-4.350(b) toward meeting the tree planting requirement. Management of the existing trees within the 30 feet shall include pruning of dead and hazardous tree limbs, pruning of live limbs less than 25 percent of the green mass of the tree, fertilization, pest control, and control of invasive vegetation. Mechanical methods which compact the earth or root systems shall not be allowed.

(b.) Collector and local road landscaping. All properties fronting collector and local roads shall provide and maintain a 20-foot-wide landscape area immediately adjoining the collector or local road. All vegetation within the 20-foot-wide landscaped area of good condition four inches and larger shall be preserved (This provision shall not apply where a primary entrance is oriented toward the street and there is no vehicular use area between the building and roadway). This landscape area shall be planted with canopy trees with at least one tree for each 200 square feet of landscape area. Creative design and spacing is encouraged. The landscape area may be crossed by driveways permitted pursuant to subsection 7 of this section, but compensatory area shall be added equal to the area of the driveway within the required landscape area. Sidewalks are not permitted within the landscaped area except for interconnections to sidewalks fronting public roadways. Signs in accordance with subsection 13 of this section may be located within the landscape area, but shall not reduce the tree planting requirement. Existing healthy trees in the landscape area may be counted as prescribed in section 10-4.350(b) toward meeting the tree planting requirement. Management of the existing trees within the 20 feet shall include pruning of dead and hazardous tree limbs, pruning of live limbs less than 25 percent of the green mass of the tree, fertilization, pest control, and control of invasive vegetation. Mechanical methods which compact the earth or root systems shall not be allowed.

(c.) Street trees. All existing and proposed roadways/access ways shall be planted with canopy trees at a standard of one canopy tree per 200 square feet of landscaped area. Credit shall be given for existing vegetation within the required landscaped areas as identified in subsections (a.) and (b.) of this section. Creative design and spacing is encouraged.

(d.) Parking areas. All vehicular use areas shall be buffered from view from public streets and/or access ways through the use of vegetation and/or topography or other manmade structures so long as such structures are architecturally compatible with the principle structure. All manmade visual buffers greater than 20 feet in unbroken length shall be designed to provide interesting visual effects and reduce apparent mass through the use of vegetation and plane projections, material changes, changes in scale or other architectural features. Canopy tree cover for the parking area shall be provided so as to attain a minimum of 60 percent plan view shading within 10 years of planting date. At grade parking grade shall include interior landscaped areas at a minimum ratio of 400 square feet per 5,000 square feet of vehicular use area located internally to the parking area. Where interior landscaped areas cannot

be obtained, the required landscaped area shall be placed between the proposed vehicular use area and the public right-of-way and/or access way. Existing vegetation shall be incorporated into the landscaped areas to the greatest extent possible. Planting areas shall have a minimum area of 400 square feet, with a minimum dimension of 10 feet and shall have a depth of 3 feet of good planting soil.

(e.) Trees planted within a sidewalk area shall incorporate tree grates or other surfacing so as to not impede the flow of pedestrian traffic.

(f.) Buffer standards for uncomplimentary land uses shall meet the requirements of section 10-7.522.

(g.) Developments within this district shall preserve a minimum of 25 percent of the total site as natural area. The required natural area may be located off-site if the required area is designated as public open space and is accepted by the public works department. On-site natural area shall encompass significant, naturally occurring vegetation areas or other significant environmental features.

(h.) Stormwater management facilities shall be landscaped in accordance with the Environmental Management Act, however, development is encouraged to provide innovative designs making such facilities an amenity to the site. All stormwater management facilities are encouraged to be constructed with 4:1 side slopes. Chainlink and vinyl clad fencing enclosures are prohibited where stormwater management facilities are visible from public roadways/access ways. Where fencing and/or retaining walls are proposed and visible from a public roadway/access way, such fencing shall be architecturally compatible with the principle structure. Stormwater ponds shall be designed to imitate "natural" pond characteristics, including curved geometrics, gently sloping edges, landscaping and paving materials, and should be placed so as to be focal design amenities.

10. Signs: All signs within the BC-1 district shall be designed in accordance with the current locally adopted building code. Where conflict between standards of this district and other rules or regulations occur, the stricter of the two shall apply. A uniform sign design for the parcels included within the BC-1 district shall conform to the following minimum guidelines:-

~~(a.) One wall mounted sign per tenant per street frontage is permitted. A wall mounted sign shall not exceed 10 percent of the area of the tenant wall area on which it is mounted. Wall signs for multiple-tenant commercial buildings shall be uniformly designed and placed. Only one wall sign for multiple-tenant office land uses shall be allowed.~~

~~(b.) No roof signs, billboard signs, pole signs, flashing signs or signs in motion are permitted.~~

~~(c.) Freestanding signs shall be setback a minimum of 10 feet from the right-of-way line.~~

~~(d.) Temporary signs (not to exceed 30 days of display in a calendar year) are permitted at the discretion of the developer, except signs advertising property for sale or lease are not subject to this restriction.~~

~~(e.) Freestanding signs shall be constructed with a base full width to the sign face that is constructed with materials that are consistent with the principle building. One freestanding sign per driveway-access per street frontage is permitted and shall be internally illuminated with an opaque field to control glare. Freestanding signs are sized proportional to the type of roadway to which they are adjacent. Allowable size restrictions are as follows:-~~

~~1.) Arterial roads: Maximum area: 150 square feet, maximum height: 25 feet.~~

~~2.) Major collector roads: Maximum area: 100 square feet, maximum height: 20 feet.~~

~~3.) Minor collector and local roads: Maximum area: 36 square feet, maximum height: eight feet.~~

11.10. Parking Standards:

(a.) Properties fronting an arterial road shall be allowed to construct 50 percent of all parking required by the land development code in front of the proposed building/structure and/or adjacent to a public roadway. Additional parking, above code requirements shall be located to a side or rear of the proposed building/structure that is not fronting a public or private roadway or access way.

(b.) Properties fronting a collector or local road shall be allowed to construct a single parking aisle between the proposed building and the collector and/or local road.

1211. Lighting Standards:

- (a.) All exterior lighting shall have recessed bulbs and filters which conceal the source of illumination. No wall or roof mounted flood or spot lights used as general grounds lighting are permitted. Security lighting is permitted.
- (b.) Lighting for off-street walkways shall be spaced no more than 30 feet apart, and shall not exceed 10 feet in height.
- (c.) Parking lighting shall be spaced a maximum of 50 feet apart and shall not exceed 20 feet in height.
- (d.) Lighting levels adjacent to residential areas shall not exceed 0.5 footcandles at the property line (six feet above ground).

1312. Noncompliance: Existing noncompliance of the standards set forth in this section shall be subject to the provisions of division 3 of this article.

1415. Variance Procedure: Conformance to these design criteria shall be verified by the county during the site and development plan review process required for individual development projects. Deviation from the following subsections of this section may be requested pursuant to article I of the Leon County Land Development Code: subsections 5, 6, 7, 8, 10(c) and 11 of this section.

1514. Incentives for Site Design Alternatives: An intensity bonus shall be provided to developments incorporating any of the following site design alternatives:

- 1) An intensity bonus of 3,000 square feet per acre (maximum) shall be allowed provided new development or redevelopment utilizes one or more of the following:
- a) For properties fronting an arterial or collector roadway, no less than 25 percent of the parking will be provided in a shared facility.
- b) Development site areas of 3 or more acres wherein at least 50 percent of the parking will be provided in a shared facility.
- c) Parking is provided within a range of 50 percent—75 percent of the parking requirements in section 10-7.545.
- d) The development contains a minimum of 35 percent natural open space.

General notes:

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

Section 10. Amendments to Section 10-6.674 of the Code of Laws of Leon County, Florida.

Section 10-6.674 of Article VI of Chapter 10, the Land Development Code, of the Code of Laws of Leon County, Florida, entitled “BC-2 Bradfordville Commercial Pedestrian-Oriented District,” is hereby amended to read as follows:

Sec. 10-6.674. BC-2 Bradfordville Commercial Pedestrian-Oriented District.

[* * * * *]

| Development Standards | | |
|-----------------------|-----------------------------|----------------------------------|
| | 4. Minimum Lot or Site Size | 5. Minimum Building Setbacks |
| | | 6. Maximum Building Restrictions |

| Use Category | a. Lot or Site Area | b. Lot Width | c. Lot Depth | a. Front | b. Side-Interior Lot | c. Side-Corner Lot | d. Rear | a. Building Size (excluding gross building floor area used for parking) | b. Building Height (excluding stories used for parking) |
|---|---------------------|--------------|--------------|-----------------------|----------------------|--------------------|---------|---|---|
| Any Permitted Principal and Special Exception Use | None | None | None | None (5 feet maximum) | None | None | 30 feet | 18,000 square feet of commercial floor area per acre. No single use tenant shall exceed 10,000 gross square feet. | 3 stories |

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

(a.) Arterial and collector roads. Direct driveway access to arterial and collector roads is prohibited except for:

- 1) Existing driveway access as of July 28, 1998;
- 2) A single driveway access for properties in existence before July 28, 1998 which have sole access to the arterial road and does not have other street access; and
- 3) Temporary driveway access may be permitted for properties which establish permanent access to another public street and grant the local government with jurisdiction the right to close the temporary access without compensation upon opening of access to an alternative roadway.

(b.) All properties. All properties shall provide cross access easements benefiting adjoining properties to permit the development of an internal vehicular and pedestrian circulation system. All non-residential properties shall provide driveway interconnections to adjoining non-residential properties. All new developments proposing subdivision shall have shared access for every two parcels created where accessed from a local street.

(c.) Local streets. Full movement access to a local street shall not be permitted within 200 feet of a signalized intersection. Right-in/right-out access to a local street shall not be permitted closer than 100 feet to another access point or intersecting public street, nor within 200 feet of a signalized intersection, except properties with sole access to a local street are permitted at least one access point, which may be limited to right-in/right-out based upon a traffic safety evaluation.

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

9. Landscape Standards: Development within the BC-2 shall be subject to the landscape requirements of this section in addition to those requirements of the Environmental Management Act (EMA). Where standards conflict, the stricter of the two shall apply. All landscape plans shall be prepared by a registered landscape architect as per F.S. ch. 481.

(a.) Arterial road landscaping. All properties fronting arterial roads shall provide and maintain a 30 foot

wide landscape area immediately adjoining the arterial road. All vegetation within the 30 foot wide landscaped area of good condition four inches and larger shall be preserved. This landscape area shall be planted with canopy trees with at least one tree for each 200 square feet of landscape area. Creative design and spacing is encouraged. The landscape area may be crossed by driveways permitted pursuant to subsection 7 of this section, but compensatory area shall be added, equal to the area of the driveway, adjacent to the required landscape area. Sidewalks are not permitted within the landscaped area except for interconnections to sidewalks fronting public roadways. Signs in accordance with section 13. of this section may be located within the landscape area, but shall not reduce the tree planting requirement. Existing healthy trees in the landscape area may be counted as prescribed in section 10-4.350(b) toward meeting the tree planting requirement. Management of the existing trees within the 30 feet shall include pruning of dead and hazardous tree limbs, pruning of live limbs less than 25 percent of the green mass of the tree, fertilization, pest control, and control of invasive vegetation. Mechanical methods which compact the earth or root systems shall not be allowed.

(b.) Collector road landscaping. All properties fronting collector and local roads shall provide and maintain a 20-foot-wide landscape area immediately adjoining the collector road. All vegetation within the 20-foot-wide landscaped area of good condition four inches and larger shall be preserved (This provision shall not apply where a primary entrance is oriented toward the street and there is no vehicular use area between the building and roadway). This landscape area shall be planted with canopy trees with at least one tree for each 200 square feet of landscape area. Creative design and spacing is encouraged. The landscape area may be crossed (for redevelopment projects only) by driveways permitted pursuant to subsection 7 of this section, but compensatory area shall be added equal to the area of the driveway within the required landscape area. Sidewalks are not permitted within the landscaped area except for interconnections to sidewalks fronting public roadways. Signs in accordance with subsection 13 of this section may be located within the landscape area, but shall not reduce the tree planting requirement. Existing healthy trees in the landscape area may be counted as prescribed in section 10-4.350(b) toward meeting the use planting requirement. Management of the existing trees within the 20 feet shall include pruning of dead and hazardous tree limbs, paining of live limbs less than 25 percent of the green mass of the tree, fertilization, post control, and control of invasive vegetation. Mechanical methods which compact the earth or root systems shall not be allowed.

(c.) Local road and access ways landscaping. All properties fronting a local road and every access way shall provide one canopy tree for every 15 linear feet of local road frontage and/or access way.

(d.) Street trees. All canopy tree planting areas shall contain a minimum of 200 square feet of landscaped area. Creative design and spacing is encouraged.

(e.) Parking areas. All vehicular use areas shall be buffered from view from public streets and/or access ways through the use of vegetation and/or topography or other manmade structures so long as such structures are architecturally compatible with the principle structure. All manmade visual buffers greater than 20 feet in unbroken length shall be designed to provide interesting visual effects and reduce apparent mass though the use of vegetation and plane projections, material changes, changes in scale or other architectural features. Canopy tree cover for the parking area shall be provided so as to attain a minimum of 60 percent plan view shading within 10 years of planting date. At grade parking grade shall include interior landscaped areas at a minimum ratio of 400 square feet per 5,000 square feet of vehicular use area located internally to the parking area. Where interior landscaped areas cannot be obtained, the required landscaped area shall be placed between the proposed vehicular use area and the public right-of-way and/or access way. Existing vegetation shall be incorporated into the landscaped areas to the greatest extent possible. Planting areas shall have a minimum area of 400 square feet, with a minimum dimension of 10 feet and shall have a depth of 3 feet of good planting soil.

(f.) Trees planted within a sidewalk area shall incorporate tree grates or other surfacing so as to not impede the flow of pedestrian traffic.

(g.) Buffer standards for uncomplimentary land uses shall meet the requirements of section 10-7.522.

(h.) Developments within this district shall preserve a minimum of 25 percent of the total site as natural area. The required natural area may be located off-site if the required area is designated as public open

space and is accepted by the public works department. On-site natural area shall encompass significant, naturally occurring vegetation areas or other significant environmental features.

(i.) Stormwater management facilities shall be landscaped in accordance with the Environmental Management Act, however, development is encouraged to provide innovative designs making such facilities an amenity to the site. All stormwater management facilities are encouraged to be constructed with 4:1 side slopes. Chainlink and vinyl clad fencing enclosures are prohibited where stormwater management facilities are visible from public roadways/access ways. Where fencing and/or retaining walls are proposed and visible from a public roadway/access way, such fencing shall be architecturally compatible with the principle structure. Stormwater ponds shall be designed to imitate "natural" pond characteristics, including curved geometrics, gently sloping edges, landscaping and paving materials, and should be placed so as to be focal design amenities.

10. Signs: All signs within the BC 2 district shall be designed in accordance with the current locally adopted building code. Where conflict between standards of this district and other rules or regulations occur, the stricter of the two shall apply. A uniform sign design for the parcels included within the BC 2 district shall conform to the following minimum guidelines:

- (a.) One wall mounted sign per tenant per street frontage is permitted. A wall mounted sign shall not exceed 10 percent of the area of the tenant wall area on which it is mounted. Wall signs for multiple tenant commercial buildings shall be uniformly designed and placed.
- (b.) No roof signs, billboard signs, pole signs, flashing signs or signs in motion are permitted.
- (c.) Freestanding signs shall be setback a minimum of 10 feet from the right of way line.
- (d.) Temporary signs (not to exceed 30 days of display in a calendar year) are permitted at the discretion of the developer, except signs advertising property for sale or lease are not subject to this restriction.
- (e.) Free standing signs shall be constructed with a base full width to the sign face that is constructed with materials that are consistent with the principle building. One free standing sign per driveway access per street frontage is permitted and shall be internally illuminated with an opaque field to control glare. Freestanding signs are sized proportional to the type of roadway to which they are adjacent. Allowable size restrictions are as follows:
 - 1.) Arterial roads: Maximum area: 150 square feet, maximum height: 25 feet.
 - 2.) Major collector roads: Maximum area: 100 square feet, maximum height: 20 feet.
 - 3.) Minor collector and local roads: Maximum area: 36 square feet, maximum height: 8 feet.

1410. Parking Standards:

- (a) Off-street parking is prohibited between buildings fronting a local street and/or access way.

14211. Lighting Standards:

- (a.) All exterior lighting shall have recessed bulbs and filters which conceal the source of illumination. No wall or roof mounted flood or spot lights used as general grounds lighting are permitted. Security lighting is permitted.
- (b.) Lighting for off-street walkways shall be spaced no more than 30 feet apart, and shall not exceed 10 feet in height.
- (c.) Parking lighting shall be spaced a maximum of 50 feet apart and shall not exceed 20 feet in height.
- (d.) Lighting levels adjacent to residential areas shall not exceed 0.5 footcandles at the property line (six feet above ground).

14312. Noncompliance: Existing noncompliance of the standards set forth in this section shall be subject to the provisions of division 3 of this article.

14413. Variance Procedure: Conformance to these design criteria shall be verified by the county during the site and development plan review process required for individual development projects. Deviation from the following subsections of this section may be requested pursuant to article I of the Leon County Land Development Code: subsections 4, 6, 7, 8, 9, 11(a), and 12 of this section.

14514. Incentives for Site Design Alternatives: An intensity bonus shall be provided to developments incorporating any of the following site design alternatives.

- 1) An intensity bonus of 2,000 square feet per acre (maximum) shall be allowed provided new

development or redevelopment utilizes one or more of the following:

- a) For properties fronting an arterial or collector roadway, no less than 25 percent of the parking will be provided in a shared facility.
- b) Development site areas of 3 or more acres wherein at least 50 percent of the parking will be provided in a shared facility.
- c) Parking is provided within a range of 50 percent—75 percent of the parking requirements in section 10-7.545.
- d) The development contains a minimum of 35 percent natural open space.

General notes:

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

Section 11. Amendments to Section 10-6.675 of the Code of Laws of Leon County, Florida.

Section 10-6.675 of Article VI of Chapter 10, the Land Development Code, of the Code of Laws of Leon County, Florida, entitled “BCS Bradfordville Commercial Services District,” is hereby amended to read as follows:

Sec. 10-6.675. BCS Bradfordville Commercial Services District.

[* * * *]

| Development Standards | | | | | | | | | |
|---|-----------------------------|--------------|--------------|------------------------------|----------------------|--------------------|---------|---|---|
| Use Category | 4. Minimum Lot or Site Size | | | 5. Minimum Building Setbacks | | | | 6. Maximum Building Restrictions | |
| | a. Lot or Site Area | b. Lot Width | c. Lot Depth | a. Front | b. Side-Interior Lot | c. Side-Corner Lot | d. Rear | a. Building Size (excluding gross building floor area used for parking) | b. Building Height (excluding stories used for parking) |
| Any Permitted Principal and Special Exception Use | None | None | None | 20 feet | 15 feet | 25 feet | 10 feet | Gross floor area shall not exceed 15,000 square feet per acre, except for buildings or portions thereof | 2 stories |

| | | | | | | | | | |
|---|--|--|--|--|--|--|--|--|--|
| | | | | | | | | which are used for storage which may not exceed 17,000 square feet per acre. No single use tenant shall exceed 10,000 square feet. | |
| <p>7. Access Management Criteria: (In case of a conflict with the provisions of other ordinances or regulations, the most strict provisions shall apply.)</p> <p>(a) Arterial and collector roads. Direct driveway access to arterial and collector roads is prohibited except for:</p> <ol style="list-style-type: none"> 1) Existing driveway access as of July 28, 1998; 2) A single driveway access for properties in existence before July 28, 1998, which have sole access to the arterial road and does not have other street access; and 3) Temporary driveway access may be permitted for properties which establish permanent access to another public street and grant the local government with jurisdiction the right to close the temporary access without compensation upon opening of access to an alternative roadway. <p>(b) All properties. All properties shall provide cross access easements benefiting adjoining properties to permit the development of an internal vehicular and pedestrian circulation system. All non-residential properties shall provide driveway interconnections to adjoining non-residential properties. All new developments proposing subdivision shall have shared access for every two parcels created.</p> <p>(c) Local streets. Full movement access to a local street shall not be permitted within 200 feet of a signalized intersection. Right-in/right-out access to a local street shall not be permitted closer than 100 feet to another access point or intersecting public street, nor within 200 feet of a signalized intersection, except properties with sole access to a local street are permitted at least one access point, which may be limited to right-in/right-out based upon a traffic safety evaluation.</p> | | | | | | | | | |
| <p>8. Street Vehicular Access Restrictions: Properties in the BCS zoning district may have vehicular access to any type of street. However, in order to protect residential areas and neighborhoods from non-residential traffic, vehicular access to a local street is prohibited if one of the following zoning districts is located on the other side of the local street: RA, R-1, R-2, R-3, R-4, R-5, MH, MR-1, R, and RP.</p> | | | | | | | | | |
| <p>9. Landscape Standards: Development within the BCS shall be subject to the landscape requirements of this section in addition to those requirements of the Environmental Management Act (EMA). Where standards conflict, the stricter of the two shall apply. All landscape plans shall be prepared by a registered landscape architect as per F.S. ch. 481.</p> <p>(a.) Arterial road landscaping. All properties fronting arterial roads shall provide and maintain a 30 foot wide landscape area immediately adjoining the arterial road. All vegetation within the 30-foot-wide landscaped area of good condition four inches and larger shall be preserved. This landscape area shall be planted with canopy trees with at least one tree for each 200 square feet of landscape area. Creative design and spacing is encouraged. The landscape area may be crossed by driveways permitted pursuant to subsection 7 of this section, but compensatory area shall be added, equal to the area of the driveway, adjacent to the required landscape area. Sidewalks are not permitted within the landscaped area except</p> | | | | | | | | | |

for interconnections to sidewalks fronting public roadways. Signs in accordance with subsection 13 of this section may be located within the landscape area, but shall not reduce the tree planting requirement. Existing healthy trees in the Landscape area may be counted as prescribed in section 10-4.350(b) toward meeting the tree planting requirement. Management of the existing trees within the 30 feet shall include pruning of dead and hazardous tree limbs, pruning of live limbs less than 25 percent of the green mass of the tree, fertilization, pest control, and control of invasive vegetation. Mechanical methods which compact the earth or root systems shall not be allowed.

(b.) Collector and local road landscaping. All properties fronting collector and local roads shall provide and maintain a 20-foot-wide landscape area immediately adjoining the collector or local road. All vegetation within the 20-foot-wide landscaped area of good condition four inches and larger shall be preserved (This provision shall not apply where a primary entrance is oriented toward the street and there is no vehicular use area between the building and roadway). This landscape area shall be planted with canopy trees with at least one tree for each 200 square feet of landscape area. Creative design and spacing is encouraged. The landscape area may be crossed by driveways permitted pursuant to subsection 7 of this section, but compensatory area shall be added equal to the area of the driveway within the required landscape area. Sidewalks are not permitted within the landscaped area except for interconnections to sidewalks fronting public roadways. Signs in accordance with subsection 13 of this section may be located within the landscape area, but shall not reduce the tree planting requirement. Existing healthy trees in the landscape area may be counted as prescribed in section 10-4.350(b) toward meeting the tree planting requirement. Management of the existing trees within the 20 feet shall include pruning of dead and hazardous tree limbs, pruning of live limbs less than 25 percent of the green mass of the tree, fertilization, pest control, and control of invasive vegetation. Mechanical methods which compact the earth or root systems shall not be allowed.

(c.) Street trees. All existing and proposed roadways/access ways shall be planted with canopy trees at a standard of one canopy tree per 200 square feet of landscape area. Credit shall be given for existing vegetation within the required landscaped areas as identified in subsection 9.(a) and (b) of this section. Creative design and spacing is encouraged.

(d.) Parking areas. All vehicular use areas shall be buffered from view from public streets and for access ways through the use of vegetation and/or topography or other manmade structures so long as such structures are architecturally compatible with the principle structure. All manmade visual buffers greater than 20 feet in unbroken length shall be designed to provide interesting visual effects and reduce apparent mass through the use of vegetation and plane projections, material changes, in scale or other architectural features. Canopy tree cover for the parking area shall be provided so as to attain a minimum of 60 percent plan view shading within 10 years of planting date. At grade parking areas shall include interior landscaped areas at a minimum ratio of 400 square feet per 5,000 square feet of vehicular use area located internally to the parking area. Where interior landscaped areas can not be obtained, the required landscaped area shall be placed between the proposed vehicular use area and the public right-of-way and/or access way. Existing vegetation shall be incorporated into the landscaped areas to the greatest extent possible. Planting areas shall have a minimum area of 400 square feet, with a minimum dimension of 10 feet and shall have a depth of 3 feet of good planting soil.

(e.) Trees planted within a sidewalk area shall incorporate tree grates or other surfacing so as to not impede the flow of pedestrian traffic.

(f.) Buffer standards for uncomplimentary land uses shall meet the requirements of section 10-7.522.

(g.) Developments within this district shall preserve a minimum of 25 percent of the total site as natural area. On-site natural area shall encompass significant, naturally occurring vegetation areas or other significant environmental features.

(h.) Stormwater management facilities shall be landscaped in accordance with the Environmental Management Act, however, development is encouraged to provide innovative designs making such facilities an amenity to the site. All stormwater management facilities are encouraged to be constructed with 4:1 side slopes. Chainlink and vinyl clad fencing enclosures are prohibited where stormwater management facilities are visible from public roadways/access ways. Where fencing and/or retaining

walls are proposed and visible from a public roadway/access way, such fencing shall be architecturally compatible with the principle structure. Stormwater ponds shall be designed to imitate "natural" pond characteristics, including curved geometrics, gently sloping edges, landscaping and paving materials, and should be placed so as to be focal design amenities.

10. Signs: All signs within the BCS district shall be designed in accordance with the current locally adopted building code. Where conflict between standards of this district and other rules or regulations occur, the stricter of the two shall apply. A uniform sign design for the parcels included within the BCS district shall conform to the following minimum guidelines:

(a.) One wall mounted sign per tenant per street frontage is permitted. A wall mounted sign shall not exceed 10 percent of the area of the tenant wall area on which it is mounted. Wall signs for multiple tenant commercial buildings shall be uniformly designed and placed.

(b.) No roof signs, billboard signs, pole signs, flashing signs or signs in motion are permitted.

(c.) Freestanding signs shall be setback a minimum of 10 feet from the right-of-way line.

(d.) Temporary signs (not to exceed 30 days of display in a calendar year) are permitted at the discretion of the developer, except signs advertising property for sale or lease are not subject to this restriction.

(e.) Freestanding signs shall be constructed with a base full width to the sign face that is constructed with materials that are consistent with the principle building. One freestanding sign per driveway access per street frontage is permitted and shall be internally illuminated with an opaque field to control glare. Freestanding signs are sized proportional to the type of roadway to which they are adjacent. Allowable size restrictions are as follows:

1.) Arterial Roads: Maximum area: 150 square feet, maximum height: 25 feet.

2.) Major Collector Roads: Maximum area: 100 square feet, maximum height: 20 feet.

3.) Minor Collector and Local Roads: Maximum area: 36 square feet, maximum height: 8 feet.

11.10. Parking Standards:

(a) Properties fronting an arterial road shall be allowed to construct 50 percent of all parking required by the land development code in front of the proposed building/structure and/or adjacent to a public roadway. Additional parking, above code requirements shall be located to a side or rear of the proposed building/structure that is not fronting a public or private roadway or access way.

(b) Properties fronting a collector or local road shall be allowed to construct a single parking aisle between the proposed building and the collector and/or local road.

11.11. Lighting Standards:

(a.) All exterior lighting shall have recessed bulbs and filters which conceal the source of illumination. No wall or roof-mounted flood or spot lights used as general grounds lighting are permitted. Security lighting is permitted.

(b.) Lighting for off-street walkways shall be spaced no more than 30 feet apart, and shall not exceed 10 feet in height.

(c.) Parking lighting shall be spaced a maximum of 50 feet apart and shall not exceed 20 feet in height.

(d.) Lighting levels adjacent to residential areas shall not exceed 0.5 footcandles at the property line (six feet above ground).

11.12. Noncompliance:

(a.) Existing noncompliance of the standards set forth in this section shall be subject to the provisions of division 3 of this article.

11.13. Variance Procedure: Conformance to these design criteria shall be verified by the county during the site and development plan review process required for individual development projects. Deviation from the following subsections of this section may be requested pursuant to article I of the Leon County Land Development Code: subsections 5, 6, 7, 8, 10(a), 10(c), and 11 of this section.

11.14. Incentives for Site Design Alternatives: An intensity bonus shall be provided to developments incorporating any of the following site design alternatives:

1) An intensity bonus of 2,500 square feet per acre (maximum) shall be allowed provided new

development or redevelopment utilizes one or more of the following:

- a) For properties fronting an arterial or collector roadway, no less than 25 percent of the parking will be provided in a shared facility.
- b) Development site areas of 3 or more acres wherein at least 50 percent of the parking will be provided in a shared facility.
- c) Parking is provided within a range of 50 percent—75 percent of the parking requirements in section 10-7.545.
- d) The development contains a minimum of 35 percent natural open space.

General notes:

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

Section 12. Amendments to Section 10-6.676 of the Code of Laws of Leon County, Florida.

Section 10-6.676 of Article VI of Chapter 10, the Land Development Code, of the Code of Laws of Leon County, Florida, entitled “BOR Bradfordville Office Residential District,” is hereby amended to read as follows:

Sec. 10-6.676. BOR Bradfordville Office Residential District.

[* * * * *]

| Development Standards | | | | | | | | | |
|----------------------------------|-----------------------------|--------------|--------------|------------------------------|---|--------------------|---------|---|---|
| Use Category | 4. Minimum Lot or Site Size | | | 5. Minimum Building Setbacks | | | | 6. Maximum Building Restrictions | |
| | a. Lot or Site Area | b. Lot Width | c. Lot Depth | a. Front | b. Side-Interior Lot | c. Side-Corner Lot | d. Rear | a. Building Size (excluding gross building floor area used for parking) | b. Building Height (excluding stories used for parking) |
| Single-Family Detached Dwellings | 5,000 square feet | 50 feet | 100 feet | 20 feet | 7.5 feet on each side; or any combination of setbacks that equals at least 15 feet, | 20 feet | 25 feet | Not applicable | 3 stories |

| | | | | | | | | | |
|---|--|--|----------|---------|---|---------|---------|--|-----------|
| | | | | | provided that no such schools shall be less than 5 feet | | | | |
| Two-Family Dwellings | 8,500 square feet | 70 feet | 100 feet | 20 feet | Same as single-family above | 20 feet | 25 feet | Not applicable | 3 stories |
| Single-Family Attached Dwellings | 3,750 square feet end unit; 2,400 square feet interior lot | 37.5 feet end unit; 25 feet interior lot | 80 feet | 20 feet | None | 20 feet | 25 feet | Maximum length: 8 units | 3 stories |
| Any Permitted Principal Non-Residential Use | 6,000 square feet | 50 feet | 100 feet | 20 feet | Same as single-family above | 20 feet | 10 feet | 10,000 square feet of gross building floor area per acre (does not apply to a conversion of an existing structure) | 3 stories |

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

(a.) Arterial and collector roads. Direct driveway access to arterial and collector roads is prohibited except for:

- 1) Existing driveway access as of July 28, 1998;
- 2) A single driveway access for properties in existence before July 28, 1998, which have sole access to the arterial road and does not have other street access; and
- 3) Temporary driveway access may be permitted for properties which establish permanent access to another public street and grant the local government with jurisdiction the right to close the temporary access without compensation upon opening of access to an alternative roadway.

(b.) All properties. All properties shall provide cross access easements benefiting adjoining properties to permit the development of an internal vehicular and pedestrian circulation system. All non-residential properties shall provide driveway interconnections to adjoining non-residential properties. All new developments proposing subdivision shall have shared access for every two parcels created.

(c.) Local streets. Full movement access to a local street shall not be permitted within 200 feet of a signalized intersection. Right-in/right-out access to a local street shall not be permitted closer than 100 feet to another access point or intersecting public street, nor within 200 feet of a signalized intersection, except properties with sole access to a local street are permitted at least one access point, which may be limited to right-in/right-out based upon a traffic safety evaluation.

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

9. Landscape Standards: Development within the BOR shall be subject to the landscape requirements of this section in addition to those requirements of the Environmental Management Act (EMA). Where standards conflict, the stricter of the two shall apply. All landscape shall be prepared by a registered landscape architect as per F.S. ch. 481.

(a.) Arterial road landscaping. All properties fronting arterial roads shall provide and maintain a 30-foot-wide landscape area immediately adjoining the arterial road. All vegetation within the 30-foot-wide landscaped area of good condition four inches and larger shall be preserved. This landscape area shall be planted with canopy trees with at least one tree for each 200 square feet of landscape area. Creative design and spacing is encouraged. The landscape area may be crossed by driveways permitted pursuant to subsection 7 of this section, but compensatory area shall be added, equal to the area of the driveway, adjacent to the required landscape area. Sidewalks are not permitted within the landscape area except for interconnections to sidewalks fronting public roadways. Signs in accordance with subsection 13 of this section may be located within the landscape area, but shall not reduce the tree planting requirement. Existing healthy trees in the landscape area may be counted as prescribed in section 10-4.350(b) toward meeting the tree planting requirement. Management of the existing trees within the 30 feet shall include pruning of dead and hazardous tree limbs, pruning of live limbs less than 25 percent of the green mass of the tree, fertilization, pest control, and control of invasive vegetation. Mechanical methods which compact the earth or root systems shall not be allowed.

(b.) Collector and local road landscaping. All properties fronting collector and local roads shall provide and maintain a 20-foot-wide landscape area immediately adjoining the collector or local road. All vegetation within the 20-foot-wide landscaped area of good condition four inches and larger shall be preserved (This provision shall not apply where a primary entrance is oriented toward the street and there is no vehicular use area between the building and roadway). This landscape area shall be planted with canopy trees with at least one tree for each 200 square feet of landscape area. Creative design and spacing is encouraged. The landscape area may be crossed by driveways permitted pursuant to subsection 7 of this section, but compensatory area shall be added equal to the area of the driveway within the required landscape area. Sidewalks are not permitted within the landscaped area except for interconnections to sidewalks fronting public roadways. Signs in accordance with subsection 13 of this section may be located within the landscape area, but shall not reduce the tree planting requirement. Existing healthy trees in the landscape area may be counted as prescribed in section 10-4.350(b) toward meeting the tree planting requirement. Management of the existing trees within the 20 feet shall include pruning of dead and hazardous tree limbs, pruning of live limbs less than 25 percent of the green mass of the tree, fertilization, pest control, and control of invasive vegetation. Mechanical methods which compact the earth or root systems shall not be allowed.

(c.) Street trees. All existing and proposed roadways/access ways shall be planted with canopy trees at a standard of one canopy tree per 200 square feet of landscaped area. Credit shall be given for existing vegetation within the required landscaped areas as identified in subsections a and b of this section. Creative design and spacing is encouraged.

(d.) Parking areas. All vehicular use areas shall be buffered from view from public streets and/or access ways through the use of vegetation and/or topography or other manmade structures so long as such structures are architecturally compatible with the principle structure. All manmade visual buffers greater than 20 feet in unbroken length shall be designed to provide interesting visual effects and reduce apparent mass through the use of vegetation and plane projections, material changes, changes in scale or other architectural features. Canopy tree cover for the parking area shall be provided so as to attain a minimum of 60 percent plan view shading within 10 years of planting date. At grade parking areas shall include interior landscaped areas at a minimum ratio of 400 square feet per 5,000 square feet of vehicular use area

located internally to the parking area. Where interior landscaped areas cannot be obtained, the required landscaped area shall be placed between the proposed vehicular use area and the public right-of-way and/or access way. Existing vegetation shall be incorporated into the landscaped areas to the greatest extent possible. Planting areas shall have a minimum area of 400 square feet with a minimum dimension of 10 feet and shall have a depth of 3 feet of good planting soil.

(e.) Trees planted within a sidewalk area shall incorporate tree grates or other surfacing so as to not impale the flow of pedestrian traffic.

(f.) Buffer standards for uncomplimentary land uses shall meet the requirements of section 10-7.522.

(g.) Developments within this district shall preserve a minimum of 25 percent of the total site as natural area. The required natural area may be located off-site if the required area is designated as public open space and is accepted by the public works department. On-site natural area shall encompass significant, naturally occurring vegetation areas or other significant environmental features.

(h.) Stormwater management facilities shall be landscaped in accordance with the Environmental Management Act, however, development is encouraged to provide innovative designs making such facilities an amenity to the site. All stormwater management facilities are encouraged to be constructed with 4:1 side slopes. Chainlink and vinyl clad fencing enclosures are prohibited where stormwater management facilities are visible from public roadways/access ways. Where fencing and/or retaining walls are proposed and visible from a public roadway/access way, such fencing shall be architecturally compatible with the principle structure. Stormwater ponds shall be designed to imitate "natural" pond characteristics, including curved geometries, gently sloping edges, landscaping and paving materials, and should be placed so as to be focal design amenities.

10. Signs: All signs within the BOR district shall be designed in accordance with the current locally adopted building code. Where conflict between standards of this district and other rules or regulations occur, the stricter of the two shall apply. A uniform sign design for the parcels included within the BOR district shall conform to the following minimum guidelines:

~~(a.) One wall mounted sign per tenant per street frontage is permitted. A wall mounted sign shall not exceed 10 percent of the area of the tenant wall area on which it is mounted. Wall signs for multiple tenant commercial buildings shall be uniformly designed and placed. Only one wall sign for multiple tenant office land uses shall be allowed.~~

~~(b.) No roof signs, billboard signs, pole signs, flashing signs or signs in motion are permitted.~~

~~(c.) Freestanding signs shall be setback a minimum of 10 feet from the right of way line.~~

~~(d.) Temporary signs (not to exceed 30 days of display in a calendar year) are permitted at the discretion of the developer, except signs advertising property for sale or lease are not subject to this restriction.~~

~~(e.) Freestanding signs shall be constructed with a base full width to the sign face that is constructed with materials that are consistent with the principle building. One freestanding sign per driveway access per street frontage is permitted and shall be internally illuminated with an opaque field to control glare. Freestanding signs are sized proportional to the type of roadway to which they are adjacent. Allowable size restrictions are as follows:~~

~~1.) Arterial roads: Maximum area: 150 square feet, maximum height: 25 feet.~~

~~2.) Major collector roads: Maximum area: 100 square feet, maximum height: 20 feet.~~

~~3.) Minor collector and local roads: Maximum area: 36 square feet, maximum height: 8 feet.~~

11. Off-Street Parking Requirements: Off-street parking facilities associated with permitted principal non-residential uses in the BOR zoning districts must comply with the following requirements:

(a.) Parking setbacks: Side-corner: 20 feet; Rear and side-interior: 10 feet.

(b.) Driveway setbacks: Side-corner: 10 feet (none if driveway is shared); Rear and side-interior: 4 feet (none if driveway is shared).

(c.) Off-street parking may not be placed in a front yard between a building and the street.

(d.) The parking or driveway separation from the building is four feet.

(e.) All off-street parking spaces behind a building shall be screened from the required front yard and side corner lot areas by evergreen landscaping at least four feet in height.

(f.) Parking spaces shall be screened from rear and interior side property lines by a combination of a six feet high opaque fence or wall and landscape plant material.
(g.) Driveways connecting to a public street shall be the narrowest possible width to ensure appropriate safety standards, as determined by the County Administrator or designee.

1211. Lighting Standards:

(a.) All exterior lighting shall have recessed bulbs and filters which conceal the source of illumination. No wall or roof-mounted flood or spot lights used as general grounds lighting are permitted. Security lighting is permitted.
(b.) Lighting for off-street walkways shall be spaced no more than 30 feet apart, and shall not exceed 10 feet in height.
(c.) Parking lighting shall be spaced a maximum of 50 feet apart and shall not exceed 20 feet in height.
(d.) Lighting levels adjacent to residential areas shall not exceed 0.5 footcandles at the property line (six feet above ground).

1312. Noncompliance: Existing noncompliance of the standards set forth in this section shall be subject to the provisions of division 3 of this article.

1413. Variance Procedure: Conformance to these design criteria shall be verified by the county during the site and development plan review process required for individual development projects. Deviation from the following subsections of this section may be requested pursuant to article I of the Leon County Land Development Code: subsections 4, 5, 6, 7, 8, 10(a), 10(c), and 11 of this section.

1514. Design Standards Applicable to Miniwarehouse Land Uses:

(a.) Miniwarehouse developments shall be developed in accordance with standards as set forth in section 10-6.675 (BCS district).
(b.) A continuous 100 percent opaque buffer obtained through the use of vegetation and/or fencing shall be required around the perimeter of all areas used for miniwarehouse storage. This standard does not apply to the portion of the development utilized for a sales office.

General notes:

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

Section 13. Amendments to Section 10-6.680 of the Code of Laws of Leon County, Florida.

Section 10-6.680 of Article VI of Chapter 10, the Land Development Code, of the Code of Laws of Leon County, Florida, entitled “Bradfordville Commercial Center District,” is hereby amended to read as follows:

Sec. 10-6.680. Bradfordville Commercial Center District (BCCD).

(a) *Purpose and intent.* The purpose and intent of the Bradfordville commercial center district (BCCD) is to provide development standards that implement the goals, objectives, and policies of the Tallahassee-Leon County Comprehensive Plan recognizing the special character of the Bradfordville Study Area. The BCCD district is provided to ensure that goods and services are provided primarily for the area residents rather than serving a regional market and providing development consistent with the character of the area. The BCCD district is also intended to provide more focused development reviews for projects associated

with sensitive historical, cultural or environmental resources. The BCCD district is implemented by the following zoning districts: BC-1 Bradfordville commercial auto-oriented district, BC-2 Bradfordville Commercial Pedestrian-Oriented District, BCS Bradfordville Commercial Services District, BOR Bradfordville Office-Residential District, OS Open Space, and PUD Planned Unit Development. The BCCD boundary is defined in figure A. Expansion of this district shall be prohibited until a new commercial needs assessment has been completed in 2030.

[* * * * *]

(c) *Development standards.* Development standards are established in the underlying zoning district as set forth in this subdivision. Developments affecting land within the BCCD shall be subject to review pursuant to division 4, article VII of this chapter and shall comply with the following development standards:

- (1) *Site analysis.* A comprehensive site analysis is required before planning and design begins. The analysis should examine the site's physical properties, amenities, special problems, character, and the neighboring environment of the site.
- (2) *Stormwater.* Development or redevelopment of any property located within the BCCD shall be subject to compliance with the Bradfordville Stormwater Standards outlined in article IV of this chapter.
- (3) *Roadway access standards.* In order to protect the roadway capacity of Thomasville, Bannerman, and Bradfordville Roads, new direct access is prohibited along the arterial and collector roadways except as permitted in this division.
- (4) *Site design.* Building and site design shall comply with the Bradfordville Site and Building Standards Guidelines Manual adopted by the Board of County Commissioners. Low impact design alternatives shall be incorporated into all site and development plans within the BCCD district. Development within the overlay shall provide integration of the proposed use and development with the adjacent uses and developments including, but not limited to, access/egress, building and parking location/orientation, natural and landscaped areas. Development shall incorporate the existing natural features of the development site into site and development plans avoiding clearing of expansive naturally vegetated areas. Parking areas shall be buffered from all public roadways through placement of vegetation and/or topography or manmade structures.
- (5) ~~*Signage.* All signage shall be proportional to the roadway classification along which it is located. Larger signs will be permitted along arterial roadways, smaller signs will be permitted along collector roadways, and the smallest signs will be permitted along local non-residential streets. Freestanding signs are prohibited in the BC-2 district along local streets. Roof signs and pole signs are prohibited within the BCCD. Freestanding signs within the BCCD shall be limited to monument-style construction and architecturally compatible with the principle structure to which it is related.~~
- (6) *Lighting.* All building lighting and parking area lighting shall be downward directional. Lighting in parking areas shall be restricted to low mounted closely spaced fixtures to minimize glare.

[* * * * *]

Section 14. Conflicts.

1 All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed
2 to the extent of such conflict, except to the extent of any conflicts with the Tallahassee-Leon County 2030
3 Comprehensive Plan as amended, which provisions shall prevail over any parts of this ordinance which are
4 inconsistent, either in whole or in part, with the said Comprehensive Plan.
5

6 **Section 15. Severability.**
7

8 If any word, phrase, clause, section, or portion of this Ordinance is declared by any court of competent
9 jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and portions of this
10 Ordinance shall remain in full force and effect.
11

12 **Section 16. Effective Date.**
13

14 This ordinance shall have effect upon becoming law.
15
16
17
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19
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22

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

3
4 LEON COUNTY, FLORIDA
5
6

7 By: _____
8 Bill Proctor, Chair
9 Board of County Commissioners
10

11 ATTESTED BY:
12 Gwendolyn Marshall Knight, Clerk of
13 Court & Comptroller, Leon County, Florida
14

15
16 By: _____
17

18
19 APPROVED AS TO FORM:
20 Chasity H. O'Steen, County Attorney
21 Leon County Attorney's Office
22

23
24 By: _____
25
26

(Slip Opinion)

OCTOBER TERM, 2014

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Syllabus

NOTE: Where it is feasible, a syllabus (headnote) will be released, as is being done in connection with this case, at the time the opinion is issued. The syllabus constitutes no part of the opinion of the Court but has been prepared by the Reporter of Decisions for the convenience of the reader. See *United States v. Detroit Timber & Lumber Co.*, 200 U. S. 321, 337.

SUPREME COURT OF THE UNITED STATES

Syllabus

REED ET AL. *v.* TOWN OF GILBERT, ARIZONA, ET AL.

CERTIORARI TO THE UNITED STATES COURT OF APPEALS FOR
THE NINTH CIRCUIT

No. 13–502. Argued January 12, 2015—Decided June 18, 2015

Gilbert, Arizona (Town), has a comprehensive code (Sign Code or Code) that prohibits the display of outdoor signs without a permit, but exempts 23 categories of signs, including three relevant here. “Ideological Signs,” defined as signs “communicating a message or ideas” that do not fit in any other Sign Code category, may be up to 20 square feet and have no placement or time restrictions. “Political Signs,” defined as signs “designed to influence the outcome of an election,” may be up to 32 square feet and may only be displayed during an election season. “Temporary Directional Signs,” defined as signs directing the public to a church or other “qualifying event,” have even greater restrictions: No more than four of the signs, limited to six square feet, may be on a single property at any time, and signs may be displayed no more than 12 hours before the “qualifying event” and 1 hour after.

Petitioners, Good News Community Church (Church) and its pastor, Clyde Reed, whose Sunday church services are held at various temporary locations in and near the Town, posted signs early each Saturday bearing the Church name and the time and location of the next service and did not remove the signs until around midday Sunday. The Church was cited for exceeding the time limits for displaying temporary directional signs and for failing to include an event date on the signs. Unable to reach an accommodation with the Town, petitioners filed suit, claiming that the Code abridged their freedom of speech. The District Court denied their motion for a preliminary injunction, and the Ninth Circuit affirmed, ultimately concluding that the Code’s sign categories were content neutral, and that the Code satisfied the intermediate scrutiny accorded to content-neutral regulations of speech.

Held: The Sign Code’s provisions are content-based regulations of

Syllabus

speech that do not survive strict scrutiny. Pp. 6–17.

(a) Because content-based laws target speech based on its communicative content, they are presumptively unconstitutional and may be justified only if the government proves that they are narrowly tailored to serve compelling state interests. *E.g.*, *R. A. V. v. St. Paul*, 505 U. S. 377, 395. Speech regulation is content based if a law applies to particular speech because of the topic discussed or the idea or message expressed. *E.g.*, *Sorrell v. IMS Health, Inc.*, 564 U. S. ___, ___–___. And courts are required to consider whether a regulation of speech “on its face” draws distinctions based on the message a speaker conveys. *Id.*, at ___. Whether laws define regulated speech by particular subject matter or by its function or purpose, they are subject to strict scrutiny. The same is true for laws that, though facially content neutral, cannot be “‘justified without reference to the content of the regulated speech,’” or were adopted by the government “because of disagreement with the message” conveyed. *Ward v. Rock Against Racism*, 491 U. S. 781, 791. Pp. 6–7.

(b) The Sign Code is content based on its face. It defines the categories of temporary, political, and ideological signs on the basis of their messages and then subjects each category to different restrictions. The restrictions applied thus depend entirely on the sign’s communicative content. Because the Code, on its face, is a content-based regulation of speech, there is no need to consider the government’s justifications or purposes for enacting the Code to determine whether it is subject to strict scrutiny. Pp. 7.

(c) None of the Ninth Circuit’s theories for its contrary holding is persuasive. Its conclusion that the Town’s regulation was not based on a disagreement with the message conveyed skips the crucial first step in the content-neutrality analysis: determining whether the law is content neutral on its face. A law that is content based on its face is subject to strict scrutiny regardless of the government’s benign motive, content-neutral justification, or lack of “animus toward the ideas contained” in the regulated speech. *Cincinnati v. Discovery Network, Inc.*, 507 U. S. 410, 429. Thus, an innocuous justification cannot transform a facially content-based law into one that is content neutral. A court must evaluate each question—whether a law is content based on its face and whether the purpose and justification for the law are content based—before concluding that a law is content neutral. *Ward* does not require otherwise, for its framework applies only to a content-neutral statute.

The Ninth Circuit’s conclusion that the Sign Code does not single out any idea or viewpoint for discrimination conflates two distinct but related limitations that the First Amendment places on government regulation of speech. Government discrimination among viewpoints

Cite as: 576 U. S. ____ (2015)

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is a “more blatant” and “egregious form of content discrimination,” *Rosenberger v. Rector and Visitors of Univ. of Va.*, 515 U. S. 819, 829, but “[t]he First Amendment’s hostility to content-based regulation [also] extends . . . to prohibition of public discussion of an entire topic,” *Consolidated Edison Co. of N. Y. v. Public Serv. Comm’n of N. Y.*, 447 U. S. 530, 537. The Sign Code, a paradigmatic example of content-based discrimination, singles out specific subject matter for differential treatment, even if it does not target viewpoints within that subject matter.

The Ninth Circuit also erred in concluding that the Sign Code was not content based because it made only speaker-based and event-based distinctions. The Code’s categories are not speaker-based—the restrictions for political, ideological, and temporary event signs apply equally no matter who sponsors them. And even if the sign categories were speaker based, that would not automatically render the law content neutral. Rather, “laws favoring some speakers over others demand strict scrutiny when the legislature’s speaker preference reflects a content preference.” *Turner Broadcasting System, Inc. v. FCC*, 512 U. S. 622, 658. This same analysis applies to event-based distinctions. Pp. 8–14.

(d) The Sign Code’s content-based restrictions do not survive strict scrutiny because the Town has not demonstrated that the Code’s differentiation between temporary directional signs and other types of signs furthers a compelling governmental interest and is narrowly tailored to that end. See *Arizona Free Enterprise Club’s Freedom Club PAC v. Bennett*, 564 U. S. ___, ___. Assuming that the Town has a compelling interest in preserving its aesthetic appeal and traffic safety, the Code’s distinctions are highly underinclusive. The Town cannot claim that placing strict limits on temporary directional signs is necessary to beautify the Town when other types of signs create the same problem. See *Discovery Network, supra*, at 425. Nor has it shown that temporary directional signs pose a greater threat to public safety than ideological or political signs. Pp. 14–15.

(e) This decision will not prevent governments from enacting effective sign laws. The Town has ample content-neutral options available to resolve problems with safety and aesthetics, including regulating size, building materials, lighting, moving parts, and portability. And the Town may be able to forbid postings on public property, so long as it does so in an evenhanded, content-neutral manner. See *Members of City Council of Los Angeles v. Taxpayers for Vincent*, 466 U. S. 789, 817. An ordinance narrowly tailored to the challenges of protecting the safety of pedestrians, drivers, and passengers—e.g., warning signs marking hazards on private property or signs directing traffic—might also survive strict scrutiny. Pp. 16–17.

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707 F. 3d 1057, reversed and remanded.

THOMAS, J., delivered the opinion of the Court, in which ROBERTS, C. J., and SCALIA, KENNEDY, ALITO, and SOTOMAYOR, JJ., joined. ALITO, J., filed a concurring opinion, in which KENNEDY and SOTOMAYOR, JJ., joined. BREYER, J., filed an opinion concurring in the judgment. KAGAN, J., filed an opinion concurring in the judgment, in which GINSBURG and BREYER, JJ., joined

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Opinion of the Court

NOTICE: This opinion is subject to formal revision before publication in the preliminary print of the United States Reports. Readers are requested to notify the Reporter of Decisions, Supreme Court of the United States, Washington, D. C. 20543, of any typographical or other formal errors, in order that corrections may be made before the preliminary print goes to press.

SUPREME COURT OF THE UNITED STATES

No. 13–502

CLYDE REED, ET AL., PETITIONERS *v.* TOWN OF
GILBERT, ARIZONA, ET AL.

ON WRIT OF CERTIORARI TO THE UNITED STATES COURT OF
APPEALS FOR THE NINTH CIRCUIT

[June 18, 2015]

JUSTICE THOMAS delivered the opinion of the Court.

The town of Gilbert, Arizona (or Town), has adopted a comprehensive code governing the manner in which people may display outdoor signs. Gilbert, Ariz., Land Development Code (Sign Code or Code), ch. 1, §4.402 (2005).¹ The Sign Code identifies various categories of signs based on the type of information they convey, then subjects each category to different restrictions. One of the categories is “Temporary Directional Signs Relating to a Qualifying Event,” loosely defined as signs directing the public to a meeting of a nonprofit group. §4.402(P). The Code imposes more stringent restrictions on these signs than it does on signs conveying other messages. We hold that these provisions are content-based regulations of speech that cannot survive strict scrutiny.

¹The Town’s Sign Code is available online at <http://www.gilbertaz.gov/departments/development-service/planning-development/land-development-code> (as visited June 16, 2015, and available in Clerk of Court’s case file).

Opinion of the Court

I
A

The Sign Code prohibits the display of outdoor signs anywhere within the Town without a permit, but it then exempts 23 categories of signs from that requirement. These exemptions include everything from bazaar signs to flying banners. Three categories of exempt signs are particularly relevant here.

The first is “Ideological Sign[s].” This category includes any “sign communicating a message or ideas for noncommercial purposes that is not a Construction Sign, Directional Sign, Temporary Directional Sign Relating to a Qualifying Event, Political Sign, Garage Sale Sign, or a sign owned or required by a governmental agency.” Sign Code, Glossary of General Terms (Glossary), p. 23 (emphasis deleted). Of the three categories discussed here, the Code treats ideological signs most favorably, allowing them to be up to 20 square feet in area and to be placed in all “zoning districts” without time limits. §4.402(J).

The second category is “Political Sign[s].” This includes any “temporary sign designed to influence the outcome of an election called by a public body.” Glossary 23.² The Code treats these signs less favorably than ideological signs. The Code allows the placement of political signs up to 16 square feet on residential property and up to 32 square feet on nonresidential property, undeveloped municipal property, and “rights-of-way.” §4.402(I).³ These signs may be displayed up to 60 days before a primary election and up to 15 days following a general election. *Ibid.*

²A “Temporary Sign” is a “sign not permanently attached to the ground, a wall or a building, and not designed or intended for permanent display.” Glossary 25.

³The Code defines “Right-of-Way” as a “strip of publicly owned land occupied by or planned for a street, utilities, landscaping, sidewalks, trails, and similar facilities.” *Id.*, at 18.

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The third category is “Temporary Directional Signs Relating to a Qualifying Event.” This includes any “Temporary Sign intended to direct pedestrians, motorists, and other passersby to a ‘qualifying event.’” Glossary 25 (emphasis deleted). A “qualifying event” is defined as any “assembly, gathering, activity, or meeting sponsored, arranged, or promoted by a religious, charitable, community service, educational, or other similar non-profit organization.” *Ibid.* The Code treats temporary directional signs even less favorably than political signs.⁴ Temporary directional signs may be no larger than six square feet. §4.402(P). They may be placed on private property or on a public right-of-way, but no more than four signs may be placed on a single property at any time. *Ibid.* And, they may be displayed no more than 12 hours before the “qualifying event” and no more than 1 hour afterward. *Ibid.*

B

Petitioners Good News Community Church (Church) and its pastor, Clyde Reed, wish to advertise the time and location of their Sunday church services. The Church is a small, cash-strapped entity that owns no building, so it holds its services at elementary schools or other locations in or near the Town. In order to inform the public about its services, which are held in a variety of different loca-

⁴The Sign Code has been amended twice during the pendency of this case. When litigation began in 2007, the Code defined the signs at issue as “Religious Assembly Temporary Direction Signs.” App. 75. The Code entirely prohibited placement of those signs in the public right-of-way, and it forbade posting them in any location for more than two hours before the religious assembly or more than one hour afterward. *Id.*, at 75–76. In 2008, the Town redefined the category as “Temporary Directional Signs Related to a Qualifying Event,” and it expanded the time limit to 12 hours before and 1 hour after the “qualifying event.” *Ibid.* In 2011, the Town amended the Code to authorize placement of temporary directional signs in the public right-of-way. *Id.*, at 89.

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tions, the Church began placing 15 to 20 temporary signs around the Town, frequently in the public right-of-way abutting the street. The signs typically displayed the Church's name, along with the time and location of the upcoming service. Church members would post the signs early in the day on Saturday and then remove them around midday on Sunday. The display of these signs requires little money and manpower, and thus has proved to be an economical and effective way for the Church to let the community know where its services are being held each week.

This practice caught the attention of the Town's Sign Code compliance manager, who twice cited the Church for violating the Code. The first citation noted that the Church exceeded the time limits for displaying its temporary directional signs. The second citation referred to the same problem, along with the Church's failure to include the date of the event on the signs. Town officials even confiscated one of the Church's signs, which Reed had to retrieve from the municipal offices.

Reed contacted the Sign Code Compliance Department in an attempt to reach an accommodation. His efforts proved unsuccessful. The Town's Code compliance manager informed the Church that there would be "no leniency under the Code" and promised to punish any future violations.

Shortly thereafter, petitioners filed a complaint in the United States District Court for the District of Arizona, arguing that the Sign Code abridged their freedom of speech in violation of the First and Fourteenth Amendments. The District Court denied the petitioners' motion for a preliminary injunction. The Court of Appeals for the Ninth Circuit affirmed, holding that the Sign Code's provision regulating temporary directional signs did not regulate speech on the basis of content. 587 F.3d 966, 979 (2009). It reasoned that, even though an enforcement

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officer would have to read the sign to determine what provisions of the Sign Code applied to it, the “kind of cursory examination” that would be necessary for an officer to classify it as a temporary directional sign was “not akin to an officer synthesizing the expressive content of the sign.” *Id.*, at 978. It then remanded for the District Court to determine in the first instance whether the Sign Code’s distinctions among temporary directional signs, political signs, and ideological signs nevertheless constituted a content-based regulation of speech.

On remand, the District Court granted summary judgment in favor of the Town. The Court of Appeals again affirmed, holding that the Code’s sign categories were content neutral. The court concluded that “the distinctions between Temporary Directional Signs, Ideological Signs, and Political Signs . . . are based on objective factors relevant to Gilbert’s creation of the specific exemption from the permit requirement and do not otherwise consider the substance of the sign.” 707 F. 3d 1057, 1069 (CA9 2013). Relying on this Court’s decision in *Hill v. Colorado*, 530 U. S. 703 (2000), the Court of Appeals concluded that the Sign Code is content neutral. 707 F. 3d, at 1071–1072. As the court explained, “Gilbert did not adopt its regulation of speech because it disagreed with the message conveyed” and its “interests in regulat[ing] temporary signs are unrelated to the content of the sign.” *Ibid.* Accordingly, the court believed that the Code was “content-neutral as that term [has been] defined by the Supreme Court.” *Id.*, at 1071. In light of that determination, it applied a lower level of scrutiny to the Sign Code and concluded that the law did not violate the First Amendment. *Id.*, at 1073–1076.

We granted certiorari, 573 U. S. ____ (2014), and now reverse.

Opinion of the Court

II

A

The First Amendment, applicable to the States through the Fourteenth Amendment, prohibits the enactment of laws “abridging the freedom of speech.” U. S. Const., Amdt. 1. Under that Clause, a government, including a municipal government vested with state authority, “has no power to restrict expression because of its message, its ideas, its subject matter, or its content.” *Police Dept. of Chicago v. Mosley*, 408 U. S. 92, 95 (1972). Content-based laws—those that target speech based on its communicative content—are presumptively unconstitutional and may be justified only if the government proves that they are narrowly tailored to serve compelling state interests. *R. A. V. v. St. Paul*, 505 U. S. 377, 395 (1992); *Simon & Schuster, Inc. v. Members of N. Y. State Crime Victims Bd.*, 502 U. S. 105, 115, 118 (1991).

Government regulation of speech is content based if a law applies to particular speech because of the topic discussed or the idea or message expressed. *E.g.*, *Sorrell v. IMS Health, Inc.*, 564 U. S. ___, ___–___ (2011) (slip op., at 8–9); *Carey v. Brown*, 447 U. S. 455, 462 (1980); *Mosley*, *supra*, at 95. This commonsense meaning of the phrase “content based” requires a court to consider whether a regulation of speech “on its face” draws distinctions based on the message a speaker conveys. *Sorrell*, *supra*, at ___ (slip op., at 8). Some facial distinctions based on a message are obvious, defining regulated speech by particular subject matter, and others are more subtle, defining regulated speech by its function or purpose. Both are distinctions drawn based on the message a speaker conveys, and, therefore, are subject to strict scrutiny.

Our precedents have also recognized a separate and additional category of laws that, though facially content neutral, will be considered content-based regulations of speech: laws that cannot be “justified without reference to

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the content of the regulated speech,” or that were adopted by the government “because of disagreement with the message [the speech] conveys,” *Ward v. Rock Against Racism*, 491 U. S. 781, 791 (1989). Those laws, like those that are content based on their face, must also satisfy strict scrutiny.

B

The Town’s Sign Code is content based on its face. It defines “Temporary Directional Signs” on the basis of whether a sign conveys the message of directing the public to church or some other “qualifying event.” Glossary 25. It defines “Political Signs” on the basis of whether a sign’s message is “designed to influence the outcome of an election.” *Id.*, at 24. And it defines “Ideological Signs” on the basis of whether a sign “communicat[es] a message or ideas” that do not fit within the Code’s other categories. *Id.*, at 23. It then subjects each of these categories to different restrictions.

The restrictions in the Sign Code that apply to any given sign thus depend entirely on the communicative content of the sign. If a sign informs its reader of the time and place a book club will discuss John Locke’s *Two Treatises of Government*, that sign will be treated differently from a sign expressing the view that one should vote for one of Locke’s followers in an upcoming election, and both signs will be treated differently from a sign expressing an ideological view rooted in Locke’s theory of government. More to the point, the Church’s signs inviting people to attend its worship services are treated differently from signs conveying other types of ideas. On its face, the Sign Code is a content-based regulation of speech. We thus have no need to consider the government’s justifications or purposes for enacting the Code to determine whether it is subject to strict scrutiny.

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C

In reaching the contrary conclusion, the Court of Appeals offered several theories to explain why the Town's Sign Code should be deemed content neutral. None is persuasive.

1

The Court of Appeals first determined that the Sign Code was content neutral because the Town “did not adopt its regulation of speech [based on] disagree[ment] with the message conveyed,” and its justifications for regulating temporary directional signs were “unrelated to the content of the sign.” 707 F. 3d, at 1071–1072. In its brief to this Court, the United States similarly contends that a sign regulation is content neutral—even if it expressly draws distinctions based on the sign's communicative content—if those distinctions can be “justified without reference to the content of the regulated speech.” Brief for United States as *Amicus Curiae* 20, 24 (quoting *Ward, supra*, at 791; emphasis deleted).

But this analysis skips the crucial first step in the content-neutrality analysis: determining whether the law is content neutral on its face. A law that is content based on its face is subject to strict scrutiny regardless of the government's benign motive, content-neutral justification, or lack of “animus toward the ideas contained” in the regulated speech. *Cincinnati v. Discovery Network, Inc.*, 507 U. S. 410, 429 (1993). We have thus made clear that “[i]llicit legislative intent is not the *sine qua non* of a violation of the First Amendment,” and a party opposing the government “need adduce ‘no evidence of an improper censorial motive.’” *Simon & Schuster, supra*, at 117. Although “a content-based purpose may be sufficient in certain circumstances to show that a regulation is content based, it is not necessary.” *Turner Broadcasting System, Inc. v. FCC*, 512 U. S. 622, 642 (1994). In other words, an

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innocuous justification cannot transform a facially content-based law into one that is content neutral.

That is why we have repeatedly considered whether a law is content neutral on its face *before* turning to the law’s justification or purpose. See, e.g., *Sorrell, supra*, at ____–____ (slip op., at 8–9) (statute was content based “on its face,” and there was also evidence of an impermissible legislative motive); *United States v. Eichman*, 496 U. S. 310, 315 (1990) (“Although the [statute] contains no explicit content-based limitation on the scope of prohibited conduct, it is nevertheless clear that the Government’s asserted *interest* is related to the suppression of free expression” (internal quotation marks omitted)); *Members of City Council of Los Angeles v. Taxpayers for Vincent*, 466 U. S. 789, 804 (1984) (“The text of the ordinance is neutral,” and “there is not even a hint of bias or censorship in the City’s enactment or enforcement of this ordinance”); *Clark v. Community for Creative Non-Violence*, 468 U. S. 288, 293 (1984) (requiring that a facially content-neutral ban on camping must be “justified without reference to the content of the regulated speech”); *United States v. O’Brien*, 391 U. S. 367, 375, 377 (1968) (noting that the statute “on its face deals with conduct having no connection with speech,” but examining whether the “the governmental interest is unrelated to the suppression of free expression”). Because strict scrutiny applies either when a law is content based on its face or when the purpose and justification for the law are content based, a court must evaluate each question before it concludes that the law is content neutral and thus subject to a lower level of scrutiny.

The Court of Appeals and the United States misunderstand our decision in *Ward* as suggesting that a government’s purpose is relevant even when a law is content based on its face. That is incorrect. *Ward* had nothing to say about facially content-based restrictions because it involved a facially content-*neutral* ban on the use, in a

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city-owned music venue, of sound amplification systems not provided by the city. 491 U. S., at 787, and n. 2. In that context, we looked to governmental motive, including whether the government had regulated speech “because of disagreement” with its message, and whether the regulation was “justified without reference to the content of the speech.” *Id.*, at 791. But *Ward*’s framework “applies only if a statute is content neutral.” *Hill*, 530 U. S., at 766 (KENNEDY, J., dissenting). Its rules thus operate “to protect speech,” not “to restrict it.” *Id.*, at 765.

The First Amendment requires no less. Innocent motives do not eliminate the danger of censorship presented by a facially content-based statute, as future government officials may one day wield such statutes to suppress disfavored speech. That is why the First Amendment expressly targets the operation of the laws—*i.e.*, the “abridg[ement] of speech”—rather than merely the motives of those who enacted them. U. S. Const., Amdt. 1. “The vice of content-based legislation . . . is not that it is always used for invidious, thought-control purposes, but that it lends itself to use for those purposes.” *Hill*, *supra*, at 743 (SCALIA, J., dissenting).

For instance, in *NAACP v. Button*, 371 U. S. 415 (1963), the Court encountered a State’s attempt to use a statute prohibiting “improper solicitation” by attorneys to outlaw litigation-related speech of the National Association for the Advancement of Colored People. *Id.*, at 438. Although *Button* predated our more recent formulations of strict scrutiny, the Court rightly rejected the State’s claim that its interest in the “regulation of professional conduct” rendered the statute consistent with the First Amendment, observing that “it is no answer . . . to say . . . that the purpose of these regulations was merely to insure high professional standards and not to curtail free expression.” *Id.*, at 438–439. Likewise, one could easily imagine a Sign Code compliance manager who disliked the Church’s

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substantive teachings deploying the Sign Code to make it more difficult for the Church to inform the public of the location of its services. Accordingly, we have repeatedly “rejected the argument that ‘discriminatory . . . treatment is suspect under the First Amendment only when the legislature intends to suppress certain ideas.’” *Discovery Network*, 507 U. S., at 429. We do so again today.

2

The Court of Appeals next reasoned that the Sign Code was content neutral because it “does not mention any idea or viewpoint, let alone single one out for differential treatment.” 587 F. 3d, at 977. It reasoned that, for the purpose of the Code provisions, “[i]t makes no difference which candidate is supported, who sponsors the event, or what ideological perspective is asserted.” 707 F. 3d, at 1069.

The Town seizes on this reasoning, insisting that “content based” is a term of art that “should be applied flexibly” with the goal of protecting “viewpoints and ideas from government censorship or favoritism.” Brief for Respondents 22. In the Town’s view, a sign regulation that “does not censor or favor particular viewpoints or ideas” cannot be content based. *Ibid.* The Sign Code allegedly passes this test because its treatment of temporary directional signs does not raise any concerns that the government is “endorsing or suppressing ‘ideas or viewpoints,’” *id.*, at 27, and the provisions for political signs and ideological signs “are neutral as to particular ideas or viewpoints” within those categories. *Id.*, at 37.

This analysis conflates two distinct but related limitations that the First Amendment places on government regulation of speech. Government discrimination among viewpoints—or the regulation of speech based on “the specific motivating ideology or the opinion or perspective of the speaker”—is a “more blatant” and “egregious form of

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content discrimination.” *Rosenberger v. Rector and Visitors of Univ. of Va.*, 515 U.S. 819, 829 (1995). But it is well established that “[t]he First Amendment’s hostility to content-based regulation extends not only to restrictions on particular viewpoints, but also to prohibition of public discussion of an entire topic.” *Consolidated Edison Co. of N. Y. v. Public Serv. Comm’n of N. Y.*, 447 U.S. 530, 537 (1980).

Thus, a speech regulation targeted at specific subject matter is content based even if it does not discriminate among viewpoints within that subject matter. *Ibid.* For example, a law banning the use of sound trucks for political speech—and only political speech—would be a content-based regulation, even if it imposed no limits on the political viewpoints that could be expressed. See *Discovery Network, supra*, at 428. The Town’s Sign Code likewise singles out specific subject matter for differential treatment, even if it does not target viewpoints within that subject matter. Ideological messages are given more favorable treatment than messages concerning a political candidate, which are themselves given more favorable treatment than messages announcing an assembly of like-minded individuals. That is a paradigmatic example of content-based discrimination.

3

Finally, the Court of Appeals characterized the Sign Code’s distinctions as turning on “the content-neutral elements of who is speaking through the sign and whether and when an event is occurring.” 707 F.3d, at 1069. That analysis is mistaken on both factual and legal grounds.

To start, the Sign Code’s distinctions are not speaker based. The restrictions for political, ideological, and temporary event signs apply equally no matter who sponsors them. If a local business, for example, sought to put up

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signs advertising the Church's meetings, those signs would be subject to the same limitations as such signs placed by the Church. And if Reed had decided to display signs in support of a particular candidate, he could have made those signs far larger—and kept them up for far longer—than signs inviting people to attend his church services. If the Code's distinctions were truly speaker based, both types of signs would receive the same treatment.

In any case, the fact that a distinction is speaker based does not, as the Court of Appeals seemed to believe, automatically render the distinction content neutral. Because “[s]peech restrictions based on the identity of the speaker are all too often simply a means to control content,” *Citizens United v. Federal Election Comm’n*, 558 U. S. 310, 340 (2010), we have insisted that “laws favoring some speakers over others demand strict scrutiny when the legislature’s speaker preference reflects a content preference,” *Turner*, 512 U. S., at 658. Thus, a law limiting the content of newspapers, but only newspapers, could not evade strict scrutiny simply because it could be characterized as speaker based. Likewise, a content-based law that restricted the political speech of all corporations would not become content neutral just because it singled out corporations as a class of speakers. See *Citizens United*, *supra*, at 340–341. Characterizing a distinction as speaker based is only the beginning—not the end—of the inquiry.

Nor do the Sign Code's distinctions hinge on “whether and when an event is occurring.” The Code does not permit citizens to post signs on any topic whatsoever within a set period leading up to an election, for example. Instead, come election time, it requires Town officials to determine whether a sign is “designed to influence the outcome of an election” (and thus “political”) or merely “communicating a message or ideas for noncommercial purposes” (and thus “ideological”). Glossary 24. That obvious content-based

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inquiry does not evade strict scrutiny review simply because an event (*i.e.*, an election) is involved.

And, just as with speaker-based laws, the fact that a distinction is event based does not render it content neutral. The Court of Appeals cited no precedent from this Court supporting its novel theory of an exception from the content-neutrality requirement for event-based laws. As we have explained, a speech regulation is content based if the law applies to particular speech because of the topic discussed or the idea or message expressed. *Supra*, at 6. A regulation that targets a sign because it conveys an idea about a specific event is no less content based than a regulation that targets a sign because it conveys some other idea. Here, the Code singles out signs bearing a particular message: the time and location of a specific event. This type of ordinance may seem like a perfectly rational way to regulate signs, but a clear and firm rule governing content neutrality is an essential means of protecting the freedom of speech, even if laws that might seem “entirely reasonable” will sometimes be “struck down because of their content-based nature.” *City of Ladue v. Gilleo*, 512 U. S. 43, 60 (1994) (O’Connor, J., concurring).

III

Because the Town’s Sign Code imposes content-based restrictions on speech, those provisions can stand only if they survive strict scrutiny, “which requires the Government to prove that the restriction furthers a compelling interest and is narrowly tailored to achieve that interest,” *Arizona Free Enterprise Club’s Freedom Club PAC v. Bennett*, 564 U. S. ___, ___ (2011) (slip op., at 8) (quoting *Citizens United*, 558 U. S., at 340). Thus, it is the Town’s burden to demonstrate that the Code’s differentiation between temporary directional signs and other types of signs, such as political signs and ideological signs, furthers a compelling governmental interest and is narrowly tai-

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lored to that end. See *ibid.*

The Town cannot do so. It has offered only two governmental interests in support of the distinctions the Sign Code draws: preserving the Town’s aesthetic appeal and traffic safety. Assuming for the sake of argument that those are compelling governmental interests, the Code’s distinctions fail as hopelessly underinclusive.

Starting with the preservation of aesthetics, temporary directional signs are “no greater an eyesore,” *Discovery Network*, 507 U. S., at 425, than ideological or political ones. Yet the Code allows unlimited proliferation of larger ideological signs while strictly limiting the number, size, and duration of smaller directional ones. The Town cannot claim that placing strict limits on temporary directional signs is necessary to beautify the Town while at the same time allowing unlimited numbers of other types of signs that create the same problem.

The Town similarly has not shown that limiting temporary directional signs is necessary to eliminate threats to traffic safety, but that limiting other types of signs is not. The Town has offered no reason to believe that directional signs pose a greater threat to safety than do ideological or political signs. If anything, a sharply worded ideological sign seems more likely to distract a driver than a sign directing the public to a nearby church meeting.

In light of this underinclusiveness, the Town has not met its burden to prove that its Sign Code is narrowly tailored to further a compelling government interest. Because a “law cannot be regarded as protecting an interest of the highest order, and thus as justifying a restriction on truthful speech, when it leaves appreciable damage to that supposedly vital interest unprohibited,” *Republican Party of Minn. v. White*, 536 U. S. 765, 780 (2002), the Sign Code fails strict scrutiny.

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IV

Our decision today will not prevent governments from enacting effective sign laws. The Town asserts that an “absolutist” content-neutrality rule would render “virtually all distinctions in sign laws . . . subject to strict scrutiny,” Brief for Respondents 34–35, but that is not the case. Not “all distinctions” are subject to strict scrutiny, only *content-based* ones are. Laws that are *content neutral* are instead subject to lesser scrutiny. See *Clark*, 468 U. S., at 295.

The Town has ample content-neutral options available to resolve problems with safety and aesthetics. For example, its current Code regulates many aspects of signs that have nothing to do with a sign’s message: size, building materials, lighting, moving parts, and portability. See, e.g., §4.402(R). And on public property, the Town may go a long way toward entirely forbidding the posting of signs, so long as it does so in an evenhanded, content-neutral manner. See *Taxpayers for Vincent*, 466 U. S., at 817 (upholding content-neutral ban against posting signs on public property). Indeed, some lower courts have long held that similar content-based sign laws receive strict scrutiny, but there is no evidence that towns in those jurisdictions have suffered catastrophic effects. See, e.g., *Solantic, LLC v. Neptune Beach*, 410 F.3d 1250, 1264–1269 (CA11 2005) (sign categories similar to the town of Gilbert’s were content based and subject to strict scrutiny); *Matthews v. Needham*, 764 F.2d 58, 59–60 (CA1 1985) (law banning political signs but not commercial signs was content based and subject to strict scrutiny).

We acknowledge that a city might reasonably view the general regulation of signs as necessary because signs “take up space and may obstruct views, distract motorists, displace alternative uses for land, and pose other problems that legitimately call for regulation.” *City of Ladue*, 512 U. S., at 48. At the same time, the presence of certain

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signs may be essential, both for vehicles and pedestrians, to guide traffic or to identify hazards and ensure safety. A sign ordinance narrowly tailored to the challenges of protecting the safety of pedestrians, drivers, and passengers—such as warning signs marking hazards on private property, signs directing traffic, or street numbers associated with private houses—well might survive strict scrutiny. The signs at issue in this case, including political and ideological signs and signs for events, are far removed from those purposes. As discussed above, they are facially content based and are neither justified by traditional safety concerns nor narrowly tailored.

* * *

We reverse the judgment of the Court of Appeals and remand the case for proceedings consistent with this opinion.

It is so ordered.

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ALITO, J., concurring

SUPREME COURT OF THE UNITED STATES

No. 13–502

CLYDE REED, ET AL., PETITIONERS *v.* TOWN OF
GILBERT, ARIZONA, ET AL.

ON WRIT OF CERTIORARI TO THE UNITED STATES COURT OF
APPEALS FOR THE NINTH CIRCUIT

[June 18, 2015]

JUSTICE ALITO, with whom JUSTICE KENNEDY and
JUSTICE SOTOMAYOR join, concurring.

I join the opinion of the Court but add a few words of
further explanation.

As the Court holds, what we have termed “content-
based” laws must satisfy strict scrutiny. Content-based
laws merit this protection because they present, albeit
sometimes in a subtler form, the same dangers as laws
that regulate speech based on viewpoint. Limiting speech
based on its “topic” or “subject” favors those who do not
want to disturb the status quo. Such regulations may
interfere with democratic self-government and the search
for truth. See *Consolidated Edison Co. of N. Y. v. Public
Serv. Comm’n of N. Y.*, 447 U. S. 530, 537 (1980).

As the Court shows, the regulations at issue in this case
are replete with content-based distinctions, and as a result
they must satisfy strict scrutiny. This does not mean,
however, that municipalities are powerless to enact and
enforce reasonable sign regulations. I will not attempt to
provide anything like a comprehensive list, but here are
some rules that would not be content based:

Rules regulating the size of signs. These rules may
distinguish among signs based on any content-neutral
criteria, including any relevant criteria listed below.

Rules regulating the locations in which signs may be

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placed. These rules may distinguish between free-standing signs and those attached to buildings.

Rules distinguishing between lighted and unlighted signs.

Rules distinguishing between signs with fixed messages and electronic signs with messages that change.

Rules that distinguish between the placement of signs on private and public property.

Rules distinguishing between the placement of signs on commercial and residential property.

Rules distinguishing between on-premises and off-premises signs.

Rules restricting the total number of signs allowed per mile of roadway.

Rules imposing time restrictions on signs advertising a one-time event. Rules of this nature do not discriminate based on topic or subject and are akin to rules restricting the times within which oral speech or music is allowed.*

In addition to regulating signs put up by private actors, government entities may also erect their own signs consistent with the principles that allow governmental speech. See *Pleasant Grove City v. Summum*, 555 U. S. 460, 467–469 (2009). They may put up all manner of signs to promote safety, as well as directional signs and signs pointing out historic sites and scenic spots.

Properly understood, today's decision will not prevent cities from regulating signs in a way that fully protects public safety and serves legitimate esthetic objectives.

* Of course, content-neutral restrictions on speech are not necessarily consistent with the First Amendment. Time, place, and manner restrictions “must be narrowly tailored to serve the government’s legitimate, content-neutral interests.” *Ward v. Rock Against Racism*, 491 U. S. 781, 798 (1989). But they need not meet the high standard imposed on viewpoint- and content-based restrictions.

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BREYER, J., concurring in judgment

SUPREME COURT OF THE UNITED STATES

No. 13–502

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ON WRIT OF CERTIORARI TO THE UNITED STATES COURT OF
APPEALS FOR THE NINTH CIRCUIT

[June 18, 2015]

JUSTICE BREYER, concurring in the judgment.

I join JUSTICE KAGAN’s separate opinion. Like JUSTICE KAGAN I believe that categories alone cannot satisfactorily resolve the legal problem before us. The First Amendment requires greater judicial sensitivity both to the Amendment’s expressive objectives and to the public’s legitimate need for regulation than a simple recitation of categories, such as “content discrimination” and “strict scrutiny,” would permit. In my view, the category “content discrimination” is better considered in many contexts, including here, as a rule of thumb, rather than as an automatic “strict scrutiny” trigger, leading to almost certain legal condemnation.

To use content discrimination to trigger strict scrutiny sometimes makes perfect sense. There are cases in which the Court has found content discrimination an unconstitutional method for suppressing a viewpoint. *E.g.*, *Rosenberger v. Rector and Visitors of Univ. of Va.*, 515 U. S. 819, 828–829 (1995); see also *Boos v. Barry*, 485 U. S. 312, 318–319 (1988) (plurality opinion) (applying strict scrutiny where the line between subject matter and viewpoint was not obvious). And there are cases where the Court has found content discrimination to reveal that rules governing a traditional public forum are, in fact, not a neutral way of fairly managing the forum in the interest of all

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speakers. *Police Dept. of Chicago v. Mosley*, 408 U. S. 92, 96 (1972) (“Once a forum is opened up to assembly or speaking by some groups, government may not prohibit others from assembling or speaking on the basis of what they intend to say”). In these types of cases, strict scrutiny is often appropriate, and content discrimination has thus served a useful purpose.

But content discrimination, while helping courts to identify unconstitutional suppression of expression, cannot and should not *always* trigger strict scrutiny. To say that it is not an automatic “strict scrutiny” trigger is not to argue against that concept’s use. I readily concede, for example, that content discrimination, as a conceptual tool, can sometimes reveal weaknesses in the government’s rationale for a rule that limits speech. If, for example, a city looks to litter prevention as the rationale for a prohibition against placing newsracks dispensing free advertisements on public property, why does it exempt other newsracks causing similar litter? Cf. *Cincinnati v. Discovery Network, Inc.*, 507 U. S. 410 (1993). I also concede that, whenever government disfavors one kind of speech, it places that speech at a disadvantage, potentially interfering with the free marketplace of ideas and with an individual’s ability to express thoughts and ideas that can help that individual determine the kind of society in which he wishes to live, help shape that society, and help define his place within it.

Nonetheless, in these latter instances to use the presence of content discrimination automatically to trigger strict scrutiny and thereby call into play a strong presumption against constitutionality goes too far. That is because virtually all government activities involve speech, many of which involve the regulation of speech. Regulatory programs almost always require content discrimination. And to hold that such content discrimination triggers strict scrutiny is to write a recipe for judicial management

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of ordinary government regulatory activity.

Consider a few examples of speech regulated by government that inevitably involve content discrimination, but where a strong presumption against constitutionality has no place. Consider governmental regulation of securities, *e.g.*, 15 U. S. C. §78l (requirements for content that must be included in a registration statement); of energy conservation labeling-practices, *e.g.*, 42 U. S. C. §6294 (requirements for content that must be included on labels of certain consumer electronics); of prescription drugs, *e.g.*, 21 U. S. C. §353(b)(4)(A) (requiring a prescription drug label to bear the symbol “Rx only”); of doctor-patient confidentiality, *e.g.*, 38 U. S. C. §7332 (requiring confidentiality of certain medical records, but allowing a physician to disclose that the patient has HIV to the patient’s spouse or sexual partner); of income tax statements, *e.g.*, 26 U. S. C. §6039F (requiring taxpayers to furnish information about foreign gifts received if the aggregate amount exceeds \$10,000); of commercial airplane briefings, *e.g.*, 14 CFR §136.7 (2015) (requiring pilots to ensure that each passenger has been briefed on flight procedures, such as seatbelt fastening); of signs at petting zoos, *e.g.*, N. Y. Gen. Bus. Law Ann. §399–ff(3) (West Cum. Supp. 2015) (requiring petting zoos to post a sign at every exit “‘strongly recommend[ing] that persons wash their hands upon exiting the petting zoo area’”); and so on.

Nor can the majority avoid the application of strict scrutiny to all sorts of justifiable governmental regulations by relying on this Court’s many subcategories and exceptions to the rule. The Court has said, for example, that we should apply less strict standards to “commercial speech.” *Central Hudson Gas & Elec. Corp. v. Public Service Comm’n of N. Y.*, 447 U. S. 557, 562–563 (1980). But I have great concern that many justifiable instances of “content-based” regulation are noncommercial. And, worse than that, the Court has applied the heightened

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“strict scrutiny” standard even in cases where the less stringent “commercial speech” standard was appropriate. See *Sorrell v. IMS Health Inc.*, 564 U. S. ___, ___ (2011) (BREYER, J., dissenting) (slip op., at ___). The Court has also said that “government speech” escapes First Amendment strictures. See *Rust v. Sullivan*, 500 U. S. 173, 193–194 (1991). But regulated speech is typically private speech, not government speech. Further, the Court has said that, “[w]hen the basis for the content discrimination consists entirely of the very reason the entire class of speech at issue is proscribable, no significant danger of idea or viewpoint discrimination exists.” *R. A. V. v. St. Paul*, 505 U. S. 377, 388 (1992). But this exception accounts for only a few of the instances in which content discrimination is readily justifiable.

I recognize that the Court could escape the problem by watering down the force of the presumption against constitutionality that “strict scrutiny” normally carries with it. But, in my view, doing so will weaken the First Amendment’s protection in instances where “strict scrutiny” should apply in full force.

The better approach is to generally treat content discrimination as a strong reason weighing against the constitutionality of a rule where a traditional public forum, or where viewpoint discrimination, is threatened, but elsewhere treat it as a rule of thumb, finding it a helpful, but not determinative legal tool, in an appropriate case, to determine the strength of a justification. I would use content discrimination as a supplement to a more basic analysis, which, tracking most of our First Amendment cases, asks whether the regulation at issue works harm to First Amendment interests that is disproportionate in light of the relevant regulatory objectives. Answering this question requires examining the seriousness of the harm to speech, the importance of the countervailing objectives, the extent to which the law will achieve those objectives,

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and whether there are other, less restrictive ways of doing so. See, e.g., *United States v. Alvarez*, 567 U. S. ___, ___–___ (2012) (BREYER, J., concurring in judgment) (slip op., at 1–3); *Nixon v. Shrink Missouri Government PAC*, 528 U. S. 377, 400–403 (2000) (BREYER, J., concurring). Admittedly, this approach does not have the simplicity of a mechanical use of categories. But it does permit the government to regulate speech in numerous instances where the voters have authorized the government to regulate and where courts should hesitate to substitute judicial judgment for that of administrators.

Here, regulation of signage along the roadside, for purposes of safety and beautification is at issue. There is no traditional public forum nor do I find any general effort to censor a particular viewpoint. Consequently, the specific regulation at issue does not warrant “strict scrutiny.” Nonetheless, for the reasons that JUSTICE KAGAN sets forth, I believe that the Town of Gilbert’s regulatory rules violate the First Amendment. I consequently concur in the Court’s judgment only.

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1

KAGAN, J., concurring in judgment

SUPREME COURT OF THE UNITED STATES

No. 13–502

CLYDE REED, ET AL., PETITIONERS *v.* TOWN OF
GILBERT, ARIZONA, ET AL.

ON WRIT OF CERTIORARI TO THE UNITED STATES COURT OF
APPEALS FOR THE NINTH CIRCUIT

[June 18, 2015]

JUSTICE KAGAN, with whom JUSTICE GINSBURG and
JUSTICE BREYER join, concurring in the judgment.

Countless cities and towns across America have adopted ordinances regulating the posting of signs, while exempting certain categories of signs based on their subject matter. For example, some municipalities generally prohibit illuminated signs in residential neighborhoods, but lift that ban for signs that identify the address of a home or the name of its owner or occupant. See, *e.g.*, City of Truth or Consequences, N. M., Code of Ordinances, ch. 16, Art. XIII, §§11–13–2.3, 11–13–2.9(H)(4) (2014). In other municipalities, safety signs such as “Blind Pedestrian Crossing” and “Hidden Driveway” can be posted without a permit, even as other permanent signs require one. See, *e.g.*, Code of Athens-Clarke County, Ga., Pt. III, §7–4–7(1) (1993). Elsewhere, historic site markers—for example, “George Washington Slept Here”—are also exempt from general regulations. See, *e.g.*, Dover, Del., Code of Ordinances, Pt. II, App. B, Art. 5, §4.5(F) (2012). And similarly, the federal Highway Beautification Act limits signs along interstate highways unless, for instance, they direct travelers to “scenic and historical attractions” or advertise free coffee. See 23 U. S. C. §§131(b), (c)(1), (c)(5).

Given the Court’s analysis, many sign ordinances of that kind are now in jeopardy. See *ante*, at 14 (acknowledging

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that “entirely reasonable” sign laws “will sometimes be struck down” under its approach (internal quotation marks omitted)). Says the majority: When laws “single[] out specific subject matter,” they are “facially content based”; and when they are facially content based, they are automatically subject to strict scrutiny. *Ante*, at 12, 16–17. And although the majority holds out hope that some sign laws with subject-matter exemptions “might survive” that stringent review, *ante*, at 17, the likelihood is that most will be struck down. After all, it is the “rare case[] in which a speech restriction withstands strict scrutiny.” *Williams-Yulee v. Florida Bar*, 575 U. S. ___, ___ (2015) (slip op., at 9). To clear that high bar, the government must show that a content-based distinction “is necessary to serve a compelling state interest and is narrowly drawn to achieve that end.” *Arkansas Writers’ Project, Inc. v. Ragland*, 481 U. S. 221, 231 (1987). So on the majority’s view, courts would have to determine that a town has a compelling interest in informing passersby where George Washington slept. And likewise, courts would have to find that a town has no other way to prevent hidden-driveway mishaps than by specially treating hidden-driveway signs. (Well-placed speed bumps? Lower speed limits? Or how about just a ban on hidden driveways?) The consequence—unless courts water down strict scrutiny to something unrecognizable—is that our communities will find themselves in an unenviable bind: They will have to either repeal the exemptions that allow for helpful signs on streets and sidewalks, or else lift their sign restrictions altogether and resign themselves to the resulting clutter.*

*Even in trying (commendably) to limit today’s decision, JUSTICE ALITO’s concurrence highlights its far-reaching effects. According to JUSTICE ALITO, the majority does not subject to strict scrutiny regulations of “signs advertising a one-time event.” *Ante*, at 2 (ALITO, J., concurring). But of course it does. On the majority’s view, a law with an exception for such signs “singles out specific subject matter for

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KAGAN, J., concurring in judgment

Although the majority insists that applying strict scrutiny to all such ordinances is “essential” to protecting First Amendment freedoms, *ante*, at 14, I find it challenging to understand why that is so. This Court’s decisions articulate two important and related reasons for subjecting content-based speech regulations to the most exacting standard of review. The first is “to preserve an uninhibited marketplace of ideas in which truth will ultimately prevail.” *McCullen v. Coakley*, 573 U. S. ___, ___–___ (2014) (slip op., at 8–9) (internal quotation marks omitted). The second is to ensure that the government has not regulated speech “based on hostility—or favoritism—towards the underlying message expressed.” *R. A. V. v. St. Paul*, 505 U. S. 377, 386 (1992). Yet the subject-matter exemptions included in many sign ordinances do not implicate those concerns. Allowing residents, say, to install a light bulb over “name and address” signs but no others does not distort the marketplace of ideas. Nor does that different treatment give rise to an inference of impermissible government motive.

We apply strict scrutiny to facially content-based regulations of speech, in keeping with the rationales just described, when there is any “realistic possibility that official suppression of ideas is afoot.” *Davenport v. Washington Ed. Assn.*, 551 U. S. 177, 189 (2007) (quoting *R. A. V.*, 505 U. S., at 390). That is always the case when the regulation facially differentiates on the basis of viewpoint. See *Rosenberger v. Rector and Visitors of Univ. of Va.*, 515 U. S. 819, 829 (1995). It is also the case (except in non-public or limited public forums) when a law restricts “discussion of an entire topic” in public debate. *Consolidated*

differential treatment” and “defin[es] regulated speech by particular subject matter.” *Ante*, at 6, 12 (majority opinion). Indeed, the precise reason the majority applies strict scrutiny here is that “the Code singles out signs bearing a particular message: the time and location of a specific event.” *Ante*, at 14.

KAGAN, J., concurring in judgment

Edison Co. of N. Y. v. Public Serv. Comm'n of N. Y., 447 U. S. 530, 537, 539–540 (1980) (invalidating a limitation on speech about nuclear power). We have stated that “[i]f the marketplace of ideas is to remain free and open, governments must not be allowed to choose ‘which issues are worth discussing or debating.’” *Id.*, at 537–538 (quoting *Police Dept. of Chicago v. Mosley*, 408 U. S. 92, 96 (1972)). And we have recognized that such subject-matter restrictions, even though viewpoint-neutral on their face, may “suggest[] an attempt to give one side of a debatable public question an advantage in expressing its views to the people.” *First Nat. Bank of Boston v. Bellotti*, 435 U. S. 765, 785 (1978); accord, *ante*, at 1 (ALITO, J., concurring) (limiting all speech on one topic “favors those who do not want to disturb the status quo”). Subject-matter regulation, in other words, may have the intent or effect of favoring some ideas over others. When that is realistically possible—when the restriction “raises the specter that the Government may effectively drive certain ideas or viewpoints from the marketplace”—we insist that the law pass the most demanding constitutional test. *R. A. V.*, 505 U. S., at 387 (quoting *Simon & Schuster, Inc. v. Members of N. Y. State Crime Victims Bd.*, 502 U. S. 105, 116 (1991)).

But when that is not realistically possible, we may do well to relax our guard so that “entirely reasonable” laws imperiled by strict scrutiny can survive. *Ante*, at 14. This point is by no means new. Our concern with content-based regulation arises from the fear that the government will skew the public’s debate of ideas—so when “that risk is inconsequential, . . . strict scrutiny is unwarranted.” *Davenport*, 551 U. S., at 188; see *R. A. V.*, 505 U. S., at 388 (approving certain content-based distinctions when there is “no significant danger of idea or viewpoint discrimination”). To do its intended work, of course, the category of content-based regulation triggering strict scrutiny must

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sweep more broadly than the actual harm; that category exists to create a buffer zone guaranteeing that the government cannot favor or disfavor certain viewpoints. But that buffer zone need not extend forever. We can administer our content-regulation doctrine with a dose of common sense, so as to leave standing laws that in no way implicate its intended function.

And indeed we have done just that: Our cases have been far less rigid than the majority admits in applying strict scrutiny to facially content-based laws—including in cases just like this one. See *Davenport*, 551 U. S., at 188 (noting that “we have identified numerous situations in which [the] risk” attached to content-based laws is “attenuated”). In *Members of City Council of Los Angeles v. Taxpayers for Vincent*, 466 U. S. 789 (1984), the Court declined to apply strict scrutiny to a municipal ordinance that exempted address numbers and markers commemorating “historical, cultural, or artistic event[s]” from a generally applicable limit on sidewalk signs. *Id.*, at 792, n. 1 (listing exemptions); see *id.*, at 804–810 (upholding ordinance under intermediate scrutiny). After all, we explained, the law’s enactment and enforcement revealed “not even a hint of bias or censorship.” *Id.*, at 804; see also *Renton v. Playtime Theatres, Inc.*, 475 U. S. 41, 48 (1986) (applying intermediate scrutiny to a zoning law that facially distinguished among movie theaters based on content because it was “designed to prevent crime, protect the city’s retail trade, [and] maintain property values . . . , not to suppress the expression of unpopular views”). And another decision involving a similar law provides an alternative model. In *City of Ladue v. Gilleo*, 512 U. S. 43 (1994), the Court assumed *arguendo* that a sign ordinance’s exceptions for address signs, safety signs, and for-sale signs in residential areas did not trigger strict scrutiny. See *id.*, at 46–47, and n. 6 (listing exemptions); *id.*, at 53 (noting this assumption). We did not need to, and so did not, decide the

KAGAN, J., concurring in judgment

level-of-scrutiny question because the law's breadth made it unconstitutional under any standard.

The majority could easily have taken *Ladue's* tack here. The Town of Gilbert's defense of its sign ordinance—most notably, the law's distinctions between directional signs and others—does not pass strict scrutiny, or intermediate scrutiny, or even the laugh test. See *ante*, at 14–15 (discussing those distinctions). The Town, for example, provides no reason at all for prohibiting more than four directional signs on a property while placing no limits on the number of other types of signs. See Gilbert, Ariz., Land Development Code, ch. I, §§4.402(J), (P)(2) (2014). Similarly, the Town offers no coherent justification for restricting the size of directional signs to 6 square feet while allowing other signs to reach 20 square feet. See §§4.402(J), (P)(1). The best the Town could come up with at oral argument was that directional signs “need to be smaller because they need to guide travelers along a route.” Tr. of Oral Arg. 40. Why exactly a smaller sign better helps travelers get to where they are going is left a mystery. The absence of any sensible basis for these and other distinctions dooms the Town's ordinance under even the intermediate scrutiny that the Court typically applies to “time, place, or manner” speech regulations. Accordingly, there is no need to decide in this case whether strict scrutiny applies to every sign ordinance in every town across this country containing a subject-matter exemption.

I suspect this Court and others will regret the majority's insistence today on answering that question in the affirmative. As the years go by, courts will discover that thousands of towns have such ordinances, many of them “entirely reasonable.” *Ante*, at 14. And as the challenges to them mount, courts will have to invalidate one after the other. (This Court may soon find itself a veritable Supreme Board of Sign Review.) And courts will strike down those democratically enacted local laws even though no

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KAGAN, J., concurring in judgment

one—certainly not the majority—has ever explained why the vindication of First Amendment values requires that result. Because I see no reason why such an easy case calls for us to cast a constitutional pall on reasonable regulations quite unlike the law before us, I concur only in the judgment.

| EXISTING SIGN CODE | | | | | | | | | PROPOSED SIGN CODE | | | | | | | | |
|--|---------------------------------------|-----------|-------|--|-----------|-------|-------------------------|---------|--|--------------|--------------------------|-------|--------------------|-----------|-------|--|---------|
| Zoning Districts | Heights (FT) | | | Max Sign Area (SF) | | | Type | Setback | Zoning Districts | Heights (FT) | | | Max Sign Area (SF) | | | Type | Setback |
| | Arterial | Collector | Local | Arterial | Collector | Local | | | | Arterial | Collector | Local | Arterial | Collector | Local | | |
| Bradfordville Districts: BC-1, BC-2, BCS, BOR | 25 | 20 | 8 | 100 | 100 | 36 | Monument | 10 | Bradfordville Districts: BC-1, BC-2, BCS, BOR | 25 | Minor = 10 Major = 15 | 8 | 100 | 100 | 40 | Monument | 10 |
| Interchange Commercial | 50 | | | 400 SF/side | | | Pole, Pylon or Monument | 0 | Interchange Commercial* <i>*Only one small parcel of IC in County which is directly adjacent to an Interstate Hwy Interchange that is part of Summit East development. Not sure if it is a developable parcel or required open space for the development.</i> | 25 | Minor = 10 Major = 15 | 8 | 100 | 100 | 40 | Pole/Pylon allowed on Arterial and Interstate Hwy Interchange only | 5 |
| Lake Protection Node (LPN) | 6: single tenant; 15: multi-tenant | | | 80 SF/side | | | Monument | 0 | Lake Protection Node (LPN) | 8 | | | 40 SF/side | | | Monument | 5 |
| Mahan Corridor Node (MCN) | 6: single tenant; 15: multi-tenant | | | 80 SF/side | | | Monument | 0 | Mahan Corridor Node (MCN) | 8 | | | 40 SF/side | | | Monument | 5 |
| Mahan Corridor Ring (MCR) | 6 | | | 35 SF/side | | | Monument | 0 | Mahan Corridor Ring (MCR) | 8 | | | 40 SF/side | | | Monument | 5 |
| Neighborhood Boundary Office (NBO) | 10 | | | 36 | | | Monument | 10 | Neighborhood Boundary Office (NBO) | 8 | | | 40 SF/side | | | Monument | 5 |
| Rural (non-residential and community services) | 10 | | | 32 | | | Monument | 0 | Rural (non-residential and community services) | 8 | | | 40 SF/side | | | Monument | 5 |
| Sign Code (All Other Districts) | 35 | 20 | 20 | 200 SF/roadway frontage* <i>*Applies to both ground and wall signs based on a formula</i> | | | Pole, Pylon or Monument | 0 | Sign Code (All Other Districts) | 25 | Minor = 10 Major = 15 | 8 | 100 | 100 | 40 | Pole, Pylon or Monument depending on Roadway type | 5 |

| | City of Tallahassee (existing) | | Leon County (existing) | | Leon County (proposed) | |
|----------------------|-----------------------------------|------------------------|------------------------------|------------------------|------------------------------|---------------------------------------|
| Location | Ground Signs (Max Height) | Pylon/Pole Allowed? | Ground Signs (Max Height) | Pylon/Pole Allowed? | Ground Signs (Max Height) | Pylon/Pole Allowed? |
| Interstate Hwy | 100 | Y | 135 | Y | 100 | Y |
| Arterial Road | 25 | Y except for MMTD | 35 | Y | 25 | Y when not adjacent to residential |
| Major Collector Road | 18 | Y except for MMTD | 20 | Y | 15 | N |
| Minor Collector Road | | | | | 10 | N |
| Gateway Road | N/A | N/A | N/A | N/A | 10 | N |
| Local Roads | 6 | N | 20 | Y | 8 | N |
| Special Districts | 10 | N | 6 to 10 | N | 8 | N |

Sign Code Update

Stakeholder Group



Joe Battles – Quality Sign and Maintenance Co., LLC.
Rip Caleen – Citizen Stakeholder
Lealand McCharren – Citizen Stakeholder (member of North Monroe Corridor Task Force)
Doug McCloud – Signs by Design of North Florida
Matt Shrode – Apogee Signs
Scott Thornton – Apogee Signs



MEMORANDUM

TO: Anastasia Richmond, Development Services Administrator
Leon County Department of Developmental Support and Environmental Management

FROM: Susan Denny, Senior Planner
Tallahassee-Leon County Planning Department

THROUGH: Russell Snyder, Administrator, Land Use Division
Tallahassee-Leon County Planning Department

DATE: March 18, 2022

SUBJECT: Consistency Review—Sign Ordinance Update
Planning Commission Meeting: April 7, 2022

Summary of Proposed Ordinance

The proposed ordinance amends several sections of Chapter 10 of the Leon County Code of Laws, known as the Leon County Land Development Code (“Code”) to update sign code regulations. The following is a list of the major proposed changes to the Sign Code:

- Modify the Sign Code to be consistent with Supreme Court *Reed* decision (Reed v. Town of Gilbert) that prohibited sign regulations based on the content of the sign.\
- Adds the Monroe St. Corridor as a Gateway and increase Gateway Road signage standards by limiting the height and square footage of signs along designated Gateway Roads.
- Move zoning district-specific sign requirements from the development standards of individual zoning district development standards to the Sign Code.
- Limit the size of lighted, activated signs (Electronic Message Centers) to 5ft x 10.ft.
- Establish procedures for Master Sign Plans in special districts in lieu of a variance.
- Exempt temporary signs from permitting requirements.
- Reduce the height of ground signs to be more in line with City of Tallahassee regulations.

Sign Code Consistency Ordinance
March 18, 2022
Page 2

Findings:

The proposed ordinance is consistent with *the Tallahassee-Leon County Plan* in three ways:

1. Adoption of a Sign Code and Electronic Signs: Policy 1.2.12[M] of the Comprehensive Plan requires Leon County to “adopt a local sign ordinance to control sign and billboard placement and limited lighted and motion activated sign usage”. The proposed ordinance enhances the existing Side Code as well as specifically limiting the size of electronic signs.

2. Enhanced Regulations on Gateway Roads Policy 1.37[M] of the Comprehensive Plan requires on enhanced signage regulation on Gateway Roads. Gateway Roads are the most prominent entry roadway into the Tallahassee-Leon County community. The proposed ordinance adds the Monroe Street corridor as a Gateway Road and provides increased limitations of the size of signs along Gateway Roads.

3. Signage Requirements in Specific FLUMs: The Comprehensive Plan includes a Future Land Use Map (FLUM) that depicts FLUM categories that promote a variety of types and patterns to promote the needs of the community. Several FLUM categories have specific signage requirements to insure compatible and non-intrusive signage. These FLUM categories include the Rural FLUM (Policy 2.2.1[M]), the Bradford mixed-use FLUM (Policy 2.3.1[M]) and The Mahan Gateway FLUM [Policy 2.2.22[M] and Woodville Rural Community FLUM (Policy 3.4.2[L]).

The signage requirements of the specific FLUM categories are presently implemented through the design standards of various zoning districts. The proposed ordinances transfers the required signage requirements from the individual zoning districts regulations to the Sign Code. The purpose of moving the zoning district signage requirements to the Sign Code is to have all the signage regulations in one section of the Land Development Code. The movement of the zoning district sign regulations to the sign code does not change the substance of the sign regulations. Therefore, it is consistent with the FLUM signage requirements in the Comprehensive Plan.

Finding of Consistency with the Tallahassee-Leon County Comprehensive Plan

Based on the finding above the proposed Leon County Sign Ordinance is consistent with the Tallahassee-Leon County Comprehensive Plan.

NOTICE OF ESTABLISHMENT OR CHANGE OF A LAND USE REGULATION

Notice is hereby given that the Board of County Commissioners of Leon County, Florida will conduct a public hearing on Tuesday, June 14, 2022, 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, to consider adoption of an ordinance entitled to wit:

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, AMENDING CHAPTER 10 OF THE CODE OF LAWS OF LEON COUNTY, FLORIDA; REPEALING AND REPLACING ARTICLE IX, ENTITLED "SIGNS;" AMENDING SECTION 10-1.101, ENTITLED "DEFINITIONS;" AND AMENDING SECTIONS 10-6.612, 10-6.653, 10-6.654, 10-6.654.2, 10-6.655, 10-6.660, 10-6.673, 10-6.674, 10-6.675, 10-6.676, AND 10-6.680 TO ELIMINATE DUPLICATIVE SIGN REGULATIONS IN INDIVIDUAL ZONING DISTRICTS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Leon County will also broadcast the public hearing on Comcast channel 16, the Leon County Florida channel on Roku, and the County's Facebook page (<https://www.facebook.com/LeonCountyFL/>), YouTube channel (<https://www.youtube.com/user/LeonCountyFL>), and web site (www.LeonCountyFL.gov).

All interested parties are invited to present their comments at the public hearing at the time and place set out above.

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, June 13, 2022. 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. 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.

Copies of the Ordinance may be inspected as part of the agenda package on the County's web site (<https://www2.leoncountyfl.gov/coadmin/agenda/>). To receive copies of the Ordinance by other means, such as email, mail, or facsimile transmittal, contact County Administration at 850-606-5300 or the Department of Development Support and Environmental Management at 850-606-1300.

Advertise: June 6, 2022

**Leon County
Board of County Commissioners**

Notes for Agenda Item #17

Leon County Board of County Commissioners

Agenda Item #17

June 14, 2022

To: Honorable Chairman and Members of the Commission

From: Vincent S. Long, County Administrator

Title: First and Only Public Hearing to Consider Adopting an Ordinance Amending the Official Zoning Map to Change the Zoning Classification from Manufactured Home and Single-Family Detached (R-5) Zoning District to Office Residential (OR-2) Zoning District, for 11.07 Acres Located at 6034 W. Tennessee Street

| | |
|-------------------------------------|--|
| Review and Approval: | Vincent S. Long, County Administrator |
| Department/ Division Review: | Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Benjamin H. Pingree, Director, Planning, Land Management & Community Enhancement Artie White, Director, Planning Department |
| Lead Staff/ Project Team: | Russell Snyder, Administrator, Land Use Planning Division Susan Denny, Senior Planner, Land Use Planning Division |

Statement of Issue:

This item requests the Board conduct the first and only public hearing to consider adopting a proposed ordinance amending the Official Zoning Map to change the zoning classification from Manufactured Home and Single-Family Detached (R-5) zoning district to the Office-Residential 2 (OR-2) zoning district for property located at 6034 W. Tennessee Street. The subject property is the 11.07-acre northern portion of a 17.9-acre parcel located on the north side of West Tennessee Street (US 90), approximately 70 feet west of Emily Loop. The proposed ordinance, including a location map, is included as Attachment #1.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Conduct the first and only public hearing and adopt the proposed Ordinance (Attachment #1), thereby amending the Official Zoning Map to change the zoning classification from Manufactured Home and Single-Family Detached (R-5) zoning district to Office Residential (OR-2) zoning district, for 11.07 acres located at 6034 W. Tennessee Street, based on the findings of fact and conclusions of law of the Planning Commission and any evidence submitted at the hearing hereon.

Title: First and Only Board of County Commissioners Public Hearing to Consider Adopting an Ordinance Amending the Official Zoning Map to Change the Zoning Classification from Manufactured Home and Single-Family Detached (R-5) Zoning District to Office Residential (OR-2) Zoning District, for 11.07 acres located at 6034 W. Tennessee Street

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Report and Discussion

Background:

This item requests the Board conduct the first and only public hearing to consider adopting a proposed Ordinance (Attachment #1) amending the Official Zoning Map to change the zoning classification from Manufactured Home and Single-Family Detached (R-5) zoning district to the Office-Residential 2 (OR-2) zoning district for property located at 6034 W. Tennessee Street. The subject property is the 11.07-acre northern portion of a 17.9-acre parcel located on the north side of W. Tennessee Street (US 90), approximately 70 feet west of Emily Loop. The 6.9 acres southern portion of the 17.9-acre parcel is in the Commercial Parkway (CP) zoning district and is currently a shed sales business. The zoning district of the southern portion will not be changed by the proposed rezoning.

The applicant is Poplin 4651 Hickory Forest Circle, LLC (Michael G. Poplin, Officer) and the agent is Jim Canter, AICP. Presently, the entire 17.9-acre parcel is under common ownership. A limited petition subdivision of the 17.9-acre parcel will be required prior to the development of the property subject to the current rezoning to eliminate split zoning on the overall parcel as well as provide a process for establishing utility and access easements to the subject property.

Historic Zoning: The 1990 Historic Zoning Atlas indicates that the subject property was in the Commercial Parkway (CP) zoning district, which allowed for office, retail and office development, but did not allow for automobile-oriented retail such as vehicle sales.

1992: The Official Zoning Map for Leon County was adopted by Ordinance No. 92-11 to implement the 1990 Tallahassee-Leon County Comprehensive Plan. The subject parcel was zoned Mixed Use “B”, a performance zoning that allowed a variety of office, commercial, residential, and community service uses based on specific performance criteria.

1997: Leon County Ordinance established Site-Specific zoning districts in Leon County and Ordinance No. 95-15 mapped the new Euclidian zoning districts. The subject property was placed in the R-5 zoning district.

April 7, 2022: The Planning Commission held a public hearing on the proposed Ordinance and voted 5-0 to find the proposed Ordinance consistent with the comprehensive plan, and to recommend approval to the Board of County Commissioners.

Planning Commission Discussion

On April 7, 2022, the Planning Commission held a public hearing on this item and voted 5-0 to find the application consistent with the Comprehensive Plan and recommend that the Board of County Commissioners adopt the proposed Ordinance (Attachment #1). There were no speakers. The Planning Commission did not discuss the item.

Title: First and Only Board of County Commissioners Public Hearing to Consider Adopting an Ordinance Amending the Official Zoning Map to Change the Zoning Classification from Manufactured Home and Single-Family Detached (R-5) Zoning District to Office Residential (OR-2) Zoning District, for 11.07 acres located at 6034 W. Tennessee Street

June 14, 2022

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Analysis:

In accordance with Section 10-6.205(b) 11 (Procedures for Ordinance and Official Zoning Map Amendments) of the *Leon County Code of Ordinances*, the County shall consider the following in determining whether to recommend approval or denial of an application:

1. *Comprehensive Plan.* Is the proposal consistent with all applicable policies of the adopted Comprehensive Plan?

Yes. The subject property is located within the Urban Services Area in the Suburban Future Land Use Map (FLUM) Category. Policy 2.2.5 [L] of the Comprehensive Plan (Attachment #2) states that it is the intent of the suburban FLUM to create an environment for economic investment or re-investment through the mutually advantageous placement of employment and shopping opportunities with convenient access to low- to medium-density residential areas.” The Suburban FLUM category also states that “business activities are not intended to be limited to serve area residents; and may attract shoppers from throughout larger portions of the community.”

The Suburban FLUM development pattern is Suburban Corridor, which includes office, residential, commercial, and infrastructure uses up to 16 dwelling units per acre for residential uses, and 25,000 sq. ft per acre for nonresidential use. These densities and intensities are consistent with residential densities and commercial intensities in the OR-2 zoning district.

Land Use Policy 1.1.7[L] (Attachment #2) states that “higher density and mixed-use development and its ancillary activities shall be channeled into locations which have proper access to the existing transportation system; minimal environmental constraints; sufficient stormwater treatment capacity; compatible existing land use and readily available sewer and water infrastructure.”

All five of the conditions listed in Policy 1.1.7[L] exist, or will exist, when the subject property is developed consistent with the OR-2 zoning district and other adopted land development standards. Each standard is discussed below:

- 1) **Proper access:** The subject property is a portion of a larger 17.9-acre parcel (21-30-20-206-0000) with legal access to West Tennessee Street (U.S. 90), a principal arterial roadway. Through the limited partition process an easement will be obtained to provide access to the subject property to Tennessee Street.
- 2) **Environmental constraints:** The subject property appears to have minimal environmental constraints. There is a small part of a karst depression on the southern border of the of the property. This area is also in the 100-year FEMA flood zone. There is also another small area of FEMA flood zone in the northeast corner of property. A Natural Features Inventory and Environmental Impact Analysis will be completed in association with future development of the site and conservation and preservation

features will be preserved consistent with the Comprehensive Plan Conservation Element.

- 3) **Stormwater capacity:** The land development regulations ensure that there will be sufficient stormwater treatment capacity at the time of development.
 - 4) **Compatible existing land uses:** There is an existing manufactured home park along the eastern boundary of the subject property. There is also a residential structure on the northern boundary of the subject property fronting WB Rogers Road. These homes will be buffered from the adverse impacts of any potential nonresidential development on the subject site by the existing land development regulations, consistent with the requirements of Policy 2.1.1[L] of the Comprehensive Plan (Attachment #2).
 - 5) **Readily available sewer and water:** The subject property is in the City of Tallahassee water and sewer service area. According to the City of Tallahassee, water is available through an 8-inch main running along the north side of U.S. 90. Sanitary sewer is available on the south side of U.S. 90 and will require a connection across the roadway for development of the site. A limited petition subdivision will be required to establish utility easements from Tennessee Street through the southern portion of the parcel.
2. ***Conformance with the Land Development Regulations.*** *Is the proposal in conformance with any applicable substantive requirements of the land development regulations, including minimum or maximum district size?*

Yes. The OR-2 zoning district is intended to be located where employment and residential uses can be in close proximity to each other. The OR-2 zoning district is also intended to promote mixed-use and urban intensities and densities in areas with adequate public infrastructure available. These conditions exist for the subject property.

A comparison of existing and proposed uses in the R-5 and OR-2 zoning districts is provided in Table 1, and a comparison of the allowable density and intensity is contained in Table 2, below.

Title: First and Only Board of County Commissioners Public Hearing to Consider Adopting an Ordinance Amending the Official Zoning Map to Change the Zoning Classification from Manufactured Home and Single-Family Detached (R-5) Zoning District to Office Residential (OR-2) Zoning District, for 11.07 acres located at 6034 W. Tennessee Street

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Table 1: Comparison of Existing and Proposed Permitted Uses

| Permitted Uses | Zoning Districts | |
|--|------------------|------|
| | R-5 | OR-2 |
| Banks and other financial institutions | | X |
| Broadcasting studios | | X |
| Community facilities related to residential uses religious facilities, police/fire stations, and elementary, middle, high, and vocational schools. | | X |
| Community facilities related to residential uses religious facilities, police/fire stations, and elementary, middle, and vocational schools. Library, high school prohibited | X | |
| Day Care Centers | | X |
| Golf Courses | X | X |
| Hotels and Motels including bed and breakfast inns | | X |
| Medical and dental offices and services, laboratories, and clinics | | X |
| Manufactured Homes | X | |
| Multiple-family dwellings | | X |
| Non-medical offices and services, including business and government offices | | X |
| Nursing homes | | X |
| Off-street parking facilities | | X |
| Passive and active recreation | X | X |
| Personal services | | X |
| Retail drug store with drive-thrus (only allowed in a business park development). without drive-thrus (only allowed in a business park development) | | X |
| Retail food and grocery (only allowed in a business park) | | X |
| Stand-alone restaurants without drive-thrus (only allowed in a business park development). | | X |
| Single-family attached dwelling | X | X |
| Single-family detached dwellings | | X |
| Social, fraternal, recreational clubs and lodges and assembly halls | | X |
| Studios for music, art, dance, drama, and voice | | X |
| Veterinary services | | X |
| Two-family dwelling units | | |
| Zero lot line single-family dwellings | | X |
| Any C-1 use on a multi-story building with office and residential uses on second floor | | X |

Title: First and Only Board of County Commissioners Public Hearing to Consider Adopting an Ordinance Amending the Official Zoning Map to Change the Zoning Classification from Manufactured Home and Single-Family Detached (R-5) Zoning District to Office Residential (OR-2) Zoning District, for 11.07 acres located at 6034 W. Tennessee Street

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See Attachment #2: §10-6.639 R-5 Single- and Two-Family Residential; §10-6.643, OR-2 Office-Residential district charts.

Table 2: Development Intensity Allowed by District

| Zoning District | Maximum Residential Density | Maximum Non-Residential Building Size | Allowable Density for Subject Site (11.07 acres) | Allowable Non-Residential Intensity for Subject Site (11.07 acres) |
|--------------------------|------------------------------------|--|---|---|
| OR-2 (Proposed) | 16 du/acre | 20,000 square feet per gross acre; Max. 3 stories. | 177 dwelling units | 221,400 sf office |
| R-5 (Existing) | 8 du/acre | 10,000 square feet per acre | 88 dwelling units | 110,700 sf nonresidential |
| Net Change in Use | | | + 89 Units | +110,700 sf |

3. *Changed Conditions.* *Have the land use and development conditions changed since the effective date of the existing zoning district regulations involved, which are relevant to the properties?*

No.

4. *Land Use Compatibility.* *Will the proposal result in any incompatible land uses, considering the type and location of uses involved?*

No. As indicated by the chart in Table #3, the subject property is adjacent to commercial uses to the south and west, and residential or potentially residential, uses to the north and east. The rezoning of the subject property would provide a transition from the CP-zoned commercial properties, which allows a higher intensity of nonresidential development. In addition, any development of the subject property would be required to be consistent with Comprehensive Plan Policy 2.1.1[L] and Leon County Land Development regulations that require vegetative buffers and other measures to mitigate for adjacent incompatible uses (Attachment # 2).

Title: First and Only Board of County Commissioners Public Hearing to Consider Adopting an Ordinance Amending the Official Zoning Map to Change the Zoning Classification from Manufactured Home and Single-Family Detached (R-5) Zoning District to Office Residential (OR-2) Zoning District, for 11.07 acres located at 6034 W. Tennessee Street

June 14, 2022

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Table 3: Surrounding Zoning and Future Land Use

| Area | Zoning | Future Land Use | Physical Use | Comments |
|-------------------------|------------|-----------------|--|------------------------------------|
| Subject Property | R-5 | Suburban | Vacant | |
| North | R-5 | Suburban | Single-family lot and a vacant lot | |
| South | CP | Suburban | Shed Sales | Southern portion of subject parcel |
| West | CP, MH | Suburban | Manufactured home repair, parts and supplies, and sporting goods supplies. | |
| East | CP, MH | Suburban | Manufactured Homes | |

5. School Considerations. *Is there capacity in area schools? What effects on enrollment could the proposed rezoning have on area schools?*

The Leon County School Board staff analyzed the zoning change and did not identify any issues (Attachment #3). The Leon County School Board approved the school impact analysis (SIA) on March 22, 2022.

6. Other Matters. *Are there any other matters, which the Commission may deem relevant and appropriate?*

No.

Public Notification & Response:

This rezoning request has been noticed and advertised in accordance with the provisions of the *Leon County Code of Ordinances* (Attachment #4). The Planning Department mailed 36 notices to property owners within 1,000 feet of the subject property. To date, the Planning Department has received no responses on the proposed rezoning.

Title: First and Only Board of County Commissioners Public Hearing to Consider Adopting an Ordinance Amending the Official Zoning Map to Change the Zoning Classification from Manufactured Home and Single-Family Detached (R-5) Zoning District to Office Residential (OR-2) Zoning District, for 11.07 acres located at 6034 W. Tennessee Street

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Options:

1. Conduct the first and only public hearing and adopt the proposed Ordinance (Attachment #1) thereby amending the Official Zoning Map to change the zoning classification from the Manufactured Home and Single-Family Detached (R-5) zoning district to the Office Residential (OR-2) zoning district, for 11.07 acres located at 6034 W. Tennessee Street, based on the findings of fact and conclusions of law of the Planning Commission and any evidence submitted at the hearing hereon.
2. Conduct the first and only public hearing and do not adopt the proposed Ordinance , thereby not amending the Official Zoning Map to change the zoning classification from the Manufactured Home and Single-Family Detached (R-5) zoning district to the Office Residential (OR-2) zoning district, for 11.07 acres located at 6034 W. Tennessee Street, based on the findings of fact and conclusions of law of the Board of County Commissioners and any evidence submitted at the hearing hereon.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Proposed Ordinance and Location Map
2. Comprehensive Plan Policies and land development regulations
3. School Impact Analysis Form
4. Notice of Public Hearing

LEON COUNTY ORDINANCE NO. 22-

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, AMENDING THE OFFICIAL ZONING MAP AS ADOPTED IN LEON COUNTY ORDINANCE NO. 92-11 TO PROVIDE FOR A CHANGE IN ZONE CLASSIFICATION FROM THE MANUFACTURED HOME AND SINGLE FAMILY DETACHED RESIDENTIAL ZONING DISTRICT TO THE OFFICE RESIDENTIAL (OR-2) ZONING DISTRICT; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

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

Section 1. Amendment.

The Official Zoning Map as adopted in Leon County Ordinance No. 92-11 is hereby amended as it pertains to the following described real property:

LRZ220001: From Manufactured Home and Single Family Detached Residential (R-5) to Office Residential (OR-2)

(See Exhibit A)

Section 2. Conflicts.

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

Section 3. Severability.

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

Section 4. Effective Date.

This ordinance shall have effect upon becoming law.

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

LEON COUNTY, FLORIDA

By:_____

Bill Proctor, Chair

Board of County Commissioners

ATTESTED BY:

Gwendolyn Marshall Knight, Clerk of Court
& Comptroller, Leon County, Florida

By:_____

APPROVED AS TO FORM:

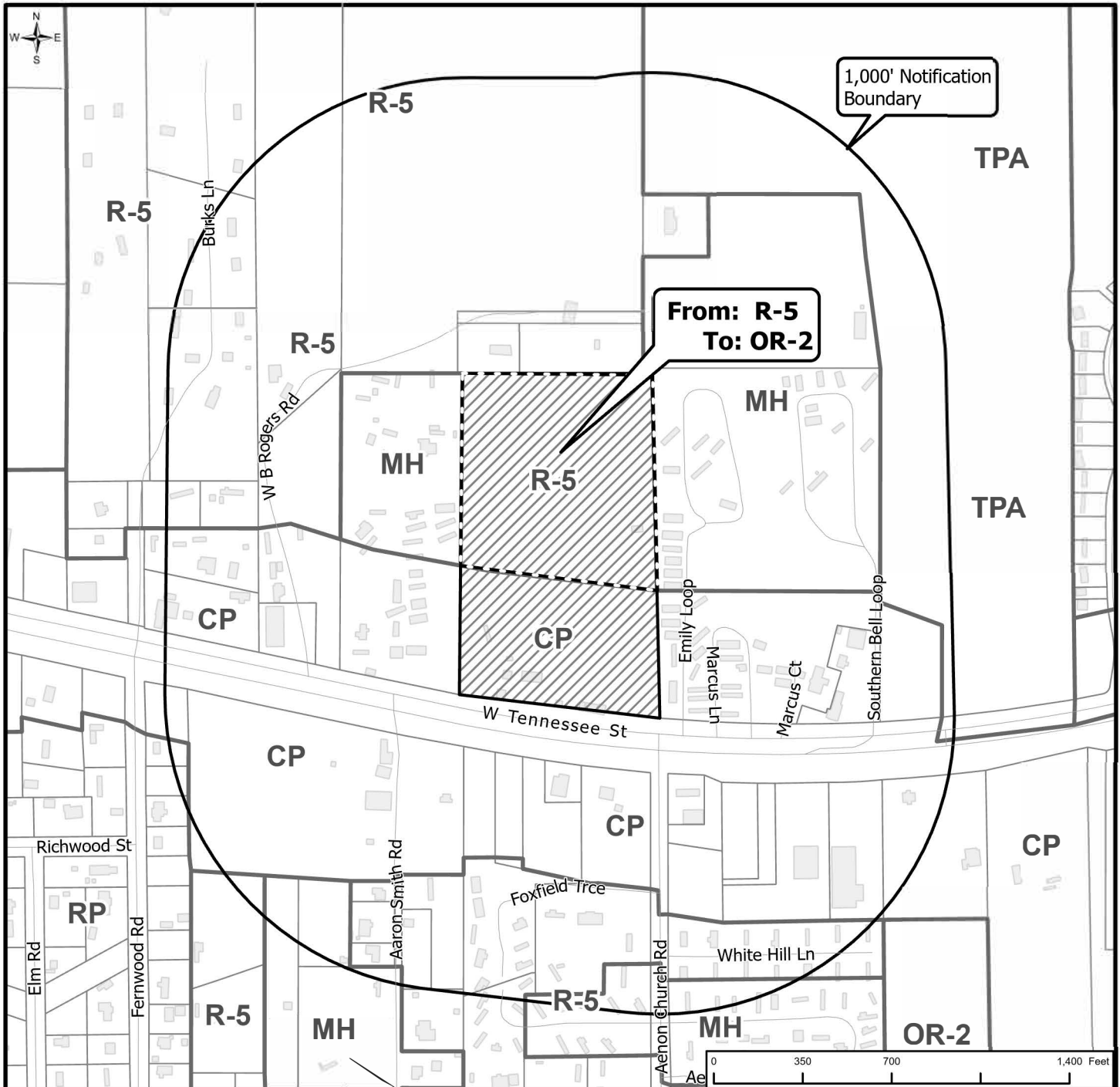
Chasity H. O'Steen, County Attorney
Leon County Attorney's Office

By:_____

6034 W Tennessee Street Rezoning



LRZ #220002

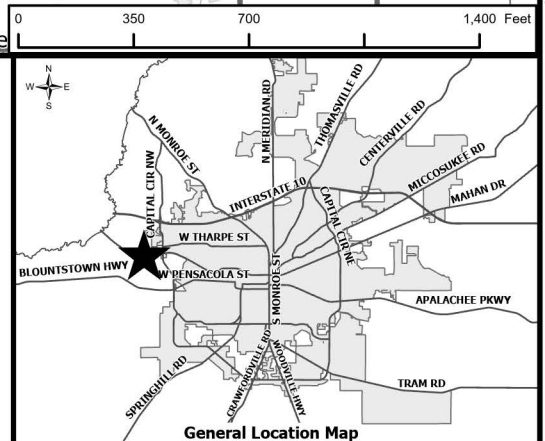


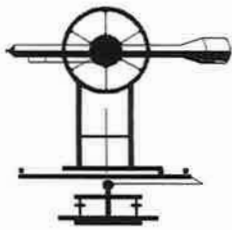
Parcel ID: 21-30-20-206-0000

Size: +/- 11.07 acres

Current Zoning: R-5 (Manufactured Home and Single-Family Detached)

Proposed Zoning: OR-2 (Office Residential)





4101 APALACHEE PARKWAY
11th. March, 2022

TALLAHASSEE, FLORIDA, 32311

E-MAIL: GARY@GARYALLENLANDSURVEYING.COM
PHONE: (850) 877-0541
FAX NO: (850) 877-0041

Legal description for zoning purposes

The intent of this description is to describe, for rezoning purposes, part of that property as described in Official Records Book 5151 on Page 1314 of Leon county, Florida.

Described as follows:


Commence the Northwest corner of Section 30, Township 1 North, Range 1 West Leon county, Florida and run South 00 degrees 54 minutes 55 seconds East 1319.42 feet; thence East 663.45 feet to the Northwest corner of the Southeast Quarter of the Northwest Quarter of said Section 30 for the POINT OF BEGINNING. From said POINT OF BEGINNING run thence South 89 degrees 07 minutes 58 seconds East 663.45 feet to the Northeast corner of the East Half of the Southwest Quarter of the Northwest Quarter of Section 30; thence South 89 degrees 07 minutes 10 seconds East 30.00 feet; thence South 00 degrees 35 minutes 40 seconds East along the Easterly boundary of said referenced property 723.00 feet; thence North 84 degrees 05 minutes 50 seconds West 704.61 feet to the Westerly boundary of said property as described in Official Records Book 5151 on Page 1314; thence North along said Westerly boundary line 661.00 feet to the POINT OF BEGINNING. Containing 482240.87 Square Feet or 11.07 Acres, more or less.

Bearings for this description are based on the Westerly boundary of said property as described in Official records Book 5151 on Page 1314 of the public records of Leon county, Florida. The bearing of North was taken from the legal description.

This description is based on a boundary survey prepared by Spectra Engineering & Research, Inc. on Jan. 16th 2018, Job Number 17-169.

NO FIELD WORK HAS BEEN PERFORMED BY THIS SURVEYOR TO SUBSTANTIATE THE ACCURACY OF THIS DESCRIPTION.

I hereby certify that the legal description shown hereon meets the minimum technical standards as established by chapter 5J-17.051 of the Florida Administrative Code.


Mark T. Henderson
Reg. Surveyor & Mapper
Fl. Cert. No. 4354



PAGE 2 OF 2
Job # 22-241

Policy 2.2.5: [L]

SUBURBAN

(EFF. 3/14/07)

To create an environment for economic investment or reinvestment through the mutually advantageous placement of employment and shopping opportunities with convenient access to low to medium density residential land uses. Employment opportunities should be located near residential areas, if possible within walking distance. This category recognizes the manner in

which much of Tallahassee-Leon County has developed since the 1940s. The category predominantly consists of single-use projects that are interconnected whenever feasible. Mixed-use projects and the principles of traditional neighborhood developments are encouraged, though not required. The Suburban category is most suitable for those areas outside of the Central Core. However, additional areas inside the Central Core may be designated as appropriate based on existing land use pattern.

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

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

I. Land Use

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

Table 4: Suburban Intensity Guidelines

| Development Patterns | Allowed Land Uses | Gross Residential Density | Non-Res Intensity | Percentage Mix of Uses |
|-----------------------------------|--|-----------------------------------|---|------------------------|
| Low Density Residential | Residential, Recreation, Light Infrastructure & Community Service | 0 to 8 UNITS/ACRE ⁽⁴⁾ | 10,000 SQ FT/ACRE | 65-80% |
| Low Density Residential Office | Residential, Office, Recreation, Light Infrastructure & Community Service | 0 to 8 UNITS/ACRE ⁽⁴⁾ | 10,000 SQ FT/ACRE ⁽⁵⁾ | |
| Medium Density Residential | Residential, Recreation, Light Infrastructure & Community Service | 8 to 16 UNITS/ACRE | 20,000 SQ FT/ACRE | |
| Medium Density Residential Office | Residential, Office, Ancillary 1 st Floor Commercial, Recreation, Light Infrastructure, Community Service & Post-Secondary Schools | 8 to 20 UNITS/ACRE | 20,000 SQ FT/ACRE ⁽⁶⁾ | |
| Village Center | Residential, Office, Commercial up to 50,000 SQ FT, maximum business size. Centers shall not be located closer than ¼ mile to another village center or commercial development including more than 20,000 SQ FT of floor area. | 8 to 16 UNITS/ACRE | 12,500 SQ FT/ACRE per parcel for center 20 acres or less ⁽⁷⁾ | |
| Urban Pedestrian Center | Residential, Office, Commercial, Recreation, Light Infrastructure & Community Service | 6 to 16 UNITS/ACRE ⁽³⁾ | Up to 20,000 SQ FT/ACRE ⁽³⁾ | 35-50% |
| Suburban Corridor | Residential, Office, Commercial, Recreation, Light & Heavy Infrastructure & Community Service | Up to 16 UNITS/ACRE | Up to 25,000 SQ FT/ACRE ⁽⁸⁾ | |

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

Notes:

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

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

of zoning to a more intensive district shall consider, among other criteria, the availability of the requisite infrastructure.

Policy 1.1.7: [L] (EFF. 7/16/90) Higher density and mixed use development and its ancillary activities shall be channeled into locations which have proper access to the existing transportation system; minimal environmental constraints; sufficient stormwater treatment capacity; compatible existing land use and readily available sewer and water infrastructure.

Policy 2.1.1: [L] (REV. EFF. 6/28/95; REV. EFF. 7/26/06; REV. EFF. 5/31/18) Protect existing residential areas from encroachment of incompatible uses that are destructive to the character and integrity of the residential environment. Comprehensive Plan provisions and Land Development Regulations to accomplish this shall include, but are not limited to:

- a) Inclusion of a Residential Preservation category on the Future Land Use Map.
- b) Limitations on future commercial intensities adjoining low density residential areas. Such limitations are to result in effective visual and sound buffering (either through vegetative buffering or other design techniques) between the commercial uses and the low density residential uses; and are to allow only those commercial activities which are compatible with low density residential development in terms of size and appearance.
- c) Limitations on future higher density residential adjoining low density residential areas. Such limitations are to result in effective visual and sound buffering (either through vegetative buffering or other design techniques) between the higher density residential uses and the low density residential uses.
- d) Limitations on future light industry adjoining low and medium density residential areas. Such limitations are to result in effective visual and sound buffering (either through vegetative buffering or other design techniques) between the light industrial uses and the low density residential uses.
- e) Prevention or mitigation of off-site impacts from Industry and Mining uses. I. Land Use Tallahassee-Leon County 2030 Comprehensive Plan (as of 2021-01ESR Amendment Cycle, eff. 7/17/21) 22
- f) 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 if ancillary facilities are 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 low density residential uses.

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

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

GENERAL NOTES:

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

Section 10-6.643. OR-2 Office Residential district.

| 1. District Intent | | | | PERMITTED USES | | | | | | | |
|---|--|--|--------------|---|----------|---|--------------------|--|---|--|--|
| | | | | 2. Principal Uses | | | | 3. Accessory Uses | | | |
| <p>The OR-2 district is intended to be located within areas designated Bradfordville Mixed Use or Suburban on the Future Land Use Map of the Comprehensive Plan in areas where employment and residential uses are encouraged to locate in close proximity to each other. The provisions of this district are intended to promote urban density and intensity of residential and office uses and the mixing of permitted uses to promote the use of public transit and the efficient use of public infrastructure. Off-street parking facilities in the OR-2 district shall be located and designed to promote convenient access to pedestrian and mass transit facilities. A variety of housing types, compatible non-retail activities of moderate intensity, retail commercial activities (limited to the ground floor), and certain community and recreational facilities related to office or residential uses are permitted in the OR-2 district. The maximum gross density allowed for new residential development in the OR-2 district is 16 dwelling units per acre, while the minimum gross density allowed is 8 dwelling units per acre, unless constraints of concurrency or preservation and/or conservation features preclude the attainment of the minimum densities.</p> <p>In order to implement the business park development pattern, a minimum of 10 acres is required with at least 3 types of uses which shall include office and commercial.</p> | | | | <p>(1) Banks and other financial institutions. (2) Broadcasting studios. (3) Community facilities related to office or residential facilities, including libraries, religious facilities, police/fire stations, and elementary and middle schools and vocational schools. Other community facilities may be allowed in accordance with Section 10-6.806 of these regulations. (4) Day care centers. (5) Golf courses. (6) Hotels and motels, including bed and breakfast inns. (7) Medical and dental offices and services, laboratories, and clinics. (8) Multiple-family dwellings. (9) Non-medical offices and services, including business and government offices and services. (10) Nursing homes and other residential care facilities. (11) Off-street parking facilities.</p> | | | | <p>(12) Passive and active recreational facilities. (13) Personal services. (14) Retail drug store with drive thrus (only allowed in a business park development) (15) Retail food and grocery (only allowed in a business park development) (16) Single-family attached dwellings. (17) Single-family detached dwellings. (18) Social, fraternal, and recreational clubs and lodges, including assembly halls. (19) Stand alone restaurants without drive thrus (only allowed in a business park development) (20) Studios for photography, music, art, dance, drama, and voice. (21) Two-family dwellings. (22) Veterinary services, including veterinary hospitals. (23) Zero-lot line single-family detached dwellings. (24) Any use permitted in the C-1 district (and is not listed in uses 1-20 above), provided that the use is on the first floor of a multi-story building containing office and/or residential uses on any of the floors above the first floor.</p> | | <p>(1) A use or structure on the same lot with, and of a nature customarily incidental and subordinate to, the principal use or structure and which comprises no more than 33 percent of the floor area or cubic volume of the principal use or structure, as determined by the County Administrator or designee. (2) Light infrastructure and/or utility services and facilities necessary to serve permitted uses, as determined by the Administrator or designee.</p> | |
| | | | | | | | | | | | |
| DEVELOPMENT STANDARDS | | | | | | | | | | | |
| | | 4. Minimum Lot or Site Size | | 5. Minimum Building Setbacks | | | | 6. Maximum Building Restrictions | | | |
| Use Category | | a. Lot or Site Area | b. Lot Width | c. Lot Depth | a. Front | b. Side-Interior Lot | c. Side-Corner Lot | d. Rear | a. Building Size (excluding gross building floor area used for parking) | b. Building Height (excluding stories used for parking) | |
| Single-Family Detached Dwellings | | 5,000 square feet | 50 feet | 100 feet | 15 feet | 7.5 feet on each side; or any combination of setbacks that equals at least 15 feet, provided that no such setback shall be less than 5 feet | 15 feet | 25 feet | not applicable | 3 stories | |
| Two-Family Dwellings | | 8,500 square feet | 70 feet | 100 feet | 15 feet | same as single-family above | 15 feet | 25 feet | not applicable | 3 stories | |
| Single-Family Attached Dwellings | | 1,600 s.f. min.; avg. of 2,000 square feet | 16 feet | none | 15 feet | none | 15 feet | 25 feet | not applicable | 3 stories | |
| Development Standards Continued on Page 2 of 2 | | | | | | | | | | | |

| DEVELOPMENT STANDARDS | | | | | | | | | |
|---|--------------------|--|----------|---------|------------------------------------|---------|---------|--|-----------|
| Multiple-Family Dwellings | 10,000 square feet | 80 feet | 100 feet | 15 feet | 15 feet on each side | 25 feet | 10 feet | not applicable | 3 stories |
| Zero-Lot Line Single-Family Detached Dwellings | 3,750 square feet | 30 feet interior lot; 40 feet corner lot | 100 feet | 20 feet | 0 feet one side; 5 feet other side | 15 feet | 25 feet | not applicable | 3 stories |
| Any Permitted Principal Non-Residential Use | 12,000 square feet | 60 feet | 100 feet | 15 feet | 15 feet on each side | 25 feet | 10 feet | 20,000 square feet of gross building floor area per acre | 3 stories |
| Commercial Uses (Only Allowed in Business Park Development) | 12,000 square feet | 60 feet | 100 feet | 15 feet | 15 feet on each side | 25 feet | 10 feet | 20,000 square feet of gross building floor area per acre; Individual buildings may not exceed 15,000 gross square feet | 3 stories |
| 7. Additional Criteria and Restrictions for Business Park Development: Commercial uses shall not exceed 25% of the total square feet of the development. | | | | | | | | | |

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

SCHOOL IMPACT ANALYSIS FORM

| Agent Name: Jim Canter, AICP Applicant Name: Poplin 4561 Hickory Forest Circle LLC Address: 267 John Knox Rd., STE 120 Tallahassee, FL 32303 | Date: 03-02-2022 Telephone: Fax: Email: jcantergroup@cs.com | | | | | | | | | | | | |
|--|--|-------------------------------|---------------------------------|-------------------------------|---------------------------|------------------|------------|------------|------------|---------------------------|-----------|------------|------------|
| ① Location of the proposed Comprehensive Plan Amendment or Rezoning: <i>Tax ID #:</i> 21-30-20-206-0000 (10.4 ac northern portion of total 17.1 acre parcel) <i>Property address:</i> Property is located at 6034 W Tennessee Street <i>Related Application(s):</i> | | | | | | | | | | | | | |
| ② Type of requested change (check one): <input type="checkbox"/> Comprehensive plan land use amendment that permits residential development. <input checked="" type="checkbox"/> Rezoning that permits residential development. <input type="checkbox"/> Nonresidential land use amendment adjacent to existing residential development. <input type="checkbox"/> Nonresidential rezoning adjacent to existing residential development. * | | | | | | | | | | | | | |
| ③ Proposed change in Future Land Use or Zoning classification: <input type="checkbox"/> <i>Comprehensive plan land use</i> From: _____ To: _____ <input checked="" type="checkbox"/> <i>Zoning</i> From <u>R-5</u> To: <u>OR-2</u> | | | | | | | | | | | | | |
| Planning Department staff use only: | | | | | | | | | | | | | |
| ④ Maximum potential number of dwelling units permitted by the request: <i>Number of dwelling units:</i> <u>16 dwelling units per acre</u> <i>Type(s) of dwelling units:</i> <u>Single family detached and attached, two family and multiple family (apartment) dwelling units</u> | | | | | | | | | | | | | |
| Leon County Schools staff use only: | | | | | | | | | | | | | |
| ⑤ School concurrency service areas (attendance zones) in which property is located. <u>Approved by the School Board 3/22/22.</u> | | | | | | | | | | | | | |
| <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 20%; text-align: center;"><i>Elementary:</i> Riley</th> <th style="width: 20%; text-align: center;"><i>Middle:</i> Griffin</th> <th style="width: 30%; text-align: center;"><i>High:</i> Godby</th> </tr> </thead> <tbody> <tr> <td>Present capacity</td> <td style="text-align: center;"><u>112</u></td> <td style="text-align: center;"><u>192</u></td> <td style="text-align: center;"><u>554</u></td> </tr> <tr> <td>Post Development capacity</td> <td style="text-align: center;"><u>57</u></td> <td style="text-align: center;"><u>168</u></td> <td style="text-align: center;"><u>531</u></td> </tr> </tbody> </table> <p>Calculated at maximum possible impact (Single Family < 1000 base square foot)</p> | | | <i>Elementary:</i> Riley | <i>Middle:</i> Griffin | <i>High:</i> Godby | Present capacity | <u>112</u> | <u>192</u> | <u>554</u> | Post Development capacity | <u>57</u> | <u>168</u> | <u>531</u> |
| | <i>Elementary:</i> Riley | <i>Middle:</i> Griffin | <i>High:</i> Godby | | | | | | | | | | |
| Present capacity | <u>112</u> | <u>192</u> | <u>554</u> | | | | | | | | | | |
| Post Development capacity | <u>57</u> | <u>168</u> | <u>531</u> | | | | | | | | | | |

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.

Notice of Public Hearing

Notice is hereby given that the Board of County Commissioners of Leon County, Florida will conduct a public hearing on **Tuesday, June 14, 2022, 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, to consider adoption of an ordinance entitled to wit:

**6034 W. TENNESSEE STREET
LEON COUNTY ORDINANCE NO. 22-_____**

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, AMENDING THE OFFICIAL ZONING MAP AS ADOPTED IN LEON COUNTY ORDINANCE NO. 92-11 TO PROVIDE FOR A CHANGE IN ZONE CLASSIFICATION FROM THE MANUFACTURED HOME AND SINGLE FAMILY DETACHED RESIDENTIAL (R-5) ZONING DISTRICT TO THE OFFICE RESIDENTIAL (OR-2) ZONING DISTRICT; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Leon County will also broadcast the public hearing on Comcast channel 16, the Leon County Florida channel on Roku, and the County's Facebook page (<https://www.facebook.com/LeonCountyFL/>), YouTube channel (<https://www.youtube.com/user/LeonCountyFL>), and web site (www.LeonCountyFL.gov).

All interested parties are invited to present their comments at the public hearing at the time and place set out above.

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, June 13, 2022. 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. 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.

Copies of the Ordinance may be inspected as part of the agenda package on the County's web site (<https://www2.leoncountyfl.gov/coadmin/agenda/>). To receive copies of the Ordinance by other means, such as email, mail, or facsimile transmittal, contact County Administration at 850-606-5300 or the Tallahassee-Leon County Planning Department at 850-891-6400.

June 3, 2022

Notes for Joint County/City

Agenda Item #1

Joint Adoption Hearings on 2022 Cycle Comprehensive Plan Amendments and Concurrent Rezoning, and Evaluation and Appraisal Review

Agenda Item #1

June 14, 2022

Title: Joint Adoption Public Hearings on 2022 Cycle Comprehensive Plan Amendments

Category: Public Hearing

From: Vincent S. Long, County Administrator
Reese Goad, City Manager

Lead Staff / Alan Rosenzweig, Deputy County Administrator

Project Team: Ken Morris, Assistant County Administrator
Wayne Tedder, Assistant City Manager
Benjamin H. Pingree, Director, Department of PLACE
Artie White, Director, Tallahassee-Leon County Planning Department
Mindy Mohrman, Administrator of Comprehensive Planning

STATEMENT OF ISSUE

This item provides for the Joint Board of County Commissioners / City Commission Public Hearings on the 2022 Cycle amendments to the Tallahassee-Leon County Comprehensive Plan. The purpose of the Public Hearing is to consider adoption of the proposed text amendments, large-scale map amendments, and small-scale map amendment.

FISCAL IMPACT

This item has no fiscal impact.

RECOMMENDED ACTIONS

- Option 1: Conduct the adoption public hearing and adopt the proposed Ordinance (Attachment #1), thereby adopting text amendment TTA2022004 (Property Rights Element) to the Tallahassee-Leon County 2030 Comprehensive Plan. (County)
- Option 2: Conduct the adoption public hearing and adopt the proposed Ordinance 2022-O-07 (Attachment #2), thereby adopting text amendment TTA2022004 (Property Rights Element) to the Tallahassee-Leon County 2030 Comprehensive Plan. (City)
- Option 3: Conduct the adoption public hearing and adopt the proposed Ordinance (Attachment #3), thereby adopting text amendment TTA2022003 (Future Right-of-Way Needs Map) to the Tallahassee-Leon County 2030 Comprehensive Plan. (County)
- Option 4: Conduct the adoption public hearing and adopt the proposed Ordinance 2022-O-08 (Attachment #4), thereby adopting text amendment TTA2022003 (Future Right-of-Way Needs Map) to the Tallahassee-Leon County 2030 Comprehensive Plan. (City)
- Option 5: Conduct the adoption public hearing and adopt the proposed Ordinance (Attachment #5), thereby adopting text amendment LTA202201 (Urban Services Area) to the Tallahassee-Leon County 2030 Comprehensive Plan. (County)
- Option 6: Conduct the adoption public hearing and adopt the proposed Ordinance 2022-O-09 (Attachment #6), thereby adopting text amendment LTA202201 (Urban Services Area) to the Tallahassee-Leon County 2030 Comprehensive Plan. (City)
- Option 7: Conduct the adoption public hearing and adopt the proposed Ordinance (Attachment #7), thereby adopting large-scale map amendment LMA202202 (Woodville Highway) to the Tallahassee-Leon County 2030 Comprehensive Plan. (County)
- Option 8: Conduct the adoption public hearing and adopt the proposed Ordinance (Attachment #8), thereby amending the Official Zoning Map to change the zoning classification from Rural (R) zoning district to Single Detached, Attached, and Two Family Residential (R-3) zoning district concurrent with the large-scale map amendment LMA202202 (Woodville Highway). (County only)
- Option 9: Conduct the adoption public hearing and adopt the proposed Ordinance 2022-O-10 (Attachment #9), thereby adopting large-scale map amendment LMA202202 (Woodville Highway) to the Tallahassee-Leon County 2030 Comprehensive Plan. (City)

- Option 10: Conduct the adoption public hearing and adopt the proposed Ordinance (Attachment #10), thereby adopting large-scale map amendment LMA202201 (April Road) to the Tallahassee-Leon County 2030 Comprehensive Plan. (County only)
- Option 11: Conduct the adoption public hearing and adopt the proposed Ordinance (Attachment #11), thereby amending the Official Zoning Map to change the zoning classification from Rural (R) and Office Residential (OR-2) zoning district to Single Family Detached Residential (R-1) zoning district concurrent with the large-scale map amendment LMA202201 (April Road). (County)
- Option 12: Conduct the adoption public hearing and adopt the proposed Ordinance (Attachment #12), thereby adopting large-scale map amendment LMA202203 (Southwood Plantation Road) to the Tallahassee-Leon County 2030 Comprehensive Plan. (County only)
- Option 13: Conduct the adoption public hearing and adopt the proposed Ordinance (Attachment #13), thereby amending the Official Zoning Map to change the zoning classification from Rural (R) and Critical Planning Area (CPA) zoning district to Single Detached, Attached, and Two Family Residential (R-3) zoning district concurrent with the large-scale map amendment LMA202202 (Southwood Plantation Road). (County)
- Option 14: Conduct the adoption public hearing and adopt the proposed Ordinance 2022-O-11 (Attachment #14), thereby adopting small-scale map amendment TMA2022001 (Ananeo Trust) to the Tallahassee-Leon County 2030 Comprehensive Plan. (City only)
- Option 15: Conduct the adoption public hearing and adopt the proposed Ordinance 2022-Z-12 (Attachment #15) thereby amending the Official Zoning Map to change the zoning classification from Planned Unit Development (PUD) to High Intensity Activity Center (AC) zoning district concurrent with the small-scale map amendment TMA2022001 (Ananeo Trust). (City only)

EXECUTIVE SUMMARY

2022 Comprehensive Plan Amendment Cycle Transmittal Hearing

The purpose of the Public Hearing is to consider adoption of the proposed text amendments, large-scale map amendments, and small-scale map amendment to the Tallahassee-Leon County Comprehensive Plan. The 2022 Cycle includes 7 proposed amendments. These include the Property Rights Element text amendment, Future Right-of-Way Needs Map text amendment, Urban Services Area text amendment, Woodville Highway large-scale map amendment, April Road large-scale map amendment, Southwood Plantation Road large-scale map amendment, and Ananeo Trust small-scale map amendment. Public hearings on proposed rezonings to implement the map amendments are also included.

The Tallahassee-Leon County Comprehensive Plan is a joint document adopted by both the City of Tallahassee and Leon County. The Comprehensive Plan includes Goals, Objectives, and Policies intended to guide economic, social, physical, environmental, and fiscal development of the community over the next 20 to 30 years. It is a dynamic document that can be amended on an annual basis. The annual Comprehensive Plan amendment cycle format, with a second cycle utilized some years when necessary, has been used by the Board of County Commissioners (Board) and City Commission to amend the Comprehensive Plan since its adoption in 1990. This approach is consistent with Policy 1.8.1 of the Intergovernmental Coordination Element which states, "To promote the efficient use of City and County resources, one Comprehensive Plan amendment cycle will be initiated annually. The Board or City Commission may approve the initiation of additional Comprehensive Plan amendments outside of the annual cycle." This annual Comprehensive Plan Amendment Cycle approach is intended to make it easier for citizens to monitor and participate in the public review process, and provides for efficient use of staff, outreach, and advertising resources.

Large-scale map amendments (proposed amendments to the Future Land Use Map that involve a use of greater than 50 acres) and text amendments (proposed amendments to goals, objectives, policies, tables, charts, or figures) require two public hearings, a transmittal public hearing and an adoption public hearing. Amendments approved during the transmittal public hearings on April 12, 2022 were submitted to the State Land Planning Agency and other reviewing agencies in accordance with Section 163.3184, Florida Statutes (F.S.). The State Land Planning Agency and review agencies had no objections to the proposed amendments. Small-scale map amendments (proposed amendments to the Future Land Use Map that involve a use of 50 acres or fewer) to the Comprehensive Plan only require one public hearing (adoption public hearing) and do not require review by the State Land Planning Agency. Proposed amendment TMA 2022001 (Ananeo Trust) within the City limits is the only small-scale map amendment proposed for the current cycle.

If the Ordinances are adopted by the respective Commissions, the Comprehensive Plan amendments will be considered adopted, and the adopted amendment package for the amendments will be submitted to the State Land Planning Agency and review agency. The amendments would become effective 31 days after the state land planning agency notifies the local government that the plan amendment package is complete.

Rezoning that implement proposed map amendments may be considered concurrently with proposed Comprehensive Plan amendments. The proposed map amendments for the 2022 Cycle have concurrent rezonings. If approved, the rezonings become effective at the same time as the corresponding Comprehensive Plan amendments. The rezonings are quasi-judicial in nature; therefore, any ex parte communications shall be disclosed prior to the item being heard.

The 2022 Cycle includes seven proposed amendments. Three amendments are considered text amendments and address the text of goals, objectives, and policies and/or figures, tables, and maps that are not in the Future Land Use Map. Four of the amendments are proposed to amend the Future Land Use Map in the Land Use Element. Of these amendments to the Future Land Use Map (map amendments), two are located in unincorporated Leon County to support residential development, one is located within City limits to reflect private ownership of property designated Government Operational, and one has a parcel within the City limits and a parcel in the unincorporated portion of the County to support residential development. The three text amendments require votes by both Commissions, map amendments within unincorporated Leon County will require a vote solely by the Board, and map amendments in the City limits will require a vote solely by the City Commission.

Public notification for the Comprehensive Plan amendment cycle includes mailed direct notices, signage posted at the subject sites, notices printed in the Tallahassee Democrat and Capital Outlook, and the 2022 Amendment Cycle website. Staff held two public open houses on the amendments on December 15, 2021 with eight people in attendance, and January 11, 2022 with two people in attendance. Staff provided an overview of the proposed amendments and informed the public on the different meetings related to the cycle, and how citizens can provide comments and remain engaged throughout the process.

The Local Planning Agency (LPA) Public Hearing was held on March 1, 2022. The LPA voted unanimously to approve the seven proposed amendments included in the 2022 Amendment Cycle. Several citizens attended to speak about the following proposed amendments:

- LMA 202201 (April Road) had eight speakers, seven opposed and one representing the applicant.
- LMA 202202 (Woodville Highway) had one speaker who was representing the applicant.
- LMA 202203 (Southwood Plantation Road) had seven speakers, six opposed and one representing the applicant.
- TMA 2022001 (Urban Services Area) had one speaker who was the applicant.

In addition to the open house and public hearings, citizens can submit comments on proposed amendments through the [website](#), by returning the public comment section of the mailed notices, via email, or via fax. These written comments are included as Attachments 19, 22, 24, and 26. The remaining amendments proposed for this cycle have received no public comments.

A joint County/City workshop was held on March 22, 2022 at the County Commission Chambers. At this workshop, the Board and City Commission requested additional information related to the comprehensive planning and development processes as well as specific

information on the proposed amendments. The requested information included historical data on the Urban Services Area, housing inventory, population projections, environmental considerations, efforts to promote infill development, and information regarding permitting requirements. This information was provided at the Transmittal Hearing on April 12 and has been included in updated staff reports.

A joint transmittal hearing was held on April 12, 2022 in the County Commission Chambers. At this public hearing, the Board and City Commission requested additional information related to planned transportation improvements and concurrency in the Southwood area. This additional information is included as Attachment #29. The Board and City Commission also directed staff to schedule a joint workshop to address urban infill and the expansion of the urban services area. This workshop is in the process of being scheduled.

The overall schedule for the 2022 Comprehensive Plan Amendment Cycle is as follows:

Full 2022 Cycle Amendment Schedule:

| | |
|---|-------------------------------------|
| Application Cycle | April 2021 – September 25, 2021 |
| Public Open Houses | December 15, 2021; January 11, 2022 |
| Local Planning Agency Workshop | January 4, 2022 |
| Local Planning Agency Public Hearing | March 1, 2022 |
| Joint City-County Workshop | March 22, 2022 |
| First Joint City-County Public Hearing | April 12, 2022 |
| Second Joint City-County Public Hearing | June 14, 2022 |

These public hearings have been noticed and advertised in accordance with the provisions of section 163.3184, Florida Statutes, the *Leon County Code of Ordinances* (Attachment #27) and the *City of Tallahassee Code of Ordinances* (Attachment #28).

SUPPLEMENTAL INFORMATION

The proposed 2022 Cycle Comprehensive Plan Amendments include:

- 3 Text Amendments
- 3 Large-Scale Map Amendments (greater than 50 acres)
 - 1 with 1 parcel within the City limits and 1 parcel in unincorporated Leon County
 - 2 in unincorporated Leon County
- 1 Small-Scale Map Amendment (50 acres or fewer)
 - 1 within City of Tallahassee limits

The 2022 Cycle Comprehensive Plan amendments are as follows:

Amendment 1 Name: TTA 2022 004 – Property Rights Element

Applicant: Tallahassee-Leon County Planning Department

Jurisdiction: Joint Leon County and City of Tallahassee

Staff: Jacob Fortunas

Synopsis: During the 2021 session, the State Legislature passed a new requirement that local government comprehensive plans include a property rights element that respects judicially acknowledged and constitutionally protected private property rights. Because private property rights were already protected by law, the proposed new element does not impact the way private property is protected locally but meets the new statutory requirement.

Text Amendment: The Comprehensive Plan is currently comprised of eleven elements, each addressing certain aspects of the community. The Property Rights Element would add an additional element to the Comprehensive Plan. This is a text amendment that provides for the addition of the new element, entitled Property Rights Element. The State Legislature passed, and the Governor signed HB 59 (SB 496) during the 2021 legislative session. This new Element will reaffirm the property rights of property owners established by the US Constitution, the Florida Constitution, State Statutes (including the Bert Harris Act), and local ordinances. The Bert Harris Act determines that there is an important state interest in protecting private property owners from burdens resulting from laws, regulations and ordinances that restrict private property rights and provides for relief, or payment of compensation, when a new law, rule, regulation, or ordinance unfairly affects real property. Section 163.3177, Florida Statutes (s. 163.3177 F.S), now requires that the new Property Rights Element be adopted prior to any other proposed plan amendments.

The content of the proposed element reads as follows:

Goal 1: [PR]

To recognize and respect judicially acknowledged or constitutionally protected private property rights.

Objective 1.1: [PR]

Ensure that all rules, ordinances, regulations, and programs are developed, advertised, implemented, and applied with sensitivity for private property rights.

Policy 1.1.1: [PR]

To ensure that private property rights are considered in local decision-making, the following rights shall be considered:

1. The right of a property owner to physically possess and control their interests in the property, including easements, leases, or mineral rights, subject to state law and local ordinances.
2. The right of a property owner to use, maintain, develop, and improve their property for personal use or for the use of any other person, subject to state law and local ordinances.

3. The right of the property owner to privacy and to exclude others from the property to protect the owner's possessions and property, subject to state law and local ordinances.
4. The right of a property owner to dispose of their property through sale or gift, subject to state law and local ordinance.

Consistency with the Comprehensive Plan

The proposed amendment is required to be consistent with s. 163.3177 F.S.:

- Consistency with s. 163.3177 F.S. requiring comprehensive plans be amended to include a property rights element.
- Consistency with s. 163.3177 F.S. requiring comprehensive plans be amended to include a property rights element prior to other amendments.
- Consistency with s. 163.3161 F.S. requiring that all governmental agencies in the State of Florida recognize and respect judicially acknowledged or constitutionally protected private property rights.

Summary of TTA 2022 004:

- Local Planning Agency recommendation on proposed amendment: **Approve**
- Staff recommendation on proposed amendment: **Approve**
- The staff report for this text amendment is included as Attachment #16.
- No citizen comments have been received on this text amendment.

If the proposed Ordinance (Attachment #1) is adopted by the Board (Option #1) and Ordinance 22-O-07 (Attachment #2) is adopted by the City Commission (Option #2), the Comprehensive Plan amendment will be considered adopted, and the adopted amendment package will be submitted to the State Land Planning Agency and review agencies. The amendment would become effective 31 days after the state land planning agency notifies the local government that the plan amendment package is complete.

Amendment 2 Name: TTA 2022 003 – Future Right-of-Way Needs Map

Applicant: Tallahassee-Leon County Planning Department

Jurisdiction: Joint Leon County and City of Tallahassee

Staff: Julie Christesen

Synopsis: The proposed amendment is procedural in nature and occurs at least every five years following the adoption of the Regional Mobility Plan by the Capital Region Transportation Planning Agency (CRTPA). The Future Right-of-Way Needs Map is included within the Mobility Element. Its purpose is to identify roadway corridors where public right-of-way is needed to implement identified transportation projects.

Text Amendment: This Text Amendment would update the Future Right-of-Way Needs Map (Map 27) to reflect right-of-way that is needed to implement Blueprint 2020 projects and projects identified in the CRTPA's 2045 Regional Mobility Plan Cost Feasible Plan (the Long-Range Transportation Plan). The proposed amendment would also remove projects from the map that are completed or have the right-of-way needed to complete the project, and will remove the Leon County Cost Feasible Map (Map 28) and the corresponding tables (Tables 13-15) in the Mobility Element, as these figures are no longer reflective of the current Long-Range Transportation Plan. The projects from the Regional Mobility Plan will be found in the Capital Improvement Schedule, as updated annually.

Consistency with Comprehensive Plan

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

- Policy 1.6.5: [M] states: The Future Right-of-Way Needs Map shall be reviewed, and updated if necessary, every five years concurrent with the Long-Range Transportation Plan update, or more frequently as necessary to address the growth and mobility needs of the local government.
- Policy 1.6.3: [M] states: Future right-of-way needs for selected transportation corridors designated for improvement in the Tallahassee-Leon County Comprehensive Plan are generally depicted in the Future Right-of-Way Needs Map and the Long-Range Transportation Plan.
- Policy 1.6.1: [M] states: Development orders may require conveyance of transportation rights-of-way consistent with a Future ROW Needs Map and Future Right-of-Way Needs and Access Classifications Table, as a condition of plat or development approval, provided that any required dedication shall not exceed the amount of land that is roughly proportionate to the impacts of the development on the transportation network.
- Policy 1.6.4: [M] states: All proposed development plans on designated future transportation corridors shall be reviewed for consistency with the Future Right-of-Way Needs Map, the Long-Range Transportation Plan, and any specific alignment or engineering studies and shall be consistent with identified right-of-way needs for designated future transportation corridors as a condition of development approval.

Summary of TTA 2022 003:

- Local Planning Agency recommendation on proposed amendment: **Approve**
- Staff recommendation on proposed amendment: **Approve**
- The staff report for this text amendment is included as Attachment #17.
- No citizen comments have been received on this text amendment.

If the proposed Ordinance (Attachment #3) is adopted by the Board (Option #3) and Ordinance 22-O-08 (Attachment #4) is adopted by the City Commission (Option #4), the Comprehensive Plan amendment will be considered adopted, and the adopted amendment package will be submitted to the State Land Planning Agency and review agencies. The amendment would

become effective 31 days after the state land planning agency notifies the local government that the plan amendment package is complete.

Amendment 3 Name: LTA 2022 01 – Urban Services Area

Applicant: D.R. Horton

Jurisdiction: Joint Leon County and City of Tallahassee

Staff: Oluwaseyi Akinrinde

Synopsis: The Comprehensive Plan, in Objective 1.1 [L] directs the establishment and maintenance of an Urban Services Area (USA), which is based upon a desire to have Tallahassee and Leon County 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. Established in 1990, the USA boundary has been adjusted twelve times since 1997, at times bringing additional acreage into the USA, and at times removing acreage. The proposed amendments to the Urban Services Area are in locations where the current Urban Services Area boundary crosses through parcels and/or where the parcels are adjacent to the Urban Services Area boundary on multiple sides. The proposed amendments to the Urban Services Area are related to map amendments described below.

Text Amendment: This Text Amendment is a request to expand the USA to include parcels related to the April Road Amendment (LMA202201), Woodville Highway Amendment (LMA202202), and Southwood Plantation Road Amendment (LMA202203). In each case, a portion of the property is currently within or adjacent to the USA boundary. The proposed amendment would extend the USA to include:

- Approximately 134.90 acres of land at the northeast corner of Old St. Augustine Road and April Road.
- Approximately 62.01 acres of land southeast of the intersection at Capital Circle and Woodville Highway.
- Approximately 107.76 acres of land between Apalachee Parkway and Old St. Augustine Road, east of Southwood Plantation Road.

Consistency with Comprehensive Plan

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

- 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 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 1.1.8 [L] indicates that the size of the USA is related to the projected fiscal capacity of the local government to provide urban infrastructure. An assessment of changing conditions over the 20-year period of the plan is built in through the required seven year Evaluation and Appraisal Report (EAR) and the annual capital improvements process. The integrity of the USA concept is maintained by strict adherence to the premise of not funding or scheduling major capital improvement projects outside the USA, Rural Communities or the Woodville Rural Community in conjunction with a policy of discouraging premature use and underutilization of land designated for urban development. Additionally, the size of the USA should be limited to reflect the ability of the public to provide infrastructure, limitations of environmental constraints and existing development and to provide for a phasing mechanism to the Plan Horizon. The area within the USA is sized to accommodate approximately 50% more vacant land than is necessary to accommodate the population growth expected within the USA from 1993 to the Plan Horizon. It is expected that a USA sized 50% larger than our vacant land needs will provide sufficient constraint for growth management policies to be effective, while not over constraining the supply of vacant land.
- 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.
- Policy 2.1.1 [L] indicates that urban services are not planned or programmed for lands in the Rural land use category. There is currently access available for the subject sites. This fact supports redesignation of the subject sites, 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 sites are adjacent to or have portions currently inside the USA. Therefore, this special condition is satisfied.

While the expansion of the USA is a separate process from annexation, expanding the USA to properties on the southern portion of the community is congruent with the County Strategic Initiative to support updates to the Comprehensive Plan that encourage annexation of southside properties within the USA.

Additional information was requested for this amendment at the March 22, 2022 Joint Workshop. This additional information is incorporated into the staff report (Attachment #18).

Summary of LTA 2022 01:

- Local Planning Agency recommendation on proposed amendment: **Approve**
- Staff recommendation on proposed amendment: **Approve**
- The staff report for this text amendment is included as Attachment #18.
- Citizen comments on this text amendment are included as Attachment #19.

If this the proposed Ordinance (Attachment #5) is adopted by the Board (Option #5) and Ordinance 22-O-09 (Attachment #6) is adopted by the City Commission (Option #6), the Comprehensive Plan amendment will be considered adopted, and the adopted amendment package will be submitted to the State Land Planning Agency and review agencies. The amendment would become effective 31 days after the state land planning agency notifies the local government that the plan amendment package is complete.

Amendment 4 Name: LMA 2022 02 – Woodville Highway

Applicant: D.R. Horton

Jurisdiction: Joint Leon County and City of Tallahassee

Staff: Oluwaseyi Akinrinde

Synopsis: The proposed large-scale map amendment to Suburban, and concurrent rezoning to R-3, would allow low-density residential development at a density up to eight dwelling units per acre. The land use category and zoning district requested are the same as the land use and zoning on property directly across Woodville Highway. A portion of the subject site is currently zoned R-3, which allows residential development up to eight dwelling units per acre. The remainder of the site is zoned Rural. The proposed concurrent rezoning from Rural to R-3 would increase allowable densities from one dwelling unit per 10 acres to eight dwelling units per acre. This zoning district allows a range of single-family and two-family housing types including single-family detached, attached, and two-family attached dwellings. Multifamily dwellings are not a permitted use in this district.

Large-Scale Map Amendment: This Map Amendment is a request to change the Future Land Use Map (FLUM) designation from Planned Development (PD) and Rural (R) to Suburban (SUB) on approximately 154.09 acres. The subject area is located at the intersection of Woodville Highway and Capital Circle SE. The property consists of two parcels, one within City limits and one in unincorporated Leon County. This amendment is related to text amendment LTA202201 to adjust the Urban Service Area to include the subject site.

The Planned Development category is assigned to large, undeveloped tracts of land for which more detailed planning (Planned Development master plan) is required to establish the most appropriate mix and arrangement of uses in accordance with Land Use Element Objective 6.1: [L], which defines the Planned Development Land Use Category, and associated policies 6.1.1 [L] through 6.1.8 [L], which outline the requirements for the Planned Development Land Use

category and the components of Planned Development master plans. The Rural category prohibits higher density residential and nonresidential activities that are not functionally related to and supportive of agriculture, silviculture, and other natural resource-based activities.

The proposed Suburban category allows a mixture of office, commercial uses, and residential densities up to 20 units per acre. The Suburban land use category is intended to create an environment for economic investment or reinvestment through the mutually advantageous placement of employment and shopping opportunities with convenient access to low- to medium-density residential land uses.

Rezoning Application: A rezoning application is being processed concurrently with this amendment. A zoning change for the eastern (County) parcel from Rural (R) to Single-Family Detached, Attached Two-Family Residential (R-3) has been requested to implement the proposed amendment to the Future Land Use Map. This zoning allows up to eight dwelling units per acre. The western (City) parcel is currently zoned R-3 and will remain in the R-3 zoning. The rezoning would be quasi-judicial in nature; therefore, any ex parte communications shall be disclosed prior to the item being heard.

Consistency with Comprehensive Plan

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

- Policy 1.1.1 [L] requires that, in order to discourage urban sprawl, new development shall be concentrated in the Urban Services Area (USA) as designated on the future land use map. The subject site is made up of two parcels, one within the USA and one approximately 62.01-acre parcel outside the USA. A text amendment to expand the USA to include the eastern parcel was submitted by the applicant.
- Policy 2.2.5 [L] states the purpose of the Suburban land use is to create an environment for economic investment or reinvestment through the mutually advantageous placement of employment and shopping opportunities with convenient access to low to medium density residential land uses. Employment opportunities should be located near residential areas, if possible, within walking distance.
- Policy 2.2.5 [L] states that to complement the residential aspects of this development pattern, recreational opportunities, cultural activities, commercial goods and services should be located nearby.

Summary of LMA 2022 02:

- Local Planning Agency recommendation on proposed amendment and rezoning: **Approve.**
- Staff recommendation on proposed amendment and rezoning: **Approve.**
- The staff report for this map amendment is included as Attachment #20.
- No citizen comments have been received on this map amendment.

If the proposed Leon County Ordinance (Attachment #7) is adopted by the Board (Option #7) the portion of the proposed amendment in unincorporated Leon County will be considered adopted. The proposed Ordinance for the rezoning (Attachment #8) would implement the map amendment if approved by the Board (Option #8). If Ordinance 22-O-10 (Attachment #9) is adopted by the City Commission (Option #9), the portion of the proposed amendment located within city limits will be considered adopted. If either or both portions of the Comprehensive Plan amendment are adopted, the adopted amendment package will be submitted to the State Land Planning Agency and review agencies. The amendments would become effective 31 days after the state land planning agency notifies the local government that the plan amendment package is complete.

Amendment 5 Name: LMA 2022 01 – April Road

Applicant: D.R. Horton

Jurisdiction: Leon County

Staff: Oluwaseyi Akinrinde

Synopsis: The proposed large-scale map amendment to Urban Residential-2 and concurrent rezoning to R-1 would allow low-density residential development at a density up to 3.63 dwelling units per acre. The land use category and zoning district requested are the same as the land use and zoning on property directly east of the site. The property to the west of the site is the Tallahassee National Cemetery and the higher density Hampton Creek subdivision. A portion of the subject site is currently zoned R-1 which allows a maximum of 3.63 dwelling units per acre. The portion of the site currently zoned Rural allows one dwelling unit per 10 acres, and the proposed R-1 zoning would be increased to 3.63 dwelling units per acre. The portion of the site currently designated Office Residential-2 (OR-2) currently allows between 8 and 16 dwelling units per acre and the R-1 zoning would decrease the allowable density to 3.63 dwelling units per acre. This zoning district allows single-family detached housing. Multifamily dwellings are not permitted in this district.

Large-Scale Map Amendment: This Map Amendment is a request to change the Future Land Use Map (FLUM) designation from Suburban (SUB), Rural (R), and Urban Residential 2 (UR-2) to Urban Residential 2 on approximately 173.24 acres. The subject area is between Apalachee Parkway to the north and Old. St. Augustine Road to the south. This amendment is related to text amendment LTA202201 to adjust the Urban Service Area to include the entire parcels.

The Suburban category allows a mixture of office, commercial uses, and residential densities up to 20 units per acre. The Suburban land use category is intended to create an environment for economic investment or reinvestment through the mutually advantageous placement of employment and shopping opportunities with convenient access to low- to medium-density residential land uses. The Rural category prohibits higher density residential, and nonresidential activities that are not functionally related to and supportive of agriculture, silviculture, and other natural resource-based activities. The portion of the property east of April Road that is designated UR-2 will remain as it is currently designated.

The proposed Urban Residential 2 category allows townhouses, single-family detached homes, two-family homes, and apartments as well as open space/recreation and community facilities related to residential use from 4-20 dwelling units per acre. The intent of the Urban Residential 2 category is to promote a range of residential densities, thereby promoting infill development, reducing urban sprawl, and maximizing the efficiency of infrastructure.

Rezoning Application: A rezoning application is being processed concurrently with this amendment. A zoning change from Rural (R) and Office Residential (OR-2) to Single-Family Detached Residential (R-1) has been requested to implement the proposed amendment to the Future Land Use Map. The eastern portion of the property is currently zoned R-1. The rezoning would be quasi-judicial in nature; therefore, any ex parte communications shall be disclosed prior to the item being heard.

Consistency with Comprehensive Plan

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

- Policy 2.1.1 [L] indicates that urban services are not planned or programmed for lands in the Rural land use category. There is currently access available for the subject site. This fact supports redesignation of 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 has the northern portion and parts to the east of April Road in the Urban Service Area. Therefore, this special condition is satisfied.
- Policy 2.2.24 [L] indicates that the Urban Residential 2 land use category is to be applied only within the Urban Service Area. Portions of the subject site is within the USA and there is a concurrent text amendment to expand the USA to the rest of the subject site.
- Policy 2.2.24 [L] indicates that Urban Residential 2 may serve as a transition category between lower density residential categories and more intensive development such as higher density residential and/or office land uses or major roadways where alternative modes of transportation are available to support the increased residential densities. The subject site is between Apalachee Parkway, a principal arterial and Old St. Augustine Road, a minor arterial. April Road, a minor collector, runs through the site and can support the increased residential densities which is consistent with Policy 2.2.24 [L].

Summary of LMA 2022 01:

- Local Planning Agency recommendation on proposed amendment and rezoning: **Approve.**
- Staff recommendation on proposed amendment and rezoning: **Approve.**
- The staff report for this map amendment is included as Attachment #21.

- Citizen comments on this map amendment are included as Attachment #22.

If the proposed Ordinance (Attachment #10) is adopted by the Board (Option #10), the Comprehensive Plan amendment will be considered adopted, and the adopted amendment package will be submitted to the State Land Planning Agency and review agencies. The amendment would become effective 31 days after the state land planning agency notifies the local government that the plan amendment package is complete. The proposed Ordinance for the rezoning (Attachment #11) would implement the map amendment if approved by the Board (Option #11).

Amendment 6 Name: LMA 2022 03 – Southwood Plantation Road

Applicant: D.R. Horton

Jurisdiction: Leon County

Staff: Oluwaseyi Akinrinde

Synopsis: The proposed large-scale map amendment to Suburban and concurrent rezoning to R-3 would allow low-density residential development at a density up to eight dwelling units per acre. The land use category and zoning district requested are the same as the property directly north of the site. The property to the east of the site is the Tallahassee National Cemetery. Other adjacent properties are Residential Preservation, Suburban with Medium Density Residential zoning, Planned Development (Southwood), and Rural. The rezoning from Rural to R-3 would increase the allowable residential density from one unit per 10 acres to eight dwelling units per acre. This zoning district allows a range of single-family and two-family housing types including single-family detached, attached, and two-family attached dwellings. Multifamily dwellings are not a permitted use in this district.

Large-Scale Map Amendment: This Map Amendment is a request to change the Future Land Use Map (FLUM) designation from Rural (R) and Suburban (SUB) to Suburban on approximately 129.8 acres. The subject area is located between Apalachee Parkway and Old St. Augustine Road with access from Southwood Plantation Road. This amendment is related to text amendment LTA202201 to adjust the Urban Service Area to include the entire parcel.

The Rural category prohibits higher density residential, and nonresidential activities that are not functionally related to and supportive of agriculture, silviculture, and other natural resource-based activities. The western portion of the property that is currently designated Suburban will remain as it is currently designated.

The proposed Suburban category allows a mixture of office, commercial uses, and residential densities up to 20 units per acre. The Suburban land use category is intended to create an environment for economic investment or reinvestment through the mutually advantageous placement of employment and shopping opportunities with convenient access to low- to medium-density residential land uses.

Rezoning Application: A rezoning application is being processed concurrently with this amendment. A zoning change from Rural (R) and Critical Planning Area (CPA) to Single-Family

Detached, Attached Two-Family Residential (R-3) has been requested to implement the proposed amendment to the Future Land Use Map. The rezoning would be quasi-judicial in nature; therefore, any ex parte communications shall be disclosed prior to the item being heard.

Consistency with Comprehensive Plan

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

- Policy 1.1.1 requires that, in order to discourage urban sprawl, new development shall be concentrated in the Urban Services Area (USA) as designated on the future land use map. The subject site is currently partially inside the USA boundary. A text amendment was submitted to expand the USA to encompass the parcel in its entirety.
- Policy 2.1.1 [L] indicates that urban services are not planned or programmed for lands in the Rural land use category. There is currently access available for the subject site. This fact supports redesignation of 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 western portion of the subject site is currently in the Urban Service Area. Therefore, this special condition is satisfied.
- Policy 2.2.5 [L] states the purpose of the Suburban land use is to create an environment for economic investment or reinvestment through the mutually advantageous placement of employment and shopping opportunities with convenient access to low- to medium-density residential land uses. Employment opportunities should be located near residential areas, if possible, within walking distance.
- Policy 2.2.5 [L] states that to complement the residential aspects of this development pattern, recreational opportunities, cultural activities, commercial goods and services should be located nearby.

Summary of LMA 2022 03:

- Local Planning Agency recommendation on proposed amendment and rezoning: **Approve.**
- Staff recommendation on proposed amendment and rezoning: **Approve.**
- The staff report for this map amendment is included as Attachment #23.
- Citizen comments on this map amendment are included as Attachment #24.

Additional Information Requested by the Commissions

Information requested at the April 12, 2022 Transmittal Hearing is included as Attachment #29. This information includes a summary of the concurrency requirements and transportation projects related to the Southwood development. The proposed amendment does not impact the

concurrency requirements or transportation projects required of the St. Joe Company per the Southwood DRI.

If the proposed Ordinance (Attachment #12) is adopted by the Board (Option #12), the Comprehensive Plan amendment will be considered adopted, and the adopted amendment package will be submitted to the State Land Planning Agency and review agencies. The amendment would become effective 31 days after the state land planning agency notifies the local government that the plan amendment package is complete. The proposed Ordinance for the rezoning (Attachment #13) would implement the map amendment if approved by the Board (Option #13).

Amendment 7 Name: TMA 2022 001 - Ananeo Trust

Applicant: Ananeo Trust LLC

Jurisdiction: City of Tallahassee

Staff: Stephen Hodges

Synopsis: The Government Operational land use that is currently on the property is intended for “property owned or operated by local, state and federal government.” The requested Activity Center zoning district allows between 16 and 45 dwelling units per acre; however, allowable development on the subject site is constrained by existing utility easements. The proposed small-scale map amendment to Activity Center, and concurrent rezoning to the Activity Center district, would be consistent with the site being privately owned and allowing limited development subject to the provisions of the easements, and would be the same land use and zoning as all adjacent nongovernment operational properties.

Small-Scale Map Amendment: This Map Amendment is a request to change the Future Land Use Map (FLUM) designation from Governmental Operational (GO) to High Intensity Urban Activity Center (AC) on approximately 0.39 acres. The subject area is located at the northeast corner of the intersection of Maclay Commerce Drive and Financial Plaza.

The Government Operational category is intended for “property owned or operated by local, state and federal government.” Electric transmission lines cross the subject site from east to west and easements currently exists on the site; however, the site is privately owned, and limited development may still occur.

The High Intensity Urban Activity Center category is intended to provide community-wide or regional commercial activities located in proximity to multifamily housing and office employment centers. It is intended to provide large-scale commercial activities to serve retail needs of large portions of the population, promote efficiency of the transportation system by consolidating trips, and discourage unabated sprawl of commercial activities. Planned, integrated development is required to promote synergy between the different allowable land uses. An integrated pedestrian mobility system designed to provide safe and accessible foot and bike travel between the land uses shall be stressed in granting development approvals. Access and egress to Activity Centers as well as internal vehicle travel shall be planned in a

comprehensive manner in order to facilitate traffic movement. Residential development is permitted up to 45 dwelling units per acre.

Rezoning Application: A rezoning application is being processed concurrently with this amendment. A zoning change from Planned Unit Development (PUD) to High Intensity Urban Activity Center (AC) has been requested to implement the proposed amendment to the Future Land Use Map. The rezoning would be quasi-judicial in nature; therefore, any ex parte communications shall be disclosed prior to the item being heard.

Consistency with Comprehensive Plan

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

- Policy 2.2.9: [L] which describes the High Intensity Urban Activity land use category. The subject site is vacant and is located in proximity to multifamily housing and office employment centers. Although the subject site is too small to provide large-scale commercial activities to serve the retail needs of large portions of the population, the use of the site under AC would promote the efficiency of the transportation system by consolidating trips and discouraging unabated sprawl of commercial activities.
- Policy 2.2.9: [L], the subject site is accessible via an integrated pedestrian mobility system designed to provide safe and accessible foot and bike travel between the land uses. Access to the site is provided by its location at the intersection of Maclay Commerce Drive and Financial Plaza, which is accessible via Maclay Boulevard and Village Square Boulevard. There are sidewalks along these streets, as well as bike lanes on Maclay Commerce Drive and Financial Plaza.
- Policy 2.2.16: [L] describes the Government Operational (GO) land use category. The GO category specifically allows facilities that provide for the operation of and provision of services on property owned or operated by government. The subject site is privately owned but also has a City of Tallahassee-owned utility easement covering the entirety of the subject site to accommodate electric utility facilities (i.e., aerial powerlines). With the exception of two temporary structures, the subject site is otherwise vacant. Although the subject site is consistent with GO based on its present use by the City's Electric and Gas department, this land use designation severely constrains the subject site which has no other development constraints except the transmission lines themselves.

Summary of TMA 2022 001:

- Local Planning Agency recommendation on proposed amendment and rezoning: **Approve.**
- Staff recommendation on proposed amendment and rezoning: **Approve.**
- The staff report for this map amendment is included as Attachment #25.
- Citizen comments on this map amendment are included as Attachment #26.

If Ordinance 22-O-11 (Attachment #14) is adopted by the City Commission (Option #14), the Comprehensive Plan amendment will be considered adopted, and the adopted amendment package will be submitted to the State Land Planning Agency and review agencies. The amendment would become effective 31 days after the state land planning agency notifies the local government that the plan amendment package is complete. Proposed Ordinance 22-Z-12 (Attachment #15) would implement the map amendment if approved by the City Commission (Option #15).

OPTIONS

1. Conduct the adoption public hearing and adopt the proposed Ordinance (Attachment #1), thereby adopting text amendment TTA2022004 (Property Rights Element) to the Tallahassee-Leon County 2030 Comprehensive Plan. (County)
2. Conduct the adoption public hearing and adopt the proposed Ordinance 2022-O-07 (Attachment #2), thereby adopting text amendment TTA2022004 (Property Rights Element) to the Tallahassee-Leon County 2030 Comprehensive Plan. (City)
3. Conduct the adoption public hearing and adopt the proposed Ordinance (Attachment #3), thereby adopting text amendment TTA2022003 (Future Right-of-Way Needs Map) to the Tallahassee-Leon County 2030 Comprehensive Plan. (County)
4. Conduct the adoption public hearing and adopt the proposed Ordinance 2022-O-08 (Attachment #4), thereby adopting text amendment TTA2022003 (Future Right-of-Way Needs Map) to the Tallahassee-Leon County 2030 Comprehensive Plan. (City)
5. Conduct the adoption public hearing and adopt the proposed Ordinance (Attachment #5), thereby adopting text amendment LTA202201 (Urban Services Area) to the Tallahassee-Leon County 2030 Comprehensive Plan. (County)
6. Conduct the adoption public hearing and adopt the proposed Ordinance 2022-O-09 (Attachment #6), thereby adopting text amendment LTA202201 (Urban Services Area) to the Tallahassee-Leon County 2030 Comprehensive Plan. (City)
7. Conduct the adoption public hearing and adopt the proposed Ordinance (Attachment #7), thereby adopting large-scale map amendment LMA202202 (Woodville Highway) to the Tallahassee-Leon County 2030 Comprehensive Plan. (County)
8. Conduct the adoption public hearing and adopt the proposed Ordinance (Attachment #8), thereby amending the Official Zoning Map to change the zoning classification from Rural (R) zoning district to Single Detached, Attached, and Two Family Residential (R-3) zoning district concurrent with the large-scale map amendment LMA202202 (Woodville Highway). (County only)
9. Conduct the adoption public hearing and adopt the proposed Ordinance 2022-O-10 (Attachment #9), thereby adopting large-scale map amendment LMA202202 (Woodville Highway) to the Tallahassee-Leon County 2030 Comprehensive Plan. (City)

10. Conduct the adoption public hearing and adopt the proposed Ordinance (Attachment #10), thereby adopting large-scale map amendment LMA202201 (April Road) to the Tallahassee-Leon County 2030 Comprehensive Plan. (County only)
11. Conduct the adoption public hearing and adopt the proposed Ordinance (Attachment #11), thereby amending the Official Zoning Map to change the zoning classification from Rural (R) and Office Residential (OR-2) zoning district to Single-Family Detached Residential (R-1) zoning district concurrent with the large-scale map amendment LMA202201 (April Road). (County only)
12. Conduct the adoption public hearing and adopt the proposed Ordinance (Attachment #12), thereby adopting large-scale map amendment LMA202203 (Southwood Plantation Road) to the Tallahassee-Leon County 2030 Comprehensive Plan. (County only)
13. Conduct the adoption public hearing and adopt the proposed Ordinance (Attachment #13), thereby amending the Official Zoning Map to change the zoning classification from Rural (R) and Critical Planning Area (CPA) zoning district to Single Detached, Attached, and Two Family Residential (R-3) zoning district concurrent with the large-scale map amendment LMA202203 (Southwood Plantation Road). (County only)
14. Conduct the adoption public hearing and adopt the proposed Ordinance 2022-O-11 (Attachment #14), thereby adopting small-scale map amendment TMA2022001 (Ananeo Trust) to the Tallahassee-Leon County 2030 Comprehensive Plan. (City only)
15. Conduct the adoption public hearing and adopt the proposed Ordinance 2022-Z-12 (Attachment #15) thereby amending the Official Zoning Map to change the zoning classification from Planned Unit Development (PUD) to High Intensity Activity Center (AC) zoning district concurrent with the small-scale map amendment TMA2022001 (Ananeo Trust). (City only)
16. Conduct the adoption public hearing and do not adopt the proposed Ordinance (Attachment #1), thereby not adopting text amendment TTA2022004 (Property Rights Element) to the Tallahassee-Leon County 2030 Comprehensive Plan. (County)
17. Conduct the adoption public hearing and do not adopt the proposed Ordinance 2022-O-07 (Attachment #2), thereby not adopting text amendment TTA2022004 (Property Rights Element) to the Tallahassee-Leon County 2030 Comprehensive Plan. (City)
18. Conduct the adoption public hearing and do not adopt the proposed Ordinance (Attachment #3), thereby not adopting text amendment TTA2022003 (Future Right-of-Way Needs Map) to the Tallahassee-Leon County 2030 Comprehensive Plan. (County)
19. Conduct the adoption public hearing and do not adopt the proposed Ordinance 2022-O-08 (Attachment #4), thereby not adopting text amendment TTA2022003 (Future Right-of-Way Needs Map) to the Tallahassee-Leon County 2030 Comprehensive Plan. (City)

20. Conduct the adoption public hearing and do not adopt the proposed Ordinance (Attachment #5), thereby not adopting text amendment LTA202201 (Urban Services Area) to the Tallahassee-Leon County 2030 Comprehensive Plan. (County)
21. Conduct the adoption public hearing and do not adopt the proposed Ordinance 2022-O-09 (Attachment #6), thereby not adopting text amendment LTA202201 (Urban Services Area) to the Tallahassee-Leon County 2030 Comprehensive Plan. (City)
22. Conduct the adoption public hearing and do not adopt the proposed Ordinance (Attachment #7), thereby not adopting large-scale map amendment LMA202202 (Woodville Highway) to the Tallahassee-Leon County 2030 Comprehensive Plan. (County)
23. Conduct the adoption public hearing and do not adopt the proposed Ordinance (Attachment #8), thereby not amending the Official Zoning Map to change the zoning classification from Rural (R) zoning district to Single Detached, Attached, and Two Family Residential (R-3) zoning district concurrent with the large-scale map amendment LMA202202 (Woodville Highway). (County only)
24. Conduct the adoption public hearing and do not adopt the proposed Ordinance 2022-O-10 (Attachment #9), thereby not adopting large-scale map amendment LMA202202 (Woodville Highway) to the Tallahassee-Leon County 2030 Comprehensive Plan. (City)
25. Conduct the adoption public hearing and do not adopt the proposed Ordinance (Attachment #10), thereby not adopting large-scale map amendment LMA202201 (April Road) to the Tallahassee-Leon County 2030 Comprehensive Plan. (County only)
26. Conduct the adoption public hearing and do not adopt the proposed Ordinance (Attachment #11), thereby not amending the Official Zoning Map to change the zoning classification from Rural (R) and Office Residential (OR-2) zoning district to Single Family Detached Residential (R-1) zoning district concurrent with the large-scale map amendment LMA202201 (April Road). (County only)
27. Conduct the adoption public hearing and do not adopt the proposed Ordinance (Attachment #12), thereby not adopting large-scale map amendment LMA202203 (Southwood Plantation Road) to the Tallahassee-Leon County 2030 Comprehensive Plan. (County only)
28. Conduct the adoption public hearing and do not adopt the proposed Ordinance (Attachment #13), thereby not amending the Official Zoning Map to change the zoning classification from Rural (R) and Critical Planning Area (CPA) zoning district to Single Detached, Attached, and Two Family Residential (R-3) zoning district concurrent with the large-scale map amendment LMA202203 (Southwood Plantation Road). (County only)
29. Conduct the adoption public hearing and do not adopt the proposed Ordinance (Attachment #14), thereby not adopting small-scale map amendment TMA2022001 (Ananeo Trust) to the Tallahassee-Leon County 2030 Comprehensive Plan. (City only)
30. Conduct the adoption public hearing and do not adopt the proposed Ordinance 2022-Z-12 (Attachment #15) thereby not amending the Official Zoning Map to change the zoning

classification from Planned Unit Development (PUD) to High Intensity Activity Center (AC) zoning district concurrent with the small-scale map amendment TMA2022001 (Ananeo Trust). (City only)

31. Board and City Commission direction.

RECOMMENDED ACTIONS

Options #1, #2, #3, #4, #5, #6, #7, #8, #9, #10, #11, #12, #13, #14, and #15

Attachments:

1. Proposed Leon County Ordinance (Property Rights Element)
2. Proposed City of Tallahassee Ordinance 2022-O-07 (Property Rights Element)
3. Proposed Leon County Ordinance (Future Right-of-Way Needs Map)
4. Proposed City of Tallahassee Ordinance 2022-O-08 (Future Right of Way Needs Map)
5. Proposed Leon County Ordinance (Urban Services Area)
6. Proposed City of Tallahassee Ordinance 2022-O-09 (Urban Services Area)
7. Proposed Leon County Ordinance (Woodville Highway)
8. Proposed Leon County Ordinance (Woodville Highway Rezoning)
9. Proposed City of Tallahassee Ordinance 2022-O-10 (Woodville Highway)
10. Proposed Leon County Ordinance (April Road)
11. Proposed Leon County Ordinance (April Road Rezoning)
12. Proposed Leon County Ordinance (Southwood Plantation Road)
13. Proposed Leon County Ordinance (Southwood Plantation Road Rezoning)
14. Proposed City of Tallahassee Ordinance 2022-O-11 (Ananeo Trust)
15. Proposed City of Tallahassee Ordinance 2022-Z-12 (Ananeo Trust Rezoning)
16. Staff report for TTA 2022 004 (Property Rights Element)
17. Staff report for TTA 2022 003 (Future Right of Way Needs Map)
18. Staff report for LTA 2022 01 (Urban Services Area)
19. Citizen Comments on LTA 2022 01 (Urban Services Area)
20. Staff report for LMA 2022 02 (Woodville Highway)
21. Staff report for LMA 2022 01 (April Road)
22. Citizen Comments on LMA 2022 01 (April Road)
23. Staff Report for LMA 2022 03 (Southwood Plantation Road)
24. Citizen Comments on LMA 2022 03 (Southwood Plantation Road)
25. Staff Report for TMA 2022 01 (Ananeo Trust)
26. Citizen Comments on TMA 2022 01 (Ananeo Trust)
27. Public Notice (County)
28. Public Notice (City)
29. Additional Information Requested at the April 12, 2022 Transmittal Hearing

LEON COUNTY ORDINANCE NO. 2022-

**AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF
LEON COUNTY, FLORIDA, AMENDING THE 2030 TALLAHASSEE-LEON
COUNTY COMPREHENSIVE PLAN; CREATING THE PROPERTY RIGHTS
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 163.3177(6)(i), Florida Statutes, each local government must
2 adopt a property rights element in its comprehensive plan by the earlier of the date of its adoption of
3 its next proposed plan amendment that is initiated after July 1, 2021, or the date of the next scheduled
4 evaluation and appraisal of its comprehensive plan; and

5 WHEREAS, pursuant to Section 163.3184, Florida Statutes, the Board of County
6 Commissioners of Leon County has held several public work sessions, public meetings, and public
7 hearings on the proposed amendment to the comprehensive plan, with due public notice having been
8 provided, to obtain public comment, and has considered all written and oral comments received during
9 said work sessions, public meetings and public hearings; and

10 WHEREAS, pursuant to Section 163.3184, Florida Statutes, the Board of County
11 Commissioners of Leon County transmitted copies of the proposed amendment to the comprehensive
12 plan to the Department of Economic Opportunity as the State Land Planning Agency and other state
13 and regional agencies for written comment; and

14 WHEREAS, pursuant to Section 163.3184, Florida Statutes, the Board of County
15 Commissioners of Leon County held a public hearing with due public notice having been provided on
16 the proposed amendment to the comprehensive plan; and

17 WHEREAS, the Board of County Commissioners of Leon County further considered all oral
18 and written comments received during such public hearing, including the data collection and analyses
19 packages, the recommendations of the Tallahassee-Leon County Local Planning Agency, and the
20 Objections, Recommendations, and Comments Report of the Department of Economic Opportunity;
21 and

22 WHEREAS, in exercise of its authority, the Board of County Commissioners of Leon County
23 has determined it necessary and desirable to adopt the amendment to the comprehensive plan to

1 preserve and enhance present advantages; encourage the most appropriate use of land, water and
2 resources, consistent with the public interest; overcome present handicaps; and deal effectively with
3 future problems that may result from the use and development of land within Leon County, and to meet
4 all requirements of law;

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

7 **Section 1. Purpose and Intent.**

8 This Ordinance is hereby enacted to carry out the purpose and intent of, and exercise the
9 authority set out in the Community Planning Act, Sections 163.3161 through 163.3215, Florida
10 Statutes, as amended.

11 **Section 2. Text Amendment.**

12 The Ordinance does hereby adopt the following portion of the text attached hereto as Exhibit
13 “A,” and made a part hereof, as an amendment to the Tallahassee-Leon County 2030 Comprehensive
14 Plan, as amended, and does hereby amend “The Tallahassee-Leon County 2030 Comprehensive Plan,”
15 as amended, in accordance therewith, being the creation of the following Plan element:

16 Text Amendment TTA 2022-004, which creates the Property Rights Element.

17 **Section 3. Applicability and Effect.**

18 The applicability and effect of this amendment to the 2030 Comprehensive Plan shall be as
19 provided by the Community Planning Act, Sections 163.3161 through 163.3215, Florida Statutes, and
20 this Ordinance, and shall apply to all properties under the jurisdiction of Leon County.

21 **Section 4. Conflict with Other Ordinances and Codes.**

22 All ordinances or parts of ordinances of the Code of Laws of Leon County, Florida, in conflict
23 with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

24 **Section 5. Severability.**

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

Section 6. Copy on File.

To make the Tallahassee-Leon County 2030 Comprehensive Plan available to the public, a certified copy of the enacting ordinance, as well as certified copies of the Tallahassee-Leon County 2030 Comprehensive Plan and these updates thereto, shall also be located in the Tallahassee-Leon County Planning Department. The Planning Director shall also make copies available to the public for a reasonable publication charge.

Section 7. Effective Date.

The plan amendment shall be effective upon adoption by the Leon County Board of County Commissioners and the Tallahassee City Commission and as further provided by the applicable statutes and regulations pertaining thereto.

DONE, ADOPTED AND PASSED by the Board of County Commissioners of Leon County, Florida, this 14th day of June, 2022.

LEON COUNTY, FLORIDA

By: _____
Bill Proctor, Chairman
Board of County Commissioners

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

By: _____

APPROVED AS TO FORM:

1 Chasity H. O'Steen, County Attorney
2 Leon County Attorney's Office

3

4

5 By:_____

Text Amendment TTA 2022 004

Property Rights

Goals, Objectives, and Policies

Goal 1: [PR]

To recognize and respect judicially acknowledged or constitutionally protected private property rights.

Objective 1.1: [PR]

Ensure that all rules, ordinances, regulations, and programs are developed, advertised, implemented, and applied with sensitivity for private property rights.

Policy 1.1.1: [PR]

To ensure that private property rights are considered in local decision-making, the following rights shall be considered:

1. The right of a property owner to physically possess and control their interests in the property, including easements, leases, or mineral rights, subject to state law and local ordinances.
2. The right of a property owner to use, maintain, develop, and improve their property for personal use or for the use of any other person, subject to state law and local ordinances.
3. The right of the property owner to privacy and to exclude others from the property to protect the owner's possessions and property, subject to state law and local ordinances.
4. The right of a property owner to dispose of their property through sale or gift, subject to state law and local ordinance.

ORDINANCE NO. 22-O-07

AN ORDINANCE OF THE CITY OF TALLAHASSEE ADOPTING A TEXT AMENDMENT TO THE 2030 TALLAHASSEE/LEON COUNTY COMPREHENSIVE PLAN CREATING THE PROPERTY RIGHTS ELEMENT; 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 this amendment to the Comprehensive Plan; and,

WHEREAS, on April 12, 2022, pursuant to Section 163.3184, Florida Statutes, the City Commission of the City of Tallahassee transmitted copies of the proposed amendment of the comprehensive plan to the Department of Economic Opportunity and other state and regional agencies for written comment; and,

WHEREAS, pursuant to Section 163.3177, Florida Statutes, each local government must adopt a property rights element in its comprehensive plan by the earlier of the date of its adoption of its next proposed plan amendment that is initiated after July 1, 2021, or the date of the next scheduled evaluation and appraisal of its comprehensive plan; 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,

WHEREAS, in exercise of its authority, the City Commission of the City of Tallahassee has determined it necessary and desirable to adopt this amendment to the comprehensive plan to preserve and enhance present advantages; encourage the most appropriate use of land, water and resources, consistent with the public interest; overcome present handicaps; and deal effectively with future problems that may result from the use and development of land within the City of Tallahassee, and to meet all requirements of law.

NOW, THEREFORE, BE IT ENACTED by the City Commission of the City of Tallahassee, Florida, as follows, that:

Section 1. Purpose and Intent.

This ordinance is hereby enacted to carry out the purpose and intent of, and exercise the authority set out in, Sections 163.3161 through 163.3215, Florida Statutes, the Community Planning Act.

Section 2. Text Amendment.

The ordinance does hereby adopt the following portion of the text attached hereto as Exhibit "A," and made a part hereof, as an amendment to the Tallahassee-Leon County 2030 Comprehensive Plan, as amended, and does hereby amend "The Tallahassee-Leon County 2030 Comprehensive Plan," as amended, in accordance therewith, being the creation of the following Plan element:

Text Amendment TTA2022004 which creates the Property Rights Element.

Section 3. Conflict With Other Ordinances and Codes.

All ordinances or parts of ordinances of the Code of Ordinances of the City of Tallahassee, Florida, in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict.

Section 4. Severability.

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

Section 5. Copy on File.

To make the Tallahassee-Leon County 2030 Comprehensive Plan available to the public, a certified copy of the enacting ordinance, as well as certified copies of the Tallahassee-Leon 2030 Comprehensive Plan and this amendment thereto, shall also be located in the Tallahassee-Leon County Planning Department. The Planning Director shall also make copies available to the public for a reasonable publication charge.

Section 6. Effective Date.

The effective date of this Plan amendment shall be according to law and the applicable statutes and regulations pertaining thereto.

INTRODUCED in the City Commission on the 8th day of June, 2022.

PASSED by the City Commission on the 14th day of June, 2022.

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 2022 004

Property Rights

Goals, Objectives, and Policies

Goal 1: [PR]

To recognize and respect judicially acknowledged or constitutionally protected private property rights.

Objective 1.1: [PR]

Ensure that all rules, ordinances, regulations, and programs are developed, advertised, implemented, and applied with sensitivity for private property rights.

Policy 1.1.1: [PR]

To ensure that private property rights are considered in local decision-making, the following rights shall be considered:

1. The right of a property owner to physically possess and control their interests in the property, including easements, leases, or mineral rights, subject to state law and local ordinances.
2. The right of a property owner to use, maintain, develop, and improve their property for personal use or for the use of any other person, subject to state law and local ordinances.
3. The right of the property owner to privacy and to exclude others from the property to protect the owner's possessions and property, subject to state law and local ordinances.
4. The right of a property owner to dispose of their property through sale or gift, subject to state law and local ordinance.

LEON COUNTY ORDINANCE NO. 2022-

**AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF
LEON COUNTY, FLORIDA, AMENDING THE 2030 TALLAHASSEE-LEON
COUNTY COMPREHENSIVE PLAN; ADOPTING AMENDMENTS TO THE
MOBILITY 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;

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

Section 1. Purpose and Intent.

This Ordinance is hereby enacted to carry out the purpose and intent of, and exercise the authority set out in the Community Planning Act, Sections 163.3161 through 163.3215, Florida Statutes, as amended.

Section 2. Text Amendment.

The Ordinance does hereby adopt the following portion of the text attached hereto as Exhibit “A,” and made a part hereof, as an amendment to the Tallahassee-Leon County 2030 Comprehensive Plan, as amended, and does hereby amend “The Tallahassee-Leon County 2030 Comprehensive Plan,” as amended, in accordance therewith, being an amendment to the following Plan element:

Text Amendment TTA 2022-003, which relates to the Mobility Element.

Section 3. Applicability and Effect.

The applicability and effect of this amendment to the 2030 Comprehensive Plan shall be as provided by the Community Planning Act, Sections 163.3161 through 163.3215, Florida Statutes, and this Ordinance, and shall apply to all properties under the jurisdiction of Leon County.

Section 4. Conflict with Other Ordinances and Codes.

All ordinances or parts of ordinances of the Code of Laws of Leon County, Florida, in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

Section 5. Severability.

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

Section 6. Copy on File.

To make the Tallahassee-Leon County 2030 Comprehensive Plan available to the public, a certified copy of the enacting ordinance, as well as certified copies of the Tallahassee-Leon County 2030 Comprehensive Plan and these updates thereto, shall also be located in the Tallahassee-Leon County Planning Department. The Planning Director shall also make copies available to the public for a reasonable publication charge.

Section 7. Effective Date.

The plan amendment shall be effective upon adoption by the Leon County Board of County Commissioners and the Tallahassee City Commission and as further provided by the applicable statutes and regulations pertaining thereto.

DONE, ADOPTED AND PASSED by the Board of County Commissioners of Leon County, Florida, this 14th day of June, 2022.

LEON COUNTY, FLORIDA

By: _____
Bill Proctor, Chairman
Board of County Commissioners

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

By: _____

APPROVED AS TO FORM:
Chasity H. O'Steen, County Attorney
Leon County Attorney's Office

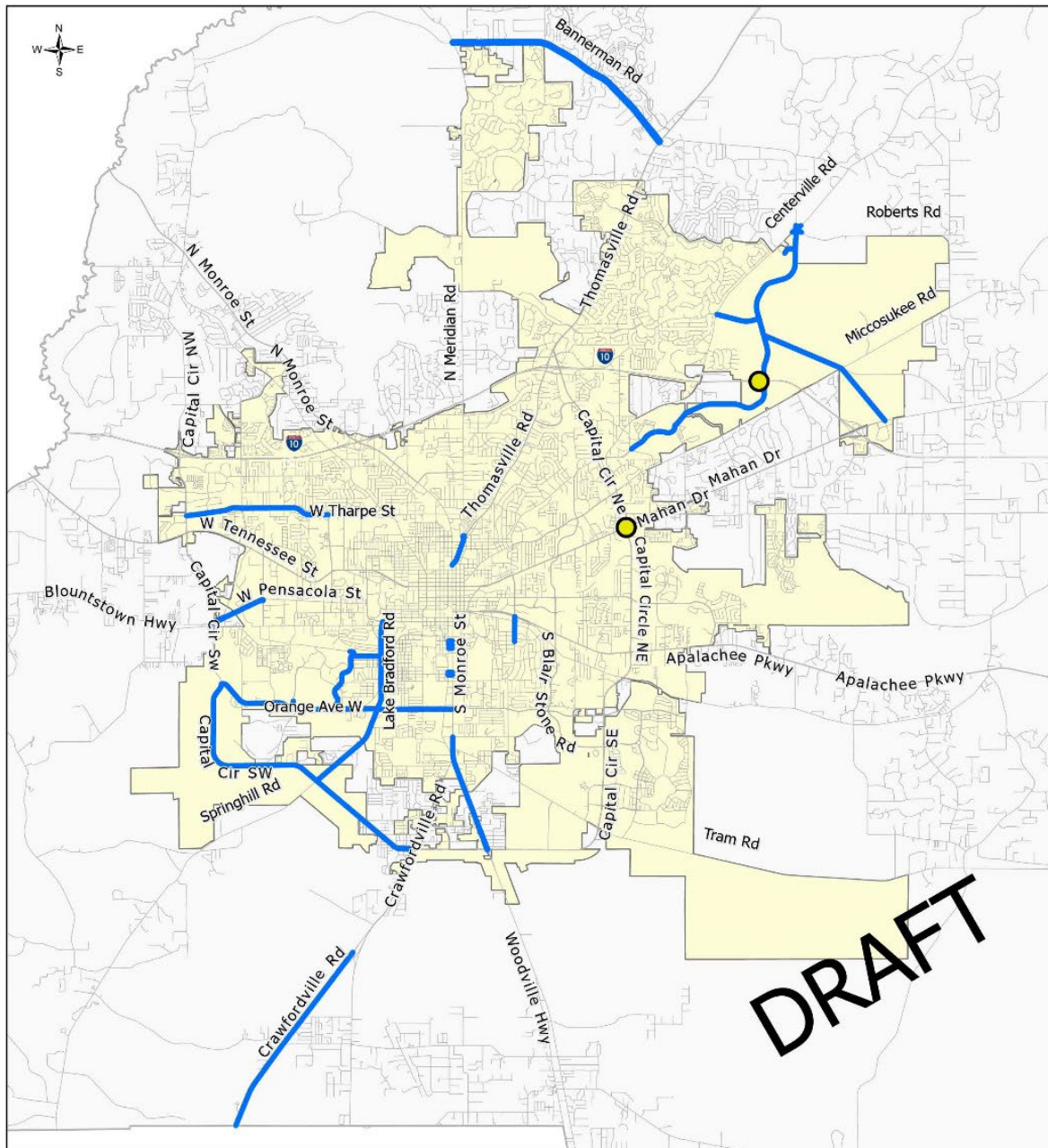
By: _____

Exhibit A.




Text Amendment TTA 2022 003

2022 Comprehensive Plan Cycle

Future Right-of-Way Needs Map



Legend

-  Transportation Systems Management Projects
-  Roadway Projects
-  City of Tallahassee Limits

PLANNING 

DEPARTMENT OF PLANNING

October 14, 2021

Exhibit A.

~~Mobility Element Map 28: Leon County Cost Feasible Plan~~ [delete Map 28]

~~Mobility Element Table 13: Leon County Cost Feasible Plan (Roadway)~~ [delete Table 13]

~~Mobility Element Table 14: Leon County Cost Feasible Plan (Bicycle/Pedestrian)~~ [delete Table 14]

~~Mobility Element Table 15: Leon County Cost Feasible Plan (Transit)~~ [delete Table 15]

ORDINANCE NO. 22-O-08

AN ORDINANCE OF THE CITY OF TALLAHASSEE ADOPTING A TEXT AMENDMENT TO THE 2030 TALLAHASSEE/LEON COUNTY COMPREHENSIVE PLAN AMENDING THE MOBILITY ELEMENT; 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 this amendment to the Comprehensive Plan; and,

WHEREAS, on April 12, 2022, pursuant to Section 163.3184, Florida Statutes, the City Commission of the City of Tallahassee transmitted copies of the proposed amendment 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
2 has determined it necessary and desirable to adopt this amendment to the comprehensive plan to
3 preserve and enhance present advantages; encourage the most appropriate use of land, water and
4 resources, consistent with the public interest; overcome present handicaps; and deal effectively with
5 future problems that may result from the use and development of land within the City of
6 Tallahassee, and to meet all requirements of law.

7 NOW, THEREFORE, BE IT ENACTED by the City Commission of the City of
8 Tallahassee, Florida, as 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 TTA2022003 which relates to the Mobility 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 jurisdiction
24 to be void, unconstitutional, or unenforceable, then all remaining provisions and portions of
25 this Ordinance shall remain in full force and effect.

Section 5. Copy on File.

To make the Tallahassee-Leon County 2030 Comprehensive Plan available to the public, a certified copy of the enacting ordinance, as well as certified copies of the Tallahassee-Leon 2030 Comprehensive Plan and this amendment thereto, shall also be located in the Tallahassee-Leon County Planning Department. The Planning Director shall also make copies available to the public for a reasonable publication charge.

Section 6. Effective Date.

The effective date of this Plan amendment shall be according to law and the applicable statutes and regulations pertaining thereto.

INTRODUCED in the City Commission on the 8th day of June, 2022.

PASSED by the City Commission on the 14th day of June, 2022.

CITY OF TALLAHASSEE

By: _____
John E. Dailey
Mayor

ATTEST:

APPROVED AS TO FORM:

By: _____
James O. Cooke, IV
City Treasurer-Clerk

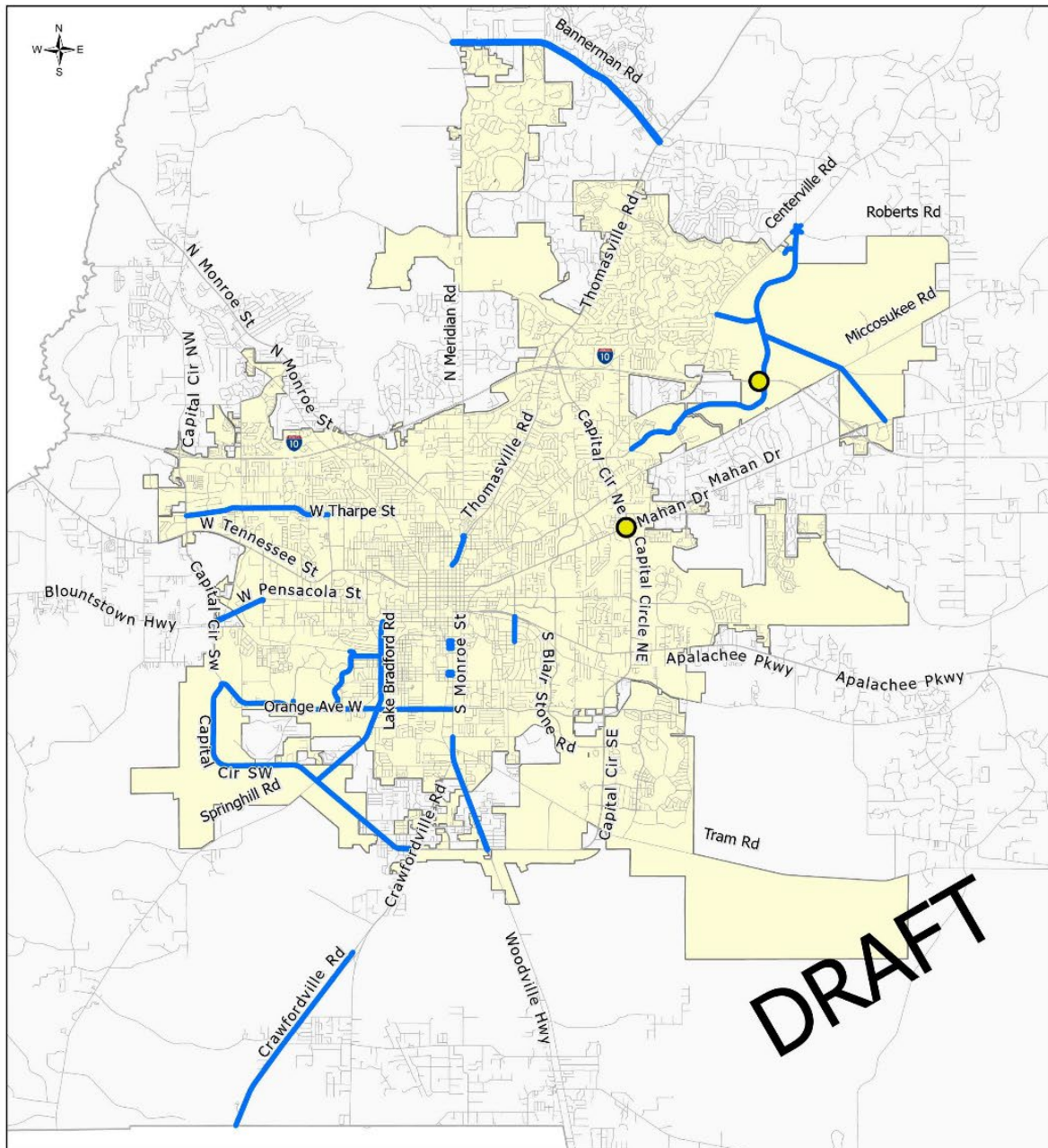
By: _____
Cassandra K. Jackson
City Attorney

Exhibit A.

Text Amendment TTA 2022 003

2022 Comprehensive Plan Cycle

Future Right-of-Way Needs Map



Legend

- Transportation Systems Management Projects
- Roadway Projects
- City of Tallahassee Limits

PLANNING
DEPARTMENT
October 14, 2021

Exhibit A.

~~Mobility Element Map 28: Leon County Cost Feasible Plan~~ [delete Map 28]

~~Mobility Element Table 13: Leon County Cost Feasible Plan (Roadway)~~ [delete Table 13]

~~Mobility Element Table 14: Leon County Cost Feasible Plan (Bicycle/Pedestrian)~~ [delete Table 14]

~~Mobility Element Table 15: Leon County Cost Feasible Plan (Transit)~~ [delete Table 15]

LEON COUNTY ORDINANCE NO. 22-

**AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF
LEON COUNTY, FLORIDA, AMENDING THE 2030 TALLAHASSEE-LEON
COUNTY COMPREHENSIVE PLAN; ADOPTING AMENDMENTS TO THE
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;

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

Section 1. Purpose and Intent.

This Ordinance is hereby enacted to carry out the purpose and intent of, and exercise the authority set out in the Community Planning Act, Sections 163.3161 through 163.3215, Florida Statutes, as amended.

Section 2. Text Amendment.

The Ordinance does hereby adopt the following portion of the text attached hereto as Exhibit “A,” and made a part hereof, as an amendment to the Tallahassee-Leon County 2030 Comprehensive Plan, as amended, and does hereby amend “The Tallahassee-Leon County 2030 Comprehensive Plan,” as amended, in accordance therewith, being an amendment to the following Plan element:

Text Amendment LTA 2022-001, which relates to the Land Use Element.

Section 3. Applicability and Effect.

The applicability and effect of this amendment to the 2030 Comprehensive Plan shall be as provided by the Community Planning Act, Sections 163.3161 through 163.3215, Florida Statutes, and this Ordinance, and shall apply to all properties under the jurisdiction of Leon County.

Section 4. Conflict with Other Ordinances and Codes.

All ordinances or parts of ordinances of the Code of Laws of Leon County, Florida, in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

Section 5. Severability.

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

Section 6. Copy on File.

To make the Tallahassee-Leon County 2030 Comprehensive Plan available to the public, a certified copy of the enacting ordinance, as well as certified copies of the Tallahassee-Leon County 2030 Comprehensive Plan and these updates thereto, shall also be located in the Tallahassee-Leon County Planning Department. The Planning Director shall also make copies available to the public for a reasonable publication charge.

Section 7. Effective Date.

The plan amendment shall be effective upon adoption by the Leon County Board of County Commissioners and the Tallahassee City Commission and as further provided by the applicable statutes and regulations pertaining thereto.

DONE, ADOPTED AND PASSED by the Board of County Commissioners of Leon County, Florida, this 14th day of June, 2022.

LEON COUNTY, FLORIDA

By: _____
Bill Proctor, Chairman
Board of County Commissioners

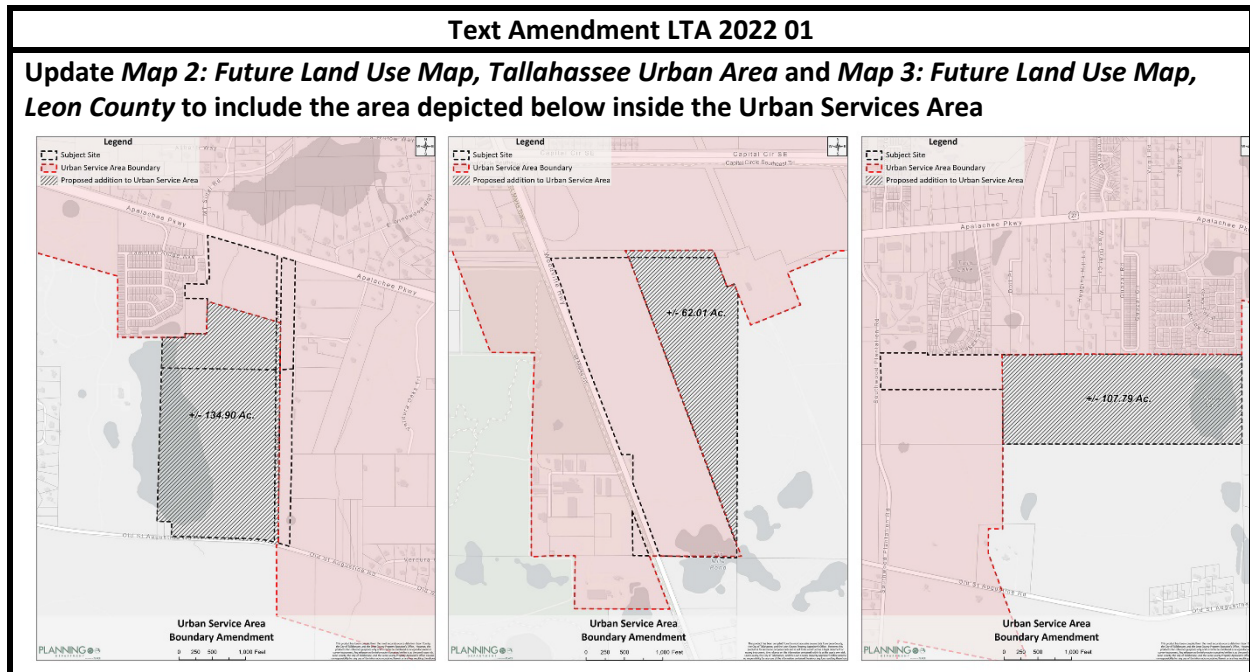
ATTESTED BY:
Gwendolyn Marshall Knight, Clerk of the Court
& Comptroller, Leon County, Florida

By: _____

APPROVED AS TO FORM:
Chasity H. O'Steen, County Attorney
Leon County Attorney's Office

By: _____

Exhibit A.



ORDINANCE NO. 22-O-09

AN ORDINANCE OF THE CITY OF TALLAHASSEE ADOPTING A TEXT AMENDMENT TO THE 2030 TALLAHASSEE/LEON COUNTY COMPREHENSIVE PLAN AMENDING THE URBAN SERVICES AREA IN THE LAND USE ELEMENT; 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 this amendment to the Comprehensive Plan; and,

WHEREAS, on April 12, 2022, pursuant to Section 163.3184, Florida Statutes, the City Commission of the City of Tallahassee transmitted copies of the proposed amendment 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
2 WHEREAS, in exercise of its authority, the City Commission of the City of Tallahassee
3 has determined it necessary and desirable to adopt this amendment to the comprehensive plan to
4 preserve and enhance present advantages; encourage the most appropriate use of land, water and
5 resources, consistent with the public interest; overcome present handicaps; and deal effectively with
6 future problems that may result from the use and development of land within the City of
7 Tallahassee, and to meet all requirements of law.

8 NOW, THEREFORE, BE IT ENACTED by the City Commission of the City of
9 Tallahassee, Florida, as 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 authority
12 set out in, Sections 163.3161 through 163.3215, Florida Statutes, the Community Planning Act.

13 **Section 2. Text Amendment.**

14 The ordinance does hereby adopt the following portion of the text attached hereto as Exhibit
15 "A," and made a part hereof, as an amendment to the Tallahassee-Leon County 2030
16 Comprehensive Plan, as amended, and does hereby amend "The Tallahassee-Leon County 2030
17 Comprehensive Plan," as amended, in accordance therewith, being an amendment to the following
18 Plan element:

19 Text Amendment LTA202201 which relates to the Land Use Element.

20 **Section 3. Conflict With Other Ordinances and Codes.**

21 All ordinances or parts of ordinances of the Code of Ordinances of the City of Tallahassee, Florida,
22 in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict.

23 **Section 4. Severability.**

24 If any provision or portion of this ordinance is declared by any court of competent jurisdiction
25 to be void, unconstitutional, or unenforceable, then all remaining provisions and portions of

1 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 certified
4 copy of the enacting ordinance, as well as certified copies of the Tallahassee-Leon 2030
5 Comprehensive Plan and this amendment thereto, shall also be located in the Tallahassee-Leon
6 County Planning Department. The Planning Director shall also make copies available to the public
7 for a reasonable publication charge.

8 **Section 6. Effective Date.**

9 The effective date of this Plan amendment shall be according to law and the applicable statutes and
10 regulations pertaining thereto.

11 INTRODUCED in the City Commission on the 8th day of June, 2022.

12 PASSED by the City Commission on the 14th day of June, 2022.

13
14
15 CITY OF TALLAHASSEE
16
17

18
19 By: _____
20 John E. Dailey
21 Mayor
22

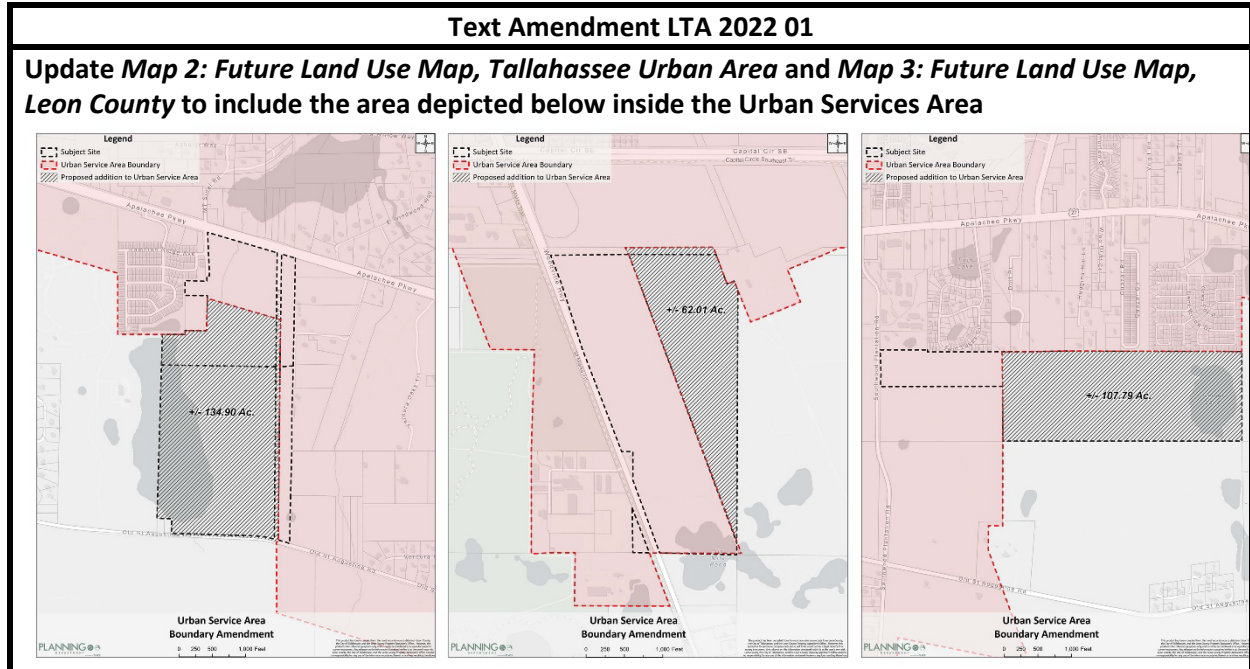
23
24 ATTEST:

25 APPROVED AS TO FORM:

26
27
28 By: _____
29 James O. Cooke, IV
30 City Treasurer-Clerk

28 By: _____
29 Cassandra K. Jackson
30 City Attorney

Exhibit A.



LEON COUNTY ORDINANCE NO. 2022-

**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;

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

Section 1. Purpose and Intent.

This Ordinance is hereby enacted to carry out the purpose and intent of, and exercise the authority set out in the Community Planning Act, Sections 163.3161 through 163.3215, Florida Statutes, as amended.

Section 2. Map Amendment.

The Ordinance does hereby adopt the following portion of the text attached hereto as Exhibit “A,” and made a part hereof, as an amendment to the Tallahassee-Leon County 2030 Comprehensive Plan, as amended, and does hereby amend “The Tallahassee-Leon County 2030 Comprehensive Plan,” as amended, in accordance therewith, being an amendment to the following Plan element:

Map Amendment LMA 2022-02, which relates to the Future Land Use Map.

Section 3. Applicability and Effect.

The applicability and effect of this amendment to the 2030 Comprehensive Plan shall be as provided by the Community Planning Act, Sections 163.3161 through 163.3215, Florida Statutes, and this Ordinance, and shall apply to all properties under the jurisdiction of Leon County.

Section 4. Conflict with Other Ordinances and Codes.

All ordinances or parts of ordinances of the Code of Laws of Leon County, Florida, in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

Section 5. Severability.

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

Section 6. Copy on File.

To make the Tallahassee-Leon County 2030 Comprehensive Plan available to the public, a certified copy of the enacting ordinance, as well as certified copies of the Tallahassee-Leon County 2030 Comprehensive Plan and these updates thereto, shall also be located in the Tallahassee-Leon County Planning Department. The Planning Director shall also make copies available to the public for a reasonable publication charge.

Section 7. Effective Date.

The plan amendment shall be effective upon adoption by the Leon County Board of County Commissioners and the Tallahassee City Commission and as further provided by the applicable statutes and regulations pertaining thereto.

DONE, ADOPTED AND PASSED by the Board of County Commissioners of Leon County, Florida, this 14th day of June, 2022.

LEON COUNTY, FLORIDA

By: _____
Bill Proctor, Chairman
Board of County Commissioners

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

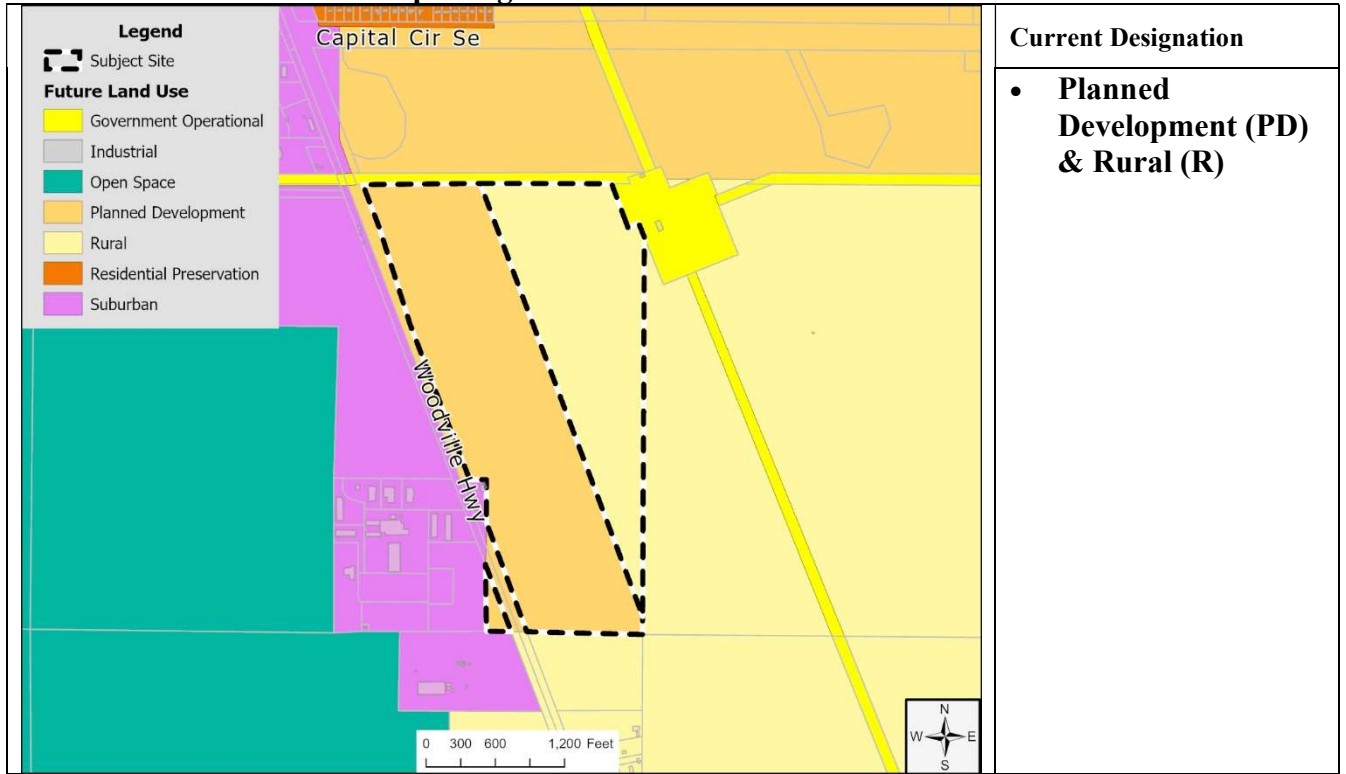
By: _____

APPROVED AS TO FORM:
Chasity H. O'Steen, County Attorney
Leon County Attorney's Office

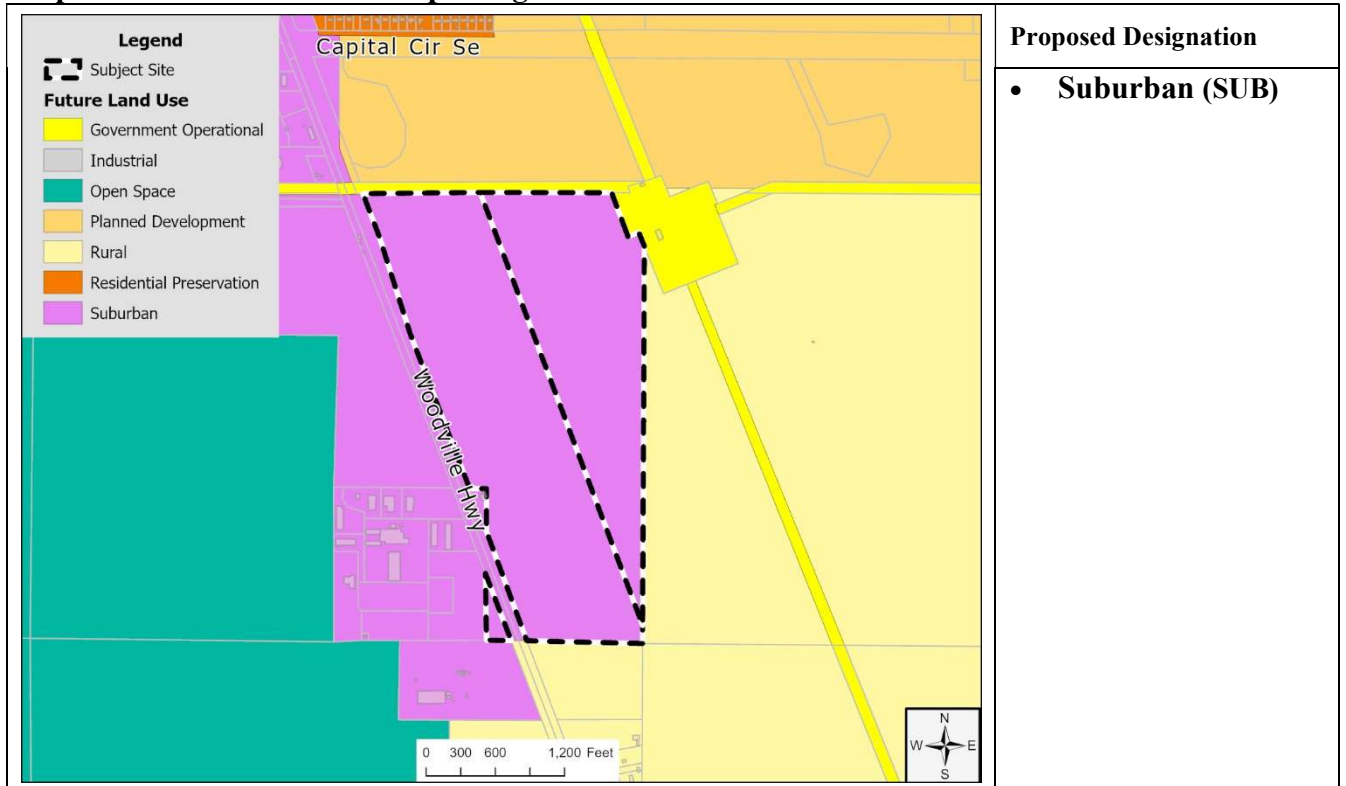
By: _____

Exhibit A

Current Future Land Use Map Designation



Proposed Future Land Use Map Designation



LEON COUNTY ORDINANCE NO. 22-

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, AMENDING THE OFFICIAL ZONING MAP AS ADOPTED IN LEON COUNTY ORDINANCE NO. 92-11 TO PROVIDE FOR A CHANGE IN ZONE CLASSIFICATION FROM THE RURAL (R) TO THE SINGLE DETACHED, ATTACHED AND TWO-FAMILY RESIDENTIAL (R-3) ZONING DISTRICT; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, at its June 14, 2022, public hearing for consideration of the 2022 Comprehensive Plan Cycle, the Board of County Commissioners of Leon County, Florida (Board) approved an Ordinance which adopted Comprehensive Plan Amendment LMA 2022-02 to change the future land use designation from Planned Development (PD) and Rural(R) to Suburban (SUB); and

WHEREAS, to implement plan amendment LMA 2022-02, the applicant has requested that the property which is the subject of that amendment as shown in Exhibit A attached hereto (Property), be rezoned; and

WHEREAS, upon consideration of all evidence submitted at the public hearing including all verbal testimony provided, the Board desires to rezone the Property from Rural (R) to Single Detached, Attached and Two Family Residential (R-3).

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

Section 1. Amendment.

The Official Zoning Map as adopted in Leon County Ordinance No. 92-11 is hereby amended as it pertains to the following described real property:

From Rural (R) to Single Detached, Attached and Two Family Residential (R-3), as more specifically depicted on Exhibit A.

(See Exhibit A.)

Section 2. Conflicts.

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

1 **Section 3. Severability.**

2
3 If any word, phrase, clause, section, or portion of this Ordinance is declared by any court of
4 competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and
5 portions of this Ordinance shall remain in full force and effect.
6

7 **Section 4. Effective Date.**

8
9 This ordinance shall have effect upon becoming law.
10

11 DONE, ADOPTED AND PASSED by the Board of County Commissioners of Leon County,
12 Florida, this _____ day of _____, 20____.
13

14
15 LEON COUNTY, FLORIDA
16

17
18 By: _____
19 Bill Proctor, Chair
20 Board of County Commissioners
21

22 ATTESTED BY:
23 Gwendolyn Marshall Knight, Clerk of
24 Court & Comptroller, Leon County, Florida
25

26
27 By: _____
28

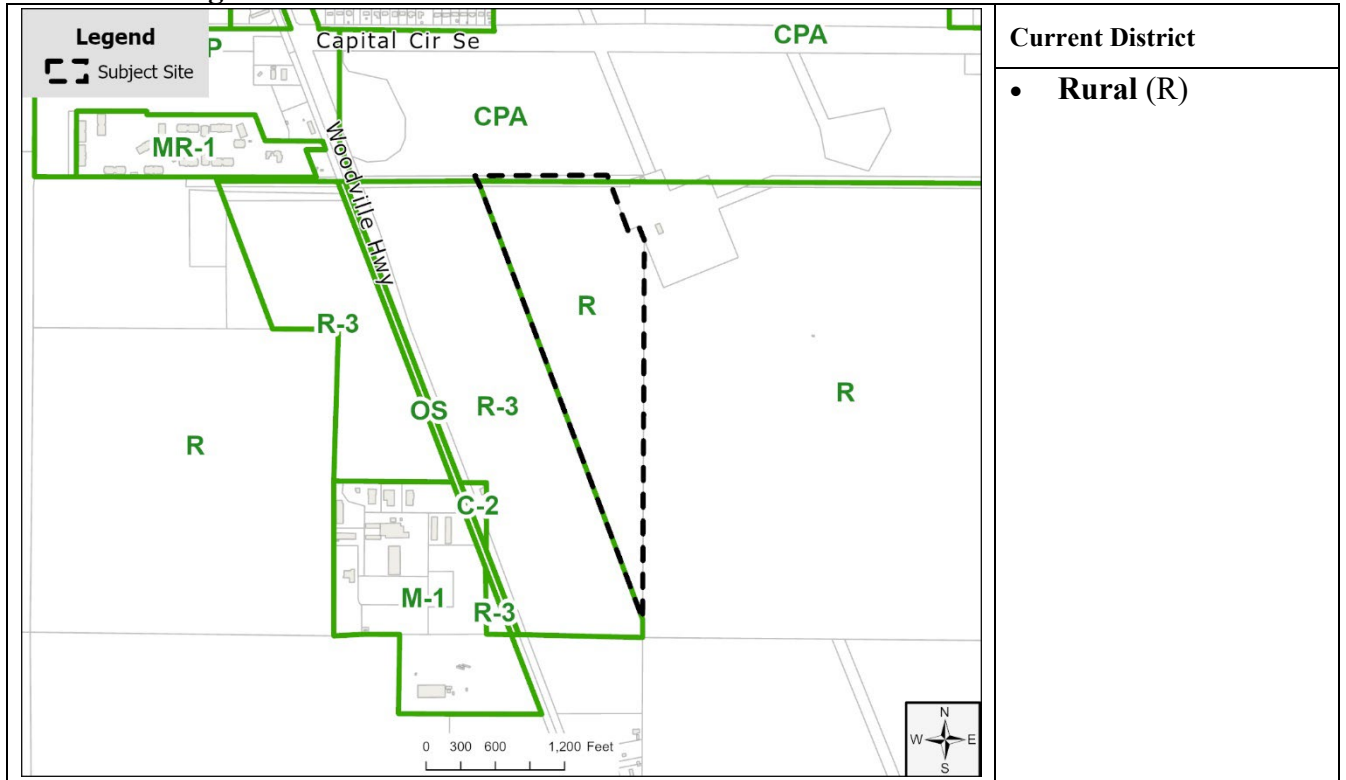
29
30 APPROVED AS TO FORM:
31 Chasity H. O'Steen, County Attorney
32 Leon County Attorney's Office
33

34
35 By: _____
36
37

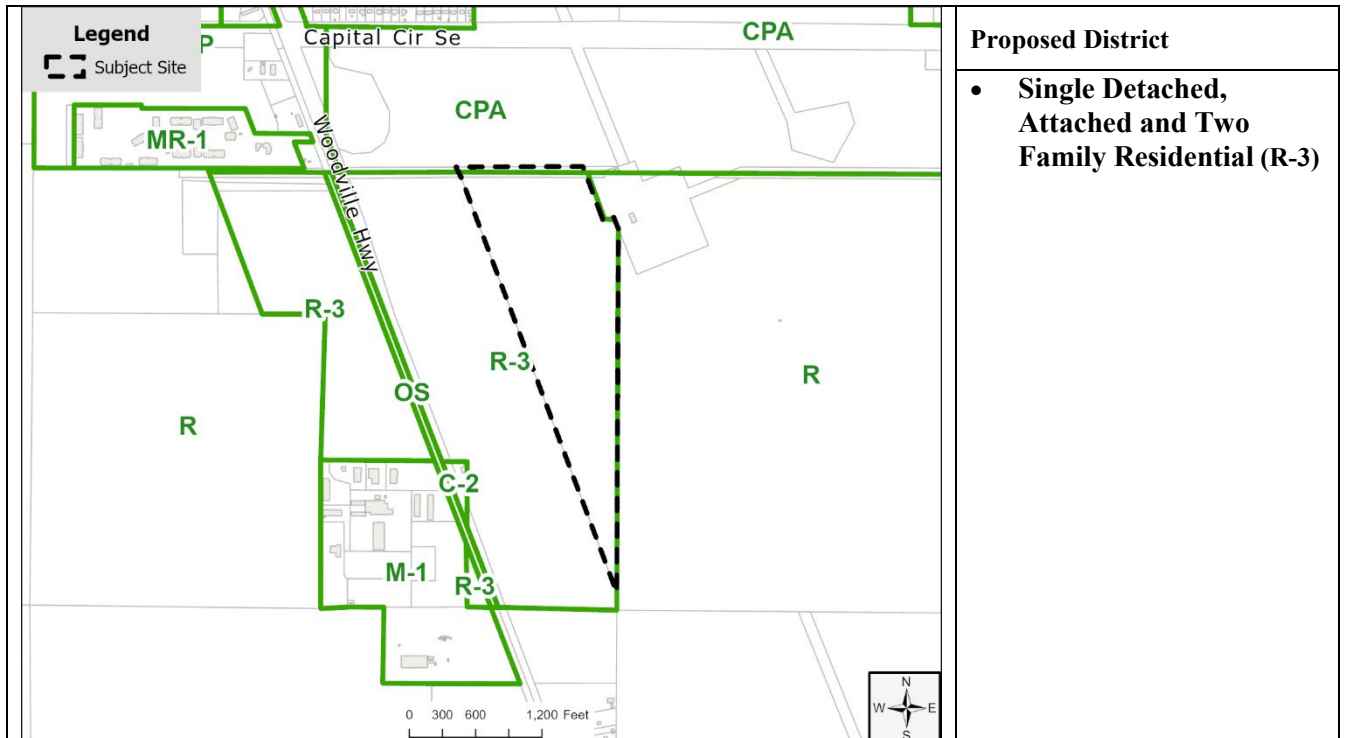
Exhibit A

Current Zoning

LRZ #220004



Proposed Zoning



ORDINANCE NO. 22-O-10

AN ORDINANCE OF THE CITY OF TALLAHASSEE ADOPTING A LARGE SCALE AMENDMENT TO THE 2030 TALLAHASSEE/LEON COUNTY COMPREHENSIVE PLAN TO CHANGE THE FUTURE LAND USE MAP DESIGNATION FROM THE PLANNED DEVELOPMENT LAND USE CATEGORY TO THE SUBURBAN LAND USE CATEGORY AT WOODVILLE HIGHWAY AND CAPITAL CIRCLE SE; 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 163.3187, 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 this amendment to the Comprehensive Plan; and,

WHEREAS, on April 12, 2022, pursuant to Section 163.3184, Florida Statutes, the City Commission of the City of Tallahassee transmitted copies of the proposed amendment 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
2 has determined it necessary and desirable to adopt this amendment to the comprehensive plan to
3 preserve and enhance present advantages; encourage the most appropriate use of land, water and
4 resources, consistent with the public interest; overcome present handicaps; and deal effectively with
5 future problems that may result from the use and development of land within the City of
6 Tallahassee, and to meet all requirements of law.

7 NOW, THEREFORE, BE IT ENACTED by the City Commission of the City of
8 Tallahassee, Florida, as 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. Map 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 Map Amendment LMA202202 which relates to the Future Land Use Map.

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
25 portions of this Ordinance shall remain in full force and effect.

Section 5. Copy on File.

To make the Tallahassee-Leon County 2030 Comprehensive Plan available to the public, a certified copy of the enacting ordinance, as well as certified copies of the Tallahassee-Leon 2030 Comprehensive Plan and this amendment thereto, shall also be located in the Tallahassee-Leon County Planning Department. The Planning Director shall also make copies available to the public for a reasonable publication charge.

Section 6. Effective Date.

The effective date of this Plan amendment shall be according to law and the applicable statutes and regulations pertaining thereto.

INTRODUCED in the City Commission on the 8th day of June, 2022.

PASSED by the City Commission on the 14th day of June, 2022.

CITY OF TALLAHASSEE

By: _____
John E. Dailey
Mayor

ATTEST:

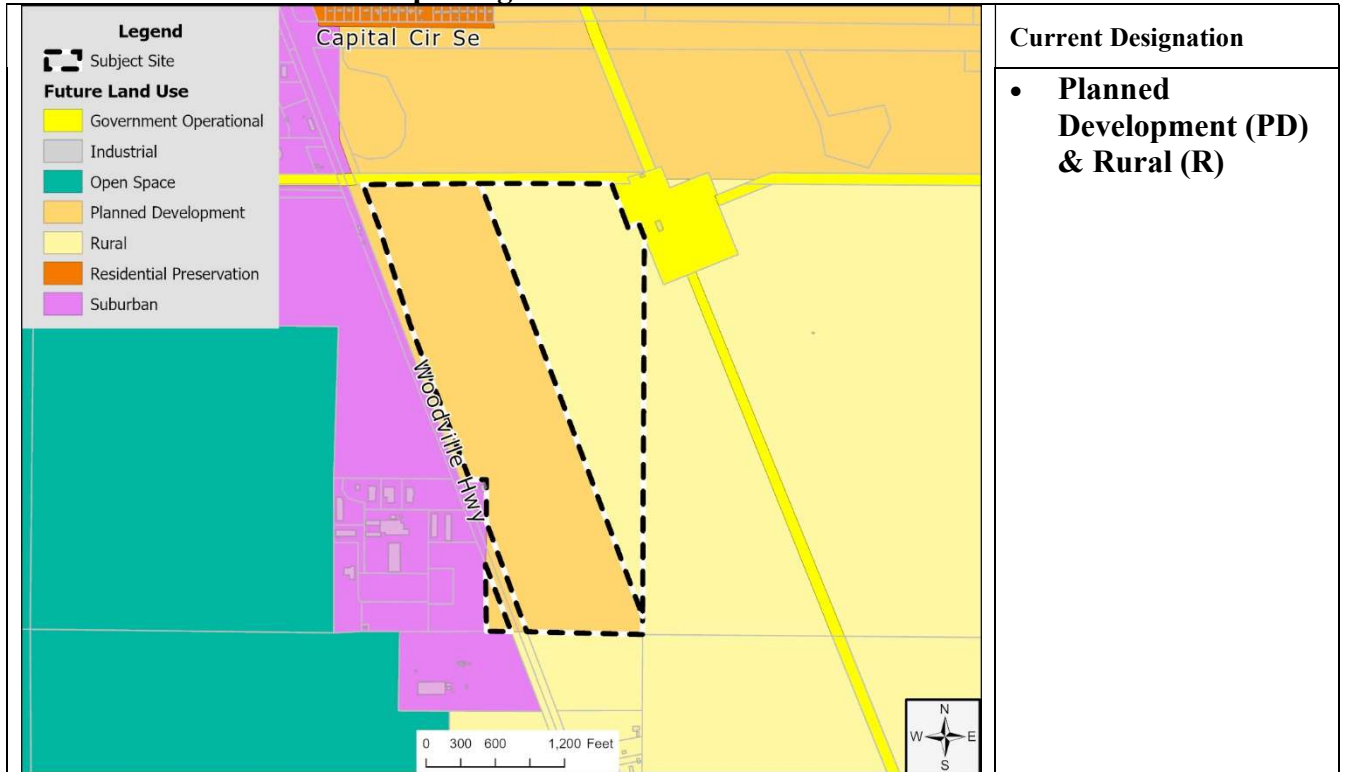
APPROVED AS TO FORM:

By: _____
James O. Cooke, IV
City Treasurer-Clerk

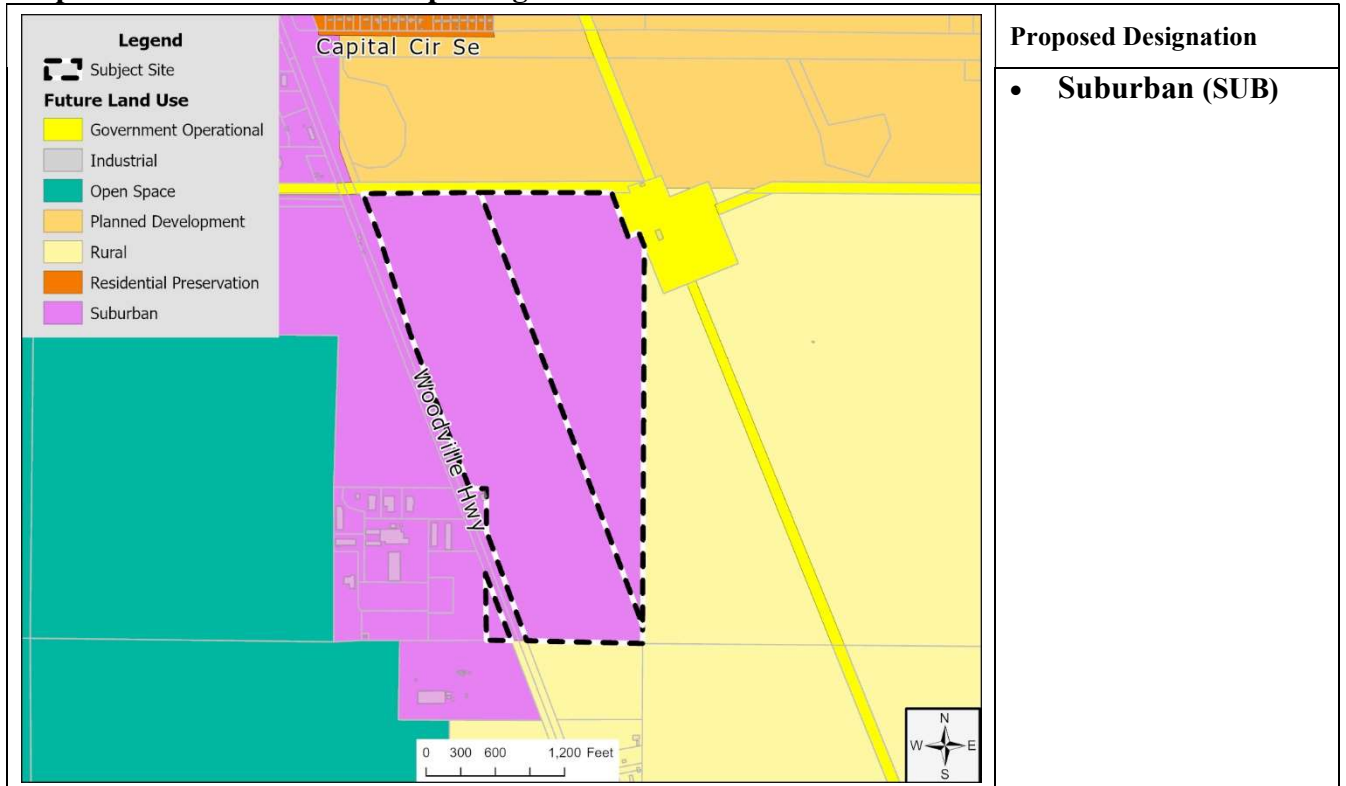
By: _____
Cassandra K. Jackson
City Attorney

Exhibit A

Current Future Land Use Map Designation



Proposed Future Land Use Map Designation



LEON COUNTY ORDINANCE NO. 2022-

**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;

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

Section 1. Purpose and Intent.

This Ordinance is hereby enacted to carry out the purpose and intent of, and exercise the authority set out in the Community Planning Act, Sections 163.3161 through 163.3215, Florida Statutes, as amended.

Section 2. Map Amendment.

The Ordinance does hereby adopt the following portion of the text attached hereto as Exhibit “A,” and made a part hereof, as an amendment to the Tallahassee-Leon County 2030 Comprehensive Plan, as amended, and does hereby amend “The Tallahassee-Leon County 2030 Comprehensive Plan,” as amended, in accordance therewith, being an amendment to the following Plan element:

Map Amendment LMA 2022-01, which relates to the Future Land Use Map.

Section 3. Applicability and Effect.

The applicability and effect of this amendment to the 2030 Comprehensive Plan shall be as provided by the Community Planning Act, Sections 163.3161 through 163.3215, Florida Statutes, and this Ordinance, and shall apply to all properties under the jurisdiction of Leon County.

Section 4. Conflict with Other Ordinances and Codes.

All ordinances or parts of ordinances of the Code of Laws of Leon County, Florida, in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

Section 5. Severability.

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

Section 6. Copy on File.

To make the Tallahassee-Leon County 2030 Comprehensive Plan available to the public, a certified copy of the enacting ordinance, as well as certified copies of the Tallahassee-Leon County 2030 Comprehensive Plan and these updates thereto, shall also be located in the Tallahassee-Leon County Planning Department. The Planning Director shall also make copies available to the public for a reasonable publication charge.

Section 7. Effective Date.

The plan amendment shall be effective upon adoption by the Leon County Board of County Commissioners and the Tallahassee City Commission and as further provided by the applicable statutes and regulations pertaining thereto.

DONE, ADOPTED AND PASSED by the Board of County Commissioners of Leon County, Florida, this 14th day of June, 2022.

LEON COUNTY, FLORIDA

By: _____
Bill Proctor, Chairman
Board of County Commissioners

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

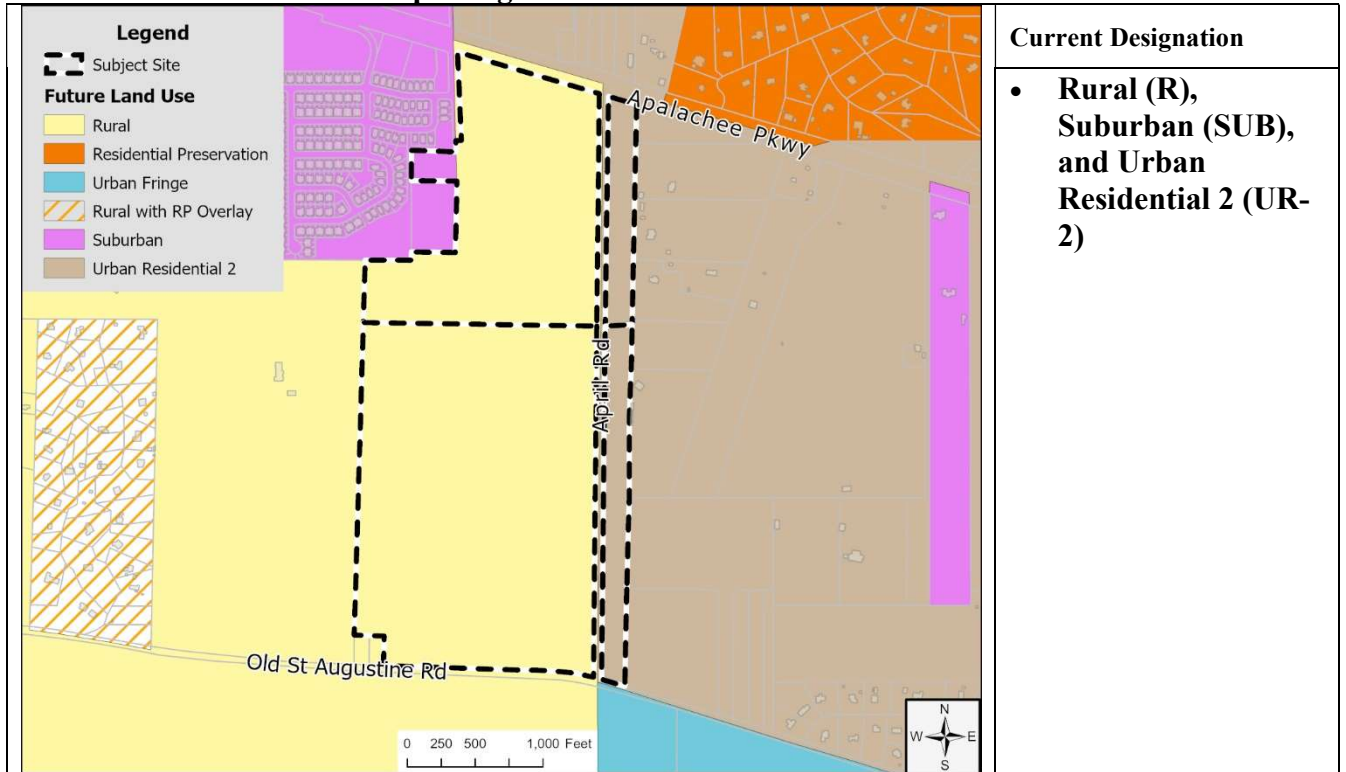
By: _____

APPROVED AS TO FORM:
Chasity H. O'Steen, County Attorney
Leon County Attorney's Office

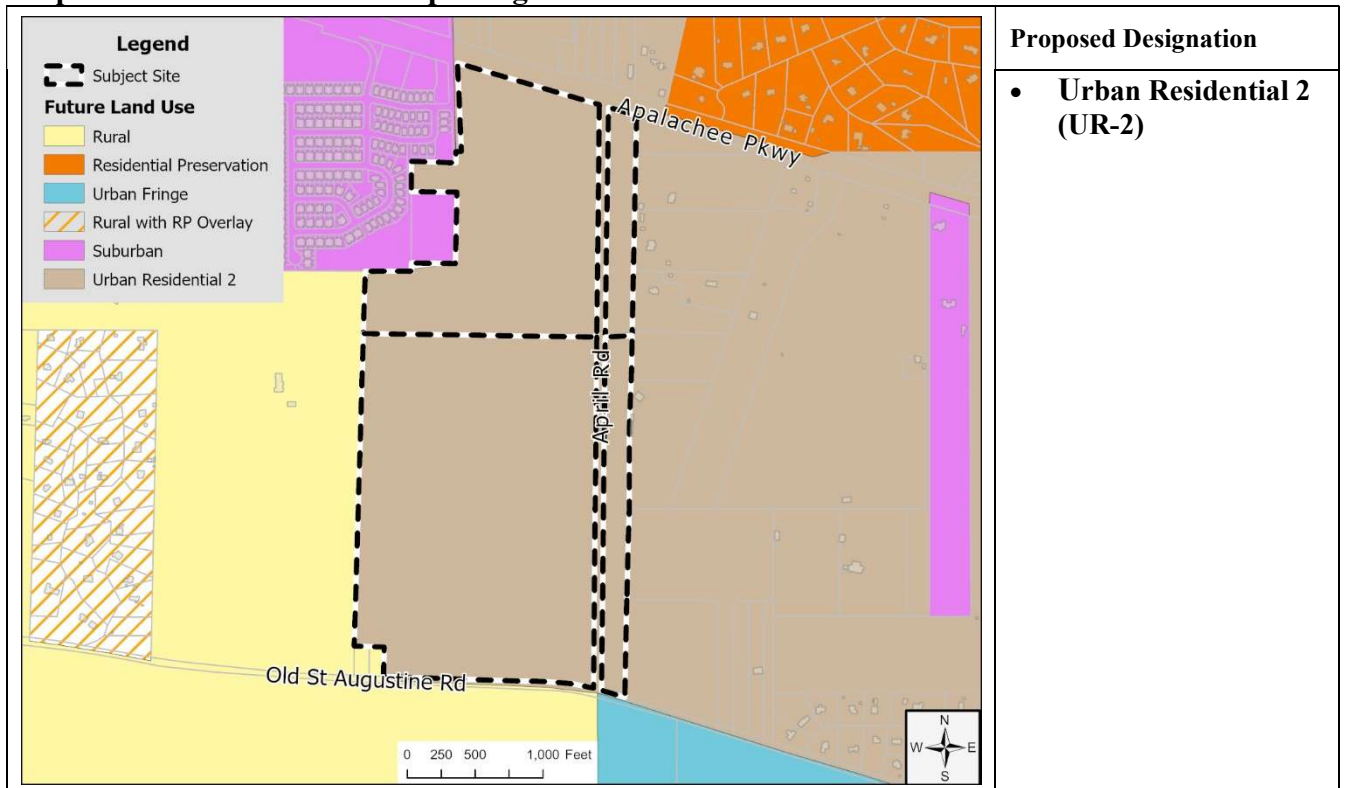
By: _____

Exhibit A

Current Future Land Use Map Designation



Proposed Future Land Use Map Designation



LEON COUNTY ORDINANCE NO. 22-

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, AMENDING THE OFFICIAL ZONING MAP AS ADOPTED IN LEON COUNTY ORDINANCE NO. 92-11 TO PROVIDE FOR A CHANGE IN ZONE CLASSIFICATION FROM THE RURAL (R) AND OFFICE RESIDENTIAL (OR-2) ZONING DISTRICTS TO THE SINGLE FAMILY DETACHED RESIDENTIAL (R-1) ZONING DISTRICT; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, at its June 14, 2022, public hearing for consideration of the 2022 Comprehensive Plan Cycle, the Board of County Commissioners of Leon County, Florida (Board) approved an Ordinance which adopted Comprehensive Plan Amendment LMA 2022-01 to change the future land use designation from Rural(R) and Suburban (SUB) and Urban Residential 2 (UR-2); and

WHEREAS, to implement Comprehensive Plan Amendment LMA 2022-01, the applicant has requested that the property which is the subject of that amendment as shown in Exhibit A attached hereto (Property), be rezoned; and

WHEREAS, upon consideration of all evidence submitted at the public hearing, including all verbal testimony provided, the Board desires to rezone the Property from Rural (R) and Office Residential (OR-2) to Single Family Detached Residential (R-1).

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

Section 1. Amendment.

The Official Zoning Map as adopted in Leon County Ordinance No. 92-11 is hereby amended as it pertains to the following described real property:

From Rural (R) and Office Residential (OR-2) to Single Family Detached Residential (R-1).

(See Exhibit A.)

Section 2. Conflicts.

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

Section 3. Severability.

1 If any word, phrase, clause, section, or portion of this Ordinance is declared by any court of
2 competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and
3 portions of this Ordinance shall remain in full force and effect.
4

5 **Section 4. Effective Date.**
6

7 This ordinance shall have effect upon becoming law.
8

9 DONE, ADOPTED AND PASSED by the Board of County Commissioners of Leon County,
10 Florida, this _____ day of _____, 20____.
11
12

13 LEON COUNTY, FLORIDA
14

15
16 By: _____
17 Bill Proctor, Chair
18 Board of County Commissioners
19

20 ATTESTED BY:
21 Gwendolyn Marshall Knight, Clerk of
22 Court & Comptroller, Leon County, Florida
23
24

25 By: _____
26
27

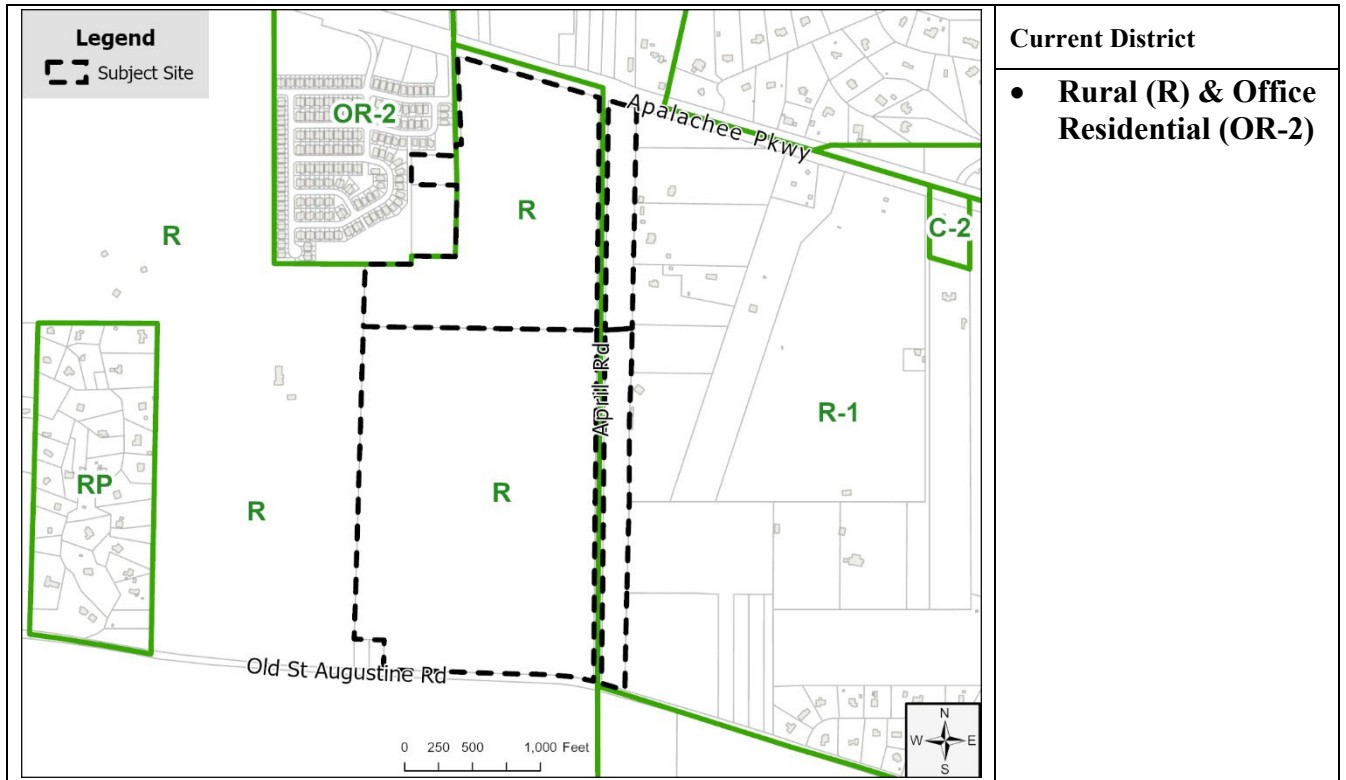
28 APPROVED AS TO FORM:
29 Chasity H. O'Steen, County Attorney
30 Leon County Attorney's Office
31
32

33 By: _____
34
35

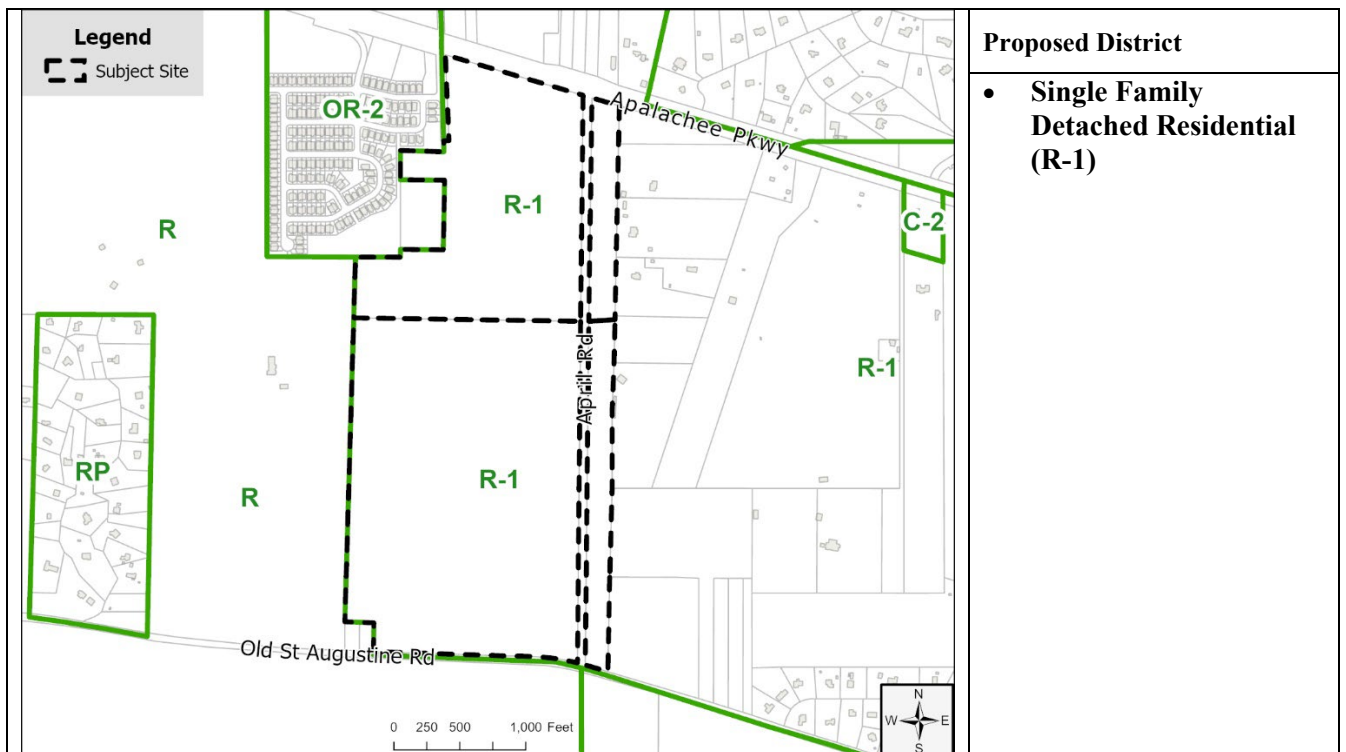
Exhibit A

Current Zoning

LRZ #220003



Proposed Zoning



LEON COUNTY ORDINANCE NO. 2022-

**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;

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

Section 1. Purpose and Intent.

This Ordinance is hereby enacted to carry out the purpose and intent of, and exercise the authority set out in the Community Planning Act, Sections 163.3161 through 163.3215, Florida Statutes, as amended.

Section 2. Map Amendment.

The Ordinance does hereby adopt the following portion of the text attached hereto as Exhibit “A,” and made a part hereof, as an amendment to the Tallahassee-Leon County 2030 Comprehensive Plan, as amended, and does hereby amend “The Tallahassee-Leon County 2030 Comprehensive Plan,” as amended, in accordance therewith, being an amendment to the following Plan element:

Map Amendment LMA 2022-03, which relates to the Future Land Use Map.

Section 3. Applicability and Effect.

The applicability and effect of this amendment to the 2030 Comprehensive Plan shall be as provided by the Community Planning Act, Sections 163.3161 through 163.3215, Florida Statutes, and this Ordinance, and shall apply to all properties under the jurisdiction of Leon County.

Section 4. Conflict with Other Ordinances and Codes.

All ordinances or parts of ordinances of the Code of Laws of Leon County, Florida, in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

Section 5. Severability.

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

Section 6. Copy on File.

To make the Tallahassee-Leon County 2030 Comprehensive Plan available to the public, a certified copy of the enacting ordinance, as well as certified copies of the Tallahassee-Leon County 2030 Comprehensive Plan and these updates thereto, shall also be located in the Tallahassee-Leon County Planning Department. The Planning Director shall also make copies available to the public for a reasonable publication charge.

Section 7. Effective Date.

The plan amendment shall be effective upon adoption by the Leon County Board of County Commissioners and the Tallahassee City Commission and as further provided by the applicable statutes and regulations pertaining thereto.

DONE, ADOPTED AND PASSED by the Board of County Commissioners of Leon County, Florida, this 14th day of June, 2022.

LEON COUNTY, FLORIDA

By: _____
Bill Proctor, Chairman
Board of County Commissioners

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

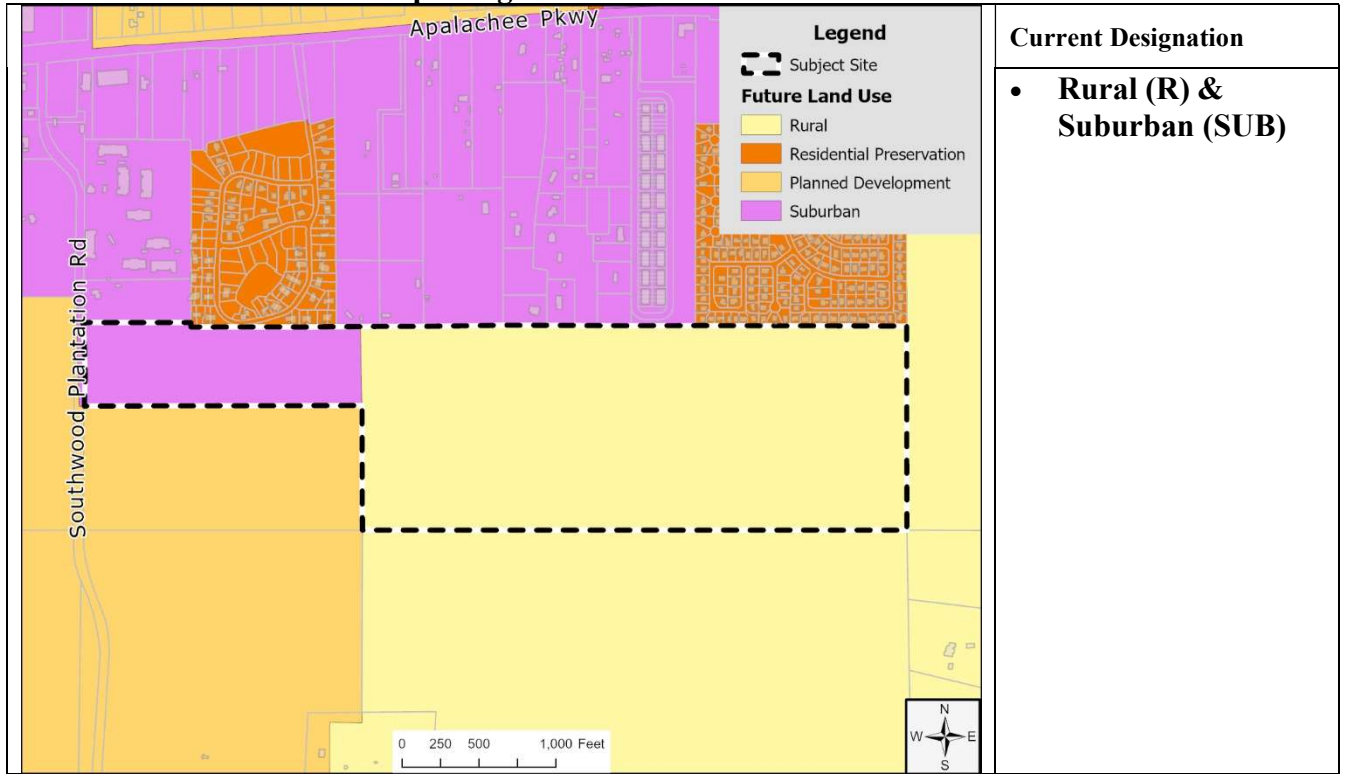
By: _____

APPROVED AS TO FORM:
Chasity H. O'Steen, County Attorney
Leon County Attorney's Office

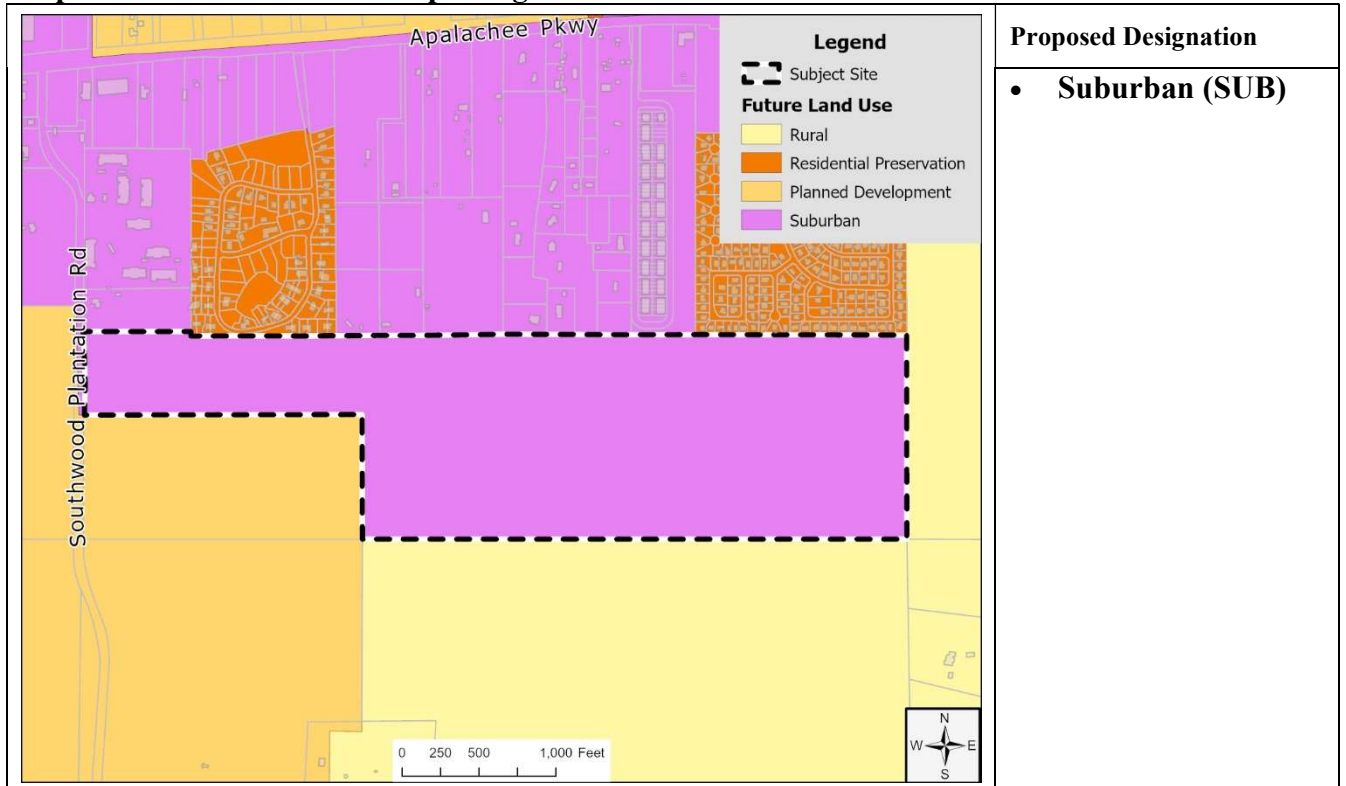
By: _____

Exhibit A

Current Future Land Use Map Designation



Proposed Future Land Use Map Designation



LEON COUNTY ORDINANCE NO. 22-

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, AMENDING THE OFFICIAL ZONING MAP AS ADOPTED IN LEON COUNTY ORDINANCE NO. 92-11 TO PROVIDE FOR A CHANGE IN ZONE CLASSIFICATION FROM THE PLANNED UNIT DEVELOPMENT (PUD 38), CRITICAL PLANNING AREA (CPA) AND RURAL (R) TO PLANNED UNIT DEVELOPMENT (PUD 38) AND SINGLE DETACHED, ATTACHED AND TWO FAMILY RESIDENTIAL (R-3); PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, at its June 14, 2022, public hearing for consideration of the 2022 Comprehensive Plan Cycle, the Board of County Commissioners of Leon County, Florida (Board) approved an Ordinance which adopted Comprehensive Plan Amendment LMA 2022-03 to change the future land use designation from Rural (R) and Suburban (SUB) to Suburban (SUB); and

WHEREAS, to implement Comprehensive Plan Amendment LMA 2022-03, the applicant has requested that the property which is the subject of that amendment as shown in Exhibit A attached hereto (Property), be rezoned; and

WHEREAS, upon consideration of all evidence submitted at the public hearing including all verbal testimony provided, the Board desires to rezone the Property from Planned Unit Development (PUD 38), Critical Planning Area (CPA) and Rural (R) to Planned Unit Development (PUD 38) and Single Detached, Attached and Two Family Residential (R-3).

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

Section 1. Amendment.

The Official Zoning Map as adopted in Leon County Ordinance No. 92-11 is hereby amended as it pertains to the following described real property:

Planned Unit Development (PUD 38), Critical Planning Area (CPA) and Rural (R) to Planned Unit Development (PUD 38) and Single Detached, Attached and Two Family Residential (R-3), as more specifically depicted on Exhibit A attached hereto.

(See Exhibit A.)

Section 2. Conflicts.

All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict, except to the extent of any conflicts with the Tallahassee-Leon

County 2030 Comprehensive Plan as amended, which provisions shall prevail over any parts of this ordinance which are inconsistent, either in whole or in part, with the said Comprehensive Plan.

Section 3. Severability.

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

Section 4. Effective Date.

This ordinance shall have effect upon becoming law.

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

LEON COUNTY, FLORIDA

By: _____
Bill Proctor, Chair
Board of County Commissioners

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

By: _____

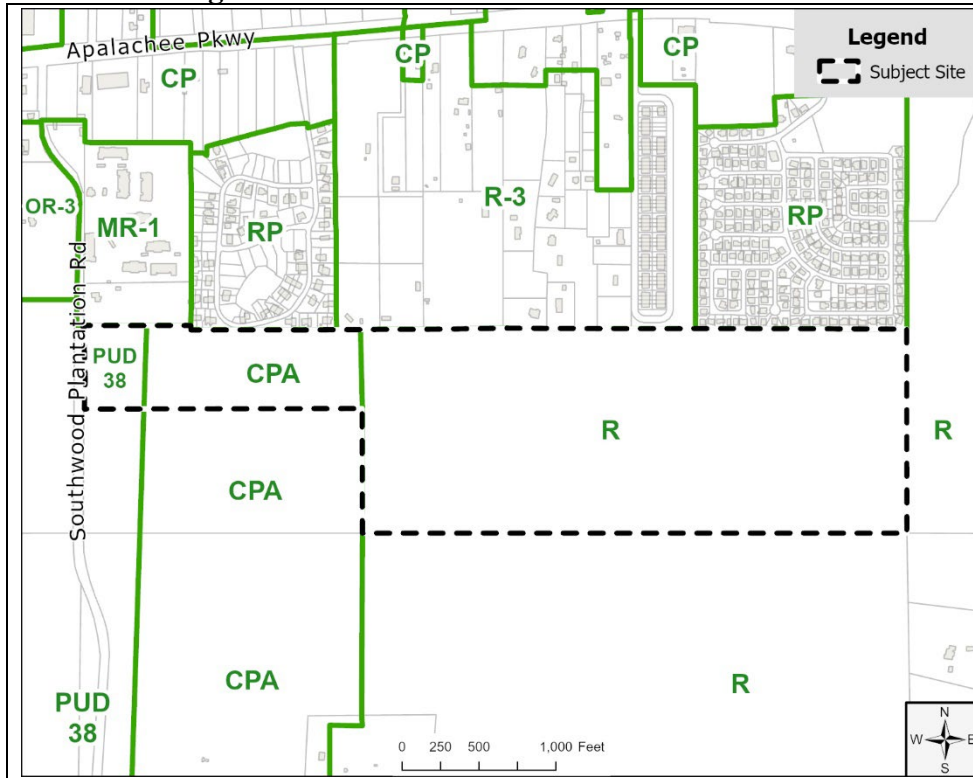
APPROVED AS TO FORM:
Chasity H. O'Steen, County Attorney
Leon County Attorney's Office

By: _____

Exhibit A

Current Zoning

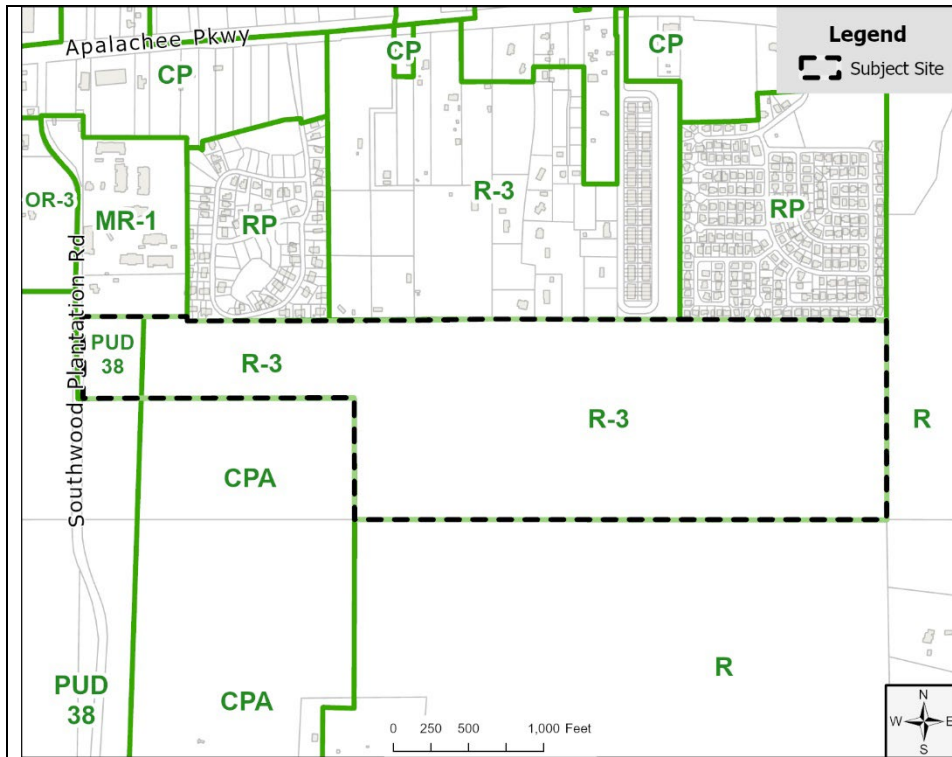
LRZ #220006



Current District

- Planned Unit Development PUD 38, Critical Planning Area (CPA) & Rural (R)

Proposed Zoning



Proposed District

- Planned Unit Development (PUD 38) & Single Detached, Attached and Two Family Residential (R-3)

ORDINANCE NO. 22-O-11

AN ORDINANCE OF THE CITY OF TALLAHASSEE ADOPTING A SMALL SCALE AMENDMENT TO THE 2030 TALLAHASSEE/LEON COUNTY COMPREHENSIVE PLAN TO CHANGE THE FUTURE LAND USE MAP DESIGNATION FROM THE GOVERNMENT OPERATIONAL LAND USE CATEGORY TO THE ACTIVITY CENTER LAND USE CATEGORY AT MACLAY COMMERCE DRIVE AND FINANCIAL PLAZA; 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 163.3187, 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 this amendment to the Comprehensive Plan; 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,

WHEREAS, in exercise of its authority, the City Commission of the City of Tallahassee has determined it necessary and desirable to adopt this amendment to the comprehensive plan to preserve and enhance present advantages; encourage the most appropriate use of land, water and

resources, consistent with the public interest; overcome present handicaps; and deal effectively with future problems that may result from the use and development of land within the City of Tallahassee, and to meet all requirements of law.

NOW, THEREFORE, BE IT ENACTED by the City Commission of the City of Tallahassee, Florida, as follows, that:

Section 1. Purpose and Intent.

This ordinance is hereby enacted to carry out the purpose and intent of, and exercise the authority set out in, Sections 163.3161 through 163.3215, Florida Statutes, the Community Planning Act.

Section 2. Map Amendment.

The ordinance does hereby adopt the following portion of the text attached hereto as Exhibit "A," and made a part hereof, as an amendment to the Tallahassee-Leon County 2030 Comprehensive Plan, as amended, and does hereby amend "The Tallahassee-Leon County 2030 Comprehensive Plan," as amended, in accordance therewith, being an amendment to the following Plan element:

Map Amendment TMA2022001 which relates to the Future Land Use Map.

Section 3. Conflict With Other Ordinances and Codes.

All ordinances or parts of ordinances of the Code of Ordinances of the City of Tallahassee, Florida, in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict.

Section 4. Severability.

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

Section 5. Copy on File.

To make the Tallahassee-Leon County 2030 Comprehensive Plan available to the public, a

certified copy of the enacting ordinance, as well as certified copies of the Tallahassee-Leon 2030 Comprehensive Plan and this amendment thereto, shall also be located in the Tallahassee-Leon County Planning Department. The Planning Director shall also make copies available to the public for a reasonable publication charge.

Section 6. Effective Date.

The effective date of this Plan amendment shall be according to law and the applicable statutes and regulations pertaining thereto.

INTRODUCED in the City Commission on the 8th day of June, 2022.

PASSED by the City Commission on the 14th day of June, 2022.

CITY OF TALLAHASSEE

By: _____
John E. Dailey
Mayor

ATTEST:

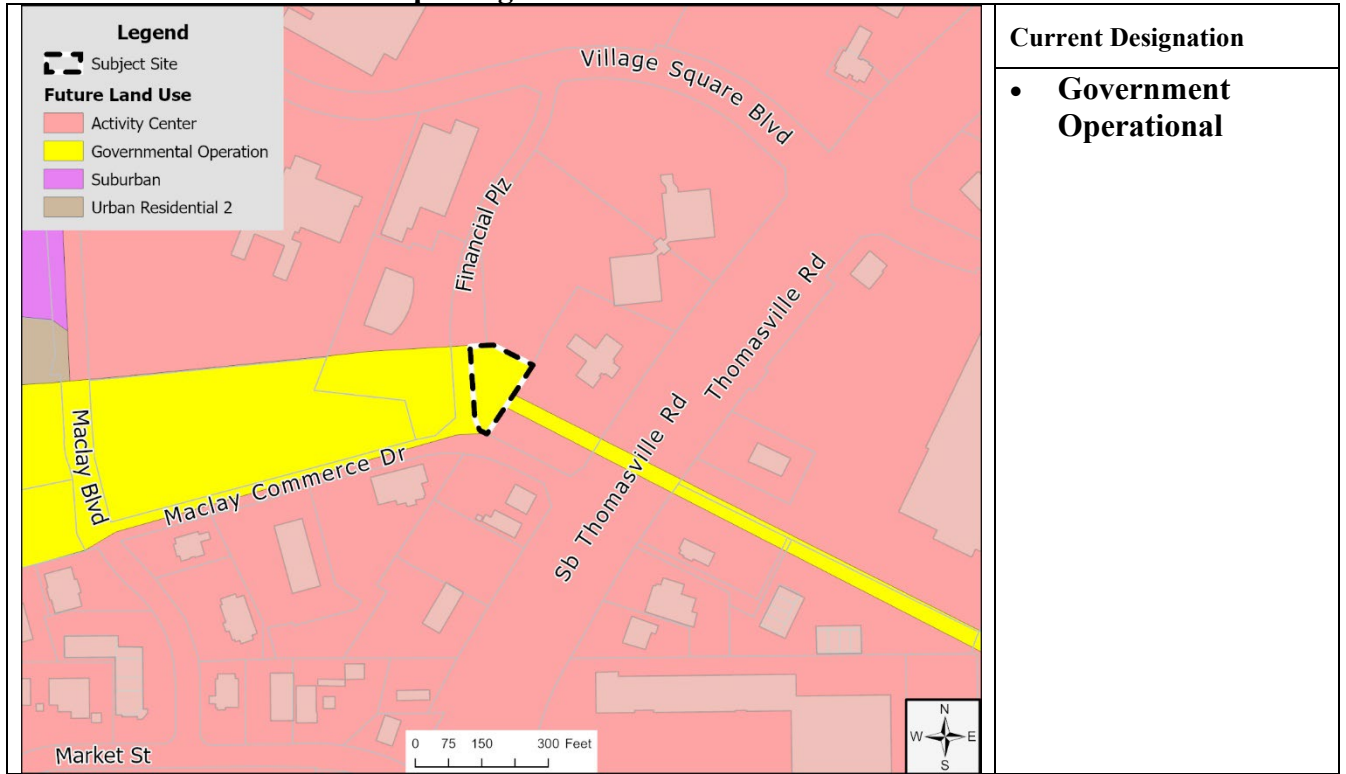
APPROVED AS TO FORM:

By: _____
James O. Cooke, IV
City Treasurer-Clerk

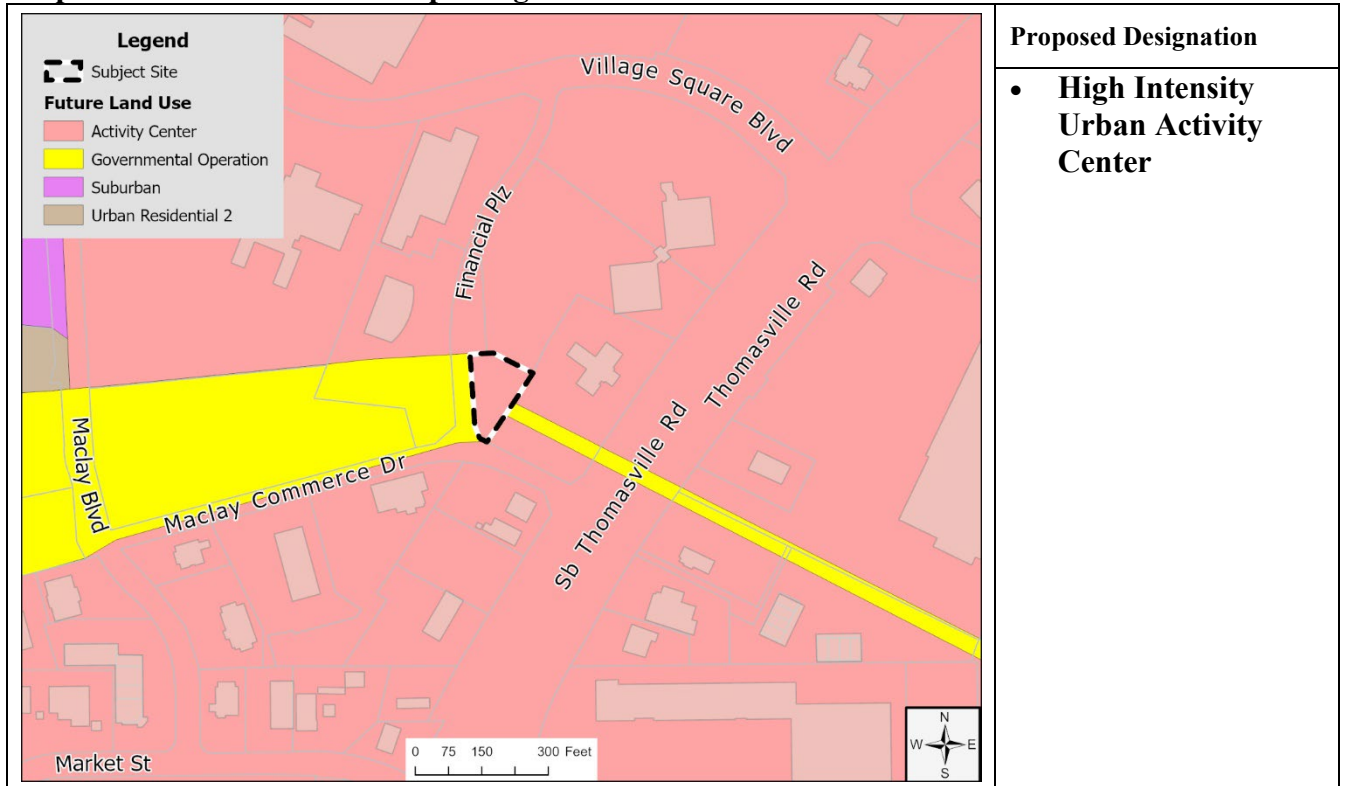
By: _____
Cassandra K. Jackson
City Attorney

Exhibit A.

Current Future Land Use Map Designation



Proposed Future Land Use Map Designation



ORDINANCE NO. 22-Z-12

**AN ORDINANCE OF THE CITY OF TALLAHASSEE, FLORIDA
DESIGNATING LAND AS HIGH INTENSITY URBAN ACTIVITY
CENTER (AC) ON THE OFFICIAL ZONING MAP FROM PLANNED
UNIT DEVELOPMENT (PUD) AT MACLAY COMMERCE DRIVE AND
FINANCIAL PLAZA; PROVIDING FOR CONFLICT AND
SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

BE IT ENACTED BY THE PEOPLE OF THE CITY OF TALLAHASSEE,
FLORIDA, AS FOLLOWS:

SECTION 1. On June 14, 2022, the City Commission approved an Ordinance which
adopted Comprehensive Amendment #TMA2022001. To implement plan amendment
#TMA2022001, the property, which is the subject of that amendment, and is shown and described
in Exhibit A, attached hereto, must be rezoned. Accordingly, the property shown and described
on Exhibit A is hereby changed from Planned Unit Development (PUD) and hereby designated
and established as High Intensity Urban Activity Center (AC) on the official zoning map of the
City of Tallahassee adopted and established by the City Commission.

TRZ220005: From Planned Unit Development (PUD) to High Intensity Urban Activity Center
(AC)

The property shown as High Intensity Urban Activity Center on the map attached hereto as Exhibit
A.

SECTION 2. All ordinances or parts of ordinances in conflict herewith be and
the same are hereby repealed.

SECTION 3. If any provision or portion of this ordinance is declared by any court of
competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining
provisions and portions of this ordinance shall remain in full force and effect.

SECTION 4. The effective date of this ordinance shall be the effective date of comprehensive plan amendment TMA2022001.

INTRODUCED in the City Commission on the 8th day of June, 2022.

PASSED by the City Commission on the 14th day of June, 2022.

CITY OF TALLAHASSEE

By: _____
John E. Dailey
Mayor

ATTEST:

APPROVED AS TO FORM:

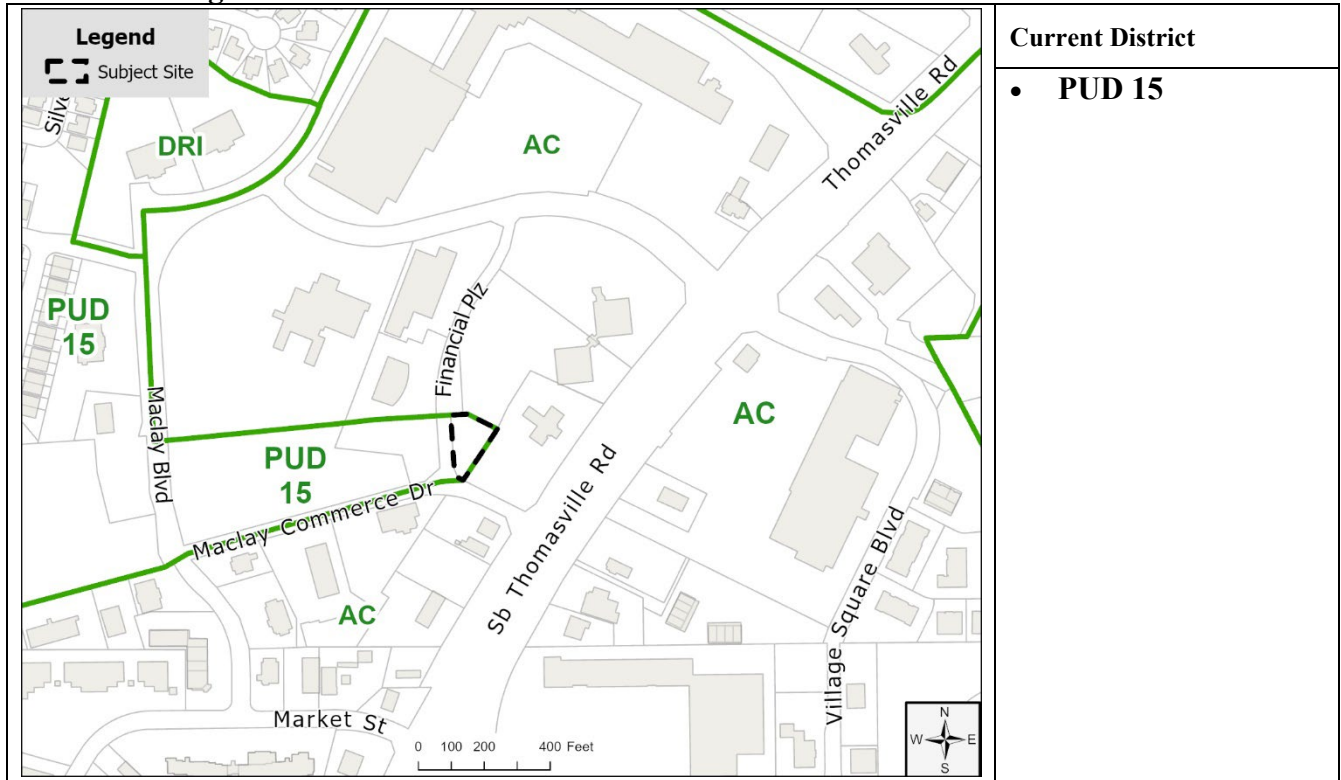
By: _____
James O Cooke, IV
City Treasurer-Clerk

By: _____
Cassandra K. Jackson
City Attorney

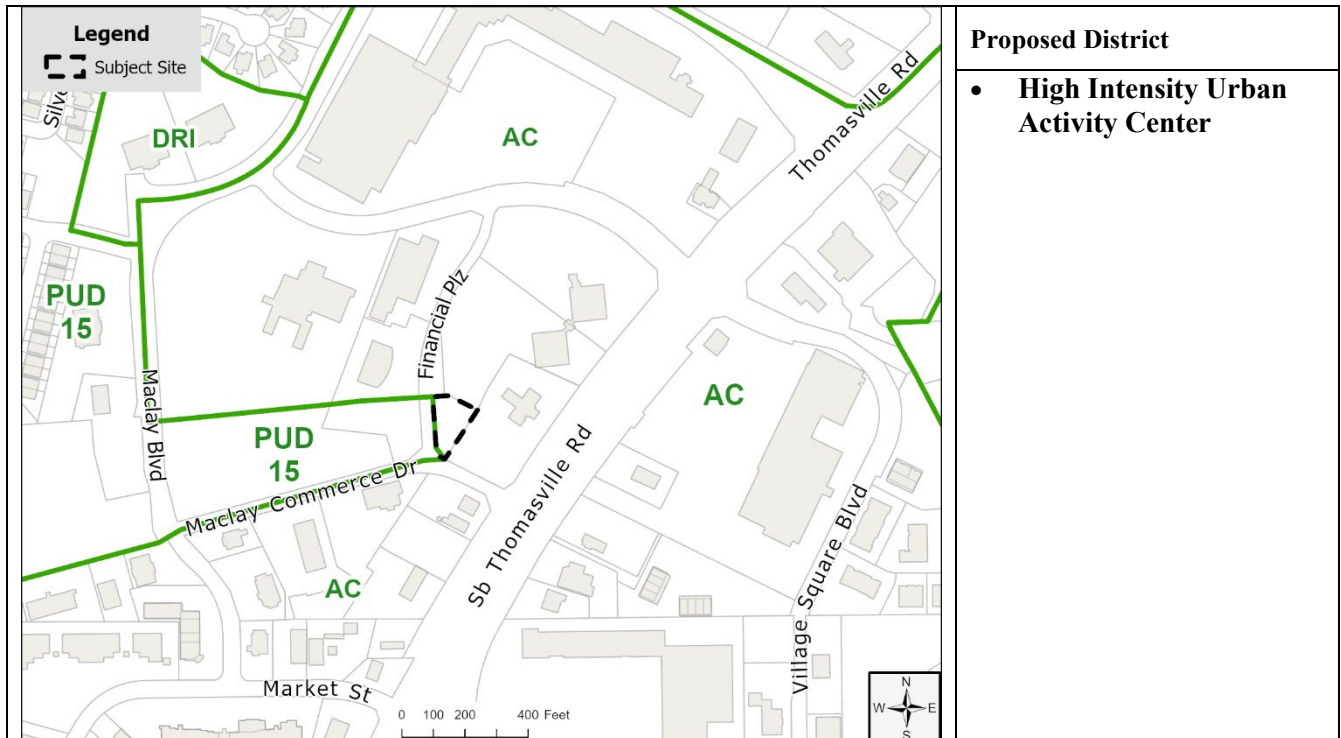
Exhibit A.

Current Zoning

TRZ #220005



Proposed Zoning





2022 Comprehensive Plan Amendment Cycle
TTA2022004
Property Rights

| SUMMARY | | |
|--|---|-----------------------|
| Applicant: | Proposed Change | Staff Recommendation: |
| Tallahassee-Leon County Planning Department | This is a text amendment to create a Property Rights Element. | Approve |
| TLCPD Staff: | Comprehensive Plan Element | LPA Recommendation: |
| Jacob Fortunas | Property Rights (Proposed) | Approve |
| Contact Information: | Policy Number(s) | |
| Jacob.Fortunas@talgov.com 850-891-6418 | N/A | |
| Date: 11/02/2021 | Updated: 04/13/2022 | |

A. SUMMARY:

This amendment proposes the creation of a property rights element within the Tallahassee-Leon County Comprehensive Plan.

B. STAFF RECOMMENDATION:

Find that the proposed text 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.

C. LOCAL PLANNING AGENCY RECOMMENDATION

Find that the proposed text amendment is consistent with the Tallahassee-Leon County Comprehensive Plan, based on the findings and other information contained in this staff report, and adopt the proposed amendment.

D. PROPOSED POLICY CHANGE:

This text amendment provides for the addition of an element to the Tallahassee-Leon County Comprehensive Plan, entitled Property Rights Element. The content of the proposed element reads as follows:

Goal 1: [PR]

To recognize and respect judicially acknowledged or constitutionally protected private property rights.

Objective 1.1: [PR]

Ensure that all rules, ordinances, regulations, and programs are developed, advertised, implemented, and applied with sensitivity for private property rights.

Policy 1.1.1: [PR]

To ensure that private property rights are considered in local decision-making, the following rights shall be considered:

1. The right of a property owner to physically possess and control their interests in the property, including easements, leases, or mineral rights, subject to state law and local ordinances.
2. The right of a property owner to use, maintain, develop, and improve their property for personal use or for the use of any other person, subject to state law and local ordinances.
3. The right of the property owner to privacy and to exclude others from the property to protect the owner's possessions and property, subject to state law and local ordinances.
4. The right of a property owner to dispose of their property through sale or gift, subject to state law and local ordinance.

E. APPLICANT'S REASON FOR THE AMENDMENT:

The Tallahassee-Leon County Planning Department is proposing this amendment to comply with section 163.3177(6) of Florida Statutes. This section was amended by House Bill 59 during the 2021 legislative session and now requires local comprehensive plans to include a Property Rights Element.

F. STAFF ANALYSIS

The State Legislature passed, and the Governor signed HB 59 (SB 496) during the 2021 legislative session. The bill includes a new requirement that local governments adopt a Property Rights Element into their comprehensive plans earlier than the date of its adoption of its next proposed plan amendment that is initiated after July 1, 2021, or the date of the next scheduled evaluation and appraisal of its comprehensive plan. This new Element will reaffirm the property rights of property owners established by the US Constitution, the Florida Constitution, State Statutes (including the Bert Harris Act), and local ordinances. The bill requires that the new Property Rights Element be adopted prior to any proposed plan amendments.

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 Meetings | | Date Completed |
|----------------|--|-------------------|
| X | Public Open House | December 15, 2021 |
| X | Local Planning Agency Workshop | January 4, 2022 |
| X | Local Planning Agency Public Hearing | March 1, 2022 |
| X | Joint City-County Commission Workshop | March 23, 2022 |
| X | Joint City-County Transmittal Public Hearing | April 12, 2022 |
| | Joint City-County Adoption Public Hearing | |

Email Noticing

Emails noticing this amendment, along with all amendments of the 2022 cycle, were distributed on November 17, 2021. To subscribe to the City of Tallahassee Digital Subscription Service, please visit the following webpage:

City of Tallahassee Digital Subscription Service:
<https://www.talgov.com/cotnews/subscribe.aspx>

Online Availability

This staff report, along with reports for all amendments of the 2022 cycle, were posted on the Tallahassee-Leon County Planning Department's webpage beginning the week of January 17, 2022. The Planning Department's webpage is accessible through the following link:

<https://www.talgov.com/place/planning.aspx>

Public Open House

An open house was held on December 15, 2021, where staff provided an overview of the 2022 Cycle Amendments. There were no questions from the LPA that resulted in updates to this staff report.

Local Planning Agency Workshop

A workshop was held on January 4, 2022, where staff provided an overview of the 2022 Cycle Amendments. There were no questions from the LPA that resulted in updates to this staff report.

Local Planning Public Hearing

The public hearing was held on March 1, 2022, to vote on the proposed 2022 Cycle Amendments. The LPA found the proposed text amendment consistent with the Tallahassee-Leon County Comprehensive Plan, based on the findings and other information contained in this staff report, and recommended ADOPTION of the proposed amendment. There were no public speakers on this item.

Joint City-County Commission Workshop

The Joint City-County Commission Workshop was held on March 23, 2022. The 2022 Cycle Amendments were introduced to both City and County Commissioners at this time. Being a workshop to introduce and discuss the amendments, no public comment nor votes by either commission. There were no questions nor comments regarding this item.

Joint City-County Transmittal Public Hearing

The Joint City-County Transmittal Public Hearing was held on April 12, 2022. The 2022 Cycle Amendments were reviewed by both the City Commission and Leon County Board of Commissioners at this time. Both City and County unanimously voted to have this proposed amendment transmitted to the State Land Planning Agency and review agencies.

Joint City-County Adoption Public Hearing

H. CONCLUSION:

Based on the above analysis, Planning Department staff recommends approval of the amendment request for the following reasons:

- Consistency with s. 163.3177 F.S. requiring comprehensive plans be amended to include a property rights element.
- Consistency with s. 163.3177 F.S. requiring comprehensive plans be amended to include a property rights element prior to other amendments.
- Consistency with s. 163.3161 F.S. requiring that all governmental agencies in the State of Florida recognize and respect judicially acknowledged or constitutionally protected private property rights.
- Consistency with the goals, objectives, and policies of the Tallahassee-Leon County Comprehensive Plan.

I. APPENDICES:

Draft Property Rights Element for the Tallahassee-Leon County Comprehensive Plan.

Property Rights

Goals, Objectives, and Policies

Goal 1: [PR]

To recognize and respect judicially acknowledged or constitutionally protected private property rights.

Objective 1.1: [PR]

Ensure that all rules, ordinances, regulations, and programs are developed, advertised, implemented, and applied with sensitivity for private property rights.

Policy 1.1.1: [PR]

To ensure that private property rights are considered in local decision-making, the following rights shall be considered:

1. The right of a property owner to physically possess and control their interests in the property, including easements, leases, or mineral rights, subject to state law and local ordinances.
2. The right of a property owner to use, maintain, develop, and improve their property for personal use or for the use of any other person, subject to state law and local ordinances.
3. The right of the property owner to privacy and to exclude others from the property to protect the owner's possessions and property, subject to state law and local ordinances.
4. The right of a property owner to dispose of their property through sale or gift, subject to state law and local ordinance.



2022 Comprehensive Plan Amendment Cycle
TTA2022003
Future Right of Way Needs Map

| SUMMARY | | |
|--|--|-----------------------|
| Applicant: | Proposed Change | Staff Recommendation: |
| Tallahassee-Leon County Planning Department | Update the Future Right of Way Needs Map | Approve |
| TLCDP Staff: | Comprehensive Plan Element | LPA Recommendation: |
| Julie Christesen | Mobility Element | Approve |
| Contact Information: | Policy Number(s) | |
| Julie.christesen@talgov.com 850-891-6433 | Map 27, Map 28, Tables 13-15, Mobility Element | |
| Date: 12/09/2021 | Updated: 4/13/2022 | |

A. SUMMARY:

The Future Right-of-Way Needs Map is included within the Mobility Element of the Tallahassee-Leon County Comprehensive Plan. Its purpose is to identify roadway corridors where public right-of-way is needed to implement locally identified transportation projects.

The proposed amendment would update the Future Right-Of-Way Needs Map (Map 27) to reflect right-of-way that is needed to implement Blueprint 2020 projects and projects identified in the Capital Region Transportation Planning Agency's (CRTPA's) 2045 Regional Mobility Plan Cost Feasible Plan (the Long Range Transportation Plan). The proposed amendment would also remove projects from the map that are completed or have the right-of-way needed to complete the project, and will remove the Leon County Cost Feasible Map (Map 28) and the corresponding tables (Tables 13-15) in the Mobility Element, as these figures are no longer reflective of the current Long Range Transportation Plan. The projects from the Regional Mobility Plan will be found in the Capital Improvement Schedule, as updated annually.

B. STAFF RECOMMENDATION:

Find that the proposed text 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.

C. LOCAL PLANNING AGENCY RECOMMENDATION

Find that the proposed text amendment is **consistent** with the Tallahassee-Leon County Comprehensive Plan, based on the findings and other information contained in this staff report, and **ADOPT** the proposed amendment.

D. PROPOSED POLICY CHANGE:

1. The proposed amendment is consistent with Comprehensive Plan Policy 1.6.1(a): [M], Policy 1.6.3: [M], Policy 1.6.4: [M], and Policy 1.6.5: [M]
2. The proposed amendment is consistent with previous Blueprint Intergovernmental Agency actions, including the adoption of the Leon County Sales Tax Extension Final Report
3. The proposed amendment is consistent with previous CRTPA Board actions, including the adoption of the 2045 Regional Mobility Plan and Cost Feasible Plan.
3. The proposed amendment is consistent with the CRTPA's 2045 Regional Mobility Plan Cost Feasible Plan and Blueprint 2020 projects by showing the projects that need right-of-way for implementation.
4. The proposed amendment will remove Map 28 and Tables 13-15, as those are no longer reflective of the current Long Range Transportation Plan, and projects from the Regional Mobility Plan will be found in the Capital Improvement Schedule.

E. APPLICANT'S REASON FOR THE AMENDMENT:

The Future Right of Way Needs Map shall be reviewed, and updated if necessary, every five years concurrent with the Long Range Transportation Plan, currently the CRTPA's 2045 Regional Mobility Plan update, or more frequently as necessary to address the growth and mobility needs of the local government in accordance with Policy 1.6.5 of the Mobility Element of the Tallahassee-Leon County Comprehensive Plan. This map was last updated in the 2016 Comprehensive Plan amendment cycle. Since that time, Blueprint 2020 projects have begun planning and implementation, and the Capital Region Transportation Planning Agency's (CRTPA) Long Range Transportation Plan (Regional Mobility Plan) was completed for the 2045 planning horizon.

F. STAFF ANALYSIS

History and Background

Blueprint 2020 projects and projects from the Regional Mobility Plan Cost Feasible Plan that will need right-of-way prior to construction are included on the proposed Future Right-of-Way Needs Map (Attachment #1). The proposed Future Right-of-Way Needs Map also removes projects that were on the adopted Future Right-of-Way Needs Map that are completed or have the right-of-way needed to complete the project. Corridors proposed for removal from the Future Right-of-Way Needs Map are shown on Attachment #2.

Attachment #2 is for illustrative purposes only and is not intended to be adopted into the Mobility Element of the Comprehensive Plan.

Transportation Corridors being removed from the Future Right-of-Way Needs Map include:

- The Northeast Gateway Route has been updated to reflect the current proposed alignment

Transportation System Management Projects removed from the Future Right-of-Way Needs Map include:

- Thomasville Road, Meridian Road, and 7th Avenue
- Woodville Highway and Natural Bridge Road

This amendment is consistent with various policies in the Comprehensive Plan, including those listed below.

Policy 1.6.5: [M] states: The Future Right-of-Way Needs Map shall be reviewed, and updated if necessary, every five years concurrent with the Long Range Transportation Plan update, or more frequently as necessary to address the growth and mobility needs of the local government.

Policy 1.6.3: [M] states: Future right-of-way needs for selected transportation corridors designated for improvement in the Tallahassee-Leon County Comprehensive Plan are generally depicted in the table below and in the Future Right-of-Way Needs Map and the Long Range Transportation Plan.

Policy 1.6.1: [M] states: Development orders may require conveyance of transportation rights-of-way consistent with a Future ROW Needs Map and Future Right-of-Way Needs and Access Classifications Table, as a condition of plat or development approval, provided that any required dedication shall not exceed the amount of land that is roughly proportionate to the impacts of the development on the transportation network.

Policy 1.6.4: [M] states: All proposed development plans on designated future transportation corridors shall be reviewed for consistency with the Future Right-of-Way Needs Map, the Long Range Transportation Plan, and any specific alignment or engineering studies and shall be consistent with identified right-of-way needs for designated future transportation corridors as a condition of development approval.

Previous Commission Consideration

The CRTPA Board adopted the 2045 Regional Mobility Plan (Long Range Transportation Plan) on November 23, 2020.

This map was last updated in 2016 to incorporate Leon County Sales Tax Extension projects, Blueprint 2000 projects, and projects identified in the 2040 Regional Mobility Plan Cost Feasible Plan.

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 Meetings | | Date Completed |
|----------------|--|-------------------|
| X | Public Open House | December 15, 2021 |
| X | Local Planning Agency Workshop | January 4, 2022 |
| X | Local Planning Agency Public Hearing | March 1, 2022 |
| X | Joint City-County Commission Workshop | March 22, 2022 |
| X | Joint City-County Transmittal Public Hearing | April 12, 2022 |
| | Joint City-County Adoption Public Hearing | |

Staff reports were posted online the week of January 17-21, 2022.

The first email subscription notice was sent on November 17, 2021.

Public Open House

There were no questions or comments on this amendment.

Local Planning Agency Workshop

There were no questions or comments on this amendment.

Local Planning Public Hearing

The public hearing was held on March 1, 2022 to vote on the proposed 2022 Cycle Amendments. The LPA found the proposed text amendment is consistent with the Tallahassee-Leon County Comprehensive Plan, based on the findings and other information contained in this staff report, and recommended ADOPTION of the proposed amendment.

Joint City-County Commission Workshop

There were no questions or comments on this amendment.

Joint City-County Transmittal Public Hearing

A transmittal public hearing was held on April 12, 2022 in regards to the proposed 2022 Cycle amendments. Both the City Commission and the Leon County Board of County

Commissioners voted to transmit the proposed amendment to the State Land Planning Agency and review agencies.

Joint City-County Adoption Public Hearing

H. CONCLUSION:

Based on the above analysis, Planning Department staff recommends approval of the amendment request for the following reasons:

- The proposed amendment is consistent with policies throughout the Mobility Element of the Comprehensive Plan, specifically, Policy 1.6.5: [M].

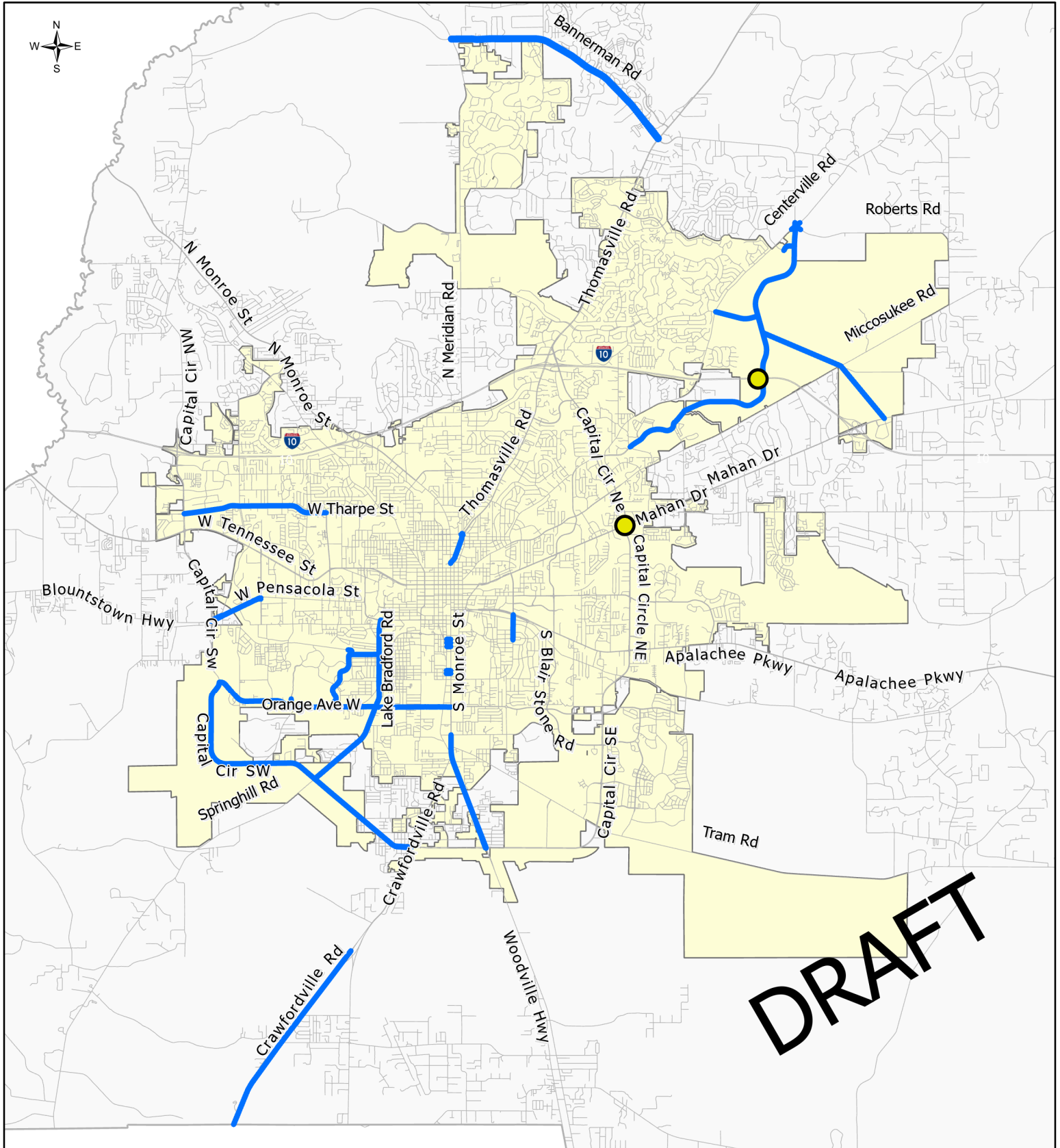
I. APPENDICES:

Attachment #1 – Proposed Future Right of Way Needs Map




Attachment #2 – Future Right of Way Needs Map Modifications

Attachment #3 – Strike through of Map 28 and Tables 13-15 of the Mobility Element

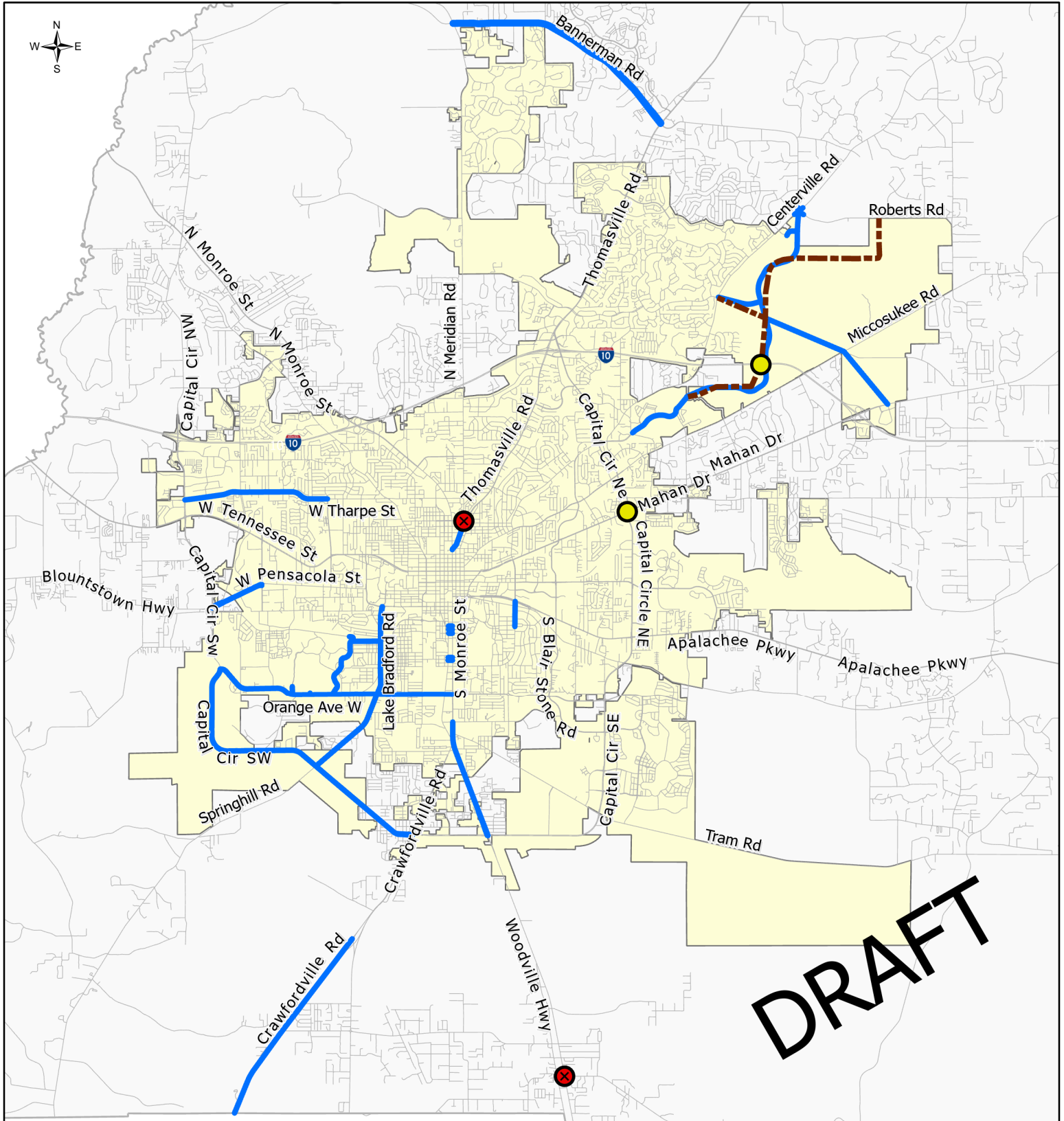
Future Right-of-Way Needs Map



Legend

-  Transportation Systems Management Projects
-  Roadway Projects
-  City of Tallahassee Limits

Future Right-of-Way Needs Map



Legend

- Transportation Systems Management Projects
- ⊗ Transportation Systems Management Projects Proposed For Removal
- Roadway Projects
- - - Roadway Projects Proposed For Removal
- City of Tallahassee Limits

Map 28: Leon County Cost Feasible Plan
(EFF. 5/31/18)

Leon County Cost Feasible Plan

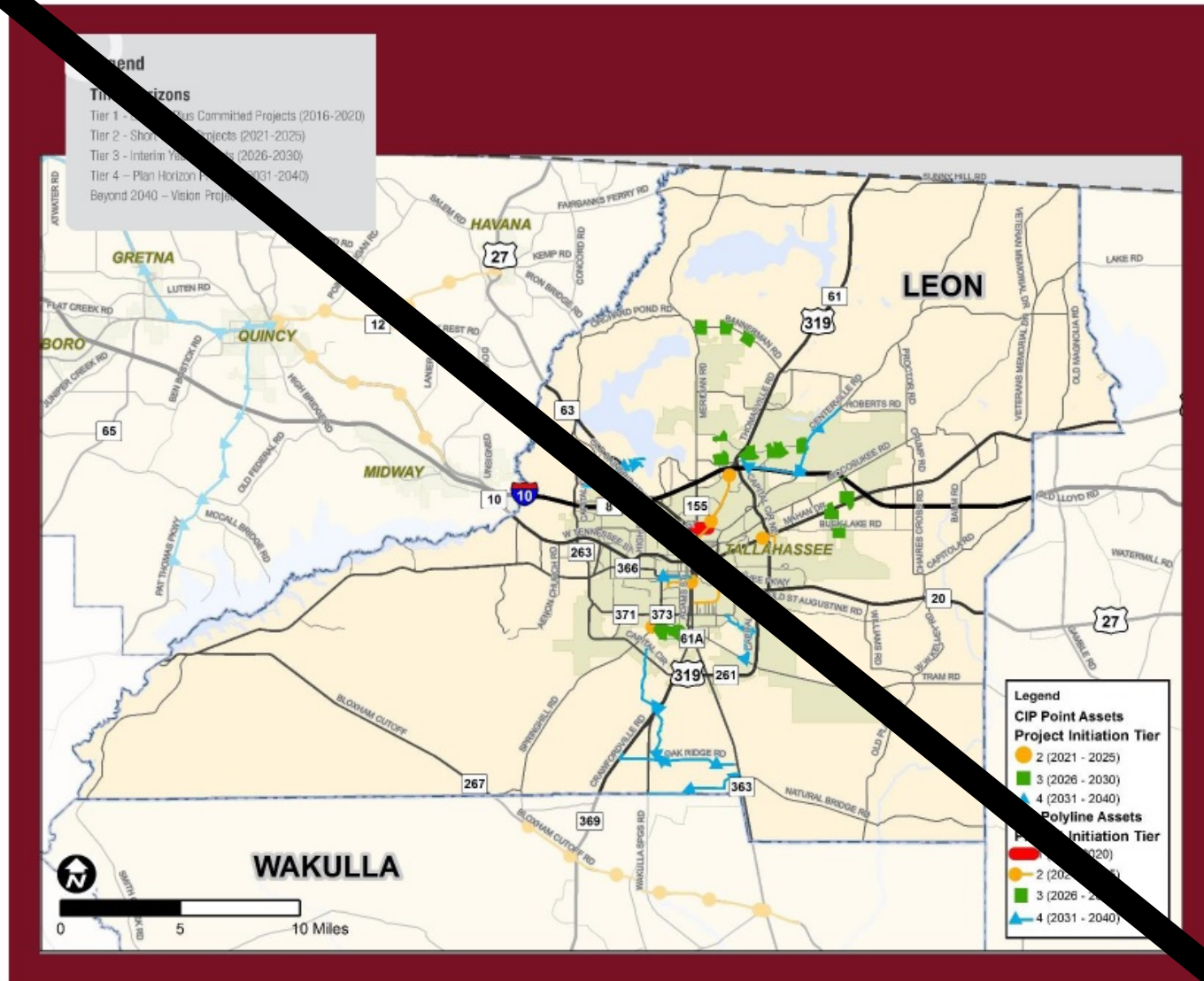


Table 13: Leon County Cost Feasible Plan (Roadway)
(EFF. 5/31/18)

Leon County Cost Feasible Plan (Roadway)

| ID | Project Name | Strategy | Tier 1 | Tier 2 | Tier 3 | Tier 4 | Total Cost |
|-------------------|--|-----------------|--------|--------|--------|--------|----------------------|
| 75 | Thonikale Rd, Meridian Rd, and 7th Ave Intersection* | Intersection | | BP | BP | | \$ 22,347,900 |
| 138 | Mahan Dr and Capital Circle Northeast Flyover | Intersection | | CRTPA | CRTPA | | \$ 46,558,125 |
| 397 | Lake Bradford Rd to Marion St Connection | New Road | | | CRTPA | | \$ 24,964,940 |
| 407 | DeSoto Park Dr Extension | New Road | | | CRTPA | | \$ 2,102,100 |
| 369 | Welaunee Blvd Extension* | New Road | | BP | BP | | \$ 73,607,361 |
| 1571 | Welaunee Blvd Extension* | New Road | | BP | BP | | \$ 29,442,669 |
| 137 | Welaunee Blvd/I-10 Interchange | New Interchange | | CRTPA | CRTPA | | \$ 46,558,125 |
| 1527 | Woodville Hwy/Natural Bridge Rd Roundabout | Roundabout | | CRTPA | | | \$ 828,900 |
| 179 | Bannerman Rd* | Widen Road | | BP | BP | | \$ 42,171,150 |
| 181 | Tharpe St* | Widen Road | | BP | BP | | \$ 51,391,893 |
| 1026 | Woodville Hwy* | Widen Road | CRTPA | CRTPA | CRTPA | | \$ 42,171,150 |
| 1142 | Orange Ave | Widen Road | | | | CRTPA | \$ 96,276,383 |
| 1365 | West Side Student Corridor Gateway (Pensacola St)* | Widen Road | | BP | | BP | \$ 29,680,572 |
| 1554 | Orange Ave* | Widen Road | | CRTPA | CRTPA | | \$ 29,366,796 |
| 382 | Capital Circle Southwest* | Widen Road | CRTPA | CRTPA | CRTPA | | \$ 64,074,515 |
| 1513 | Capital Circle Southwest* | Widen Road | | CRTPA | | CRTPA | \$ 90,012,108 |
| 383 | Lake Bradford Rd/Springhill Rd* | Widen Road | | BP | BP | | \$ 8,446,384 |
| Total (17) | | | | | | | \$733,100,771 |

* = Blueprint (BP) project

Table 14: Leon County Cost Feasible Plan (Bicycle/Pedestrian)
(EFF. 5/31/18)

Leon County Cost Feasible Plan (Bicycle/Pedestrian)

| ID | Project Name | Strategy | Tier 1 | Tier 2 | Tier 3 | Tier 4 | Total Cost |
|-------------------|--|-------------------|--------|--------|--------|--------|---------------------|
| 136 | St. James Trail Connection to Orange Ave | Bike Intersection | | CRTPA | | | \$ 165,780 |
| 422 | Glenview Dr | Sidewalk | CRTPA | CRTPA | | | \$ 534,340 |
| 1556 | Magnolia Dr | Sidewalk | | CRTPA | CRTPA | | \$ 811,053 |
| 444 | Lake Jackson Mounds Park Trail | Shared Use Path | | | | CRTPA | \$ 3,178,430 |
| 447 | Capital Cascades Trail* | Shared Use Path | | BP | | | \$ 978,716 |
| 454 | Goose Pond Trail* | Shared Use Path | | BP | | | \$ 954,156 |
| 456 | Capital Cascades Trail* | Shared Use Path | | BP | | | \$ 2,447,404 |
| 527 | Thomasville Rd Trail* | Shared Use Path | | BP | | | \$ 5,142,864 |
| 462 | Buck Lake Trail | Shared Use Path | | | BP | | \$ 3,018,730 |
| 514 | Segment 5A Trail (Killearn Greenway)* | Shared Use Path | | | BP | | \$ 1,255,540 |
| 525 | Timberlane Trail* | Shared Use Path | | | BP | | \$ 1,174,030 |
| 180 | Bannerman Road Trail* | Shared Use Path | | | BP | | \$ 2,541,110 |
| 465 | Dr. Charles Billings Greenway* | Shared Use Path | | | BP | | \$ 1,860,430 |
| 473 | Segment 5A Trail (Killearn Greenway)* | Shared Use Path | | | BP | | \$ 1,335,620 |
| 470 | Centerville Rd Trail* | Shared Use Path | | | | BP | \$ 4,160,192 |
| 474 | Southwest Sector Greenway* | Shared Use Path | | | | BP | \$ 3,923,403 |
| 476 | Segment 5B Trail (I-10 Greenway)* | Shared Use Path | | | | BP | \$ 3,566,399 |
| 516 | Pine Flats Trail* | Shared Use Path | | | | BP | \$ 7,792,163 |
| 518 | Oak Ridge Trail* | Shared Use Path | | | | BP | \$ 6,161,965 |
| 1374 | Lake Jackson Connection* | Shared Use Path | | | | BP | \$ 1,382,481 |
| 1440 | Gaines St | Shared Use Path | | | | CRTPA | \$ 1,113,125 |
| Total (21) | | | | | | | \$57,760,125 |

* = Blueprint (BP) project

Table 15: Leon County Cost Feasible Plan (Transit)
(EFF. 5/31/18)

Leon County Cost Feasible Plan (Transit)

| ID | Project Name | Tier 1 | Tier 2 | Tier 3 | Tier 4 | Total Cost |
|------------|--------------------------------------|-----------|-----------|-----------|-----------|---------------|
| 3026 | Bus Stop Upgrades | StarMetro | StarMetro | StarMetro | | \$ 5,303,397 |
| 3027 | Connect Centers | StarMetro | StarMetro | StarMetro | | \$ 3,637,301 |
| 3028 | Real-Time Bus Location Software | StarMetro | | | | \$ 80,000 |
| 3029 | Mobile Trip Planner | StarMetro | | | | \$ 27,000 |
| 3030 | Variable Message Signs | StarMetro | | | | \$ 38,000 |
| 3031 | Automatic Passenger Counter | StarMetro | | | | \$ 194,000 |
| 3032 | Stop Annunciation | StarMetro | | | | \$ 349,000 |
| 3051 | CNG Facility | StarMetro | | | | \$ 4,244,000 |
| 3033 | Transit Signal Prioritization | StarMetro | | | | \$ 859,000 |
| 3034 | Fixed-Route Buses | StarMetro | StarMetro | StarMetro | | \$ 39,156,351 |
| 3035 | Demand Response Vans | StarMetro | StarMetro | StarMetro | | \$ 3,682,731 |
| 3036 | Operations and Maintenance Facility | | StarMetro | StarMetro | | \$ 13,456,456 |
| 3037 | BRT Infrastructure (including TVMs) | | | | StarMetro | \$ 23,063,200 |
| 3038 | Park-and-Ride Lots | | | | StarMetro | \$ 8,007,094 |
| 3039 | Articulated Vehicles | | | | StarMetro | \$ 6,956,118 |
| 3040 | C.K. Steele Plaza Renovations | | StarMetro | StarMetro | | \$ 44,441,939 |
| 3041 | Fareboxes | | StarMetro | StarMetro | | \$ 2,480,990 |
| 3042 | Fare Payment Application | StarMetro | | | | \$ 212,000 |
| 3047 | Expansion Fixed-Route Vehicles | | | StarMetro | | \$ 21,670,280 |
| 3048 | Spare Fixed-Route Expansion Vehicles | | | | StarMetro | \$ 5,313,170 |
| 3049 | Expansion Cutaway Vehicles | | | | StarMetro | \$ 187,538 |
| 3050 | Spare Cutaway Expansion Vehicles | | | | StarMetro | \$ 8,000,000 |
| Total (22) | | | | | | \$189,228,300 |



2022 Comprehensive Plan Amendment Cycle

LTA202201

April Rd., Woodville Hwy and Southwood
Plantation/USA Modification

| SUMMARY | | |
|--|---|-----------------------|
| Applicant: | Proposed Change | Staff Recommendation: |
| D. R. Horton Inc. | Extending the Tallahassee-Leon County Urban Services Boundary | Approve |
| TLCPD Staff: | Comprehensive Plan Element | LPA Recommendation: |
| Oluwaseyi Akinrinde | Land Use | Approve |
| Contact Information: | Policy Number(s) | |
| Oluwaseyi.akinrinde@talgov.com (850) 891-6412 | Urban Service Area as shown on Map 2 and 3 | |
| Date: 12/15/2021 | Updated: 4/13/2022 | |

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 134.90 acres of land at the northeast corner of Old St. Augustine Road and April Road
- approximately 62.01 acres of land southeast of the intersection at Capital Circle and Woodville Highway
- approximately 107.76 acres of land between Apalachee Parkway and Old St. Augustine Rd, east of Southwood Plantation.

The properties within the area that would be included in the Urban Services Area (Subject Site) are owned by The St. Joe Company LLC and are the subject of a concurrent application to change their designation on the Future Land Use Map.

B. STAFF RECOMMENDATION:

Find that the proposed text 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.

C. LOCAL PLANNING AGENCY RECOMMENDATION

Find that the proposed text amendment is **consistent** with the Tallahassee-Leon County Comprehensive Plan, based on the findings and other information contained in this staff report, and **ADOPT** the proposed amendment.

D. 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.

E. APPLICANT'S REASON FOR THE AMENDMENT:

The applicant proposes that this Urban Services Area expansion will allow limited development to occur on the constrained portions of the parcel, where existing road and infrastructure already exist. The USA expansion, they reason, will serve the broader area of the community in the most efficient manner.

F. STAFF ANALYSIS

History and Background

The original Urban Services Area was established in 1990. Since 1997, it has been adjusted 12 times. This proposed amendment would expand the Urban Services Area to include the parcels on Woodville Highway, April Road, and Southwood Plantation Road.

Amendments to the Urban Services Area Boundary Since 1997

| Cycle | Area | Approx. Acreage Added | Approx. Acreage Deleted |
|--------------|---------------------|------------------------------|--------------------------------|
| 1997-1 | Thomasville Road | 6.68 | |
| 1997-1 | Bradfordville Road | | -1,589.93 |
| | Capital Circle SE | 245.69 | |
| | Substation BP-5 | 15.7 | |
| 1999-1 | Buck Lake Road | | -291.42 |
| 2000-1 | Centerville Road | 87.69 | |
| 2000-1 | Centerville Road | | -34.04 |
| 2000-2 | Blountstown Highway | 1.84 | |
| 2003-2 | Meridian Road | 28.57 | |
| 2004-2 | Tower Road | 80.71 | |
| 2005-2 | Woodville Highway | 17.55 | |
| 2010-2 | TLH Airport | 869.02 | |
| 2020-1 | Pine Cone Woods | 172.93 | |
| 2020-2 | Welaunee | 2,890.85 | |
| | Totals | 4,417 | -1,915 |
| | Net Change | 2,502 | |

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 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 1.1.8 [L] indicates that the size of the USA is related to the projected fiscal capacity of the local government to provide urban infrastructure. An assessment of changing conditions over the 20-year period of the plan is built in through the required seven year Evaluation and Appraisal Report (EAR) and the annual capital improvements process. The integrity of the USA

concept is maintained by strict adherence to the premise of not funding or scheduling major capital improvement projects outside the USA, Rural Communities or the Woodville Rural Community in conjunction with a policy of discouraging premature use and underutilization of land designated for urban development. Additionally, the size of the USA should be limited to reflect the ability of the public to provide infrastructure, limitations of environmental constraints and existing development and to provide for a phasing mechanism to the Plan Horizon. The area within the USA is sized to accommodate approximately 50% more vacant land than is necessary to accommodate the population growth expected within the USA from 1993 to the Plan Horizon. It is expected that a USA sized 50% larger than our vacant land needs will provide sufficient constraint for growth management policies to be effective, while not over constraining the supply of vacant land.

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.

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 access available for the subject sites. This fact supports redesignation of the subject sites, 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 sites are adjacent to or have portions currently inside the USA. Therefore, this special condition is satisfied.

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 sites 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 on April Road contains two parcels between Apalachee Parkway and Old St. Augustine Road. The north parcel, 3101202070000 is partially inside the current USA boundary. The south parcel, 3112200010000 is currently in the City of Tallahassee area for water, sewer and is served by water and sanitary sewer provided by the City of Tallahassee. The subject site on Woodville Highway also contains two parcels. The west parcel, 3130200010000 is inside the City limits, is inside the current USA boundary, and is currently in the City of Tallahassee area for water and is served by water provided by the City of Tallahassee. The east parcel, 3130200020000 is outside the City limits and outside the current USA boundary. Central sewer utilities are currently unavailable to the east parcel. The subject site on April Road has access to the principal arterial Apalachee Parkway and the Woodville Highway subject site has access to the principal arterial Capital Circle SE. The subject site on Southwood Plantation Road with parcel number 3102204130000 has approximately 22.01 acres inside the current USA boundary. The City of Tallahassee has no central water or sewer utilities available to the subject site. The subject site on April Road has access to the principal arterial Apalachee Parkway, the Woodville Highway subject site has access to the principal arterial Capital Circle SE and the subject site on Southwood Plantation Road has access to the minor collector Southwood Plantation Road

As there is existing capital infrastructure available on the subject sites, 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 sites.

Previous Commission Consideration

The Urban Services Area has been altered 12 times since 1997; at times additional lands were brought into the USA, and at times additional lands were removed. There is no previous extension of the USA in the subject sites.

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 Meetings | | Date Completed |
|----------------|--|----------------|
| X | Public Open House | 12/15/2021 |
| X | Local Planning Agency Workshop | 1/4/2022 |
| X | Local Planning Agency Public Hearing | 3/1/2022 |
| X | Joint City-County Commission Workshop | 3/22/2022 |
| X | Joint City-County Transmittal Public Hearing | 4/12/2022 |
| | Joint City-County Adoption Public Hearing | |

Local Planning Agency Workshop: A workshop was held on January 4, 2022 where staff provided an overview of the 2022 Cycle Amendments. There were no questions from the LPA that resulted in updates to this staff report.

Local Planning Agency Public Hearing: The public hearing was held on March 1, 2022 to vote on the proposed 2022 Cycle Amendments. The LPA found the proposed Urban Service Area text amendment is consistent with the Tallahassee-Leon County Comprehensive Plan, based on the findings and other information contained in this staff report, and recommended **ADOPTION** of the proposed amendment. There was no public speaker on this item.

Joint City-County Commission Workshop: The joint City-County Commission Workshop was held on March 23, 2022. The 2022 Cycle Amendments were introduced to both City and County Commissioners at this time. Being a workshop to introduce and discuss the amendments, no public comment and no votes by either commission were taken at this time. Commissioners asked for additional information to be provided at the upcoming Transmittal Hearing on April 12, 2022.

Transmittal Public Hearing: A transmittal public hearing was held on April 12, 2022, in regards to the proposed 2022 Cycle amendments. Additional information was provided including current housing supply, potential housing units provided by approved Planned Unit Developments, population estimates and projections and how those are used in the

planning process, vacant and potentially developable parcels, and efforts to encourage infill development. This information is included below. Both the City Commission and the Leon County Board of County Commissioners voted to transmit the proposed amendment to the State Land Planning Agency and review agencies.

Additional Information Requested at March 22, 2022 Workshop

According to the National Association of Realtors, historically, six months of available housing supply is associated with moderate price appreciation. A lower level of supply, while a sign of an active market, tends to push prices up more rapidly. The Tallahassee area shows a 3.1-month supply of new and existing homes available for purchase, well below the recommended six-month supply. The supply of homes dipped below the recommended supply level in June 2016 and inventories have been on a steady decline since. This indicates a decreasing supply of housing and the potential for a continuing increase in the cost of housing.

The Tallahassee-Leon County Comprehensive Plan addresses housing primarily in two different Elements: The Housing Element and the Land Use Element. The Comprehensive Plan addresses affordable housing by providing a framework of programs that are aimed at helping people stay in their homes and helping people afford housing. Housing affordability is addressed in the Land Use Element primarily by addressing supply, housing types, and housing location. The land use categories on the Future Land Use Map within the Land Use Element include parameters for residential densities and housing types allowed. The Land Use Element also addresses the location of housing and the proximity of housing to other uses. Using the Comprehensive Plan to promote residential development in close proximity to nonresidential uses, transit, and nonmotorized transportation infrastructure can help those who are fiscally constrained utilize more affordable modes of transportation. The Urban Services Area (USA) established in the Land Use Element, directly impacts the supply of housing, types of housing, and the location of housing by directing the location of urban services that support development and relating to policies that determine allowable densities, with urban services and higher densities being directed to locations inside the USA.

Recent expansions of the USA boundary in 2020 include the Pine Cone Woods (aka Bradfordville Hills) amendment, which added 182 acres to the USA, and the Welaunee Arch amendment, which added 4,778 acres to the USA. The adopted Future Land Use of the Bradfordville Hills area is Bradfordville Mixed Use and 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. The Future Land Use will be implemented through a Planned Unit Development that was approved by the Board on December 14, 2021, and allows for a maximum of 1,876 residential units. The Welaunee Critical Area Plan was updated to include the Master Plan for the area known as the Arch, which allows for up to 12,500 residential units to be constructed in the Arch. Additionally,

while no USA expansion was required, the English Property PUD allows for a maximum of 9,880 residential units. These recent approved PUD's will provide for a substantial number of new housing units. However, it should be noted that compliance with the environmental, stormwater, open space, and other land development requirements typically prevents development from reaching the maximum allowable number of units.

Population Estimates and Population Projections

For the purposes of long-range planning, population estimates and projections are used to anticipate the needs of the community. Between the 1990 Census count and the 2020 Census count, the population of Leon County increased by 99,705 people. While the population of the community continues to grow, the policies in the Land Use Element of the Comprehensive Plan designed to prevent urban sprawl have been successful. Since the adoption of the Comprehensive Plan and establishment of the Urban Services Area on July 16, 1990, the USA boundary has been modified 12 times (including both expansions and reductions) resulting in a net increase in size from approximately 163.6 square miles to 167.5 square miles. This increase represents an overall 2.40% increase in the size of the Urban Services Area. Since the adoption of the Comprehensive Plan, the population of Leon County has increased 51.8% and the size of the Urban Services Area has increased 2.40%.

The table below shows the adjustments that have been made since the establishment of the USA in 1990.

Amendments to the Urban Services Area Boundary Since 1997

| Cycle | Area | Approx. Acreage Added | Approx. Acreage Deleted |
|--------------|---------------------|------------------------------|--------------------------------|
| 1997-1 | Thomasville Road | 6.68 | |
| 1997-1 | Bradfordville Road | | -1,589.93 |
| | Capital Circle SE | 245.69 | |
| | Substation BP-5 | 15.7 | |
| 1999-1 | Buck Lake Road | | -291.42 |
| 2000-1 | Centerville Road | 87.69 | |
| 2000-1 | Centerville Road | | -34.04 |
| 2000-2 | Blountstown Highway | 1.84 | |
| 2003-2 | Meridian Road | 28.57 | |
| 2004-2 | Tower Road | 80.71 | |
| 2005-2 | Woodville Highway | 17.55 | |
| 2010-2 | TLH Airport | 869.02 | |
| 2020-1 | Pine Cone Woods | 172.93 | |
| 2020-2 | Welaunee | 2,890.85 | |
| | Totals | 4,417 | -1,915 |
| | Net Change | 2,502 | |

Population estimates are used to approximate the current population of the County. Population projections approximate what the population is anticipated to be for different 5-year increments. These population numbers are explained in more detail below:

Population Estimates: The United States Census Bureau publishes population estimates and demographic components of change, such as births, deaths, and migration. This data is collected every ten years. This data can be sorted by characteristics such as age, sex, and race, as well as by national, state, and county location. The Bureau of Economic and Business Research at the University of Florida (BEBR) uses Census data to produce the official State, County, and Municipal local population estimates and projections on an annual basis. These estimates and projections are used for distributing state revenue-sharing dollars to Florida cities and counties. Funding for BEBR is provided by the Florida Legislature.

Population Projections: Compared to population estimates, population projections are based on future demographic trends, including births, life expectancy, and migration patterns. Population projections produced by BEBR are for the state of Florida and Florida counties only; BEBR does not provide population projections for Florida's municipalities.

Annual Updates: Population estimates and projections from BEBR for the County are revised annually based on changes in occupied housing units and utilizes a wide variety of data sources to determine these changes. Primary data sources include active residential electric customers, residential building permits, and number of homestead exemptions. Each year, BEBR produces high, medium, and low projections for the state and counties in Florida. The United States Census Bureau does not produce population projections. The most recent population projections from BEBR are based on 2010 Census counts. The next set of projections, scheduled for April 2022, will be based on the 2020 Census counts.

Population Accommodation Analysis

Based on a 2020 analysis from BEBR, Leon County had an average of 2.32 persons per housing unit. Using this number as an average household occupancy, future housing needs can be estimated based on population projections provided by BEBR. Using the most current medium projections for Leon County, BEBR estimates the county's 2045 population as 344,600. Using the 2020 Census count of 292,198, this indicates a projected increase in population of 52,402. This increase translates to a need for approximately 22,587 housing units to accommodate this population growth. To provide for additional slack in the market, applying a multiplier of 1.25 is the standard practice generally used when projecting total housing unit needs. Applying this multiplier results in a projected need of approximately 28,234 housing units by 2045.

Vacant Potentially Developable Parcels

Staff conducted an analysis of vacant and potentially developable parcels inside the Urban Services Area (USA) in November 2021. This analysis indicated that there are 7,325 vacant

and potentially developable parcels inside the USA comprising a total of 24,700 acres. 507 of these parcels (10,346 acres) are within major developments and 6,818 of the parcels (14,354 acres) are outside of major developments. The 507 parcels in major developments provide more certainty that the property will be available for development at some point in the future. As noted in more detail below, the availability of these parcels for development may include additional constraints based on Planned Development Master Plans and Planned Unit Developments. The remaining 6,818 parcels lack certainty on their future availability for development and include additional constraints such as subdivision regulations, concurrency limitations, and the desire of the property owner to develop the site. As shown in the table and map included in Appendix #3, the vacant parcels are subject to varying Future Land Use and Zoning designations, and may or may not be developed as residential uses. Due to the subdivision regulations, these parcels would not generally be divided into smaller parcels and as such, we might expect approximately 1 unit parcel on lots that develop as residential uses. Additional challenges that may influence development of these parcels are noted below.

Efforts to Encourage Infill Development

The City has various incentives or inherent benefits that work to encourage infill development, either built into Land Development Code or other fee structures such as traffic concurrency or utility fees. Some of the more notable efforts to encourage infill are included below:

Environmental Management Ordinance Incentives

- On redeveloped sites, developers have the ability to claim existing impervious area (asphalt, concrete, etc.) to reduce or eliminate stormwater management requirements.
- Redevelopment projects on developed but vacant or underutilized sites typically result in reduced tree clearing and grading, and ultimately reduced tree debit fees. This further reduces Environmental Management Permit fees, which is not an explicit incentive but is a significant financial benefit for a developer.
- Redevelopment of sites that involve no or minimal addition of impervious area have the option of reducing or eliminating some urban forest and landscape standards that would otherwise apply to new development.

Zoning and Land Use Incentives

- There is flexibility in parking requirements for redevelopment projects citywide, but additional parking flexibility within the MMTD. In the MMTD, projects can have significantly reduced parking and count any public parking within 1,000 feet of the projects towards their parking requirements. In the most intense zoning district, Central Core, there is no minimum parking requirement.
- The MMTD (where any project would be considered infill) is the only area in the city that has density bonus incentives for market-rate housing.

- The MMTD allows for flexible site design such as reduced setback requirements and higher lot coverage allowances. This makes more of the property developable and allows for creative site design that meets the goals of the MMTD.
- For the conversion of hotel/motel rooms to livable units, the density is only calculated at a 3:1 ratio instead of 1:1. This makes it more feasible for developers to convert blighted hotel/motel properties into housing without conflicting with zoning district or Comprehensive Plan density requirements.
- Any single-family residential property is eligible for the construction of an accessory dwelling unit (ADU) on its property. Within the MMTD, duplex properties can construct an ADU as well. This achieves the goals of providing for infill housing in a way that serves the needs of residential property owners, expands the locally available housing stock, and maintains the neighborhood sense of place.

Other

- Redeveloped sites receive tap fee credit for existing water and sewer taps, whereas construction on an undeveloped property requires payment of thousands of dollars in water and sewer tap fees.
- For projects located within the MMTD, traffic concurrency impacts are weighted to allow for flexibility in level of service ratings, resulting in a lower probability that a developer will be required to pay any mitigation fees.

Challenges to Infill Development

While the analysis of vacant and potentially developable parcels indicated that there may be sufficient land available to accommodate population projections, there are still notable challenges to infill development that may not be evident in the analysis. Some of these challenges include lot availability, subdivision regulations, concurrency, and opposition to development.

Lot availability: It should be noted that “vacant and potentially developable” is not synonymous with “available for development.” Private property is, of course, subject to the desire of the owner to sell, real estate market factors, and environmental constraints that may make a parcel unavailable or poorly suited for development.

Subdivision Regulations: Subdivision regulations may present challenges to infill development with regards to accommodating projected population. For example, the Leon County Land Development Code includes a Residential Preservation zoning district that allows up to 6 dwelling units per acre. Regardless of this maximum density, the code states “No newly created lot shall be smaller than the smallest lot of record approved as part of the original recorded (platted) or unrecorded subdivision, or any approved reconfiguration or re-plat that may have occurred consistent with the land development regulations in effect at that time.” Therefore, the maximum density is driven by the size of other parcels instead of by the maximum density allowed by the zoning district. The City’s Land Development Code includes similar provisions. The City’s subdivision regulations include a

provision that, “Lots created by re-subdivision of an existing lot in a recorded or unrecorded residential subdivision zoned residential preservation (RP-1 or RP-2), single family detached residential district (R-1 or R-2) or planned unit development (PUD) within the residential preservation future land use category shall be no more than ten percent smaller than the median size of all other lots in the subdivision, as originally platted in a recorded or unrecorded plat, and no less than the minimum lot size allowed by residential zoning and land use maps. If a subdivision was developed in phases, the median size of lots shall be determined by the lots in the phase affected by the proposed re-subdivision.”

Concurrency: Development may be limited by the availability of infrastructure and services. As development is proposed, their impacts on infrastructure and services are calculated and may require concurrency payments to mitigate these impacts. Limitations in terms of capacity and/or mitigation requirements may limit development and redevelopment potential.

Phasing and Process Requirements: The timing of development being allowed can be delayed because of specific requirements for certain developments. For example, the Welaunee Arch Master Plan includes specific phasing requirements. While the Arch allows a maximum of 12,500 dwelling units, the entire Welaunee Arch is not available for development at once. To promote coordination of development with the provision of Urban Services, the Welaunee Arch Master Plan established three phases that have specific thresholds that must be met before development may begin in the subsequent phase. While there are benefits to this approach, this requirement also means that the entire Arch is not available for development and that the maximum of 12,500 units would be constructed over a longer period of time. Additional processes that impact the timing of development are the requirements of implementing Planned Development Areas. For example, the Welaunee Heel is allowed a maximum of 2,107 residential units according to the adopted Critical Area Plan; however, one or more Planned Unit Developments (PUD) must be completed and approved before site plans or subdivisions can be approved. Because the PUD would be the implementing zoning for the property, the total number of residential units may end up being lower than the maximum allowed by the Critical Area Plan. The Welaunee Critical Area Plan also requires stormwater facilities master plans for the Heel and for the Arch. These stormwater facilities master plans must be completed for the respective areas before PUDs for those areas may be approved. Only after these steps have been accomplished can site plans and subdivisions be approved followed then by permitting and construction. While there are benefits to this approach, these requirements do lengthen the process and therefore the time required before any construction can begin on these sites.

Neighborhood Opposition: Development and redevelopment may receive opposition from neighboring residents. This opposition may influence the type, density, and intensity of development. In many cases, infill development receives more neighborhood opposition

due to the higher numbers of neighbors as compared to development located further away from urban areas.

Other Considerations

Mixed-Use Districts: It should be noted that some land use categories allow for residential, commercial, or a mix of uses, so it is difficult to predict how a property will be developed and the impact it may have on population accommodation. For example, the Suburban Land Use category allows for commercial and/or residential development. The resulting development is typically determined by the zoning district, though some zoning districts, such as Office-Residential district, also allow commercial, residential, or a combination of both. While these mixed-use categories provide for desirable development patterns, it can be difficult to determine how they are included in analyses of population accommodation.

Housing Types: Another consideration for population accommodation is the types of residential development available and allowed (single-family detached homes, townhomes, duplexes, multiplexes, apartments, etc.). The mix of housing needed in a community is influenced by a variety of factors. These factors range from general market demand to decisions made by local governments. For example, the Rooming House Ordinance was approved by the City in 2000 to prevent student rentals from locating in existing, low-density single-family neighborhoods. This policy redirected student housing away from existing neighborhoods thereby increasing the need for student housing elsewhere. Other factors include consideration for housing types that allow people to age in place or that are located near transit and other services that allow residents from all incomes to live where they play, shop, and work. Often called “missing middle” housing, this housing provides solutions along a spectrum of affordability to address the mismatch between available housing stock and shifting demographics combined with the growing demand for walkability. The trend toward adjusting residential code to allow for accessory dwelling units is a successful example of providing mixed housing types within established residential neighborhoods without impacting the overall sense of neighborhood in these areas.

In summary, numerous factors go into planning for population growth. These factors include having an adequate acreage of land in land use categories that allow for residential development, acknowledging growth priorities such as the Comprehensive Plan policies encouraging infill development, minimizing the premature conversion of rural areas into urban development, the desire to develop housing in the southern areas of the city and county, addressing challenges to managing growth, and anticipated needs for diverse housing types and affordable housing options.

H. CONCLUSION:

Based on the above analysis, Planning Department staff recommends approval of the amendment request for the following reasons:

- 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 sites 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.

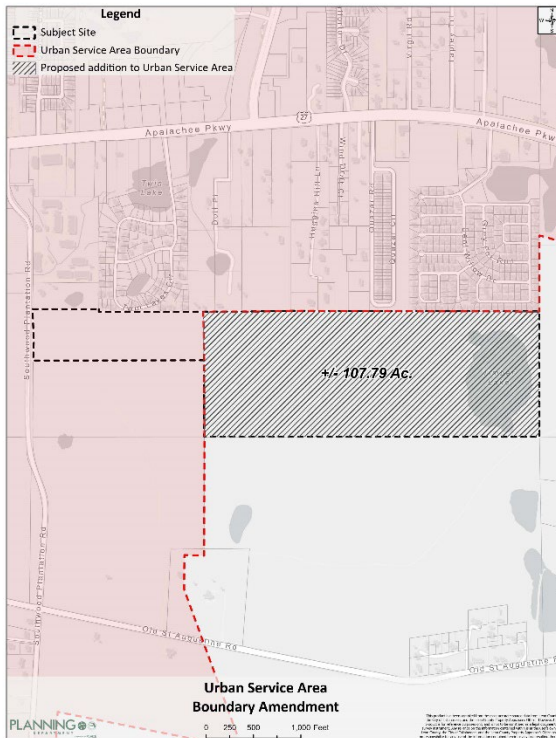
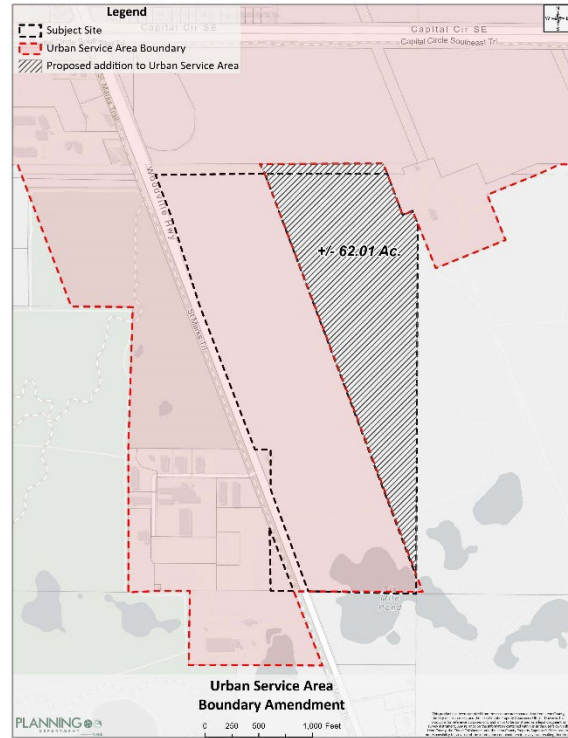
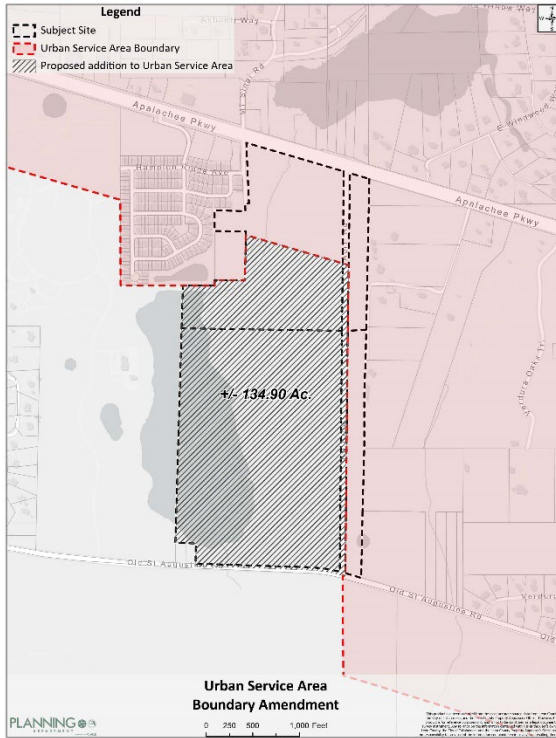
I. APPENDICES:

APPENDIX #1: USA BOUNDARY AMENDMENT MAPS

APPENDIX #2: COMPREHENSIVE PLAN POLICIES

APPENDIX #3: VACANT AND POTENTIALLY DEVELOPABLE PARCELS

APPENDIX #1: USA BOUNDARY AMENDMENT MAPS



APPENDIX #2: COMPREHENSIVE PLAN POLICIES

Objective 1.1: [L]

(EFF. 7/16/90; REV. EFF. 7/26/06; REV. EFF. 12/24/10)

Direct 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. This shall be accomplished in part through the establishment and maintenance of an Urban Service Area (USA) concept. This Urban Service Area (USA) concept is based upon a desire to have Tallahassee and Leon County 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. An urban service strategy provides for well-managed, orderly growth, which preserves natural resources and promotes fiscal responsibility. The location and size of the USA shall be depicted on the Future Land Use Map and is based upon the area necessary to accommodate 90% of new residential dwelling units within the County by the Plan Horizon; the ability to provide 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]

(REV. EFF. 7/20/05)

In order to discourage urban sprawl, new development shall be concentrated in the urban service area plus in the Woodville Rural Community future land use category and the rural communities of Capitola, Chaires, Ft. Braden and Miccosukee, as designated on the future land use map.

Policy 1.1.8 [L]

(REV. EFF. 7/26/06; REV. EFF. 12/24/10)

The size of the USA is related to the projected fiscal capacity of the local government to provide urban infrastructure. An assessment of changing conditions over the 20-year period of the plan is built in through the required seven year Evaluation and Appraisal Report (EAR) and the annual capital improvements process. The integrity of the USA concept is maintained by strict adherence to the premise of not funding or scheduling major capital improvement projects outside the USA, Rural Communities or the Woodville Rural Community in conjunction with a policy of discouraging premature use and underutilization of land designated for urban development. Additionally, the size of the USA should be limited to reflect the ability of the public to provide infrastructure, limitations of environmental constraints and existing development and to provide for a phasing mechanism to the Plan Horizon. The area within the USA is sized to accommodate approximately 50% more vacant land than is necessary to accommodate the population growth expected within the USA from 1993 to the Plan Horizon. It is expected that a USA sized 50% larger than our vacant land needs will provide sufficient constraint for growth management policies to be effective, while not over constraining the supply of vacant land.

Policy 1.1.11: [L]

(REV. EFF. 3/14/07; REV. EFF. 1/7/10)

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.
- 2) **A Land Use Map** to graphically distribute broad categories of land use and allowable densities and intensities. In conjunction with the Land Use Map, an environmental overlay system has been included which depicts the general location of environmental features which are to be preserved as required by the Conservation Element, or to which development limitations will apply as identified in the Conservation Element.
- 3) **A Future Right-of-Way Needs Map** to graphically represent planned future transportation projects in the City of Tallahassee (City) and Leon County (County) and a table of projects indicating the project termini and access classifications. This map, table, and corresponding land development regulations are intended to provide a basis for coordinating new development with the provision of transportation facilities by designating corridors where the construction and improvement of transportation facilities is expected. Objectives and policies related to the Future Right-of-Way Needs Map are provided in the Transportation Element. (EFF. 7/1/04)
- 4) **Commercial Site Location standards**, which apply to certain Future Land Use Categories other than Central Core, Central Urban, Village Mixed Use, Suburban, Bradfordville Mixed Use, Planned Development and Woodville Rural Community shall be implemented through the Land Development Regulations, are intended to integrate commercial land uses into the transportation network and development patterns in order to assure accessibility by the general public. (REV. EFF. 3/14/07; REV. EFF. 1/7/10)
- 4) **Land Use Category Summaries** for each Future Land Use which in conjunction with the land use map provide the allowable densities and intensities of uses use on specific sites.
- 5) The **Planned Development Future Land Use Category** applies to large land holdings that will be developed for a mix of land uses. (REV. EFF. 3/14/07)
- 6) Descriptions of eight different **Mixed Use development patterns** which establish development pattern intent, allowed density and intensity, development pattern location criteria, and development pattern access criteria within the Bradfordville Mixed Use Category (see Objective 1.7) (REV. EFF. 3/14/07)
- 7) **Goals, Objectives and Policies** which further add guidance by outlining courses of action to be taken in conjunction within the instruments listed above to further assure implementation. These instruments do not act independently of each other.

Rather, they combine to form a set of parameters in which land use decisions are made consistent with a growth management strategy designed to address the issues important to the community.

Policy 2.2.1 [L]

(REV. EFF. 6/28/95; REV. EFF. 7/26/06; REV. EFF. 5/31/18)

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 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 and light infrastructure 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.

APPENDIX #3: VACANT AND POTENTIALLY DEVELOPABLE PARCELS

| Vacant Code | Existing Land Use 2021 - Vacant & Potentially Developable Parcels in the USA by Category | # of Parcels | Acres | Avg. Parcel Size | Median Parcel Size | 2021 Vacant Parcels INSIDE of Major Developments | Acres | 2021 Vacant Parcels OUTSIDE of Major Developments | Acres |
|-------------|--|--------------|-----------------|------------------|--------------------|--|-----------------|---|-----------------|
| 1 | vacant in residential/single-family detached subdivision | 1,895 | 1,152.9 | 0.61 | 0.26 | 345 | 98.8 | 1,550 | 1,054.1 |
| 2 | vacant in commercial subdivision | 360 | 671.1 | 1.86 | 0.74 | 32 | 65.1 | 328 | 606.0 |
| 3 | vacant in subdivision of unknown or mixed type | 1,759 | 1,085.2 | 0.62 | 0.22 | 8 | 24.0 | 1,751 | 1,061.2 |
| 4 | vacant not in subdivision | 2,320 | 17,745.5 | 7.65 | 1.01 | 105 | 9,505.9 | 2,215 | 8,239.6 |
| 5 | vacant in mobile home subdivision | 497 | 134.8 | 0.27 | 0.21 | 0 | 0.0 | 497 | 134.8 |
| 6 | existing single-family Uses >10 acres in a subdivision | 24 | 390.8 | 16.28 | 12.11 | 0 | 0.0 | 24 | 390.8 |
| 7 | existing single-family Uses >10 acres not in a subdivision | 108 | 3,195.0 | 29.58 | 17.75 | 7 | 580.4 | 101 | 2,614.6 |
| 8 | vacant in subdivisions with larger than other lots | 49 | 311.2 | 6.35 | 2.24 | 10 | 71.5 | 39 | 239.8 |
| 9 | vacant in condo subdivision | 270 | 7.4 | 0.03 | 0.02 | 0 | 0.0 | 270 | 7.4 |
| 10 | vacant in townhouse subdivision | 43 | 5.8 | 0.13 | 0.13 | 0 | 0.0 | 43 | 5.8 |
| | Total Vacant & Potentially Developable | 7,325 | 24,699.6 | 3.37 | 0.35 | 507 | 10,345.6 | 6,818 | 14,354.0 |

This product has been compiled from the most accurate source data from Leon County and the City of Tallahassee. However, this product is for reference purposes only and is not to be constructed as a legal document or survey instrument. Any reliance on the information contained herein is at the user's own risk. Leon County and the City of Tallahassee assume no responsibility for any use of the information contained herein or any loss resulting therefrom.

Sources:

Leon County Property Appraiser

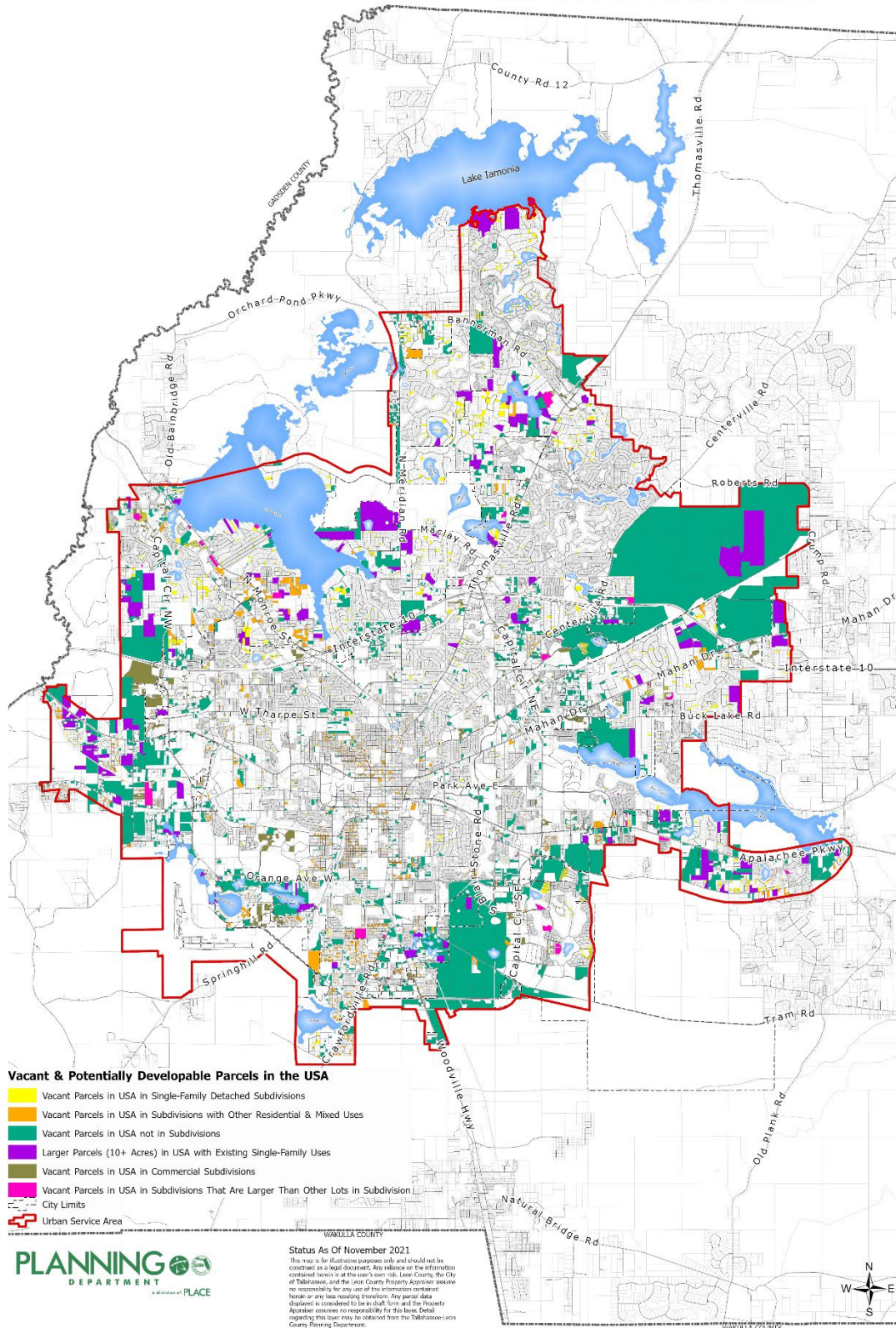
Accela Automation, Leon County Department of Development Support and Environmental Management

CityWorks, City of Tallahassee Growth Management Department

Prepared By:

Tallahassee-Leon County Planning Department

Vacant & Potentially Developable Parcels TALLAHASSEE URBAN AREA



From: Michael.Allan.jenks@gmail.com
To: [Planning Inquiries](#)
Cc: [Mohrman, Melinda](#); [White, Artie](#)
Subject: Citizen comment on proposed Urban Services Area Amendment (LTA202201)
Date: Tuesday, April 12, 2022 1:10:43 PM

Citizen comment on proposed Urban Services Area Amendment (LTA202201)

I have grave concerns about this proposal. It appears infeasible to create a development without ruining the environment and road egress. Furthermore, the developer is non-local and has a track record of shady practices. What will stop them from building 'the right way?' From their past projects it seems they leave a mess for residents to fix. Even more, this development will not provide low-income housing, which is greatly needed in Tallahassee. Do we really want to re-zone this beautiful land SOLELY for a non-local developer to make money? The community answer is NO!!

Michael Jenks
2301 Grass Roots Way
Tallahassee FL 32311
Michael.Allan.jenks@gmail.com



SUMMARY

| Property Owners: | Property Location: | Amendment Type: |
|--|---|---|
| The St. Joe Company LLC | Intersection of Capital Circle SE and Woodville Highway | City and County Large Scale Map Amendment |
| Applicant: | | |
| D. R. Horton, Inc. | | |
| TLCPD Staff: | Current Future Land Use & Zoning: | LPA Recommendation: |
| Oluwaseyi Akinrinde | <u>Future Land Use:</u> Planned Development (PD) & Rural (R) <u>Zoning:</u> Rural (R) & Single Detached, Attached Two Family Residential (R-3) | Approve |
| Contact Information: | Proposed Future Land Use & Zoning: | Staff Recommendation: |
| oluwaseyi.akinrinde@talgov.com 850-891-6412 | <u>Future Land Use:</u> Suburban (SUB) <u>Zoning:</u> Single Detached, Attached and Two Family Residential (R-3) | Approve |
| Date: 10/06/2021 | Updated: 04/13/2022 | |

A. REASON FOR REQUESTED CHANGE

The subject site includes two parcels on the southeast corner of the intersection of Capital Circle SE and Woodville Highway. The applicant, D. R. Horton Inc., stated that they seek this land use change to meet the need for diverse housing supply by developing new communities. The current FLUM designations on the subject site are Planned Development and Rural. The Planned Development 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 these objectives and related policies. The Rural category prohibits higher density residential and non-residential activities that are not functionally related to and supportive of agriculture, silviculture, and other natural resource-based activities.

The proposed Suburban category allows a mixture of office, commercial uses, and residential densities up to 20 units per acre. The Suburban land use category is intended to create an environment for economic investment or reinvestment through the mutually advantageous placement of employment and shopping opportunities with convenient access to low to medium density residential land uses.

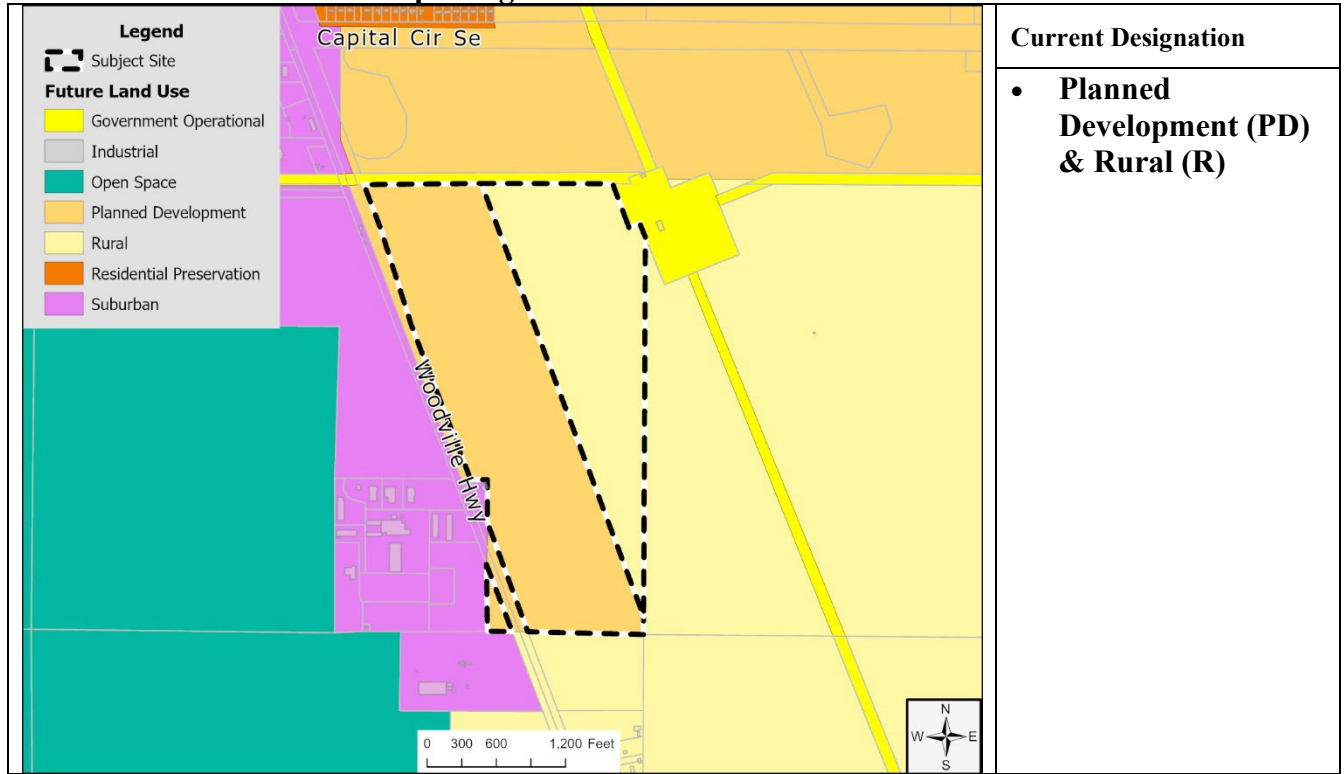
A rezoning application will be processed concurrently with this amendment. A zoning change for the eastern parcel from Rural (R) to Single Family Detached, Attached Two-Family Residential (R-3) has been requested to implement the proposed amendment to the Future Land Use Map. The western parcel is currently zoned R-3 and will remain in the R-3 zoning.

B. CURRENT AND PROPOSED FUTURE LAND USE DESIGNATION

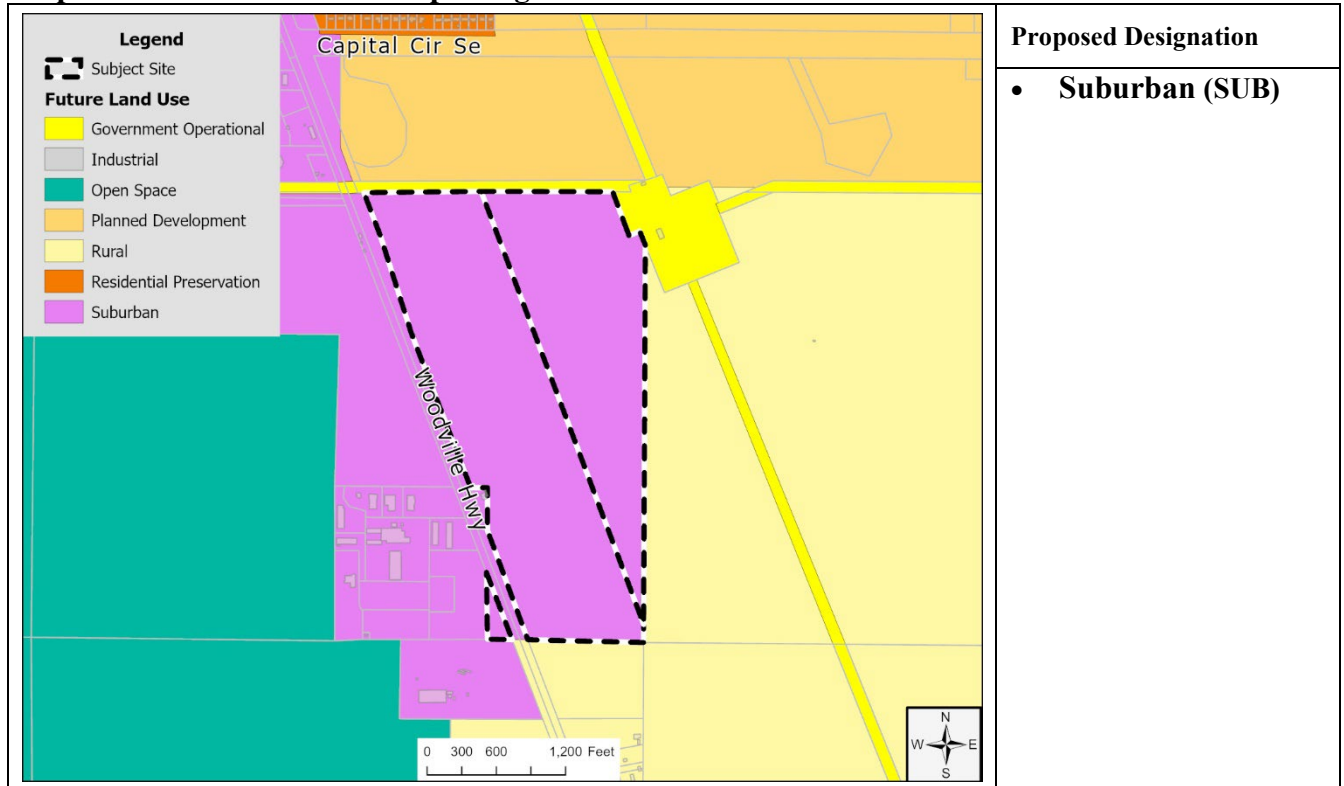
The Subject Area is currently designated **Rural** on the FLUM. The proposed amendment would change the FLUM designation of the area to **Suburban**.

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

Current Future Land Use Map Designation



Proposed Future Land Use Map Designation



C. STAFF RECOMMENDATION

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

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

D. LOCAL PLANNING AGENCY (LPA) RECOMMENDATION

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

Find that the proposed rezoning is [**consistent/inconsistent**] with the Tallahassee-Leon County Comprehensive Plan, based on the findings and other information contained in this staff report, and **APPROVE** the proposed rezoning.

E. SUMMARY OF FINDINGS

Staff presents the following findings of fact:

1. Policy 1.1.11 [L] (6) states that the Planned Development Future Land Use category applies to large land holdings that will be developed for a mix of land uses.
2. Policy 2.2.5 [L] states the purpose of the suburban land use is to create an environment for economic investment or reinvestment through the mutually advantageous placement of employment and shopping opportunities with convenient access to low to medium density residential land uses. Employment opportunities should be located near residential areas, if possible, within walking distance
3. Policy 2.2.5 [L] states that to complement the residential aspects of this development pattern, recreational opportunities, cultural activities, commercial goods and services should be located nearby.

The proposed housing units would be located near commercial services and would provide convenient access for residents of the dwelling units. The subject parcels are located across Woodville Highway from parcels designated as Suburban on the FLUM.

4. Section 10-246, R-3 Single and Two-Family Residential District, specifically states that R-3 district is intended to be located in areas designated as Suburban on the Future Land Use Map of the comprehensive plan which contain or are anticipated to contain a wide use range of single-family and two-family housing types.

F. STAFF ANALYSIS

History and Background

This area along Capital Circle SE and Woodville Highway is characterized by low intensity non-residential and medium density residential development. While the FLUM does identify much of the area surrounding the subject sites as Rural, it should be noted that the actual surrounding uses are more consistent with the proposed change.

The subject site is approximately 154.09 acres in size and is currently vacant. Medium density residential is located west of the subject site, with a gas station and propane supplier located to the northwest of the site. Directly to the west of the site is a large, mostly forest parcel with Suburban FLU and Single Detached, Attached and Two-Family Residential zoning, which is the same land use and zoning requested for the subject site.

The northern portion of the parcel on the subject site is zoned Critical Planning Area and this will not be adjusted.

Current and Proposed Future Land Use Categories

The complete comprehensive plan policies for **Planned Development (6.1.1 [L])**, **Rural (2.2.1 [L])** and **Suburban (2.2.5 [L])** are included as Appendix #1.

Planned Development and Rural (Current)

Planned Development 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 these objectives and the related policies. 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. Each Planned Development shall include a mix of residential unit types and complementary nonresidential 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.

The intent of the Rural/Agriculture 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.

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.

Suburban (Proposed)

The proposed Suburban land use category allows a mixture of office, commercial uses and residential densities up to 20 units per acre. The intent of the suburban land use category is to create an environment for economic investment and reinvestment through the mutually advantageous placement of employment and shopping opportunities with convenient access to low to medium density residential land uses.

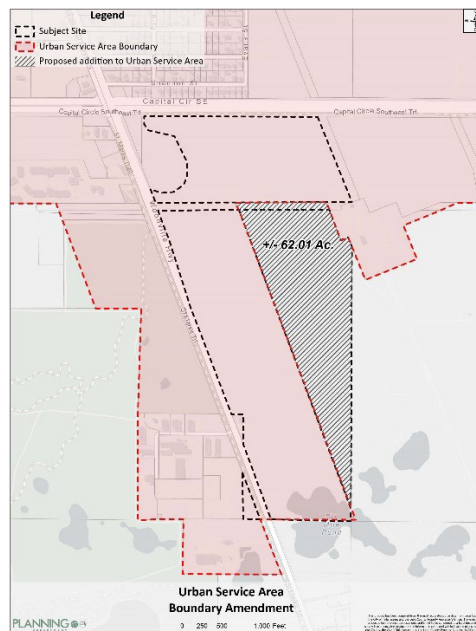
To complement the residential aspect of this developmental pattern, recreational opportunities, cultural activities, commercial goods, and services should be located nearby.

The subject site is located directly adjacent to medium density residential neighborhood, and near a gas station, and recreational opportunities.

Consistency with Comprehensive Plan

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

- Policy 1.1.1 [L] requires that, in order to discourage urban sprawl, new development shall be concentrated in the urban services area (USA) as designated on the future land use map. The subject site is made up of two parcels, one within the USA and one approximately 62.01-acre parcel outside the USA. A text amendment to expand the USA to include the eastern parcel was submitted by the applicant. This can be seen on the map of the subject site, below:



- Policy 2.2.5 [L] states the purpose of the Suburban land use is to create an environment for economic investment or reinvestment through the mutually advantageous placement of employment and shopping opportunities with convenient access to low to medium density residential land uses. Employment opportunities should be located near residential areas, if possible, within walking distance.

- Policy 2.2.5 [L] states that to complement the residential aspects of this development pattern, recreational opportunities, cultural activities, commercial goods and services should be located nearby.
- The proposed housing would be located adjacent to a recreational facility and would provide recreational opportunities with convenient access to these homes. The subject site parcels are located directly across Woodville Highway from parcels designated as Suburban on the FLUM.

Zoning

The Land Development Code sections for **Rural (Sec. 10-6.612)** and **Single Detached, Attached and Two-Family Residential (Sec. 10-6.637)** zoning is included as Appendix #2.

Rural (Current)

The current zoning for the subject site, Rural, is intended to maintain and promote agriculture, silviculture, and natural resource-based activities, preserve natural systems and ecosystem functions, and protect the scenic vistas and pastoral development patterns that typify Leon County's rural areas. Allowable land uses within this district include agriculture, silviculture, ecotourism-based activities, very low density residential, and community and passive recreational facilities. Non-residential uses, with the exception of community and passive recreational facilities, that are not functionally related to and supportive of agriculture, silviculture and other natural resource-based activities shall be prohibited within the Rural zoning district. This district is not intended to accommodate commercial activities designed to service basic household needs of area residents. Rural commercial uses, as well as restricted uses, may be allowed in this district but shall be limited to the locational and design standards as noted herein. Due to the need to protect and preserve existing Rural lands from fragmentation and to promote infill and redevelopment within the Urban Services Area and Rural Communities, urban services are not planned or programmed for this area.

Although some of the parcels adjacent to the subject site are also categorized as rural, it should be noted that the actual uses are more consistent with the proposed zoning of R-3. The parcels across Woodville Highway share the proposed R-3, Single Detached, Attached and Two-Family Residential zoning.

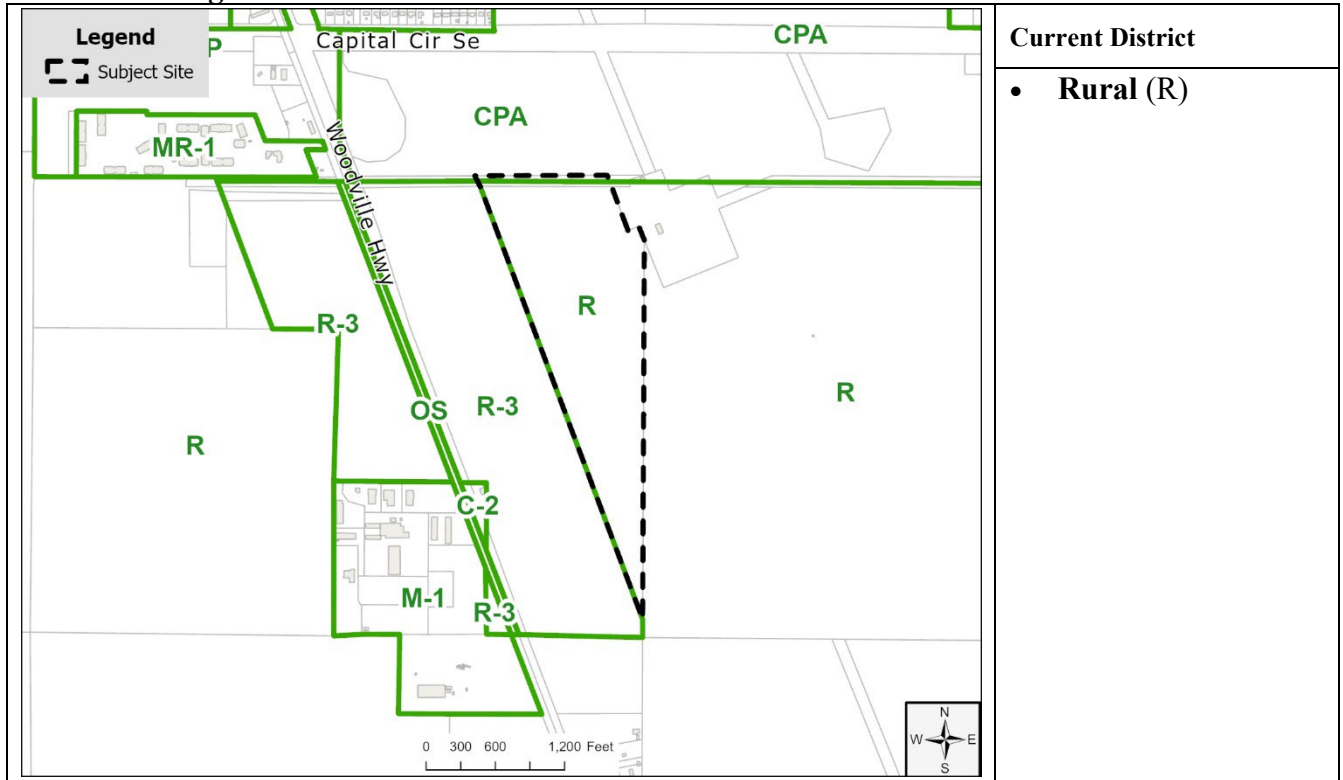
Single Detached, Attached and Two-Family Residential (R-3) (Proposed)

The proposed zoning for the subject site, Single Detached, Attached and Two-Family Residential, is intended to be located in areas designated urban residential, urban residential 2, or suburban on the future land use map of the comprehensive plan which contain or are anticipated to contain a wide range of single-family and two-family housing types. The maximum gross density allowed for new residential development in the R-3 district is 8 dwelling units per acre, with a minimum gross density of four dwelling units per acre when applied to the urban residential future land use category unless constraints of public easements, concurrency or preservation and/or conservation features preclude the attainment of the minimum densities. Certain community and recreational facilities related to residential uses are also permitted.

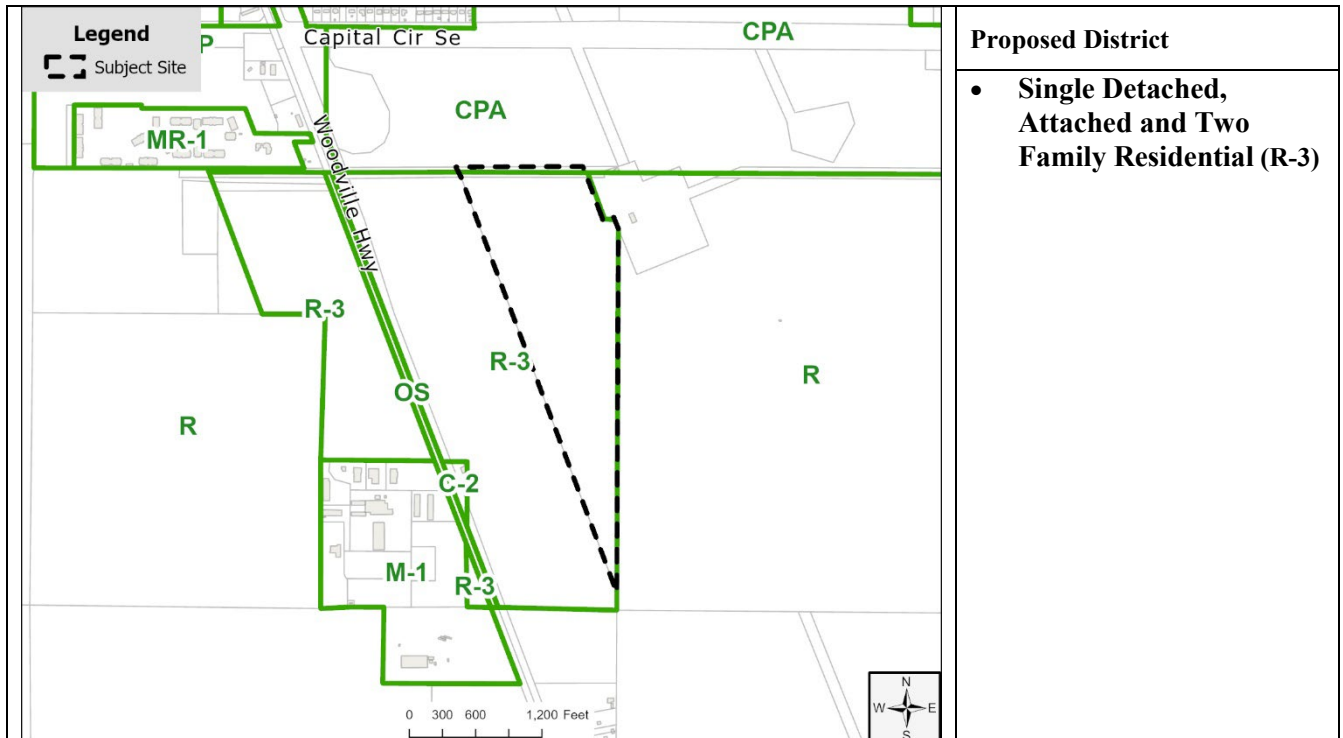
The proposed zoning district allows for residential development, such is proposed on these subject sites. The proposed zoning for the subject site is consistent with adjacent zoning.

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

Current Zoning



Proposed Zoning



Existing Land Uses

Discussion of existing uses surrounding the subject site

The subject site is comprised of two parcels and is approximately 154.09 acres in size and is currently vacant. Open Space State and National Forest is located west of the subject site, with Medium density residential, a gas station and propane supplier located to the northwest of the site. A parcel with utilities is located on the northeast corner of the subject site. There is retail and warehouse to the west of the subject site.

Existing Land Use Map



Infrastructure Analysis

Water/Sewer

There is water available to parcel 32130200010000. The City of Tallahassee owns and maintains the system which is in SR 363. There are no central sewer utilities available for the parcel. The City of Tallahassee has no central water or sewer utilities to serve the parcel 3130200020000.

Schools

The Subject Area is zoned for Woodville Elementary School, Nims Middle School, and Rickards High School.

Nims Middle School and Rickards High School attendance zones have capacity for this project. Woodville Elementary does not have a post development capacity for this project. Currently, Woodville Elementary has a capacity of 220, with a post development capacity of -37. Currently, Nims Middle School has a capacity of 564, with a post development capacity of 462. Currently, Rickards High School has a capacity of 465, with a post development capacity of 359.

Roadway Network and Transportation

The subject site is not within the MMTD. The subject site fronts Capital Circle SE, A Principal Arterial, to the north and Woodville Highway, a Principal Arterial, to the west. The intersection of Capital Circle SE and Woodville Highway is signalized. The subject site's west boundary fronts signalized intersection of the entrance of the Lakes at San Marcos Apartments and Woodville Highway. This entrance (west approach to the signal) is privately maintained and also provides access to parking for the St. Marks Trail trailhead.

The potential for modifications to the transportation network such as adding turn lanes, adding signalized intersections, connecting to existing signalized intersections, adding travel lanes, etc., will be determined through the site planning process. At the time of site plan, modifications to Woodville Highway and/or Capital Circle (such as the addition of turn lanes, intersection signalization, etc.) will be submitted to the Florida Department of Transportation for review.

The following tables depict preliminary calculations based on the maximum residential development allowed under the requested land use category and associated rezoning. Trip generation rates and entering/exiting trip percentages for residential and commercial buildouts are based on Multifamily Housing Low-Rise (221) as determined by the Institute of Transportation Engineers' Trip Generation Manual, 10th Edition, to estimate maximum buildout possible for the subject site. Calculations shown will far exceed true maximums as they do not take into consideration site constraints that will be determined through the site planning process. At the time of site plan, true concurrency values will be calculated based on constraints that include, but are not limited to, setbacks, environmentally sensitive areas, tree protection, archaeological assets, roadway network requirements, open space requirements, lot size requirements, parking requirements, access requirements, and other stipulations defined by the Comprehensive Plan and applicable Land Development Code(s).

| Acres | Buildout Type | Maximum Buildout Intensity | Maximum Buildout* | Trip Generation Rate | % Enter* | % Exit* | Trips Enter* | Trips Exit* | Total Trips* |
|--------|---------------|----------------------------|-------------------|----------------------|----------|---------|--------------|-------------|--------------|
| 154.09 | Residential | 8 DU/Acre | 1233 DU | 0.55 | 67 | 33 | 454 | 224 | 678 |

* Calculations shown will far exceed true maximums as they do not take into consideration site constraints. At the time of site plan, true values will be calculated based on constraints such as setbacks, environmental sensitive areas, tree protection, archaeological assets, roadway network requirements, open space requirements, lot size requirements, parking requirements, access requirements, and other stipulations defined by the Comprehensive Plan and applicable Land Development Codes.

| Roadway | Segment | Capacity | Est Total Future Demand | Remaining Capacity | Volume to Capacity Ratio |
|----------------|---|----------|-------------------------|--------------------|--------------------------|
| Capital Circle | Woodville Hwy to Merchants Row | 2494 | 887 | 1607 | 35.6% |
| Capital Circle | Merchants Row to Woodville Hwy | 2003 | 2054 | -51 | 102.5% |
| Capital Circle | Woodville Hwy to Crawfordville Hwy | 1630 | 1308 | 322 | 80.2% |
| Capital Circle | Crawfordville Hwy to Woodville Hwy | 1473 | 840 | 633 | 57.0% |
| Woodville Hwy | Capital Circle to Ross Rd | 1236 | 667 | 569 | 54.0% |
| Woodville Hwy | Ross Rd to Capital Circle | 1100 | 1071 | 29 | 97.4% |
| Woodville Hwy | Capital Circle to San Marcos Housing | 1312 | 1593 | -281 | 121.4% |
| Woodville Hwy | San Marcos Housing to Capital Circle | 2113 | 664 | 1449 | 31.4% |
| Woodville Hwy | San Marcos Housing to Southchase (Proposed) | 1005 | 1338 | -333 | 133.1% |
| Woodville Hwy | Southchase (Proposed) to San Marcos Housing | 1233 | 399 | 834 | 32.4% |

Pedestrian and Bicycle Network

The site is accessible via multi-use path and bike lanes on its north boundary. There is a paved multi-use trail on Capital Circle SE (Capital Circle Southeast Trail) and Woodville Highway (St. Marks Trail). There is an on-street bike lane on Capital Circle SE and a paved shoulder on Woodville Highway that provides access to the site. Should the subject site be provided access to the signalized intersection of the Lakes at San Marcos Apartments and Woodville Highway, the addition of crosswalks across Woodville Highway should be considered for pedestrian access. There are existing signalized crosswalks at each approach of the intersection of Capital Circle and Woodville Highway.

Transit Network

The site is not serviced by transit.

Environmental Analysis

The subject site is somewhat constrained by environmental features. The south of parcel 3130200010000 is significantly constrained by wetlands, a waterbody and is in the 100-year flood plain. The subject site has approximately 21.79 acres constrained by environmental features and this is about 14% of the subject site. There is a potential archeological site regarded as Camp Leon on the subject site. The applicant will be subject to go through a Natural Features Inventory process and Environmental Management Permit process. These processes would verify the presence of the archeological feature, evaluate, and protect the feature by placing a Conservation Easement on this part of the site.

Site Planning Requirements: Prior to site plan submittal, the applicant is required to submit a Natural Features Inventory (NFI) application. It is via this NFI that sensitive features present on-site (such as wetlands, floodplains) are identified and delineated. Thereafter, the Site plan submittal is required to be accompanied by an Environmental Management Permit (EMP). At this stage, the applicant overlays the proposed development. Staff ensures that preservation/conservation features (determined during NFI) are appropriately protected (Conservation Easement) and the Stormwater Management Facility(ies) to provide for the required/applicable mitigation standards (Volume Control for Closed Basins, Water Quality treatment, and rate attenuations) are adequate and meet code and standard engineering practices.

Details Influencing Stormwater Design: The terrain characteristics, soil types, type of drainage basin, presence of a conveyance system, and presence of floodplain are the main items that influence stormwater design. Other variables, analyzed by the Professional Engineer (standard engineering practice) are also considered.

Required Space for Stormwater Management: This is evaluated by the designing engineer and is controlled by factors described above. (There is not one answer that fits all).

Detail of Interest: The preliminary review of site data (all parcels), indicates the presences of wetlands/floodplain.

It shall be noted that stormwater regulations to ensure the protection of off-site properties from flooding, along with the water quality is consistent regardless of the land use. In addition, densities and intensities as defined/allowed in a zoning take subsequent consideration to the necessary stormwater mitigation requirements. This implies that, site may be allowed a higher density, only to find that tangibly only a fraction of the density may be able to be placed on-site (due to the components addressing stormwater “flooding, treatment”).

Environmental Concerns

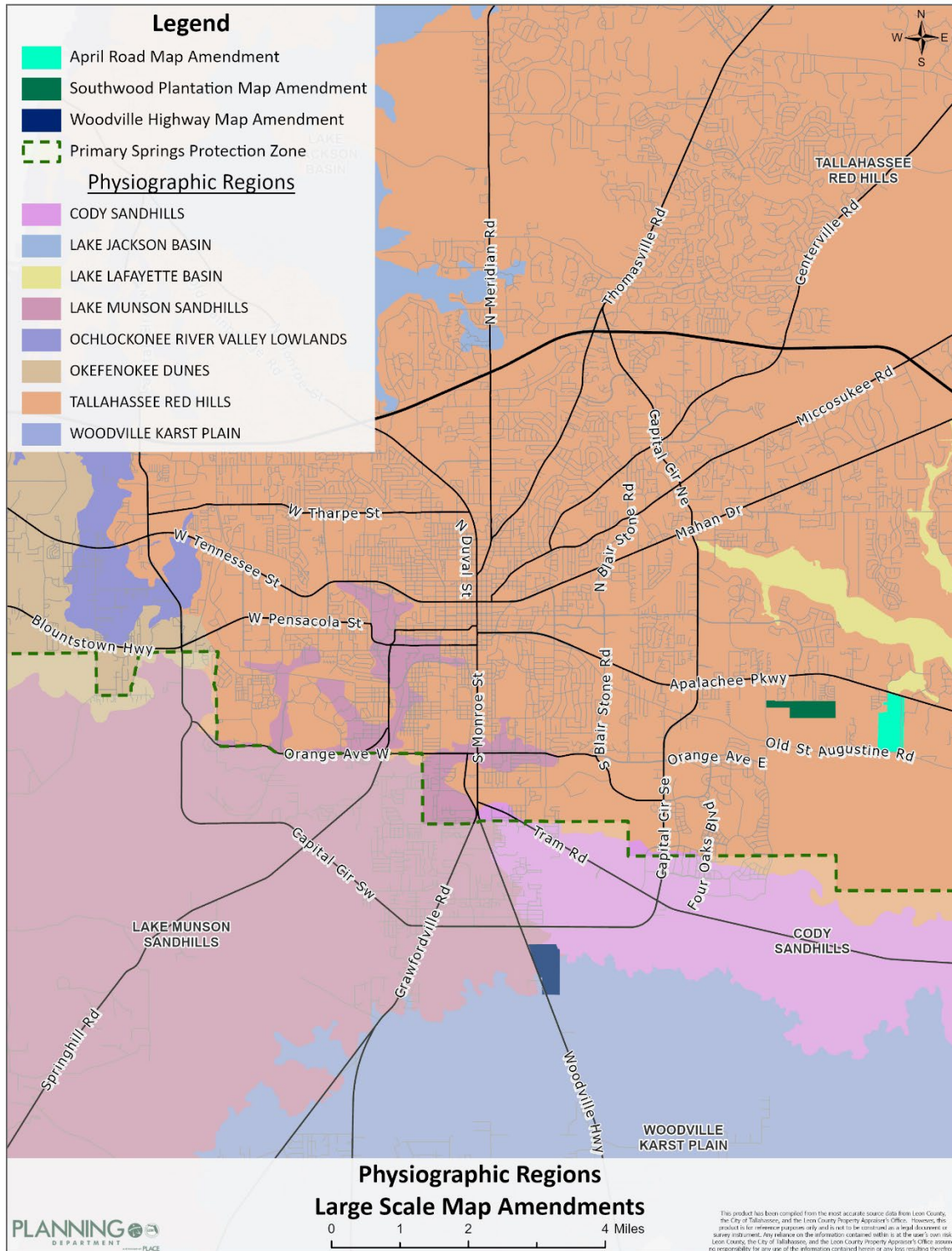
After adoption of the proposed FLUM changes and rezoning, the applicant may move forward with the site plan and permitting process with Leon County Development Support and Environmental Management (DSEM). Prior to site plan submittal, the applicant is required to submit a Natural Features Inventory (NFI) application. It is via this NFI that sensitive features that are present on-site, such as wetlands, floodplains, cemeteries, etc. are identified and delineated. Thereafter, the site plan submittal is required to be accompanied by an Environmental Management Permit (EMP). At this stage, the applicant overlays the proposed development and staff ensures that preservation/conservation features (determined during the NFI) are appropriately protected to provide for the required/applicable mitigation standards as defined in the Land Development Code (LDC).

The EMP also regulates stormwater management, which has been a topic of concern for property owners near the proposed April Road and Southwood Plantation Road amendments. The details that influence stormwater design include terrain characteristics, soil types, type of drainage basin, presence of a conveyance system, and presence of floodplain. The required design, location, and size of the stormwater facility is based on these details and is evaluated and reviewed for compliance with the LDC by professional engineers in DSEM. It should be noted that stormwater regulations to ensure the protection of off-site properties from flooding, along with water quality, is consistent regardless of the type of land use (residential or non-residential). Densities and intensities allowed by the zoning category are influenced by the necessary stormwater mitigation requirements. Stormwater management, along with requirements for preservation or mitigation of other environmental features, will affect the final number of dwelling units on site.

Conservation and Preservation features such as wetlands, waterbodies, karst features, or cultural features such as cemeteries or archeological sites will be subject to additional analysis during site plan review and protection as a Conservation Easement or other appropriate designation as required by Code, if confirmed.

Cody Escarpment (Scarp)

The Cody Scarp roughly approximates an ancient shoreline of Florida when sea levels were much higher, and is characterized by large sinkholes, sinking streams, springs, and other karst features. The Primary Springs Protection Zone was established to incorporate the Cody Scarp area. The area is represented by various physiographic regions, rather than a distinct line, as shown on the following map. The proposed Woodville Highway amendment appears to be in the transitional area, and the proposed April Road and Southwood Plantation Road amendments appear to be north of this transitional area. However, whether or not a specific area falls within the scarp is determined by on-site review during the EMP process. The proposed expansion of the Urban Services Area and amendments to the Future Land Use Map would facilitate the provision of central sewer to the subject sites. Having new development connect to central sewer, limiting additional development on septic, and increasing the potential for existing development on septic to connect to central sewer furthers the goals of protecting Wakulla Springs.



Inclusionary Housing

Development of the subject site must comply with inclusionary housing ordinances in effect at the time of subdivision or site plan. Currently, the subject site is located outside of the area where the City's inclusionary housing ordinance applies; however, developers of the City's portion of the subject site may be eligible for a density bonus up to 25% for the voluntary provision of inclusionary housing units if approved by the City Commission. This would apply to the County portion of the site if annexed prior to subdivision or site plan. If the County portion of the site is not annexed, development of the County portion of the site may be eligible for reduced thresholds for site plan review and permit cost savings if 50% of the residential units within a proposed development meet the criteria for affordable housing through the County's voluntary affordable housing program.

F. PUBLIC OUTREACH AND NOTIFICATION

An initial mailing was sent to **101** property owners within 1,000 feet of Subject Site.

| Public Outreach | | Date Completed |
|------------------------|---|-----------------------|
| X | Notices Mailed to Property Owners within 1000 feet | 11/19/2021 |
| X | Signs providing details of proposed land use posted on subject site | 12/20/2021 |
| X | Public Open House | 12/15/2021 |
| X | Staff Reports Available Online | 01/17/2022 |
| | Email Subscription Notice sent to all users of service | |

Public Open House – The Public Open House was held on December 15, 2021, at the Renaissance Building. There were 8 people in attendance. Staff provided overview of the application received and the amendment (and current rezoning) being requested. There were no questions or concerns on this amendment.

G. STAFF REPORT UPDATE

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

| Cycle Meetings | | Date Completed |
|-----------------------|--|-----------------------|
| X | Local Planning Agency Workshop | 01/04/2022 |
| X | Local Planning Agency Public Hearing | 03/01/2022 |
| X | Joint City-County Commission Workshop | 03/22/2022 |
| X | Transmittal Public Hearing [If Applicable] | 04/12/2022 |
| | Adoption Public Hearing | |

Local Planning Agency Workshop: A workshop was held on January 4, 2022, where staff provided an overview of the 2022 Cycle Amendments. There were no questions from the LPA that resulted in updates to this staff report.

Local Planning Agency Public Hearing – The public hearing was held on March 1, 2022, to vote on the proposed 2022 Cycle Amendments. The LPA found the proposed future land use map amendment is consistent with the Tallahassee-Leon County Comprehensive Plan, based on the findings and other information contained in this staff report, and recommended **ADOPTION** of the proposed amendment. They also found that the proposed rezoning is consistent with the Tallahassee-Leon County Comprehensive Plan, based on the findings and other information contained in this staff report, and recommended **APPROVAL** of the proposed rezoning. There was one public speaker on this item, who was seeking information and a representative of the applicant, attended to answer questions and speak in favor.

Joint City-County Commission Workshop: The joint City-County Commission Workshop was held on March 23, 2022. The 2022 Cycle Amendments were introduced to both City and County Commissioners at this time. Being a workshop to introduce and discuss the amendments, no public comment and no votes by either commission were taken at this time. Commissioners asked for additional information to be provided at the upcoming Transmittal Hearing on April 12, 2022.

Transmittal Public Hearing: A transmittal public hearing was held on April 12, 2022 in regards to the proposed 2022 Cycle amendments. Additional information was provided including traffic analysis, inclusionary housing and explanation of site plan review and permitting processes. This information has been included in the Staff Report. Both the City Commission and the Leon County Board of County Commissioners voted to transmit the proposed amendment to the State Land Planning Agency and review agencies.

H. APPENDICES

- | | |
|--------------|---|
| Appendix #1: | Comprehensive Plan Policies for Planned Development (6.1.1 [L]), Rural (2.2.1 [L]) and Suburban (2.2.5 [L]) Land Use Categories |
| Appendix #2: | Rural (Sec. 10-6.612) and Single Detached, Attached and Two-Family Residential (Sec. 10-6.637) Zoning Codes |
| Appendix #3: | Photo of signs providing details of proposed land use and zoning changes posted on subject site |

APPENDIX 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; REV. EFF. 1/19/20)
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 non-residential 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 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 and light infrastructure 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 2.2.5: [L] SUBURBAN

(EFF. 3/14/07)

To create an environment for economic investment or reinvestment through the mutually advantageous placement of employment and shopping opportunities with convenient access to low to medium density residential land uses. Employment opportunities should be located near residential areas, if possible within walking distance. This category recognizes the manner in which much of Tallahassee-Leon County has developed since the 1940s. The category predominantly consists of single-use projects that are interconnected whenever feasible. Mixed-use projects and the principles of traditional neighborhood developments are encouraged, though not required. The Suburban category is most suitable for those areas outside of the Central Core. However, additional areas inside the Central Core may be designated as appropriate based on existing land use pattern. To complement the residential aspects of this development pattern, recreational opportunities, cultural activities, commercial goods and services should be located nearby. To reduce automobile dependency of residents and employers alike, mass transit stops should be located at large commercial centers and appropriate street and pedestrian connections established between commercial and residential areas. Except within mixed use centers, larger scale commercial development should be buffered from adjacent residential neighborhoods. Development shall comply with the Suburban Intensity Guidelines. Business activities are not intended to be limited to serve area residents; and as a result may attract shoppers from throughout larger portions of the community.

Suburban Intensity Guidelines

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

Table 4: Suburban Intensity Guidelines

| Development Patterns | Allowed Land Uses | Gross Residential Density | Non-Res Intensity | Percentage Mix of Uses |
|-----------------------------------|--|-----------------------------------|---|------------------------|
| Low Density Residential | Residential, Recreation, Light Infrastructure & Community Service | 0 to 8 UNITS/ACRE ⁽⁴⁾ | 10,000 SQ FT/ACRE | 65-80% |
| Low Density Residential Office | Residential, Office, Recreation, Light Infrastructure & Community Service | 0 to 8 UNITS/ACRE ⁽⁴⁾ | 10,000 SQ FT/ACRE ⁽⁵⁾ | |
| Medium Density Residential | Residential, Recreation, Light Infrastructure & Community Service | 8 to 16 UNITS/ACRE | 20,000 SQ FT/ACRE | |
| Medium Density Residential Office | Residential, Office, Ancillary 1 st Floor Commercial, Recreation, Light Infrastructure, Community Service & Post-Secondary Schools | 8 to 20 UNITS/ACRE | 20,000 SQ FT/ACRE ⁽⁶⁾ | |
| Village Center | Residential, Office, Commercial up to 50,000 SQ FT, maximum business size. Centers shall not be located closer than ¼ mile to another village center or commercial development including more than 20,000 SQ FT of floor area. | 8 to 16 UNITS/ACRE | 12,500 SQ FT/ACRE per parcel for center 20 acres or less ⁽⁷⁾ | |
| Urban Pedestrian Center | Residential, Office, Commercial, Recreation, Light Infrastructure & Community Service | 6 to 16 UNITS/ACRE ⁽³⁾ | Up to 20,000 SQ FT/ACRE ⁽³⁾ | 35-50% |
| Suburban Corridor | Residential, Office, Commercial, Recreation, Light & Heavy Infrastructure & Community Service | Up to 16 UNITS/ACRE | Up to 25,000 SQ FT/ACRE ⁽⁸⁾ | |

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

Notes:

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

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

PLANNED DEVELOPMENT**Objective 6.1: [L]**

(REV. EFF. 12/23/96; REV. EFF. 11/26/21)

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 objective 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.

The mix of uses shall be established at the time of development through the 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]

(REV. EFF. 12/23/96; REV. EFF. 3/14/07; REV. EFF. 11/26/21)

Undeveloped areas within the Urban Service Area that, as of January 1, 2007, are predominantly in the same ownership, including contiguous parcels under the same ownership or control, and encompassing

more than 200 acres shall be defined as Planned Development Areas. These Planned Development Areas shall require, prior to subdivision or development:

- Allocation of future land uses and intensities through the Comprehensive Plan amendment process in conjunction with approval of the Planned Development Master Plan;
- Approval of a Planned Development Master Plan for development of all contiguous land holdings as an area plan that is consistent with, but not formally adopted as part of the Comprehensive Plan. The Planned Development Master Plan shall show the location, intensity and mix of proposed land uses, as well as the transportation network necessary to serve the proposed development;
- 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.
- To provide for a more self-supporting development pattern that is less oriented to the use of automobiles, the Planned Development Master Plan area shall include at least four different land uses (e.g., residential, office, commercial, recreation, light industrial, open space, and/or public that are integrated with each other, as well as with the unique characteristics of the Planned Development Area.

APPENDIX 2

Land Development Code sections

Sec. 10-6.612 Rural Zoning District

| 1. District Intent | 2. Allowable District Location |
|---|---|
| <p>The intent of the rural zoning district is to maintain and promote agriculture, silviculture and natural resource-based activities, preserve natural systems and ecosystem functions, and protect the scenic vistas and pastoral development patterns that typify the county's rural areas.</p> <p>Allowable land uses within this district include agriculture, silviculture, ecotourism-based activities, very low density residential, and community and passive recreational facilities, and some forms of active recreation as a restricted use.</p> <p>Non-residential uses, with the exception of community and passive recreational facilities that are not functionally related to and supportive of agriculture, silviculture and other natural resource-based activities shall be prohibited within the rural zoning district. This district is not intended to accommodate commercial activities designed to service basic household needs of area residents.</p> <p>Rural commercial uses, as well as restricted uses, may be allowed in this district but shall be limited to the locational and design standards as noted herein. Due to the need to protect and preserve existing rural lands from fragmentation and to promote infill and redevelopment within the urban services area and rural communities, urban services are not planned or programmed for this area.</p> <p>Design standards and development standards for non-residential development and restricted uses, as noted herein, shall be required to prevent encroachment and fragmentation of agricultural uses as well as to ensure compatibility with adjacent uses.</p> | <p>The district may only be located within areas designated rural on the future land use map.</p> |

| Permitted, Prohibited, and Restricted Uses | | | |
|---|---|---|---|
| 3. Principal Uses | 4. Prohibited Uses | 5. Restricted Uses | 6. Rural Accessory Uses Functionally Related to Bona Fide Agriculture, Silviculture or Natural Resource-Based Activities |
| (1) Agricultural. (2) Silviculture. (3) Wholesale trade: Farm-product raw materials. (4) Wholesale nursery products. (5) Rural commercial. (6) Community services. (7) Low-density residential (single-, two-family, or manufactured home). (8) Passive recreation. (9) Light infrastructure. (10) Cemeteries. | (1) Manufacturing. (2) Extraction and bottling of mineral or springwater—wholesale. (3) High pressure well stimulation/acid fracturing and/or hydraulic fracturing. (4) Gas stations, fuel oil and liquefied petroleum products. (5) Convenience stores. (6) Grocery stores. (7) General merchandise sales. (8) Drug stores. (9) Automotive repair. (10) Motor vehicle racing tracks/amusement. (11) Heavy infrastructure (with the exception of those listed under restricted uses). (12) Active recreation (with the exception of those listed under restricted uses). (13) Other uses which are not functionally supportive of and accessory to established agricultural, silvicultural or natural resource-based activities within the rural zoning district. | (1) Mining. (2) Landscape counseling and planning. (3) Airports, flying fields and services. (4) Camps and recreational vehicle parks. (5) Botanical and zoological gardens. (6) Archaeological historical sites. (7) Commercial kennels. (8) Veterinary clinics. (9) Riding academies/livery or boarding stables. (10) Outdoor sport shooting ranges. | <p>Pursuant to F.S. § 823.14, a bona fide farm operation shall be exempt from local regulation, ordinance, rule or policy that prohibits, restricts, regulates or otherwise limits activities of a bona fide farm operation on land classified as agricultural land pursuant to F.S. § 193.461.</p> <p>Pursuant to F.S. § 823.14(3)(b), the term "farm operation" means all conditions or activities which occur on a farm in connection with that farm's products.</p> |

| 7. Development Standards | | | | | | | | | |
|--|---|--------------------------------|--|--|--|--|---|---|--------------------------------|
| Use Category | a. Lot area (acres) | b. Minimum lot frontage | c. Front yard setback | d. Corner yard setback | e. Side yard setback | f. Rear Yard setback | g. Maximum height at building envelope perimeter | h. Maximum height per additional setback | i. Total maximum height |
| Low density residential | 10 acres minimum | 15 feet | 30 feet | 30 feet | 20 feet | 50 feet | 35 feet | 1'1' | Not applicable |
| Rural commercial | 3.0 acres minimum, 5.0 acres maximum * | 40 feet | 50 feet building, 50 feet parking | 50 feet building, 50 feet parking | 50 feet building, 50 feet parking | 50 feet building, 50 feet parking | 35 feet | 1'1' | 45 feet |
| Community services | See Development Standards for Community Services in Section 8 | 40 feet | 50 feet building, 50 feet parking 100 feet building, 100 feet parking (For structures greater than 5,000 square feet) | 50 feet building, 50 feet parking 100 feet building, 100 feet parking (For structures greater than 5,000 square feet) | 50 feet building, 50 feet parking 100 feet building, 100 feet parking (For structures greater than 5,000 square feet) | 50 feet building, 50 feet parking 100 feet building, 100 feet parking (For structures greater than 5,000 square feet) | 35 feet | 1'1' | 45 feet |
| Restricted uses; passive recreation facilities | 3.0 acres minimum | Not applicable | 50 feet building, 50 feet parking; unless otherwise specified in subsection 10 of this section | 50 feet building, 50 feet parking; unless otherwise specified in subsection 10 of this section | 50 feet building, 50 feet parking; unless otherwise specified in subsection 10 of this section | 50 feet building, 50 feet parking; unless otherwise specified in subsection 10 of this section | 35 feet | 1'1' | 45 feet |

| | | | | | | | | | |
|---|----------------------|---------|---------|---------|---------|---------|---------|------|-------------------|
| Comp. Plan Policy 2.1.9 subdivision | 0.5 acres minimum | 15 feet | 25 feet | 25 feet | 15 feet | 50 feet | 35 feet | 1'1' | Not applicable |
|---|----------------------|---------|---------|---------|---------|---------|---------|------|-------------------|

8. Development Standards for Community Service Uses:

(1) The maximum single structure size and site area shall be limited by the overall acreage of the parcel to preserve the rural character through proper scale and massing. Community service uses shall also be subject to the site design criteria of subsection 11 of this section.

| Parcel size | Less than or equal to 10 acres | >10 to 49 acres | 50 acres + |
|---|-----------------------------------|-----------------------------|-----------------------------|
| Maximum single structure size (gross building floor area) | 5,000 square feet | 10,000 square feet | 15,000 square feet |
| Site area | Min: 3 ac Max: 5 ac | Min: 3 ac Max: 10 ac | Min: 3 ac Max: 15 ac |

Existing, lawfully established non-conforming community services uses will be afforded flexibility with the required development standards, to the extent practical, when improvements are necessary to meet minimum health and safety standards according to the Florida Building Code (FBC), including, but not limited to ADA accessibility requirements.

9. Rural Commercial Intersection Location Standards: The intersection location standard is intended to group rural commercial activities toward intersections to provide access and to prevent fragmentation of agricultural uses.

(1) Major function: Provide sales and services functionally related to and supportive of agriculture, silviculture and natural resource-based activities.

(2) Location: On or near the intersection (access within 330 feet of the centerline of the intersection) of an arterial/arterial or arterial/major collector roadway.

(3) Site area: 3.0 acres minimum with a maximum of 5.0 acres per quadrant.

(4) Allowable building square footage: Maximum of 10,000 gross square feet per intersection (only 2 quadrants per intersection may be developed for rural commercial). Single structure limited to a maximum of 5,000 gross square feet.

10. Development Standards for Restricted Uses: All proposed restricted uses shall meet the applicable provisions of section 10-6.611; the applicable design standards noted in subsection 11 of this section; the buffer zone standards (section 10-7.522); and the parking and loading requirements (subdivision 3, division 5, article VII of this chapter). All restricted uses shall be limited to a maximum building area of 2,000 gross square feet per acre with no more than 5,000 gross square feet of retail commercial or office space. The following restricted uses require satisfaction of additional criteria:

(1) Mining activities.

a. All mining activities as defined on the schedule of permitted uses must meet the specific development standards, as follows upon review and approval by the Board of County Commissioners following a duly noticed public hearing. This includes NAICS items 212321 and 212324.

b. A plan must be submitted demonstrating protection of adjacent properties and public interest which shall include, but not be limited to the following:

1. The mining activity, all accessory uses and structures, internal roadways, and driveways onto the adjacent streets shall be set back a minimum of 100 feet from the perimeter property boundaries or 200 feet from the nearest off-site residence, residential zoning district, or subdivision intended primarily for residential land use, whichever distance is greater. This setback standard may be reduced if less of a setback is approved in writing by the adjacent property owner prior to site plan approval or if the adjacent property is also used as a mining activity.

2. A plan of vehicular access to and from the site demonstrating that heavy trucks and equipment will not travel on that portion of a local or minor collector street with frontage containing residential land use, zoned for residential land use, or containing subdivision lots intended primarily for residential land use. For purposes of this requirement, local and minor collector streets shall be those identified in the local government Comprehensive Plan and the Tallahassee-Leon County Long Range Transportation Plan.

3. A land reclamation plan shall be submitted demonstrating that upon termination of the activity the land shall be returned to a condition that will allow an effective reuse comparable to surrounding properties.

4. Fencing requirement: All areas proposed for use in open-pit mining operations and/or construction and demolition debris disposal must be secured by a fence, unless the area is determined by the County Administrator or designee to be a reclaimed open-pit mine. The fence must be at least four feet in height with openings that will reject the passage of a seven-inch diameter sphere. The fence must be equipped with a gate which shall remain locked when workers or employees of the land owner or mining company are not present at the site. At every gate or access point, at least one sign must be posted which states, in at least four-inch tall letters, "Danger," "Keep Out," "No Trespassing," or similar language indicate that there may be hazardous conditions on the premises.

(2) Camps and recreational vehicle parks (NAICS 721211 and 721214).

a. All camps and recreational vehicle parks must meet the specific development standards, as follows upon review and approval by the

Board of County Commissioners following a duly noticed public hearing. A plan must be submitted demonstrating protection of adjacent properties and public interest which shall include, but not be limited to the following:

1. Sanitary facilities shall be provided.
 2. Not more than 5 campsites per gross acre shall be provided.
 3. Individual campsites, roadways, and accessory structures shall be located to meet the minimum building setback standards from the exterior property lines of the campground.
- (3) Airports, flying fields and services.
- a. All airports, flying fields and services must meet the specific development standards as noted in this section and as required by state or federal law, and shall require review and approval by the Board of County Commissioners following a duly noticed public hearing.
- (4) Outdoor sport shooting ranges.
- a. This subsection shall not apply to personal firearm use on private property or to businesses that operate an outdoor sport shooting range as an ancillary use to a legal, principal use, such as, but not limited to, a hunting plantation, timber plantation, or special event venue.
 - b. All outdoor sport shooting ranges must meet the specific development standards as noted in this section, and shall require a Type C review and approval by the Board of County Commissioners following a duly noticed public hearing.
 - c. All outdoor sport shooting ranges must demonstrate protection of adjacent properties and the public interest which shall include, but not limited to the following:
 1. An outdoor sport shooting range shall not be located within an unrecorded or recorded subdivision or in the residential preservation overlay district.
 2. No outdoor sport shooting range shall be permitted within 500 feet of the property line.
 3. The firing lines shall be oriented to minimize off-site impacts, including, but not limited to, noise and safety of existing structures and roadways.
 4. Access to Canopy Road shall be subject to division 7, article VI of this chapter.
 5. A minimum of a Type D buffer and a 15-foot high berm behind the line of fire/targets shall be constructed.
 6. The county encourages the use of the National Rifle Association's Range Source Book for best practices.
 7. The county encourages compliance with the state department of environmental protection's best management practices for environmental stewardship of state shooting ranges.
 8. The county encourages outdoor sport shooting ranges to have range safety officers on the premises during the hours of operation.

9. To ensure compatibility with the surrounding area, additional site specific conditions may be imposed, such as, but not limited to, conditions related to noise reduction and safety.

11. Site Design Criteria: Rural commercial uses, community service uses and restricted uses shall be subject to the locational and design standards as noted herein. A plan and supporting narrative must be submitted pursuant to the applicable site and development plan process outlined in article VII of this chapter that demonstrates compliance, as applicable, with the following:

(1.) Signs: Freestanding on-site signs shall be limited to monument-style signs and the sign base shall be consistent with the materials and design context of the primary on-site building. Signs shall be illuminated with externally mounted lighting focused on the sign in a manner that limits off-site illumination. Internally illuminated signs and pole signs are prohibited. For sites not located at intersections, on-site ground signs shall be limited to no more than 32 square feet in area and limited to no more than 10 feet in height.

(2.) Building and Site Design Standards: All primary buildings and accessory structures shall reflect or compliment the local vernacular architectural style. Building facade treatments and materials shall provide architectural interest through, but not limited to: the utilization of fenestration that allows for natural surveillance and gabled or parapet roof treatments.

(3.) Lighting: On-site lighting including 24-hour security lighting shall be wall mounted with illumination focused on the building in a manner that limits off-site illumination, consistent with the "Dark Sky Friendly" guidelines. All exterior lighting shall have recessed bulbs and filters which conceal the source of illumination. Security lighting is permitted; however, wall or roof mounted flood or spot lights used as general grounds lighting are prohibited. Lighting at the property line (six feet above ground) adjacent to residential uses shall not exceed 0.1 footcandles. Lighting for parking areas shall not exceed 15 feet in height as measured from average grade to the light fixture.

(4.) Perimeter Buffering and Fencing: If the adjacent residential density is 0.5 dwelling units per acre or greater, a Type C buffer shall be required. A wooden buffer fence may be utilized on sites where the required vegetative buffer cannot be established based on-site limitations or constraints.

(5.) Fencing and Screening of Outdoor Service Areas and Equipment:

a. Refuse collection areas shall be located in the side or rear yard and shall be fenced with a material and design treatment consistent with the building facade of the principal building and screened with vegetation.

b. All appurtenant mechanical and electrical equipment, outside collection/drop-off/storage areas, and other accessory or ancillary structures shall be screened from public view. The screening material shall be consistent with the materials and design context of the primary on-site building.

(6.) Hours of Operation: The hours of operation shall be limited to 6:00 a.m. to 8:00 p.m. Community service uses shall not be limited in hours of operation; however, typical hours of operation for the facility shall be identified on final development plans.

*If subdivision is proposed to create the rural commercial parcel, then the remaining portion of the property shall meet the minimum lot size standards noted herein.

General notes:

- (1) If central sanitary sewer is not available, residential development shall provide no less than 0.50 acre of buildable area. Non-residential development and community service facilities located within the USA are limited to a maximum of 900 gallons of wastewater flow per day. Refer to Sanitary Sewer Policy 2.1.2 of the Comprehensive Plan for additional requirements.
- (2) Refer to the Environmental Management Act (EMA) for information pertaining to the regulation of environmental features (preservation/conservation features), stormwater management requirements, etc.
- (3) Refer to the concurrency management ordinance for information pertaining to the availability of capacity for certain public facilities (roads, schools, parks, etc.)

Section 10-6.637. R-3 Single- and Two-Family Residential District.

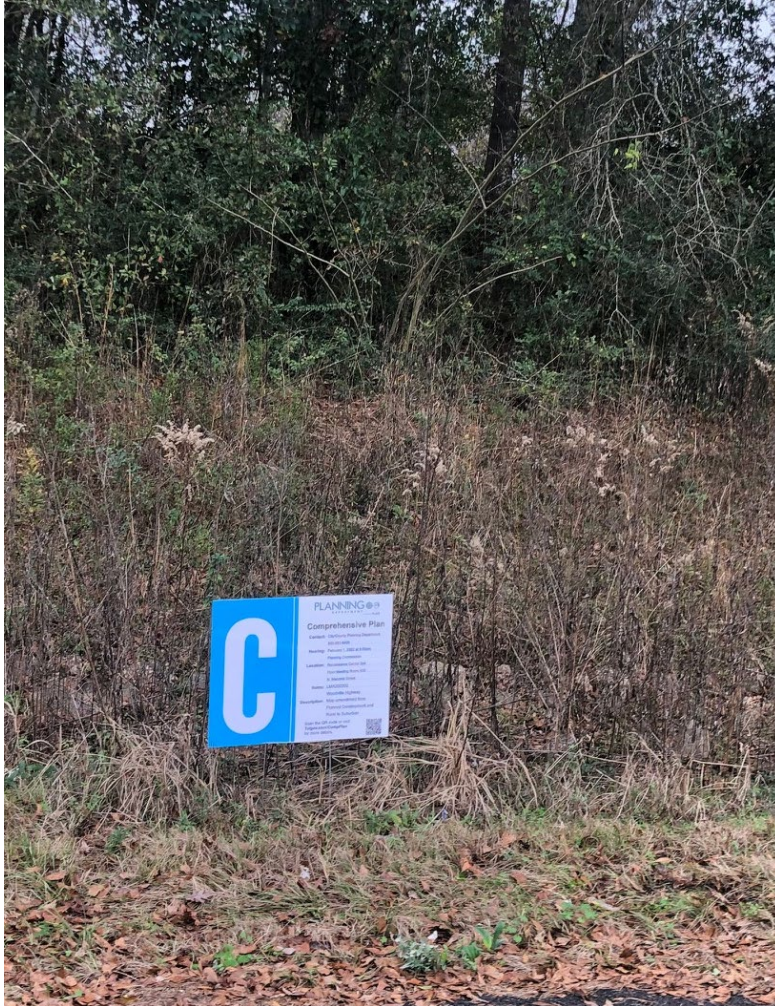
| 1. District Intent | | | | PERMITTED USES | | | | | |
|--|--|--|--------------|--|---|--------------------|---------|---|---|
| | | | | 2. Principal Uses | | | | 3. Accessory Uses | |
| The R-3 district is intended to be located in areas designated Bradfordville Mixed Use, Urban Residential, Urban Residential 2, or Suburban on the Future Land Use Map of the Comprehensive Plan which contain or are anticipated to contain a wide range of single-family and two-family housing types. The maximum gross density allowed for new residential development in the R-3 district is 8 dwelling units per acre; a minimum density of 4 dwelling units per acre is required when applied to the Urban Residential future land use category. The minimum density is not applicable if constraints of public easements, concurrency, or preservation an/or conservation features preclude the attainment of the minimum densities. Certain community and recreational facilities related to residential uses are also permitted. | | | | (1) Community facilities related to residential uses including religious facilities, police/fire stations, and elementary, middle, vocational, and exceptional student education schools. Libraries and high schools are prohibited. Other community facilities may be allowed in accordance with Section 10-6.806 of these regulations. (2) Golf courses. (3) Passive and active recreational facilities. (4) Single-family attached dwellings. (5) Single-family detached dwellings. (6) Two-Family dwellings. (7) Zero-lot line single-family detached dwellings. | | | | (1) A use or structure on the same lot with, and of a nature customarily incidental and subordinate to, the principal use or structure and which comprises no more than 33 percent of the floor area or cubic volume of the principal use or structure, as determined by the County Administrator or designee. (2) Light infrastructure and/or utility services and facilities necessary to serve permitted uses, as determined by the County Administrator or designee. | |
| | | | | | | | | | |
| DEVELOPMENT STANDARDS | | | | | | | | | |
| | 4. Minimum Lot or Site Size | | | 5. Minimum Building Setbacks | | | | 6. Maximum Building Restrictions | |
| Use Category | a. Lot or Site Area | b. Lot Width | c. Lot Depth | a. Front | b. Side-Interior Lot | c. Side-Corner Lot | d. Rear | a. Building Size (excluding gross building floor area used for parking) | b. Building Height (excluding stories used for parking) |
| Single-Family Detached Dwellings | 5,000 square feet | 50 feet | 100 feet | 20 feet | 7.5 feet on each side; or any combination of setbacks that equals at least 15 feet, provided that no such setback shall be less than 5 feet | 15 feet | 25 feet | not applicable | 3 stories |
| Single-Family Attached Dwellings | 3,750 square feet end unit; 2,400 square feet interior lot | 37.5 feet end unit; 25 feet interior lot | 80 feet | 20 feet | not applicable | 15 feet | 25 feet | maximum length: 8 units | 3 stories |
| Zero-Lot Line Single-Family Detached Dwellings | 3,750 square feet | 30 feet interior lot; 40 feet corner lot | 100 feet | 20 feet | 0 feet one side; 5 feet other side | 15 feet | 25 feet | not applicable | 3 stories |
| Two-Family Dwelings | 8,000 square feet | 60 feet | 100 feet | 20 feet | same as for single-family detached dwellings | 15 feet | 25 feet | not applicable | 3 stories |
| Any Permitted Principal Non-Residential Use | 12,000 square feet | 60 feet | 100 feet | 25 feet | same as for single-family detached dwellings | 15 feet | 25 feet | 10,000 square feet of gross building floor area per acre | 3 stories |

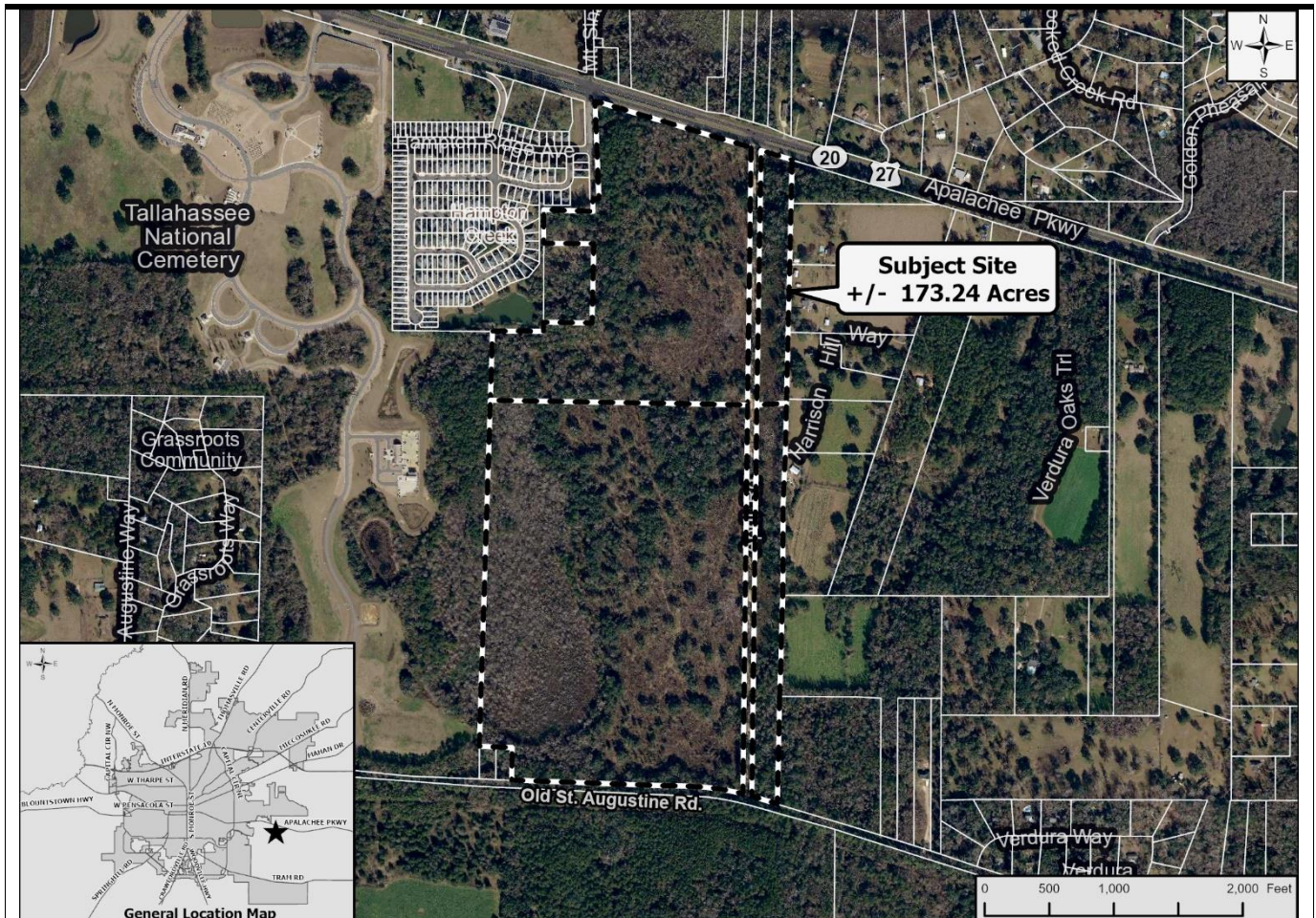
GENERAL NOTES:

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

APPENDIX 3

Photos of public notice signage





SUMMARY

| Property Owners: | Property Location: | Amendment Type: |
|--|---|---|
| The St. Joe Company LLC | Between Apalachee Parkway and Old St. Augustine Rd | County Large Scale Map Amendment |
| Applicant: D. R. Horton, Inc. | | |
| TLCPD Staff: | Current Future Land Use & Zoning: | LPA Recommendation: |
| Oluwaseyi Akinrinde | <u>Future Land Use:</u> Rural (R), Suburban & Urban Residential 2 (UR-2) <u>Zoning:</u> Rural (R), Office Residential (OR-2), & Single Family Detached Residential (R-1) | Approve |
| Contact Information: | Proposed Future Land Use & Zoning: | Staff Recommendation: |
| oluwaseyi.akinrinde@talgov.com 850-891-6412 | <u>Future Land Use:</u> Urban Residential 2 (UR-2) <u>Zoning:</u> Single Family Detached Residential (R-1) | Approve |
| Date: 10/06/2021 | Updated: 04/13/2022 | |

A. REASON FOR REQUESTED CHANGE

The subject site includes two parcels between Apalachee Parkway and Old St. Augustine Road with April Road running through the northeast and southeast end of the two parcels. The applicant, D. R. Horton Inc., stated that they seek this land use change to meet the need for diverse housing supply by developing new communities. The current FLUM designation on the subject site is Urban Residential 2, Suburban, and Rural. The Rural category prohibits higher density residential, and non-residential activities that are not functionally related to and supportive of agriculture, silviculture, and other natural resource-based activities. Therefore, a change to a different FLUM designation is necessary to accommodate the proposed development. The portion of the property east of April Road that is designated UR-2 will remain as it is currently designated. The Suburban category allows a mixture of office, commercial uses, and residential densities up to 20 units per acre. The Suburban land use category is intended to create an environment for economic investment or reinvestment through the mutually advantageous placement of employment and shopping opportunities with convenient access to low to medium density residential land uses.

The proposed Urban Residential 2 category allows townhouses, single family detached homes, two-family homes, and apartments as well as open space/recreation and community facilities related to residential use from 4-20 dwelling units per acre. The intent of the Urban Residential 2 category is to promote a range of residential densities, thereby promoting infill development, reducing urban sprawl, and maximizing the efficiency of infrastructure.

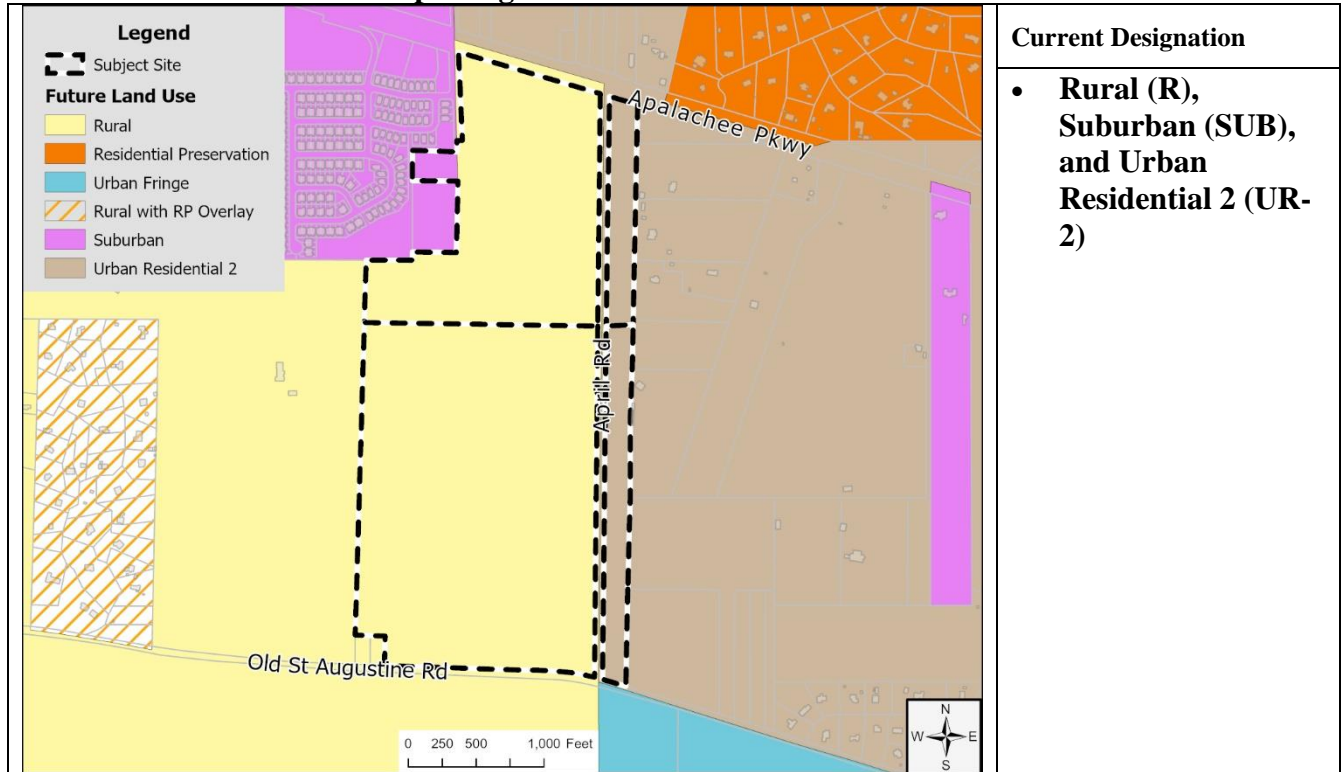
A rezoning application will be processed concurrently with this amendment. A zoning change from Rural (R) and Office Residential (OR-2) to Single Family Detached Residential (R-1) has been requested to implement the proposed amendment to the Future Land Use Map.

B. CURRENT AND PROPOSED FUTURE LAND USE DESIGNATION

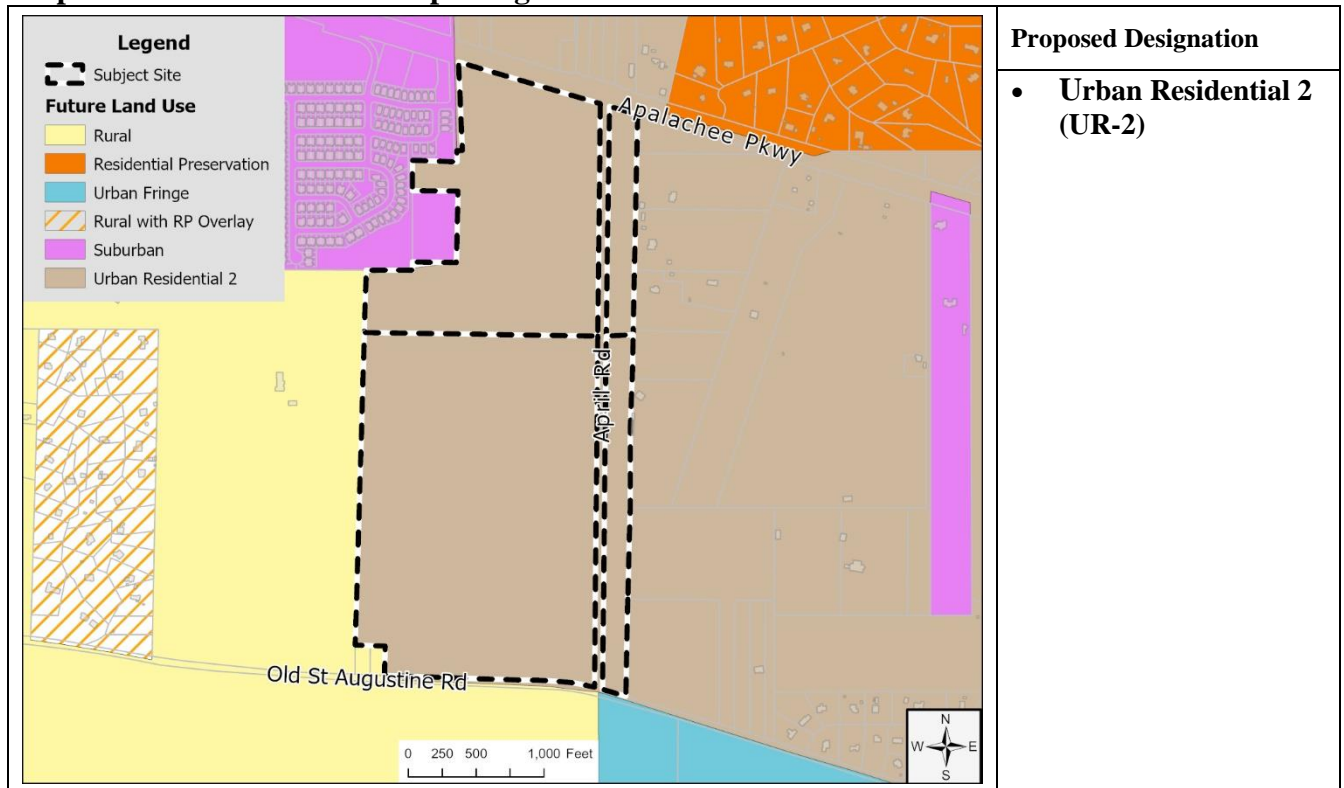
The Subject Area is currently designated **Rural, Suburban, and Urban Residential 2** on the FLUM. The proposed amendment would change the Rural FLUM designation of the area to **Urban Residential 2**.

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

Current Future Land Use Map Designation



Proposed Future Land Use Map Designation



C. STAFF RECOMMENDATION

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

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

D. LOCAL PLANNING AGENCY (LPA) RECOMMENDATION

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

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

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 sufficient access and urban services available to the subject site. 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 area adjoins the Urban Service Area or a designated Rural Community. The subject site has portions within the USA, the north of the subject site and east of April Road is in the USA. Therefore, this special condition is satisfied.
3. Policy 2.2.24 [L] indicates that the Urban Residential 2 Land Use Category is intended to be applied only within the Urban Services Area. Therefore, the subject site should be in the USA boundary to be consistent with Policy 2.2.24 [L].
4. Policy 2.2.24 [L] indicates that the Urban Residential 2 category allows townhouses, single-family detached, two-family, and multiple-family dwelling units as well as open space/recreation and community facilities related to residential uses. The applicant has indicated that they wish to develop further residential land uses similar to those of other developments in the surrounding area by developing new communities. These uses are consistent with the uses intended for the Urban Residential 2 land use category as described in Policy 2.2.24 [L].

F. STAFF ANALYSIS

History and Background

This area between Apalachee Parkway and Old St. Augustine Road is characterized by low intensity non-residential and medium density residential development. While the FLUM does identify much of the area surrounding the subject sites as Rural, it should be noted that the actual surrounding uses are more consistent with the proposed change.

The subject site is comprised of two parcels approximately 173.24 acres in size and is currently vacant. Medium density residential is located northwest of the site. Directly to the west of the site is the Tallahassee National Cemetery. To the east of the site are low density residential and mostly vacant parcels with Urban Residential 2 FLU and Single Family Detached zoning, which is the same land use and zoning requested for the subject site.

Current and Proposed Future Land Use Categories

The complete comprehensive plan policies for **Rural (2.2.1 [L])** and **Urban Residential 2 (2.2.24 [L])** are included as Appendix #1.

Rural and Suburban (Current)

The subject site is currently designated as Rural, Suburban, and Urban Residential 2 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. The Suburban category allows a mixture of office, commercial uses, and residential densities up to 20 units per acre. The Suburban land use category is intended to create an environment for economic investment or reinvestment through the mutually advantageous placement of employment and shopping opportunities with convenient access to low to medium density residential land uses.

Urban Residential 2 (Proposed)

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

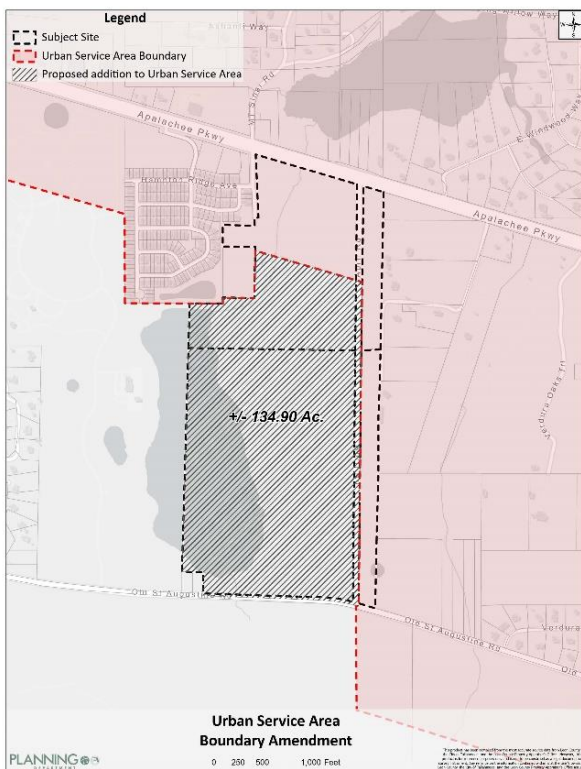
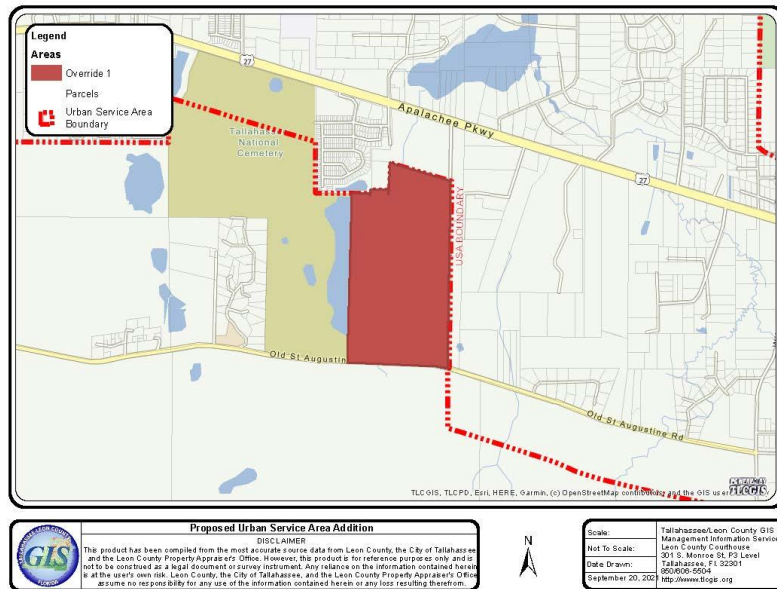
Consistency with Comprehensive Plan

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

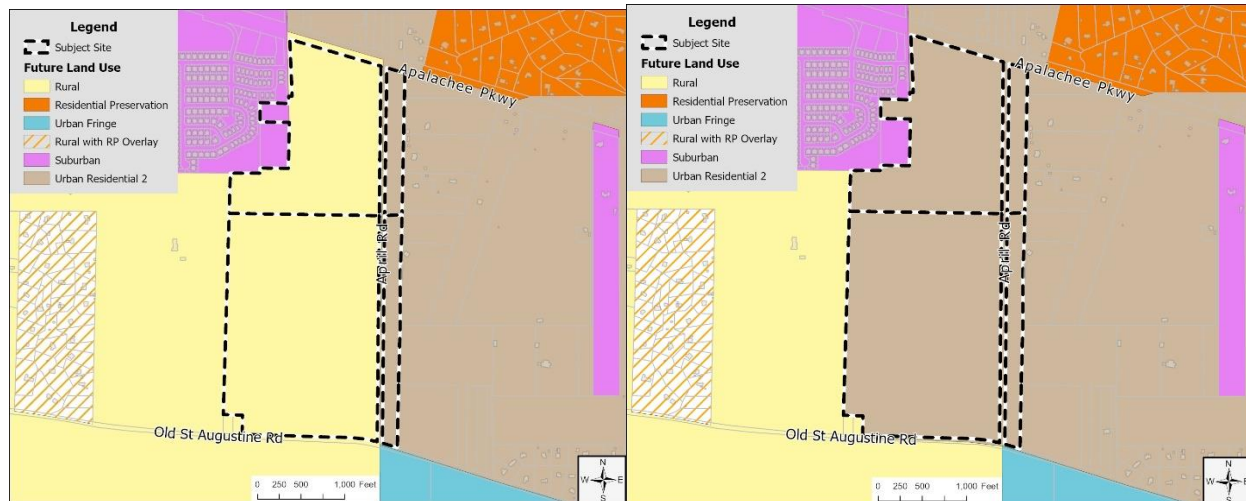
Policy 2.1.1 [L] indicates that urban services are not planned or programmed for lands in the Rural land use category. There is currently access available for the subject site. This fact supports redesignation of the subject site, as Rural lands are not intended to have urban services.

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 has the northern portion and parts to the east of April Road in the Urban Service Area. Therefore, this special condition is satisfied.

Policy 2.2.24 [L] indicates that the Urban Residential 2 land use category is to be applied only within the Urban Service Area. Portions of the subject site is within the USA and there is a concurrent text amendment to expand the USA to the rest of the subject site.



Policy 2.2.24 [L] indicates that Urban Residential 2 may serve as a transition category between lower density residential categories and more intensive development such as higher density residential and/or office land uses or major roadways where alternative modes of transportation are available to support the increased residential densities. The subject site is between Apalachee Parkway, a principal arterial and Old St. Augustine Road, a minor arterial. April Road, a minor collector, runs through the site and can support the increased residential densities which is consistent with Policy 2.2.24 [L].



Zoning

The Land Development Code sections for **Rural (Sec. 10-6.612)**, **Office Residential (Sec. 10-6.643)** and **Single Family Detached Residential (Sec. 10-6.635)** zoning are included as Appendix #2.

Rural, Office Residential, and Single Family Detached Residential (R-1) (Current)

The current zoning for the subject site, Rural, is intended to maintain and promote agriculture, silviculture, and natural resource-based activities, preserve natural systems and ecosystem functions, and protect the scenic vistas and pastoral development patterns that typify Leon County's rural areas. Allowable land uses within this district include agriculture, silviculture, ecotourism-based activities, very low density residential, and community and passive recreational facilities. Non-residential uses, with the exception of community and passive recreational facilities, that are not functionally related to and supportive of agriculture, silviculture and other natural resource-based activities shall be prohibited within the Rural zoning district. This district is not intended to accommodate commercial activities designed to service basic household needs of area residents. Rural commercial uses, as well as restricted uses, may be allowed in this district but shall be limited to the locational and design standards as noted herein. Due to the need to protect and preserve existing Rural lands from fragmentation and to promote infill and redevelopment within the Urban Services Area and Rural Communities, urban services are not planned or programmed for this area.

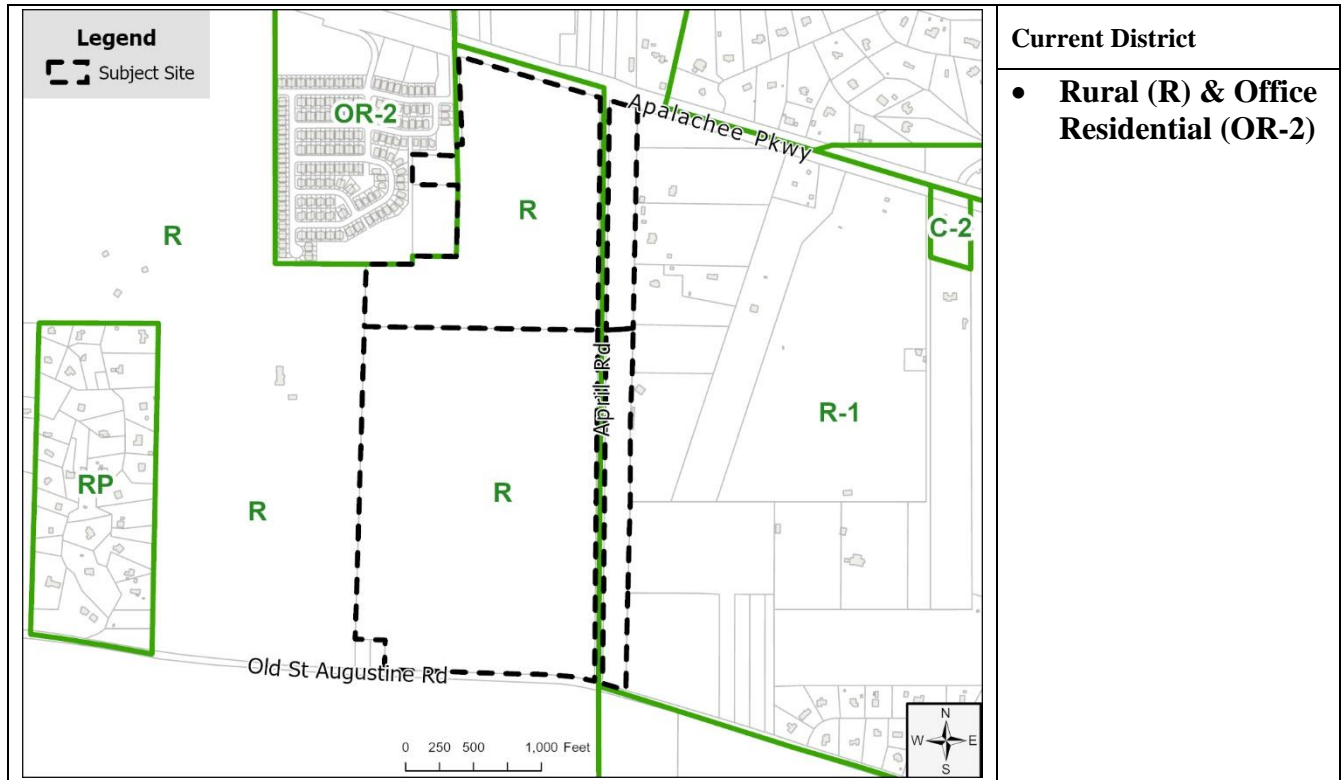
The Office Residential district is intended to be located within areas designated Suburban on the Future Land Use Map of the Comprehensive Plan in areas where employment and residential uses are encouraged to locate in close proximity to each other. The provisions of this district are intended to promote urban density and intensity of residential and office uses and the mixing of permitted uses to promote the use of public transit and the efficient use of public infrastructure.

Single Family Detached Residential (R-1) (Proposed)

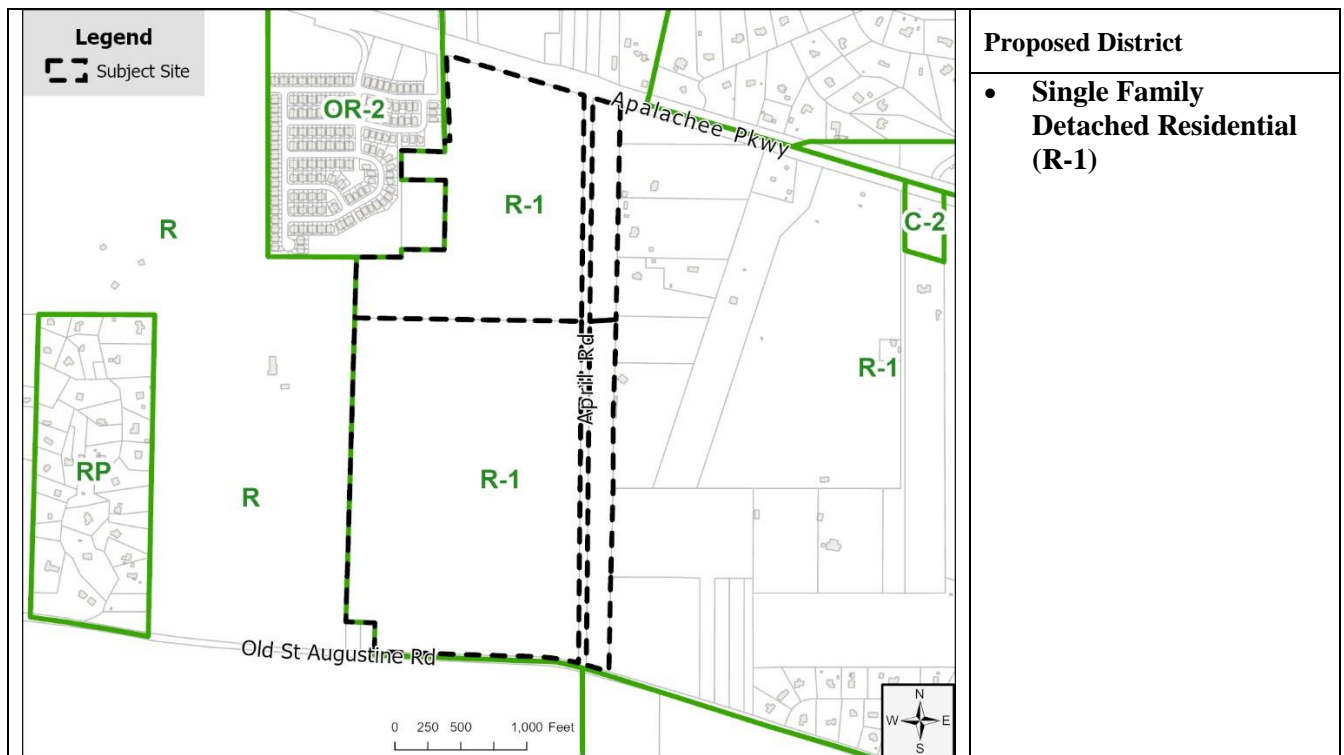
The proposed zoning for the subject parcels, Single Family Residential is intended to be located in areas designated Urban Residential 2 or Suburban on the Future Land Use Map of the Comprehensive Plan which exhibit a predominant existing development pattern of residential, single-family detached housing with development standards similar to the development standards of the R-1 district. The maximum gross density allowed for new residential development in the R-1 district is 3.63 dwelling units per acre. Certain community and recreational facilities related to residential uses are also permitted. A portion of the subject site east of April Rd. is currently zoned R-1 and would remain in that zoning category.

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

Current Zoning



Proposed Zoning

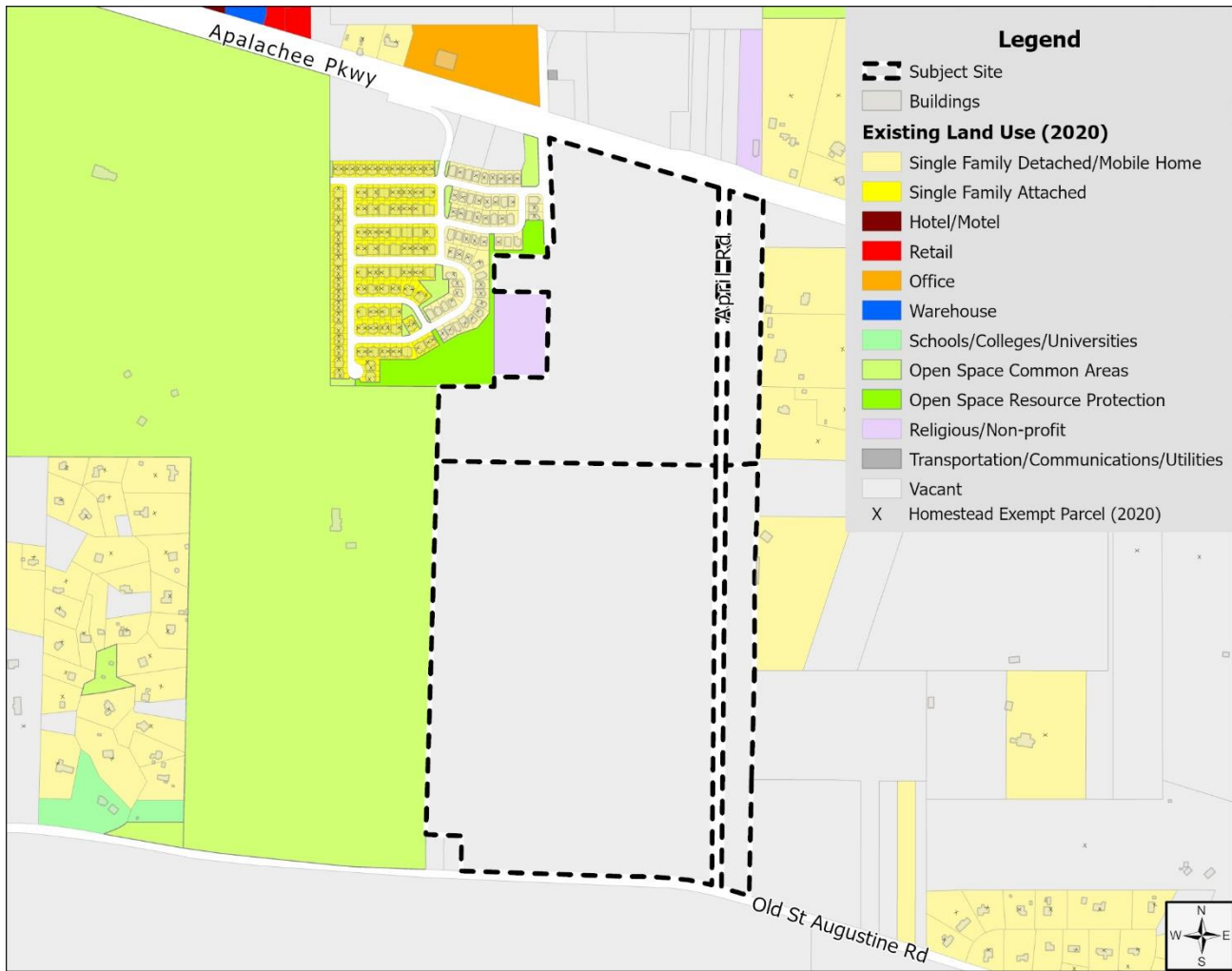


Existing Land Uses

Discussion of existing uses surrounding the subject site

The subject site is comprised of two parcels approximately 173.24 acres in size and is currently vacant. Medium density residential is located northwest of the site. Directly to the west of the site is the Tallahassee National Cemetery. To the east of the site are low density residential and mostly vacant parcels with Urban Residential 2 FLU and Single Family Detached zoning, which is the same land use and zoning requested for the subject site.

Existing Land Use Map



Infrastructure Analysis

Water/Sewer

The City of Tallahassee owns and maintains the water and sewer system serving the parcel 3112200010000. There is no central water or sewer available for parcel 3101202070000.

Schools

The Subject Area is zoned for Conley Elementary School, Fairview Middle School, and Rickards High School.

All attendance zones in which the property is located have capacity for this project. Currently, Conley Elementary has a capacity of 406, with a post development capacity of 279. Currently, Fairview Middle School has a capacity of 444, with a post development capacity of 392. Currently, Rickards High School has a capacity of 465, with a post development capacity of 409.

Roadway Network and Transportation

The subject site is not within the MMTD. The subject site fronts Apalachee Parkway (US Highway 27; State Road 20), a Principal Arterial, to the north and Old St. Augustine Road (County Road 2196), a Minor Arterial to the south. April Road, a Minor Collector, runs through the east of the subject site connecting Apalachee Parkway to Old St. Augustine Road. The intersection of Apalachee Parkway and April Road, and the intersection of Old St. Augustine and April Road are not signalized. Old St. Augustine Road is a designated canopy road.

The potential for modifications to the transportation network such as adding turn lanes, adding signalized intersections, adding travel lanes, etc., will be determined through the site planning process. At the time of site plan, modifications to Apalachee Parkway (such as the addition of turn lanes, etc.) will be submitted to the Florida Department of Transportation for review, while Leon County Engineering Services will review site plan submissions for turn lanes, travel lanes, site entrances and curb cuts based on roadway deficiencies of April Rd and Old St. Augustine Rd, if applicable. The subject site **will not** be granted access directly to Old St. Augustine Rd, as alternative access to the designated canopy road can be provided by April Rd. Section 10-4.202(a)(3)b.8.(vii) of the Leon County Code specifies "If the site is accessible by roads other than the canopy road, it shall not have direct vehicular access to the canopy road." Future developers of the subject site will be required to bring April Rd up to Leon County standards that may include, but are not limited to, paving and stormwater management.

The following tables depict preliminary trip calculations based on the maximum residential development allowed under the requested land use category and associated rezoning. Trip generation rate and entering/exiting trip percentages for residential and commercial buildouts are based on Single Family Detached (210) as determined by the Institute of Transportation Engineers' Trip Generation Manual, 10th Edition. Calculations shown will far exceed true maximums as they do not take into consideration site constraints that will be determined through the site planning process. At the time of site plan, true concurrency values will be calculated based on constraints that include, but are not limited to, setbacks, environmentally sensitive areas, tree protection, archaeological assets, roadway network requirements, open space requirements, lot size requirements, parking requirements, access

requirements, and other stipulations defined by the Comprehensive Plan and applicable Land Development Code(s).

| Acres | Buildout Type | Maximum Buildout Intensity | Maximum Buildout * | Trip Generation Rate | % Enter* | % Exit* | Trips Enter* | Trips Exit* | Total Trips* |
|--------|---------------|----------------------------|--------------------|----------------------|----------|---------|--------------|-------------|--------------|
| 173.24 | Residential | 3.63DU/Acre | 629 DU | 0.98 | 63 | 37 | 388 | 228 | 616 |

* Calculations shown will far exceed true maximums as they do not take into consideration site constraints. At the time of site plan, true values will be calculated based on constraints such as setbacks, environmental sensitive areas, tree protection, archaeological assets, roadway network requirements, open space requirements, lot size requirements, parking requirements, access requirements, and other stipulations defined by the Comprehensive Plan and applicable Land Development Codes.

| Roadway | Segment | Capacity | Current Trips | Remaining Capacity | Volume to Capacity Ratio |
|------------------------|--|----------|---------------|--------------------|--------------------------|
| Apalachee Parkway | Conner Blvd to Williams Rd | 1960 | 1137 | 823 | 58.0% |
| Apalachee Parkway | Williams Rd to Conner Blvd | 1960 | 1337 | 623 | 68.2% |
| April Road* | Old St. Augustine Rd to Apalachee Pkwy | N/A | N/A | N/A | N/A |
| April Road* | Apalachee Pkwy to Old St. Augustine Rd | N/A | N/A | N/A | N/A |
| Old St. Augustine Road | Southwood Plantation Rd to Williams Rd | 430 | 60 | 193 | 14.0% |
| Old St. Augustine Road | Williams Rd to Southwood Plantation Rd | 430 | 123 | 86 | 28.6% |

* No traffic data available for April Rd at the time of this staff report.

Pedestrian and Bicycle Network

The site is not accessible via sidewalks, trails, or bike lanes. There are paved shoulders on Apalachee Parkway.

Transit Network

The site is not serviced by transit

Environmental Analysis

The subject site is somewhat constrained by environmental features. A portion of the subject site is within the Urban Services Area. The parcel 3112200010000 is significantly constrained by wetlands, a waterbody, and is in the 100-year flood plain. The southwest corner of parcel 3101202070000 is constrained from development by wetland, waterbody, watercourse, and lands that are in the 100-year flood plain. The subject site has approximately 55.9 acres constrained by environmental features and this is about 32% of the subject site. There is a cemetery feature on the west side of the parcel

3101202070000. The applicant will be subject to go through a Natural Features Inventory process and Environmental Management Permit process. These processes would verify the presence of the cemetery feature, evaluate, and protect the feature by placing a Conservation Easement on this part of the site.



Site Planning Requirements: Prior to site plan submittal, the applicant is required to submit a Natural Features Inventory (NFI) application. It is via this NFI that sensitive features present on-site (such as wetlands, floodplains) are identified and delineated. Thereafter, the Site plan submittal is required to be accompanied by an Environmental Management Permit (EMP). At this stage, the applicant overlays the proposed development. Staff ensures that preservation/conservation features (determined during NFI) are appropriately protected (Conservation Easement) and the Stormwater Management Facility(ies) to provide for the required/applicable mitigation standards (Volume Control for Closed Basins, Water Quality treatment, and rate attenuations) are adequate and meet code and standard engineering practices.

Details Influencing Stormwater Design: The terrain characteristics, soil types, type of drainage basin, presence of a conveyance system, and presence of floodplain are the main items that influence stormwater design. Other variables, analyzed by the Professional Engineer (standard engineering practice) are also considered.

Required Space for Stormwater Management: This is evaluated by the designing engineer and is controlled by factors described above. (There is not one answer that fits all).

Detail of Interest: The preliminary review of site data (all parcels), indicates the presences of wetlands/floodplain.

It shall be noted that stormwater regulations to ensure the protection of off-site properties from flooding, along with the water quality is consistent regardless of the land use. In addition, densities and intensities as defined/allowed in a zoning take subsequent consideration to the necessary stormwater mitigation requirements. This implies that, site may be allowed a higher density, only to find that tangibly only a fraction of the density may be able to be placed on-site (due to the components addressing stormwater “flooding, treatment”).

Environmental Concerns

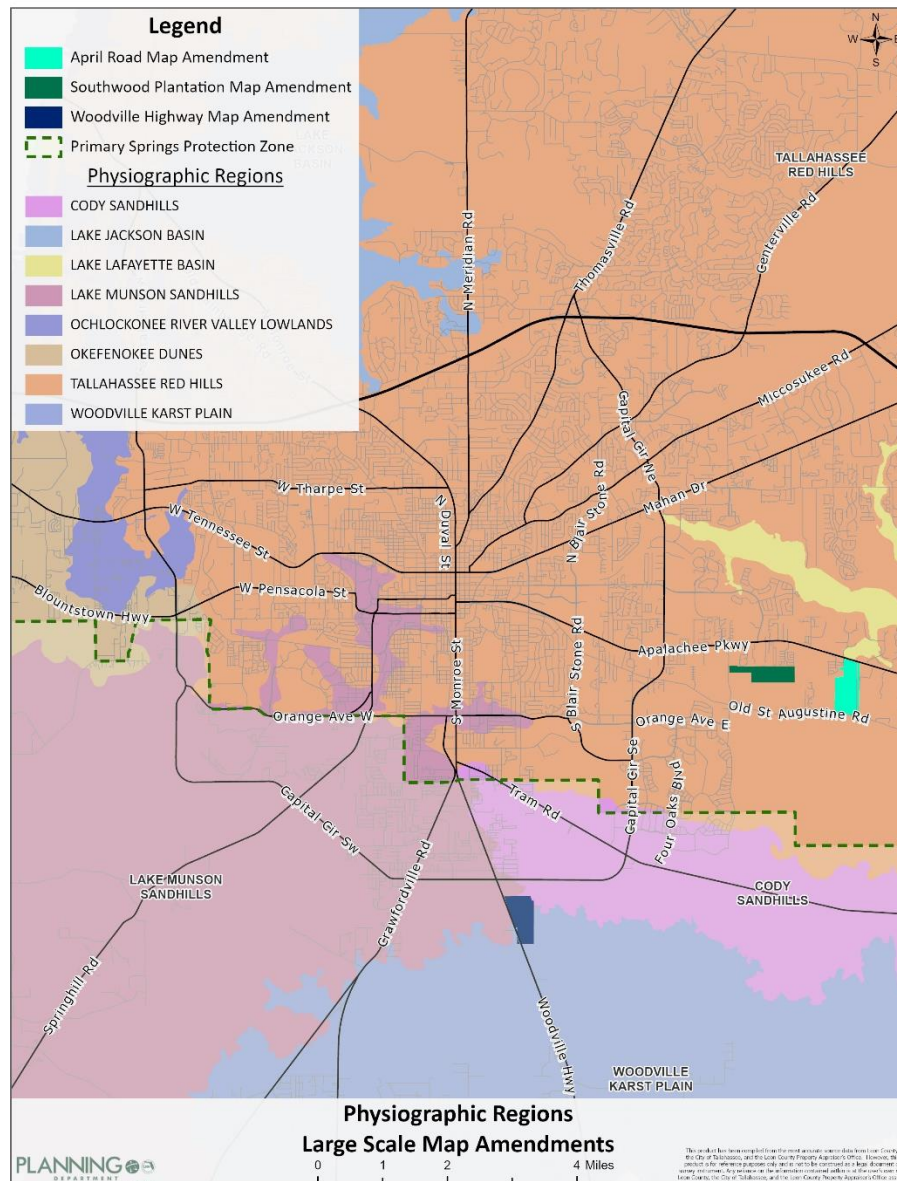
After adoption of the proposed FLUM changes and rezoning, the applicant may move forward with the site plan and permitting process with Leon County Development Support and Environmental Management (DSEM). Prior to site plan submittal, the applicant is required to submit a Natural Features Inventory (NFI) application. It is via this NFI that sensitive features that are present on-site, such as wetlands, floodplains, cemeteries, etc. are identified and delineated. Thereafter, the site plan submittal is required to be accompanied by an Environmental Management Permit (EMP). At this stage, the applicant overlays the proposed development and staff ensures that preservation/conservation features (determined during the NFI) are appropriately protected to provide for the required/applicable mitigation standards as defined in the Land Development Code (LDC).

The EMP also regulates stormwater management, which has been a topic of concern for property owners near the proposed April Road and Southwood Plantation Road amendments. The details that influence stormwater design include terrain characteristics, soil types, type of drainage basin, presence of a conveyance system, and presence of floodplain. The required design, location, and size of the stormwater facility is based on these details and is evaluated and reviewed for compliance with the LDC by professional engineers in DSEM. It should be noted that stormwater regulations to ensure the protection of off-site properties from flooding, along with water quality, is consistent regardless of the type of land use (residential or non-residential). Densities and intensities allowed by the zoning category are influenced by the necessary stormwater mitigation requirements. Stormwater management, along with requirements for preservation or mitigation of other environmental features, will affect the final number of dwelling units on site.

Conservation and Preservation features such as wetlands, waterbodies, karst features, or cultural features such as cemeteries or archeological sites will be subject to additional analysis during site plan review and protection as a Conservation Easement or other appropriate designation as required by Code, if confirmed.

Cody Escarpment (Scarp)

The Cody Scarp roughly approximates an ancient shoreline of Florida when sea levels were much higher, and is characterized by large sinkholes, sinking streams, springs, and other karst features. The Primary Springs Protection Zone was established to incorporate the Cody Scarp area. The area is represented by various physiographic regions, rather than a distinct line, as shown on the following map. The proposed Woodville Highway amendment appears to be in the transitional area, and the



F. PUBLIC OUTREACH AND NOTIFICATION

An initial mailing was sent to **263** property owners within 1,000 feet of Subject Site.

| Public Outreach | | Date Completed |
|------------------------|---|-----------------------|
| X | Notices Mailed to Property Owners within 1000 feet | 11/19/2021 |
| X | Signs providing details of proposed land use posted on subject site | 12/20/2021 |
| X | Public Open House | 12/15/2021 |
| X | Staff Reports Available Online | 01/17/2022 |
| | Email Subscription Notice sent to all users of service | |

Public Open House – The Public Open House was held on December 15, 2021, at the Renaissance Building. There were 8 people in attendance. Staff provided overview of the application received and the amendment (and concurrent rezoning) being requested. There were questions about the definitions of the proposed future land use category and zoning district. Citizens commented about a cemetery on the site and wanted to know the maximum density allowable for the subject site. Staff explained the proposed future land use category, proposed zoning district and maximum density allowable. Staff explained that the applicant would be required to go through the site plan process through the Development Support and Environmental Management if the amendment is approved. Staff further explained that the site plan process will involve transportation analysis, Natural Features Inventory process and Environmental Management Permit process.

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 Meetings | | Date Completed |
|----------------|--|----------------|
| X | Local Planning Agency Workshop | 01/04/2022 |
| X | Local Planning Agency Public Hearing | 03/01/2022 |
| X | Joint City-County Commission Workshop | 03/22/2022 |
| X | Transmittal Public Hearing [If Applicable] | 04/12/2022 |
| | Adoption Public Hearing | |

Local Planning Agency Workshop: A workshop was held on January 4, 2022 where staff provided an overview of the 2022 Cycle Amendments. There were no questions from the LPA that resulted in updates to this staff report.

Local Planning Agency Public Hearing: The public hearing was held on March 1, 2022 to vote on the proposed 2022 Cycle Amendments. The LPA found the proposed future land use map amendment is consistent with the Tallahassee-Leon County Comprehensive Plan, based on the findings and other information contained in this staff report, and recommended **ADOPTION** of the proposed amendment. They also found that the proposed rezoning is consistent with the Tallahassee-Leon County Comprehensive Plan, based on the findings and other information contained in this staff report, and recommended **APPROVAL** of the proposed rezoning. There were seven public speakers on this item, six were opposed and one representing the applicant, attended to answer questions and speak in favor.

Joint City-County Commission Workshop: The joint City-County Commission Workshop was held on March 23, 2022. The 2022 Cycle Amendments were introduced to both City and County Commissioners at this time. Being a workshop to introduce and discuss the amendments, no public comment and no votes by either commission were taken at this time. Commissioners asked for additional information to be provided at the upcoming Transmittal Hearing on April 12, 2022.

Transmittal Public Hearing: A transmittal public hearing was held on April 12, 2022 in regards to the proposed 2022 Cycle amendments. Additional information was provided including traffic analysis, and explanation of site plan review and permitting processes. This information has been included in the Staff Report. Both the City Commission and the Leon County Board of County Commissioners voted to transmit the proposed amendment to the State Land Planning Agency and review agencies.

H. APPENDICES

- Appendix #1: Comprehensive Plan Policies for Rural (2.2.1 [L]) and Urban Residential 2 (2.2.24 [L]) Land Use Categories
- Appendix #2: Rural (Sec. 10-6.612), Office Residential (Sec. 10-6.643) and Single Family Detached Residential (Sec. 10-6.635) Zoning Codes
- Appendix #3: Photo of signs providing details of proposed land use and zoning changes posted on subject site

APPENDIX 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; REV. EFF. 1/19/20)
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 non-residential 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 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 and light infrastructure 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 2.2.24: [L] URBAN RESIDENTIAL 2

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

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

APPENDIX 2

Land Development Code sections

Sec. 10-6.612 Rural Zoning District

| 1. District Intent | 2. Allowable District Location |
|---|---|
| <p>The intent of the rural zoning district is to maintain and promote agriculture, silviculture and natural resource-based activities, preserve natural systems and ecosystem functions, and protect the scenic vistas and pastoral development patterns that typify the county's rural areas.</p> <p>Allowable land uses within this district include agriculture, silviculture, ecotourism-based activities, very low density residential, and community and passive recreational facilities, and some forms of active recreation as a restricted use.</p> <p>Non-residential uses, with the exception of community and passive recreational facilities that are not functionally related to and supportive of agriculture, silviculture and other natural resource-based activities shall be prohibited within the rural zoning district. This district is not intended to accommodate commercial activities designed to service basic household needs of area residents.</p> <p>Rural commercial uses, as well as restricted uses, may be allowed in this district but shall be limited to the locational and design standards as noted herein. Due to the need to protect and preserve existing rural lands from fragmentation and to promote infill and redevelopment within the urban services area and rural communities, urban services are not planned or programmed for this area.</p> <p>Design standards and development standards for non-residential development and restricted uses, as noted herein, shall be required to prevent encroachment and fragmentation of agricultural uses as well as to ensure compatibility with adjacent uses.</p> | <p>The district may only be located within areas designated rural on the future land use map.</p> |

| Permitted, Prohibited, and Restricted Uses | | | |
|---|---|---|---|
| 3. Principal Uses | 4. Prohibited Uses | 5. Restricted Uses | 6. Rural Accessory Uses Functionally Related to Bona Fide Agriculture, Silviculture or Natural Resource-Based Activities |
| (1) Agricultural. (2) Silviculture. (3) Wholesale trade: Farm-product raw materials. (4) Wholesale nursery products. (5) Rural commercial. (6) Community services. (7) Low-density residential (single-, two-family, or manufactured home). (8) Passive recreation. (9) Light infrastructure. (10) Cemeteries. | (1) Manufacturing. (2) Extraction and bottling of mineral or springwater—wholesale. (3) High pressure well stimulation/acid fracturing and/or hydraulic fracturing. (4) Gas stations, fuel oil and liquefied petroleum products. (5) Convenience stores. (6) Grocery stores. (7) General merchandise sales. (8) Drug stores. (9) Automotive repair. (10) Motor vehicle racing tracks/amusement. (11) Heavy infrastructure (with the exception of those listed under restricted uses). (12) Active recreation (with the exception of those listed under restricted uses). (13) Other uses which are not functionally supportive of and accessory to established agricultural, silvicultural or natural resource-based activities within the rural zoning district. | (1) Mining. (2) Landscape counseling and planning. (3) Airports, flying fields and services. (4) Camps and recreational vehicle parks. (5) Botanical and zoological gardens. (6) Archaeological historical sites. (7) Commercial kennels. (8) Veterinary clinics. (9) Riding academies/livery or boarding stables. (10) Outdoor sport shooting ranges. | <p>Pursuant to F.S. § 823.14, a bona fide farm operation shall be exempt from local regulation, ordinance, rule or policy that prohibits, restricts, regulates or otherwise limits activities of a bona fide farm operation on land classified as agricultural land pursuant to F.S. § 193.461.</p> <p>Pursuant to F.S. § 823.14(3)(b), the term "farm operation" means all conditions or activities which occur on a farm in connection with that farm's products.</p> |

| 7. Development Standards | | | | | | | | | |
|--|---|--------------------------------|--|--|--|--|---|---|--------------------------------|
| Use Category | a. Lot area (acres) | b. Minimum lot frontage | c. Front yard setback | d. Corner yard setback | e. Side yard setback | f. Rear Yard setback | g. Maximum height at building envelope perimeter | h. Maximum height per additional setback | i. Total maximum height |
| Low density residential | 10 acres minimum | 15 feet | 30 feet | 30 feet | 20 feet | 50 feet | 35 feet | 1'1' | Not applicable |
| Rural commercial | 3.0 acres minimum, 5.0 acres maximum * | 40 feet | 50 feet building, 50 feet parking | 50 feet building, 50 feet parking | 50 feet building, 50 feet parking | 50 feet building, 50 feet parking | 35 feet | 1'1' | 45 feet |
| Community services | See Development Standards for Community Services in Section 8 | 40 feet | 50 feet building, 50 feet parking 100 feet building, 100 feet parking (For structures greater than 5,000 square feet) | 50 feet building, 50 feet parking 100 feet building, 100 feet parking (For structures greater than 5,000 square feet) | 50 feet building, 50 feet parking 100 feet building, 100 feet parking (For structures greater than 5,000 square feet) | 50 feet building, 50 feet parking 100 feet building, 100 feet parking (For structures greater than 5,000 square feet) | 35 feet | 1'1' | 45 feet |
| Restricted uses; passive recreation facilities | 3.0 acres minimum | Not applicable | 50 feet building, 50 feet parking; unless otherwise specified in subsection 10 of this section | 50 feet building, 50 feet parking; unless otherwise specified in subsection 10 of this section | 50 feet building, 50 feet parking; unless otherwise specified in subsection 10 of this section | 50 feet building, 50 feet parking; unless otherwise specified in subsection 10 of this section | 35 feet | 1'1' | 45 feet |

| | | | | | | | | | |
|---|----------------------|---------|---------|---------|---------|---------|---------|------|-------------------|
| Comp. Plan Policy 2.1.9 subdivision | 0.5 acres minimum | 15 feet | 25 feet | 25 feet | 15 feet | 50 feet | 35 feet | 1'1' | Not applicable |
|---|----------------------|---------|---------|---------|---------|---------|---------|------|-------------------|

8. Development Standards for Community Service Uses:

(1) The maximum single structure size and site area shall be limited by the overall acreage of the parcel to preserve the rural character through proper scale and massing. Community service uses shall also be subject to the site design criteria of subsection 11 of this section.

| Parcel size | Less than or equal to 10 acres | >10 to 49 acres | 50 acres + |
|---|-----------------------------------|-----------------------------|-----------------------------|
| Maximum single structure size (gross building floor area) | 5,000 square feet | 10,000 square feet | 15,000 square feet |
| Site area | Min: 3 ac Max: 5 ac | Min: 3 ac Max: 10 ac | Min: 3 ac Max: 15 ac |

Existing, lawfully established non-conforming community services uses will be afforded flexibility with the required development standards, to the extent practical, when improvements are necessary to meet minimum health and safety standards according to the Florida Building Code (FBC), including, but not limited to ADA accessibility requirements.

9. Rural Commercial Intersection Location Standards: The intersection location standard is intended to group rural commercial activities toward intersections to provide access and to prevent fragmentation of agricultural uses.

(1) Major function: Provide sales and services functionally related to and supportive of agriculture, silviculture and natural resource-based activities.

(2) Location: On or near the intersection (access within 330 feet of the centerline of the intersection) of an arterial/arterial or arterial/major collector roadway.

(3) Site area: 3.0 acres minimum with a maximum of 5.0 acres per quadrant.

(4) Allowable building square footage: Maximum of 10,000 gross square feet per intersection (only 2 quadrants per intersection may be developed for rural commercial). Single structure limited to a maximum of 5,000 gross square feet.

10. Development Standards for Restricted Uses: All proposed restricted uses shall meet the applicable provisions of section 10-6.611; the applicable design standards noted in subsection 11 of this section; the buffer zone standards (section 10-7.522); and the parking and loading requirements (subdivision 3, division 5, article VII of this chapter). All restricted uses shall be limited to a maximum building area of 2,000 gross square feet per acre with no more than 5,000 gross square feet of retail commercial or office space. The following restricted uses require satisfaction of additional criteria:

(1) Mining activities.

a. All mining activities as defined on the schedule of permitted uses must meet the specific development standards, as follows upon review and approval by the Board of County Commissioners following a duly noticed public hearing. This includes NAICS items 212321 and 212324.

b. A plan must be submitted demonstrating protection of adjacent properties and public interest which shall include, but not be limited to the following:

1. The mining activity, all accessory uses and structures, internal roadways, and driveways onto the adjacent streets shall be set back a minimum of 100 feet from the perimeter property boundaries or 200 feet from the nearest off-site residence, residential zoning district, or subdivision intended primarily for residential land use, whichever distance is greater. This setback standard may be reduced if less of a setback is approved in writing by the adjacent property owner prior to site plan approval or if the adjacent property is also used as a mining activity.

2. A plan of vehicular access to and from the site demonstrating that heavy trucks and equipment will not travel on that portion of a local or minor collector street with frontage containing residential land use, zoned for residential land use, or containing subdivision lots intended primarily for residential land use. For purposes of this requirement, local and minor collector streets shall be those identified in the local government Comprehensive Plan and the Tallahassee-Leon County Long Range Transportation Plan.

3. A land reclamation plan shall be submitted demonstrating that upon termination of the activity the land shall be returned to a condition that will allow an effective reuse comparable to surrounding properties.

4. Fencing requirement: All areas proposed for use in open-pit mining operations and/or construction and demolition debris disposal must be secured by a fence, unless the area is determined by the County Administrator or designee to be a reclaimed open-pit mine. The fence must be at least four feet in height with openings that will reject the passage of a seven-inch diameter sphere. The fence must be equipped with a gate which shall remain locked when workers or employees of the land owner or mining company are not present at the site. At every gate or access point, at least one sign must be posted which states, in at least four-inch tall letters, "Danger," "Keep Out," "No Trespassing," or similar language indicate that there may be hazardous conditions on the premises.

(2) Camps and recreational vehicle parks (NAICS 721211 and 721214).

a. All camps and recreational vehicle parks must meet the specific development standards, as follows upon review and approval by the

Board of County Commissioners following a duly noticed public hearing. A plan must be submitted demonstrating protection of adjacent properties and public interest which shall include, but not be limited to the following:

1. Sanitary facilities shall be provided.
 2. Not more than 5 campsites per gross acre shall be provided.
 3. Individual campsites, roadways, and accessory structures shall be located to meet the minimum building setback standards from the exterior property lines of the campground.
- (3) Airports, flying fields and services.
- a. All airports, flying fields and services must meet the specific development standards as noted in this section and as required by state or federal law, and shall require review and approval by the Board of County Commissioners following a duly noticed public hearing.
- (4) Outdoor sport shooting ranges.
- a. This subsection shall not apply to personal firearm use on private property or to businesses that operate an outdoor sport shooting range as an ancillary use to a legal, principal use, such as, but not limited to, a hunting plantation, timber plantation, or special event venue.
 - b. All outdoor sport shooting ranges must meet the specific development standards as noted in this section, and shall require a Type C review and approval by the Board of County Commissioners following a duly noticed public hearing.
 - c. All outdoor sport shooting ranges must demonstrate protection of adjacent properties and the public interest which shall include, but not limited to the following:
 1. An outdoor sport shooting range shall not be located within an unrecorded or recorded subdivision or in the residential preservation overlay district.
 2. No outdoor sport shooting range shall be permitted within 500 feet of the property line.
 3. The firing lines shall be oriented to minimize off-site impacts, including, but not limited to, noise and safety of existing structures and roadways.
 4. Access to Canopy Road shall be subject to division 7, article VI of this chapter.
 5. A minimum of a Type D buffer and a 15-foot high berm behind the line of fire/targets shall be constructed.
 6. The county encourages the use of the National Rifle Association's Range Source Book for best practices.
 7. The county encourages compliance with the state department of environmental protection's best management practices for environmental stewardship of state shooting ranges.
 8. The county encourages outdoor sport shooting ranges to have range safety officers on the premises during the hours of operation.

9. To ensure compatibility with the surrounding area, additional site specific conditions may be imposed, such as, but not limited to, conditions related to noise reduction and safety.

11. Site Design Criteria: Rural commercial uses, community service uses and restricted uses shall be subject to the locational and design standards as noted herein. A plan and supporting narrative must be submitted pursuant to the applicable site and development plan process outlined in article VII of this chapter that demonstrates compliance, as applicable, with the following:

(1.) Signs: Freestanding on-site signs shall be limited to monument-style signs and the sign base shall be consistent with the materials and design context of the primary on-site building. Signs shall be illuminated with externally mounted lighting focused on the sign in a manner that limits off-site illumination. Internally illuminated signs and pole signs are prohibited. For sites not located at intersections, on-site ground signs shall be limited to no more than 32 square feet in area and limited to no more than 10 feet in height.

(2.) Building and Site Design Standards: All primary buildings and accessory structures shall reflect or compliment the local vernacular architectural style. Building facade treatments and materials shall provide architectural interest through, but not limited to: the utilization of fenestration that allows for natural surveillance and gabled or parapet roof treatments.

(3.) Lighting: On-site lighting including 24-hour security lighting shall be wall mounted with illumination focused on the building in a manner that limits off-site illumination, consistent with the "Dark Sky Friendly" guidelines. All exterior lighting shall have recessed bulbs and filters which conceal the source of illumination. Security lighting is permitted; however, wall or roof mounted flood or spot lights used as general grounds lighting are prohibited. Lighting at the property line (six feet above ground) adjacent to residential uses shall not exceed 0.1 footcandles. Lighting for parking areas shall not exceed 15 feet in height as measured from average grade to the light fixture.

(4.) Perimeter Buffering and Fencing: If the adjacent residential density is 0.5 dwelling units per acre or greater, a Type C buffer shall be required. A wooden buffer fence may be utilized on sites where the required vegetative buffer cannot be established based on-site limitations or constraints.

(5.) Fencing and Screening of Outdoor Service Areas and Equipment:

a. Refuse collection areas shall be located in the side or rear yard and shall be fenced with a material and design treatment consistent with the building facade of the principal building and screened with vegetation.

b. All appurtenant mechanical and electrical equipment, outside collection/drop-off/storage areas, and other accessory or ancillary structures shall be screened from public view. The screening material shall be consistent with the materials and design context of the primary on-site building.

(6.) Hours of Operation: The hours of operation shall be limited to 6:00 a.m. to 8:00 p.m. Community service uses shall not be limited in hours of operation; however, typical hours of operation for the facility shall be identified on final development plans.

*If subdivision is proposed to create the rural commercial parcel, then the remaining portion of the property shall meet the minimum lot size standards noted herein.

General notes:

- (1) If central sanitary sewer is not available, residential development shall provide no less than 0.50 acre of buildable area. Non-residential development and community service facilities located within the USA are limited to a maximum of 900 gallons of wastewater flow per day. Refer to Sanitary Sewer Policy 2.1.2 of the Comprehensive Plan for additional requirements.
- (2) Refer to the Environmental Management Act (EMA) for information pertaining to the regulation of environmental features (preservation/conservation features), stormwater management requirements, etc.
- (3) Refer to the concurrency management ordinance for information pertaining to the availability of capacity for certain public facilities (roads, schools, parks, etc.)

Section 10-6.643. OR-2 Office Residential district.

| 1. District Intent | | PERMITTED USES | | | | | | | | | |
|---|--|---|--------------|------------------------------|---|--------------------|---------|--|---|--|--|
| | | 2. Principal Uses | | | | | | 3. Accessory Uses | | | |
| <p>The OR-2 district is intended to be located within areas designated Bradfordville Mixed Use or Suburban on the Future Land Use Map of the Comprehensive Plan in areas where employment and residential uses are encouraged to locate in close proximity to each other. The provisions of this district are intended to promote urban density and intensity of residential and office uses and the mixing of permitted uses to promote the use of public transit and the efficient use of public infrastructure. Off-street parking facilities in the OR-2 district shall be located and designed to promote convenient access to pedestrian and mass transit facilities. A variety of housing types, compatible non-retail activities of moderate intensity, retail commercial activities (limited to the ground floor), and certain community and recreational facilities related to office or residential uses are permitted in the OR-2 district. The maximum gross density allowed for new residential development in the OR-2 district is 16 dwelling units per acre, while the minimum gross density allowed is 8 dwelling units per acre, unless constraints of concurrency or preservation and/or conservation features preclude the attainment of the minimum densities.</p> <p>In order to implement the business park development pattern, a minimum of 10 acres is required with at least 3 types of uses which shall include office and commercial.</p> | | <p>(1) Banks and other financial institutions. (2) Broadcasting studios. (3) Community facilities related to office or residential facilities, including libraries, religious facilities, police/fire stations, and elementary and middle schools and vocational schools. Other community facilities may be allowed in accordance with Section 10-6.806 of these regulations. (4) Day care centers. (5) Golf courses. (6) Hotels and motels, including bed and breakfast inns. (7) Medical and dental offices and services, laboratories, and clinics. (8) Multiple-family dwellings. (9) Non-medical offices and services, including business and government offices and services. (10) Nursing homes and other residential care facilities. (11) Off-street parking facilities.</p> | | | | | | <p>(12) Passive and active recreational facilities. (13) Personal services. (14) Retail drug store with drive thrus (only allowed in a business park development) (15) Retail food and grocery (only allowed in a business park development) (16) Single-family attached dwellings. (17) Single-family detached dwellings. (18) Social, fraternal, and recreational clubs and lodges, including assembly halls. (19) Stand alone restaurants without drive thrus (only allowed in a business park development) (20) Studios for photography, music, art, dance, drama, and voice. (21) Two-family dwellings. (22) Veterinary services, including veterinary hospitals. (23) Zero-lot line single-family detached dwellings. (24) Any use permitted in the C-1 district (and is not listed in uses 1-20 above), provided that the use is on the first floor of a multi-story building containing office and/or residential uses on any of the floors above the first floor.</p> | | <p>(1) A use or structure on the same lot with, and of a nature customarily incidental and subordinate to, the principal use or structure and which comprises no more than 33 percent of the floor area or cubic volume of the principal use or structure, as determined by the County Administrator or designee. (2) Light infrastructure and/or utility services and facilities necessary to serve permitted uses, as determined by the Administrator or designee.</p> | |
| | | | | | | | | | | | |
| DEVELOPMENT STANDARDS | | | | | | | | | | | |
| | 4. Minimum Lot or Site Size | | | 5. Minimum Building Setbacks | | | | 6. Maximum Building Restrictions | | | |
| Use Category | a. Lot or Site Area | b. Lot Width | c. Lot Depth | a. Front | b. Side-Interior Lot | c. Side-Corner Lot | d. Rear | a. Building Size (excluding gross building floor area used for parking) | b. Building Height (excluding stories used for parking) | | |
| Single-Family Detached Dwellings | 5,000 square feet | 50 feet | 100 feet | 15 feet | 7.5 feet on each side; or any combination of setbacks that equals at least 15 feet, provided that no such setback shall be less than 5 feet | 15 feet | 25 feet | not applicable | 3 stories | | |
| Two-Family Dwellings | 8,500 square feet | 70 feet | 100 feet | 15 feet | same as single-family above | 15 feet | 25 feet | not applicable | 3 stories | | |
| Single-Family Attached Dwellings | 1,600 s.f. min.; avg. of 2,000 square feet | 16 feet | none | 15 feet | none | 15 feet | 25 feet | not applicable | 3 stories | | |
| Development Standards Continued on Page 2 of 2 | | | | | | | | | | | |

| DEVELOPMENT STANDARDS | | | | | | | | | |
|---|--------------------|--|----------|---------|------------------------------------|---------|---------|---|-----------|
| Multiple-Family Dwellings | 10,000 square feet | 80 feet | 100 feet | 15 feet | 15 feet on each side | 25 feet | 10 feet | not applicable | 3 stories |
| Zero-Lot Line Single-Family Detached Dwellings | 3,750 square feet | 30 feet interior lot; 40 feet corner lot | 100 feet | 20 feet | 0 feet one side; 5 feet other side | 15 feet | 25 feet | not applicable | 3 stories |
| Any Permitted Principal Non-Residential Use | 12,000 square feet | 60 feet | 100 feet | 15 feet | 15 feet on each side | 25 feet | 10 feet | 20,000 square feet of gross building floor area per acre | 3 stories |
| Commercial Uses (Only Allowed in Business Park Development) | 12,000 square feet | 60 feet | 100 feet | 15 feet | 15 feet on each side | 25 feet | 10 feet | 20,000 square feet of gross building floor area per acre; Individual buildings may not exceed 15,000 gross square feet | 3 stories |
| 7. Additional Criteria and Restrictions for Business Park Development: Commercial uses shall not exceed 25% of the total square feet of the development. | | | | | | | | | |

GENERAL NOTES:

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

Section 10-6.635. R-1 Single-Family Detached Residential District.

| 1. District Intent | | | | PERMITTED USES | | | | | |
|--|---------------------|-----------------------------|--------------|--|---|--------------------|---------|---|---|
| | | | | 2. Principal Uses | | | | 3. Accessory Uses | |
| The R-1 district is intended to be located in areas designated Bradfordville Mixed Use, Urban Residential 2, Suburban, or Woodville Rural Community on the Future Land Use Map of the Comprehensive Plan which exhibit a predominant existing development pattern of residential, single-family detached housing with development standards similar to the development standards of the R-1 district. The maximum gross density allowed for new residential development in the R-1 district is 3.63 dwelling units per acre. Certain community and recreational facilities related to residential uses are also permitted. | | | | (1) Community facilities related to residential uses including religious facilities, police/fire stations, and elementary and middle schools. New libraries, vocational, and high schools are prohibited. Expansion of existing libraries, vocational, and high schools is allowed. Other community facilities may be allowed in accordance with Section 10-6.806 of these regulations. (2) Golf courses. (3) Passive and active recreational facilities. (4) Single-family detached dwellings. | | | | (1) A use or structure on the same lot with, and of a nature customarily incidental and subordinate to, the principal use or structure and which comprises no more than 33 percent of the floor area or cubic volume of the principal use or structure, as determined by the County Administrator or designee. (2) Light infrastructure and/or utility services and facilities necessary to serve permitted uses, as determined by the County Administrator or designee. | |
| | | | | | | | | | |
| DEVELOPMENT STANDARDS | | | | | | | | | |
| | | 4. Minimum Lot or Site Size | | | 5. Minimum Building Setbacks | | | 6. Maximum Building Restrictions | |
| Use Category | a. Lot or Site Area | b. Lot Width | c. Lot Depth | a. Front | b. Side-Interior Lot | c. Side-Corner Lot | d. Rear | a. Building Size (excluding gross building floor area used for parking) | b. Building Height (excluding stories used for parking) |
| Single-Family Detached Dwellings | 12,000 square feet | 80 feet | 100 feet | 25 feet | 7.5 feet on each side; or any combination of setbacks that equals at least 15 feet, provided that no such setback shall be less than 5 feet | 15 feet | 25 feet | not applicable | 3 stories |
| Any Permitted Principal Non-Residential Uses | 24,000 square feet | 100 feet | 100 feet | 25 feet | 7.5 feet on each side; or any combination of setbacks that equals at least 15 feet, provided that no such setback shall be less than 5 feet | 15 feet | 25 feet | 10,000 square feet of gross building floor area per acre | 3 stories |

GENERAL NOTES:

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

APPENDIX 3

Photos of public notice signage



From: agaudio49@gmail.com
To: [Planning Inquiries](#)
Cc: [Mohrman, Melinda](#); [White, Artie](#)
Subject: Citizen comment on proposed April Road Amendment (LMA202201)
Date: Tuesday, May 3, 2022 10:54:49 AM

Citizen comment on proposed April Road Amendment (LMA202201)

Please see the lengthy letter of concerns that Kenneth Goldberg and i submitted to Mr. Oluwesyi in opposition to this development

Anthony Gaudio
2335 Grassroots Way
Tallahassee FL 32311
agaudio49@gmail.com

From: Michael.Allan.jenks@gmail.com
To: [Planning Inquiries](#)
Cc: [Mohrman, Melinda](#); [White, Artie](#)
Subject: Citizen comment on proposed April Road Amendment (LMA202201)
Date: Tuesday, April 12, 2022 1:11:44 PM

Citizen comment on proposed April Road Amendment (LMA202201)

I have grave concerns about this proposal. It appears infeasible to create a development without ruining the environment and road egress. Furthermore, the developer is non-local and has a track record of shady practices. What will stop them from building 'the right way?' From their past projects it seems they leave a mess for residents to fix. Even more, this development will not provide low-income housing, which is greatly needed in Tallahassee. Do we really want to re-zone this beautiful land SOLELY for a non-local developer to make money? The community answer is NO!!

Michael Jenks
2301 Grass Roots Wat
Tallahassee FL 32311
Michael.Allan.jenks@gmail.com

From: webmaster@talgov.com
To: [Planning Inquiries](#)
Cc: [Mohrman, Melinda](#); [White, Artie](#)
Subject: Citizen comment on proposed April Road Amendment (LMA202201)
Date: Tuesday, April 12, 2022 8:44:54 PM

Citizen comment on proposed April Road Amendment (LMA202201)

Oppose rezoning & high density development around April Rd.

Linda Service
5052 sweet basil Jane Street
Tallahassee Fl 32311
Lindaservice 08@gmail.com

From: rcpeace3@embarqmail.com
To: [Planning Inquiries](#)
Cc: [Mohrman, Melinda](#); [White, Artie](#)
Subject: Citizen comment on proposed April Road Amendment (LMA202201)
Date: Tuesday, April 12, 2022 2:00:34 PM

Citizen comment on proposed April Road Amendment (LMA202201)

As a nearby resident of the proposed zoning change, I oppose the rezoning designation, both because of the density of housing and the impact on St. Augustine Road.

Roger Peace
2276 Grassroots Way
Tallahassee FL 32311
rcpeace3@embarqmail.com

From: ssstevenservice@gmail.com
To: [Planning Inquiries](#)
Cc: [Mohrman, Melinda](#); [White, Artie](#)
Subject: Citizen comment on proposed April Road Amendment (LMA202201)
Date: Tuesday, April 12, 2022 8:32:11 PM

Citizen comment on proposed April Road Amendment (LMA202201)

Please vote no on this amendment, Allowing this development to move will only cause irreparable harm to the environment and line the pockets of D.R. Horton, a developer with a deplorable reputation .

Steven Service
5052 SWEET BASIL JANE St
Tallahassee FL 32311
ssstevenservice@gmail.com

Mr. Ken,

Thank you for your email. Regarding the subsequent processes after the LPA public hearing, there will be a **Joint City-County Commission Workshop**, followed by the **Joint City-County Comprehensive Plan Amendment Transmittal Public Hearing**, and finally the **Joint City-County Adoption Public Hearing**. You can find more information about the date, time, location, and intent of each of these meetings on the website: <https://www.talgov.com/place/pln-cp-2022.aspx>. The website also contains details about the amendments.

Suppose the Joint City-County Commission approves the amendments. In that case, the applicant will proceed to the Site and Development Plan Application process through the Department of Development Support and Environmental Management (DSEM). The Site and Development Plan review process includes two track review processes, depending upon the level of the site plan applications; the Concept Plan Approval (CPA) track and the Final Design Plan Approval (FDPA) track. A description and flow diagram of each respective review track is included on DSEM's website: <https://cms.leoncountyfl.gov/dsem/Divisions/Development-Services/Applications>

At this stage, a Permitted Use Verification (PUV) and Natural Features Inventory (NFI) shall be determined eligible/approved prior to submitting applications and scheduling an Application Review Meeting (includes public advertisement and direct mail notification to surrounding property owners) for their proposed projects.

For the email notifications on upcoming meetings, I suggest you sign up for the Planning email subscription service with the link below. You can share the link with the residents in your subdivision, and they will receive email notifications before each of the Comprehensive Plan amendment meetings.

<https://www.talgov.com/cotnews/subscribe.aspx>

Finally, we encourage applicants to meet with the neighbors. We have contacted the applicant about your request to work through the community's issues, and their representative will be reaching out to you.

Again, thank you very much for your participation in this process, and please let us know if you have questions or would like additional information.

Regards,

Oluwaseyi Akinrinde

Planner I | Comprehensive Planning

Tallahassee-Leon County Planning Dept.

Comprehensive Planning Division

850.891.6400 • oluwaseyi.akinrinde@talgov.com



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 email communications may therefore be subject to public disclosure.

From: Ken Goldberg <kgoldberg7@aol.com>
Sent: Thursday, March 3, 2022 12:37 PM
To: Akinrinde, Oluwaseyi <Oluwaseyi.Akinrinde@talgov.com>
Cc: Anthony Gaudio <Agaudio49@gmail.com>
Subject: LMA 20201 and 202202

***EXTERNAL EMAIL ***

Please report any suspicious attachments, links, or requests for sensitive information.

Dear Mr. Akinrinde:

Can you please advise as to the processes and timelines that will follow the LPA's recommendations for approval of the above-referenced amendments approval.

As the Grassroots Community has now stated its concerns regarding these amendments, we are requesting that all residents within our subdivision be provided with written or email notifications of all future meetings, public hearings, and any other matters related to these amendments.

Finally, can you provide me with the name and contact information for the representative for D.R. Horton. We would like to try to work through our issues with the company as it prepares its development order application.

Please let me know if you have any questions.

Thank you.

Ken Goldberg
(850)567-6225

From: [Akinrinde, Oluwaseyi](#)
To: [Anthony Gaudio](#)
Cc: [Mohrman, Melinda](#); ["Ken Goldberg"](#)
Subject: Re: Comments and Concerns on Proposed April Road LMA 202201 & Southwood Plantation Road LMA 202203 Zoning Changes
Date: Monday, February 28, 2022 9:41:06 AM
Attachments: [Outlook-Descriptio.png](#)

Mr. Anthony,

Thank you for your comments on the proposed April Road (LMA 202201) and Southwood Plantation (LMA 202202) Amendments. Your comment will be saved and provided to the Board of County Commissioners for consideration at the upcoming workshop and public hearings. You can find the dates for those meetings at the link provided below. The website offers more information about each Comprehensive Plan amendment, including the staff reports that provide greater detail about each amendment.

Regarding your concerns, the staff reports for the respective amendment provide in-depth details on infrastructure and environmental analysis, and you can find this on the website below. If these amendments are approved, the applicant will proceed through the site planning and permit review process with Leon County Development Support and Environmental Management (DSEM). At this time, they will be required to provide a traffic study and meet all stormwater and environmental management requirements. Site plan and permitting are reviewed by DSEM and will come later in the process if the Board approves this amendment.

Again, thank you very much for your participation in this process, and please let us know if you have questions or would like additional information.

[Planning | Comprehensive Plan | 2022 Comprehensive Plan Amendment Cycle | PLACE \(talgov.com\)](#)

Planning | Comprehensive Plan | 2022 Comprehensive Plan Amendment Cycle | PLACE

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www.talgov.com

Regards,

Oluwaseyi Akinrinde

Planner I | Comprehensive Planning

Tallahassee-Leon County Planning Dept.

Comprehensive Planning Division

850.891.6400 • oluwaseyi.akinrinde@talgov.com

Description: JUST-PLN



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: Anthony Gaudio <agaudio49@gmail.com>

Sent: Friday, February 25, 2022 5:01 PM

To: Akinrinde, Oluwaseyi <Oluwaseyi.Akinrinde@talgov.com>

Cc: 'Ken Goldberg' <kgoldberg7@aol.com>; Hodges, Stephen M <Stephen.Hodges@talgov.com>; Kristin Dozier <DozierK@leoncountyfl.gov>; Rick Minor <MinorR@leoncountyfl.gov>; Brian Welch <WelchB@leoncountyfl.gov>; Dailey, John <John.Dailey@talgov.com>

Subject: Comments and Concerns on Proposed April Road LMA 202201 & Southwood Plantation Road LMA 202203 Zoning Changes

*****EXTERNAL EMAIL*****

Please report any suspicious attachments, links, or requests for sensitive information.

Mr. Oluwaseyi , Mr. Hodges, [and Commissioners](#)

I am sending this email on behalf of the Grassroots Community with regard to two land use change amendments, LMA 202201 (129.8 acres) and LMA 202203 (173.24 acres), which will be considered by the City's Local Planning Agency on March 1, 2022. The applicant for both projects is D.R. Horton; the landowner is St. Joe Company. The land use amendments also seek concurrent rezonings for the designated properties.

Grassroots community is located between Southwood Plantation and April Roads, along Old St. Augustine Road. We have a number of concerns with both of these projects, which I've briefly outlined below:

1. The projects contain approximately 303 acres. The applications for concurrent rezonings on these parcels seek urban and suburban densities that will allow more than 2,500 residences to be developed in an area of the County that is characterized by rural, low density residential development. With the exception of the April Road parcel abutting Apalachee Parkway, the parcels being considered for rezoning are located outside the City's and County's existing Urban Services Area. The proposed rezonings seek to expand the existing Urban Services Area, notwithstanding the fact that hundreds of undeveloped acres abutting Old St. Augustine Road were already rezoned and approved for development for St. Joe's Southwood DRI. The existence of this significant residential capacity within the USA, in the same general area as the D.R. Horton parcels,

undermines the need or rationale for expanding the existing USA boundary to justify these amendments, which are located outside the USA, particularly at the densities and intensities sought.

2. The densities and intensities sought in these rezonings will have significant adverse impacts on Old St. Augustine Road, one of the only designated canopy roads in the County that remains largely intact. As such, Old St. Augustine Road requires special protection when considering any development that will impact the road. The proposed rezoning provides no substantive detail to ensure that the road can, in fact, handle the additional impacts from these rezonings, while ensuring it retains its protected status.

3. Old St. Augustine Road is a single lane, narrow, hilly, winding rural road. It cannot safely and reasonably handle the additional traffic that will result from the proposed rezonings at their proposed densities and intensities. As noted above, the development approvals for the Southwood DRI along Old St. Augustine Road, once developed, will have a significant impact on the capacity of Old St. Augustine Road to handle the additional traffic impacts that will result from the proposed by the D.R. Horton rezonings. If, for safety, capacity, or concurrency requirements, St. Augustine Road will have to be significantly widened or modified because the density or intensity of proposed development necessitates such modifications, it will effectively kill the trees, understory, and habitat that constitutes the canopy protection area, and violate the policies in the comprehensive plan mandating the protection of designated canopy roads.

4. The requirement for the protection of Old St. Augustine Road has been in place for approximately 30 years. Any development proposed along Old St. Augustine Road should be limited to densities and intensities of use that ensures the preservation and protection of the canopy and its protection area. The rezonings that are sought at this time on Southwood Plantation and April Roads do not provide the specific detail for a legitimate assessment of whether the canopy protection requirement can, or will, be met.

For these reasons, it is our suggestion that the concurrent rezoning applications be recommended for denial, or tabled, until such time as the applicant provides the necessary data and detail to fully assess the actual impacts the proposed projects will have on Old St. Augustine Road at the time development is sought. This cannot be done with a rezoning that piggybacks on a land use change. The rezoning should be tied to the application for development order approval. To achieve this end, we suggest that the applicant resubmit its rezoning applications concurrent with its applications for final development order approval so that any issues can be fully fleshed out in advance of, and in coordination with, the project moving forward on the ground.

We would welcome the opportunity to meet with representatives of D.R. Horton, St. Joe, or the City/County to discuss their proposals to see if we can help facilitate the resolution of these issues. I would be happy to answer any questions you may have.

Thank you for your consideration and time.

Ken Goldberg
kgoldberg7@gmail.com
(850) 567-6225

Anthony Gaudio
Agaudio49@gmail.com
850-528-6350



This email has been checked for viruses by Avast antivirus software.
www.avast.com

Ms. Rebecca,

Thank you for your comments on the proposed April Road Amendment. Your comment will be saved and provided to the Board of County Commissioners for consideration at the upcoming workshop and public hearings. You can find the dates for those meetings at the link provided below. The website also provides more information about each Comprehensive Plan amendment, including the staff reports that provide greater detail about each amendment.

In regards to your concerns, the staff report for this amendment provides in-depth details on infrastructure and environmental analysis, and you can find this on the website below. If this amendment is approved, the applicant will proceed through the site planning and permit review process with Leon County Development Support and Environmental Management (DSEM). At this time, they will be required to provide a traffic study and meet all stormwater and environmental management requirements. Site plan and permitting are reviewed by DSEM and will come later in the process if the Board approves this amendment.

Again, thank you very much for your participation in this process, and please let us know if you have questions or would like additional information.

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Regards,

Oluwaseyi Akinrinde

Planner I | Comprehensive Planning

Tallahassee-Leon County Planning Dept.

Frenchtown Renaissance Center, Third Floor

435 N Macomb St.

Tallahassee FL, 32309

850.891.6412 • oluwaseyi.akinrinde@talgov.com



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: webmaster@talgov.com <webmaster@talgov.com>

Sent: Wednesday, February 23, 2022 11:28 AM

To: Planning Inquiries <planning@talgov.com>

Cc: Mohrman, Melinda <Melinda.Mohrman@talgov.com>; White, Artie <Artie.White@talgov.com>

Subject: Citizen comment on proposed April Road Amendment (LMA202201)

Citizen comment on proposed April Road Amendment (LMA202201)

I am seriously concerned about the adverse impacts on the environment and infrastructure that are inevitable if this proposal is implemented. Wetland preservation is critical for so many things, not just wildlife and flood mitigation but aquifer recharge. It is not just our preservation neighborhood of Windwood Hills that would be affected, but a much broader area. I urge in the strongest manner that development of this natural resource be disallowed and stronger protections be enacted.

Rebecca Lyons

6672 Crooked Creek Road

Tallahassee Florida 32311

Mornrill@comcast.net

From: semenov@magnet.fsu.edu <semenov@magnet.fsu.edu>
Sent: Sunday, February 20, 2022 9:47 AM
To: Planning Inquiries <planning@talgov.com>
Cc: Mohrman, Melinda <Melinda.Mohrman@talgov.com>; White, Artie <Artie.White@talgov.com>
Subject: Citizen comment on proposed April Road Amendment (LMA202201)

Citizen comment on proposed April Road Amendment (LMA202201)

I would like to raise concerns about the new proposed urban development on April Rd. Overpopulating this rural wildlife area can seriously hurt the environment. Light and noise pollutions, roads usage and traffic conditions, schools availability, stores and other infrastructure shortages are just a few of potential problems. Also, I believe it is important to keep the living “style” of the area - historically there are many households on vast land lots. Changing this style of the land use would not only hurt the environment but also people. I would like to ask for a professional expertise to determine the proper amount of dwellings per acre. Thank you.

Dmitry Semenov
1611 E Windwood Way
Tallahassee Florida 32311
semenov@magnet.fsu.edu

From: bscotch@embargmail.com <bscotch@embargmail.com>
Sent: Saturday, February 19, 2022 11:54 AM
To: Planning Inquiries <planning@talgov.com>
Cc: Mohrman, Melinda <Melinda.Mohrman@talgov.com>; White, Artie <Artie.White@talgov.com>
Subject: Citizen comment on proposed April Road Amendment (LMA202201)

Citizen comment on proposed April Road Amendment (LMA202201)

I respectfully question the legality of the notice for this rezoning. The sign placed at April Road and the Parkway bears the address of the LMA for Woodville Highway as does the photographic attachment of the sign to the staff report for MA 202201. The staff report indicates the maximum units per acre is 3.63 and the maximum total units is 649. This is obviously referring to the total acreage rather than actual buildable acres due to the large wetland. While I realize that this issue will come up later with NFI and engineering studies I wish to go on record early that impermeable surfaces and overall density are of concern. The subject parcel is close to Windwood Hills subdivision (preservation) as well as Grass Roots (preservation) and Golden Eagle which define the character of this area. Density is also an issue because the parcel is in the Mr. Sinai drainage basin which flows into Lower Lake Lafayette. This lake has been increasingly degraded by urban runoff from Northeast Tallahassee including from the new Amazon facility through Alford Arm. The proposed rezoning by the same developer at Plantaion and Old St. Augustine will also add to the Lake's burden. Additional pollutants from the subject developments are of concern to the environment of Leon County and the St. Marks basin. Historic Mt. Sinai African-American cemetery is bordered on three sides by the subject parcel. On the eastern side of the cemetery some of the marked burials are within 4 feet of the St. Joe fence. The bounds of the cemetery may extend beyond the fence line. It will be essential that an adequate easement and proper bounding of the cemetery be established, I am pleased that the staff report flags this resource. The large wetland on the property may well indicate the presence of cultural resources. The property should be archaeologically tested as part of the NFI requirements. Since the property borders the St Augustine Road, great care should be taken to provide a proper buffer to maintain the appearance of this well loved and historic feature.

Lonnie Mann
1120 E. Windwood Way
Tallahassee FL 32311
bscotch@embargmail.com

From: ktuckerbonn@gmail.com <ktuckerbonn@gmail.com>
Sent: Thursday, February 17, 2022 4:42 PM
To: Planning Inquiries <planning@talgov.com>
Cc: Mohrman, Melinda <Melinda.Mohrman@talgov.com>; White, Artie <Artie.White@talgov.com>
Subject: Citizen comment on proposed April Road Amendment (LMA202201)

Citizen comment on proposed April Road Amendment (LMA202201)

I am confused after reading the proposed amendment. Will they be single family homes or apartments? Also, the parkway is dangerous and if they build these "units" I hope a traffic light to help folks turn left will be thought about.

Kim
2874 Hampton Meadow Drive
Tallahassee FL 32311
ktuckerbonn@gmail.com

Amendment # LMA202201

I/We as owner(s) of property at this address: 5574 Hampton Hill Cir. wish the information below
to be considered by the Local Planning Agency and the City/County Commissions: See attached

SIGNED:

(850)408-3808
Sea4g@msn.com

Tallahassee/Leon County Planning Dept.

I do have concerns regarding LMA202201 Amendment and the rezoning application for a number of reasons.

The Applicant: Donald R Horton Inc. has 1 out of 5 stars as a builder. The home buyers have publicly posted that he just manages a litany of unskilled subcontractors. He has his own Private Code Enforcement here in Florida, allowing substandard homes to be built. He has been delinquent with taxes which delayed funding, as the home buyers need to use his "own" lending company, resulting with them not being able to obtain a mortgage in a timely manner, and losing out on the home, along with their \$5000 deposit.

The public complaints mentioned issues with grading, roofing, breakers, sinks off center, plumbing, slanted windows, drywall cracks, tile not level, unfinished painting, molding, cheapest appliances, flooring etc. I think you get the point. Would you really want your family, friends, or neighbors to unknowingly purchase a home built like that? I didn't even think of doing research on the builder that built my home, although, he did a great job. So sad to have this one come to Tallahassee.

With the Urban Residential 2 change, 20 dwelling units per acre, would be 2 story Townhomes! along with building single family homes. Then, there's all the building noise, uprooting trees, not to mention the displaced animals living there now, on the 173 acres.

My neighbor called the Planning Department the other day, and she was told they did not know about a Cemetery in that area. Kind of hard to believe since it has been there since the 1800's, in fact, it was Leon County that helped tidy it up a while back. Why wasn't the Cemetery contact person, Betty Allen, 5998 Apalachee Pkwy. Tallahassee, FL 32311 #3101204080000 (1458 Mt. Sinai) not notified? Also, what could be built on the tiny section owned by The St. Joe Company #33101202070000 part of the 60 acres?

After dealing with an Eminent Domain case with my Dad, I know this note will not help as the Zoning change will be bring in more tax revenue for Leon County. Will they also be charged the surcharge we have had (for years now) on their Gas, Electric, and water bills, and when will the surcharges end? Thank-you,

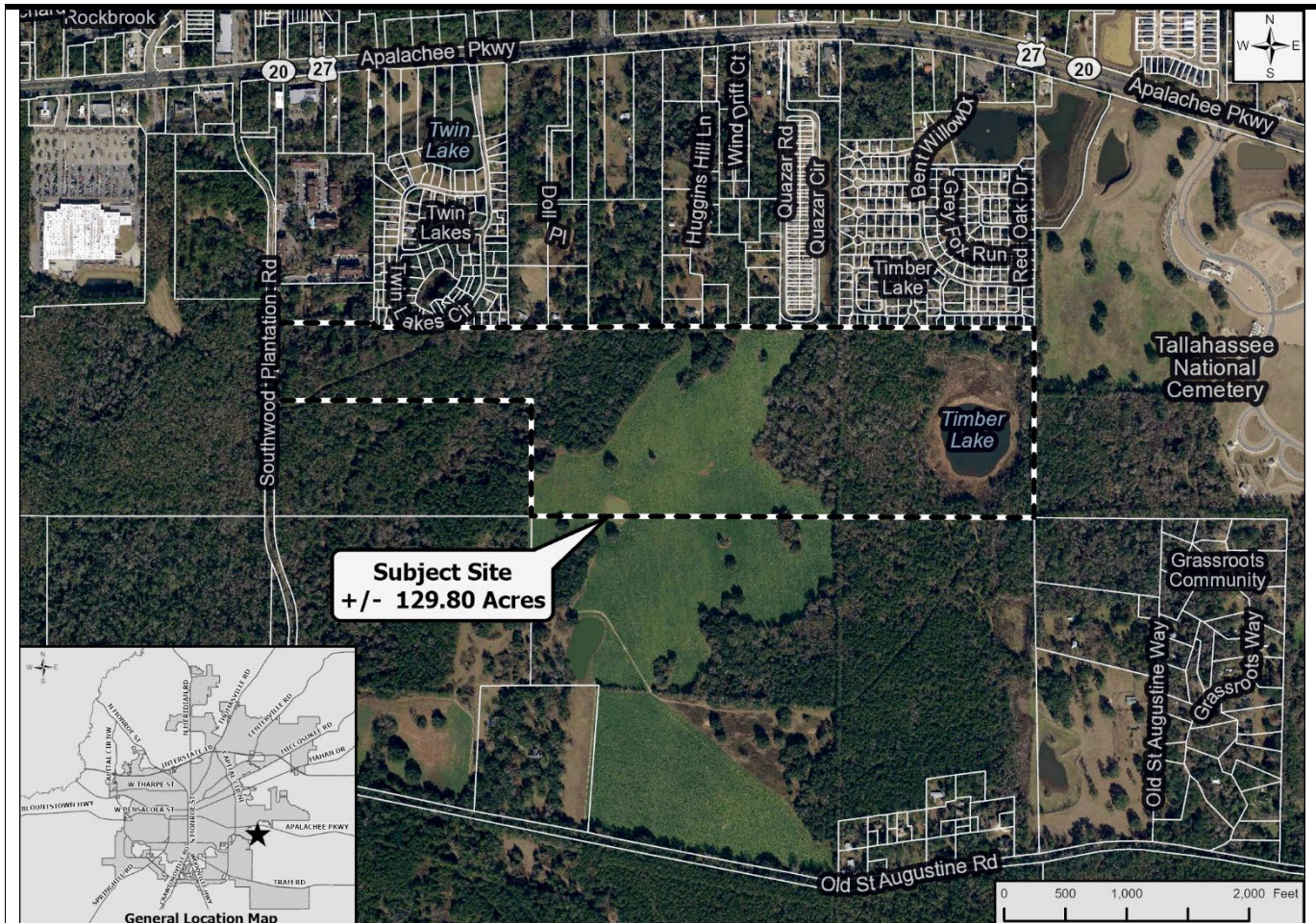
Warm Regards,



Gail Miller



2022 Comprehensive Plan Amendment Cycle
LMA202203
Southwood Plantation Road Property



SUMMARY

| Property Owners: | Property Location: | Amendment Type: |
|---|--|---|
| The St. Joe Company LLC | Between Apalachee Parkway and Old St. Augustine Rd, East of Southwood Plantation Rd. | County Large Scale Map Amendment |
| Applicant: | | |
| D. R. Horton, Inc. | | |
| TLCPD Staff: | Current Future Land Use & Zoning: | LPA Recommendation: |
| Mindy Mohrman | <u>Future Land Use:</u> Rural (R) & Suburban (SUB) <u>Zoning:</u> Rural (R), CPA, & PUD38 | Approve |
| Contact Information: | Proposed Future Land Use & Zoning: | Staff Recommendation: |
| melinda.mohrman@talgov.com 850-891-6415 | <u>Future Land Use:</u> Suburban (SUB) <u>Zoning:</u> Single Family Detached, Attached Two Family Residential (R-3) | Approve |
| Date: 12/15/2021 | Updated: 04/13/2022 | |

A. REASON FOR REQUESTED CHANGE

The subject site includes parcel 3102204130000 between Apalachee Parkway and Old St. Augustine Road, accessed by Southwood Plantation Rd. on the west. The applicant, D. R. Horton Inc., stated that they seek this land use change to meet the need for diverse housing supply by developing new communities. The current FLUM designation on the subject site is Rural and Suburban. The Rural category prohibits higher density residential, and non-residential activities that are not functionally related to and supportive of agriculture, silviculture, and other natural resource-based activities. Therefore, a change to a different FLUM designation is necessary to accommodate the proposed development. The western portion of the property that is currently designated Suburban will remain as it is currently designated.

The proposed Suburban category allows a mixture of office, commercial uses, and residential densities up to 20 units per acre. The Suburban land use category is intended to create an environment for economic investment or reinvestment through the mutually advantageous placement of employment and shopping opportunities with convenient access to low to medium density residential land uses.

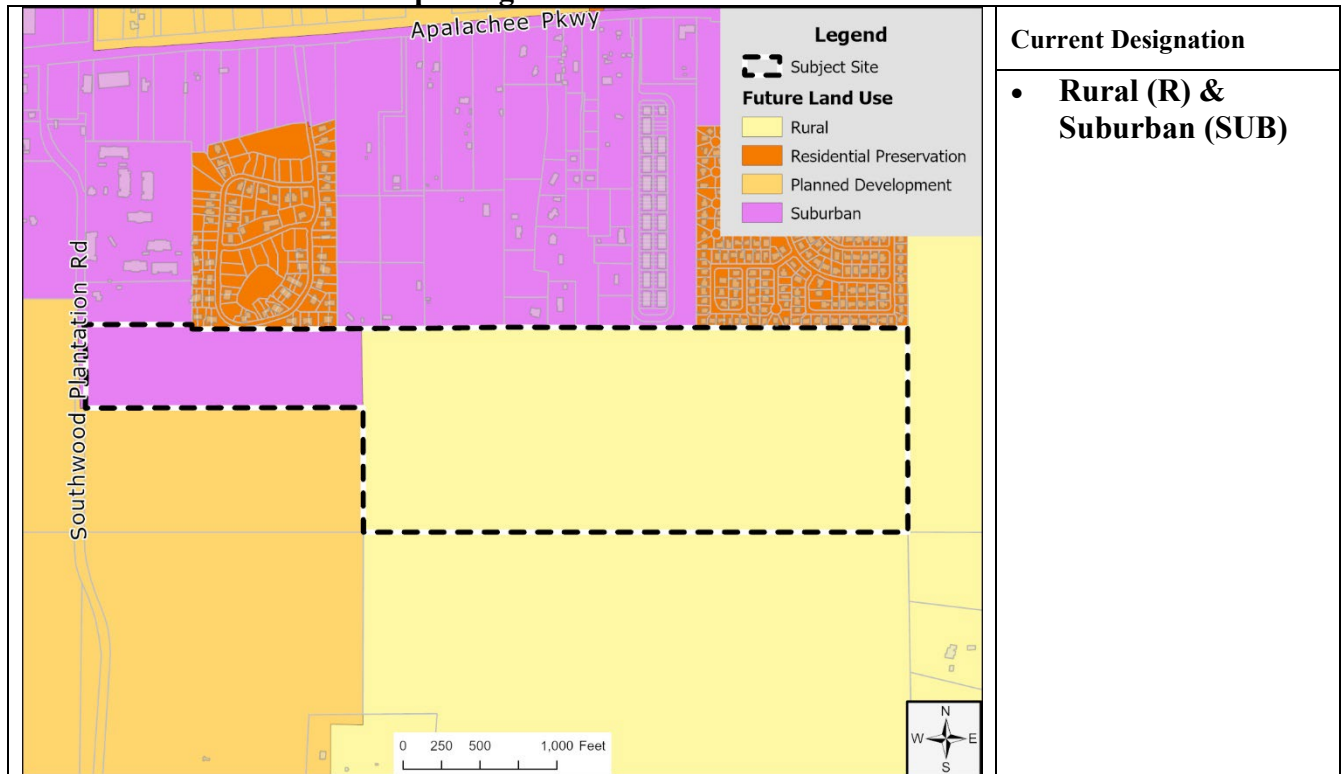
A rezoning application will be processed concurrently with this amendment. A zoning change from Rural (R) and Critical Planning Area (CPA) to Single Family Detached, Attached Two Family Residential (R-3) has been requested to implement the proposed amendment to the Future Land Use Map.

B. CURRENT AND PROPOSED FUTURE LAND USE DESIGNATION

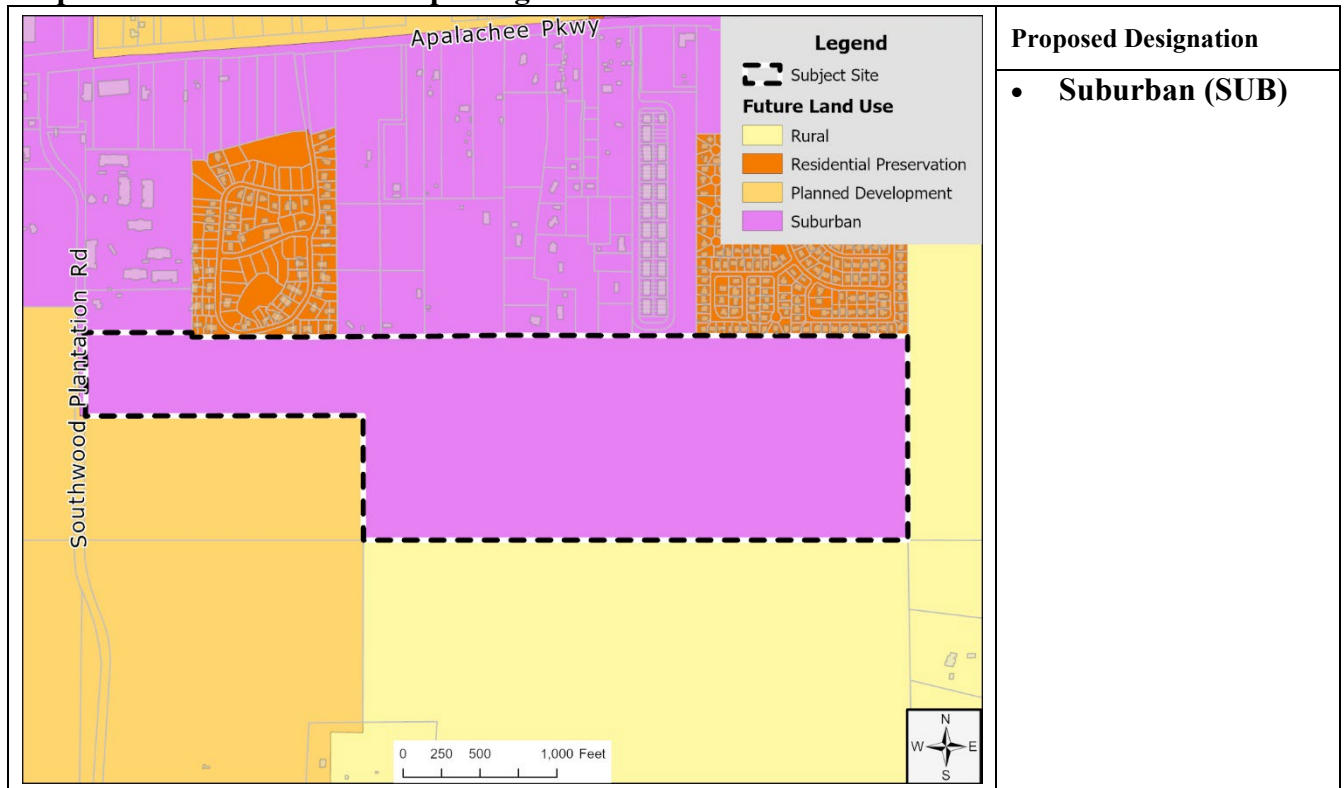
The Subject Area is currently designated **Rural** and **Suburban** on the FLUM. The proposed amendment would change the Rural FLUM designation of the area to **Suburban**.

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

Current Future Land Use Map Designation



Proposed Future Land Use Map Designation



C. STAFF RECOMMENDATION

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

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

D. LOCAL PLANNING AGENCY (LPA) RECOMMENDATION

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

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

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 sufficient access and urban services available to the subject site. 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 area adjoins the Urban Service Area or a designated Rural Community. The west portion of the subject site is currently inside the USA boundary. Therefore, this special condition is satisfied.
3. Policy 2.2.5 [L] indicates that the purpose of the Suburban Land Use Category is to create an environment for economic investment or reinvestment through the mutually advantageous placement of employment and shopping opportunities with convenient access to low to medium density residential land uses. Employment opportunities should be located near residential areas, if possible, within walking distance
4. Policy 2.2.5 [L] states that to complement the residential aspects of this development pattern, recreational opportunities, cultural activities, commercial goods and services should be located nearby.

The proposed housing units would be located near commercial services and would provide convenient access for residents of the dwelling units. The subject parcel is located south of Apalachee Parkway from parcels designated as Suburban on the FLUM.

5. Section 10-246, R-3 Single and Two-Family Residential District, specifically states that R-3 district is intended to be located in areas designated as Suburban on the Future Land Use Map of the comprehensive plan which contain or are anticipated to contain a wide use range of single-family and two-family housing types.

F. STAFF ANALYSIS

History and Background

This area between Apalachee Parkway and Old St. Augustine Road is characterized by low intensity non-residential and medium density residential development, with undeveloped space currently designated as Planned Development. While the FLUM does identify area south and east of the subject site as Rural, it should be noted that the actual surrounding uses and planned uses are more consistent with the proposed change.

The subject site is comprised of one parcel approximately 129.80 acres in size and is currently vacant. Medium density residential is located north of the site. Directly to the east of the site is the Tallahassee National Cemetery. West of the site are vacant parcels with Planned Development FLU and to the south are parcels designated Rural.

Current and Proposed Future Land Use Categories

The complete comprehensive plan policies for **Rural (2.2.1 [L])** and **Suburban (2.2.5 [L])** are included as Appendix #1.

Rural (Current)

The subject site is currently designated as Rural and Suburban 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.

Suburban (Proposed)

The proposed Suburban land use category allows a mixture of office, commercial uses and residential densities up to 20 units per acre. The intent of the suburban land use category is to create an environment for economic investment and reinvestment through the mutually advantageous placement of employment and shopping opportunities with convenient access to low to medium density residential land uses.

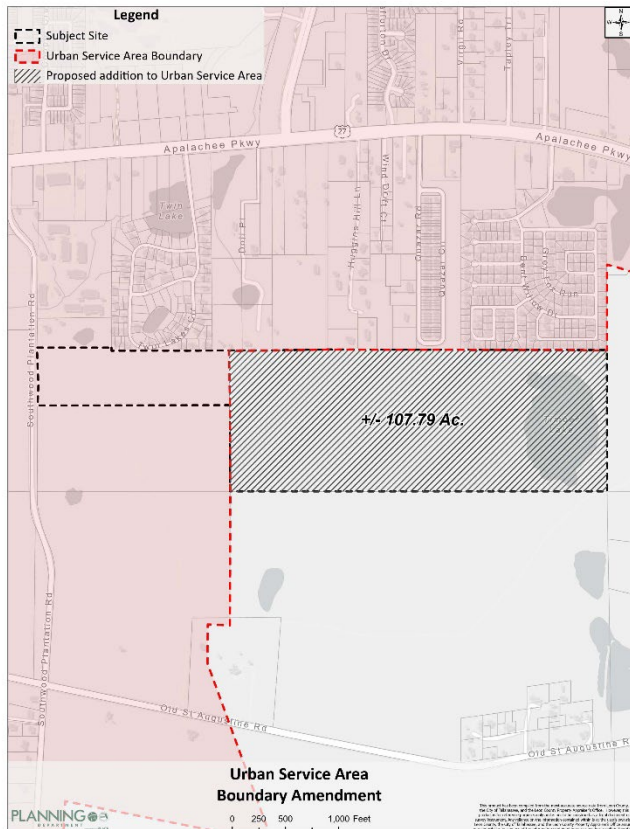
To complement the residential aspect of this developmental pattern, recreational opportunities, cultural activities, commercial goods, and services should be located nearby.

The subject site is located directly adjacent to low and medium density residential and multi-family residential, and near employment, shopping and recreational opportunities.

Consistency with Comprehensive Plan

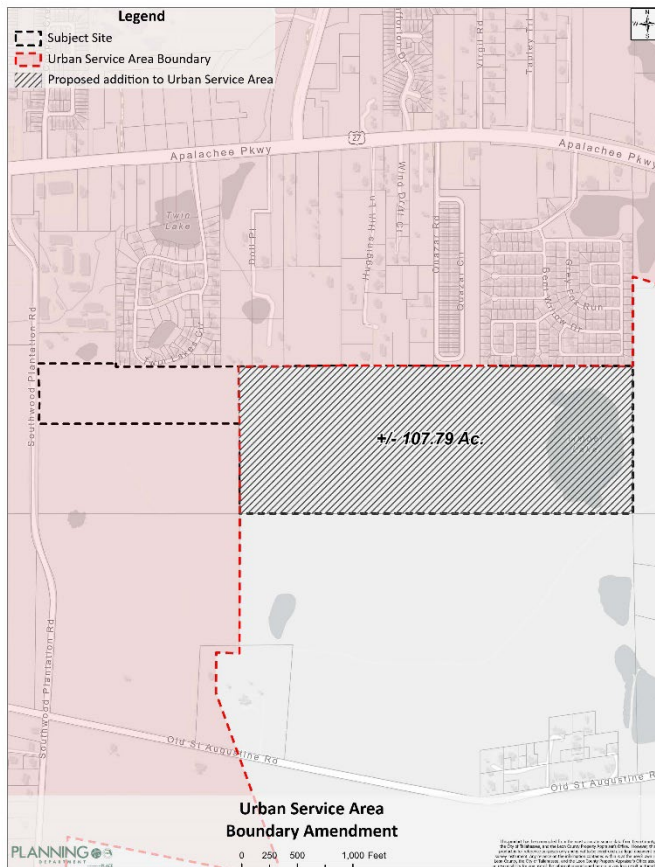
The proposed amendment is consistent with the following goals, objectives, and policies of the Tallahassee-Leon County Comprehensive Plan.

- Policy 1.1.1 requires that, in order to discourage urban sprawl, new development shall be concentrated in the urban services area (USA) as designated on the future land use map. The subject site is currently partially inside the USA boundary. A text amendment was submitted to expand the USA to encompass the parcel in its entirety. This can be seen on the map of the subject site, below:



Policy 2.1.1 [L] indicates that urban services are not planned or programmed for lands in the Rural land use category. There is currently access available for the subject site. This fact supports redesignation of the subject site, as Rural lands are not intended to have urban services.

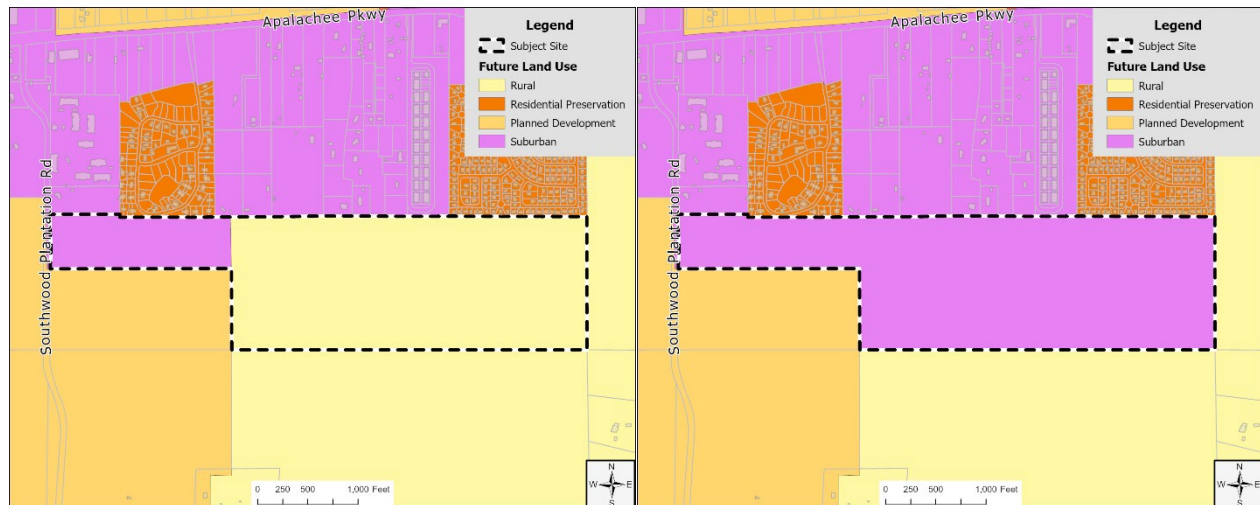
Policy 2.2.1 [L] indicates a special condition that property within the Rural category shall not be converted to a more intense land use category unless the subject site adjoins the Urban Service Area or a designated Rural community. The western portion of the subject site is currently in the Urban Service Area. Therefore, this special condition is satisfied.



Policy 2.2.5 [L] states the purpose of the Suburban land use is to create an environment for economic investment or reinvestment through the mutually advantageous placement of employment and shopping opportunities with convenient access to low to medium density residential land uses. Employment opportunities should be located near residential areas, if possible, within walking distance.

Policy 2.2.5 [L] states that to complement the residential aspects of this development pattern, recreational opportunities, cultural activities, commercial goods and services should be located nearby.

The proposed housing development would be located south of Apalachee Parkway with convenient access to employment, shopping, and recreation.



Zoning

The Land Development Code sections for **Rural (Sec. 10-6.612)**, and **PUD 38** zoning are included as Appendix #2.

Rural, Critical Planning Area, and PUD 38 (Current)

The current zoning for the east portion of the subject site, Rural, is intended to maintain and promote agriculture, silviculture, and natural resource-based activities, preserve natural systems and ecosystem functions, and protect the scenic vistas and pastoral development patterns that typify Leon County's rural areas. Allowable land uses within this district include agriculture, silviculture, ecotourism-based activities, very low density residential, and community and passive recreational facilities. Non-residential uses, with the exception of community and passive recreational facilities, that are not functionally related to and supportive of agriculture, silviculture and other natural resource-based activities shall be prohibited within the Rural zoning district. This district is not intended to accommodate commercial activities designed to service basic household needs of area residents. Rural commercial uses, as well as restricted uses, may be allowed in this district but shall be limited to the locational and design standards as noted herein. Due to the need to protect and preserve existing Rural lands from fragmentation and to promote infill and redevelopment within the Urban Services Area and Rural Communities, urban services are not planned or programmed for this area.

The purpose of Critical Planning Area designation 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 subject site contains approximately 16.4 acres that are designated CPA. The CPA zoning district precedes the PUD zoning. The CPA serves as a placeholder zoning until a PUD can be completed and adopted.

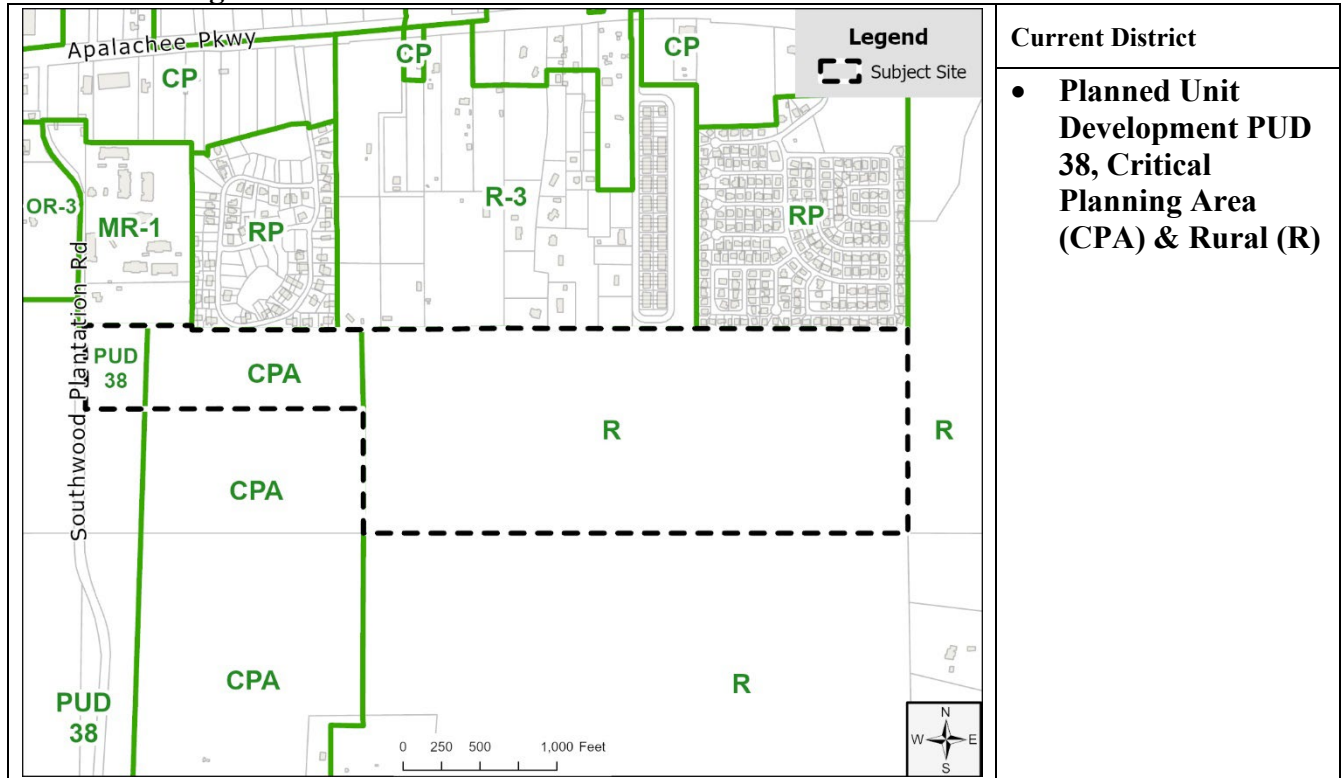
The portion of the property zoned PUD 38 is approximately 4.8 acres and will remain in this zoning designation.

Single Family Detached, Attached Two Family Residential (R-3) (Proposed)

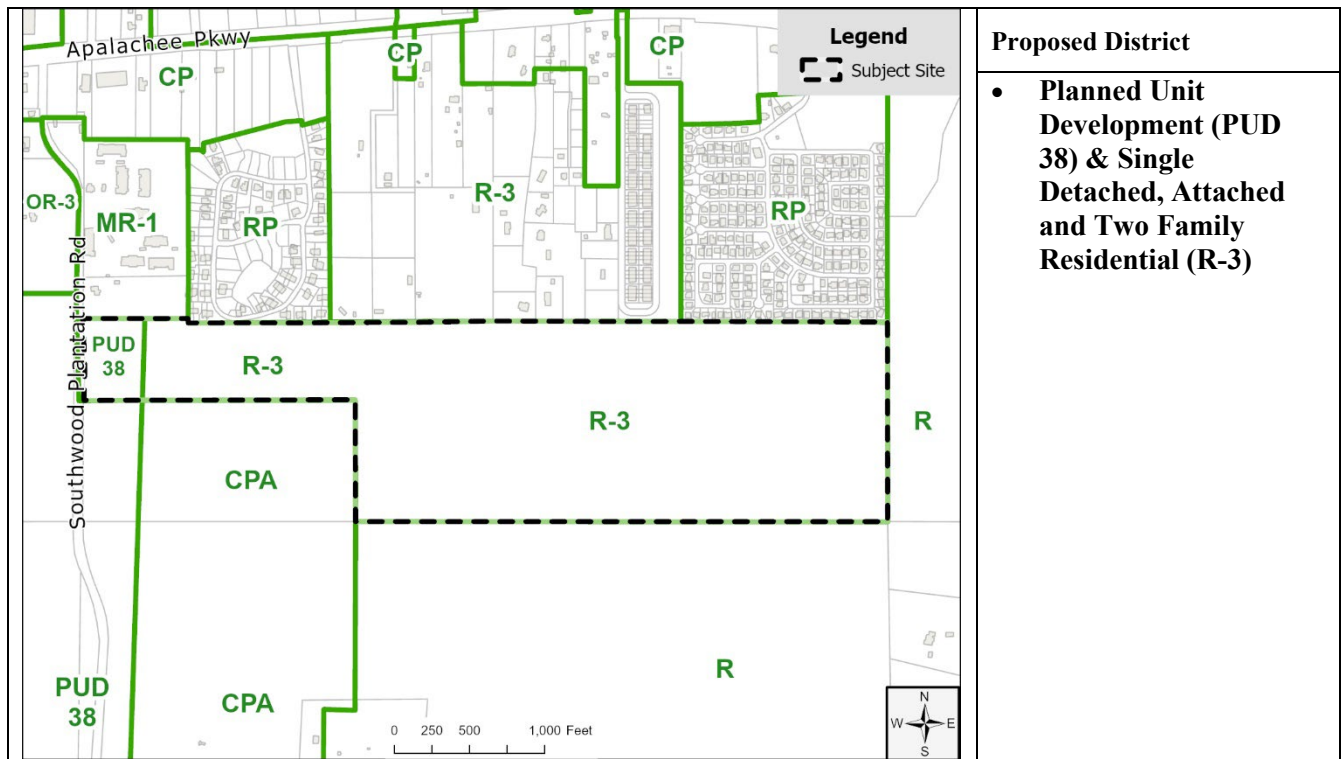
The proposed zoning for the subject parcels, Single Family Detached and Two Family Attached Residential is intended to be located in areas designated Urban Residential, Urban Residential 2 or Suburban on the Future Land Use Map of the Comprehensive Plan which contain or are anticipated to contain a wide range of single-family and two-family housing types. The maximum gross density allowed for new residential development in the R-3 district is 8 dwelling units per acre. Certain community and recreational facilities related to residential uses are also permitted. The western portion of the subject site is currently zoned PUD38 and would remain in that zoning category.

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

Current Zoning



Proposed Zoning

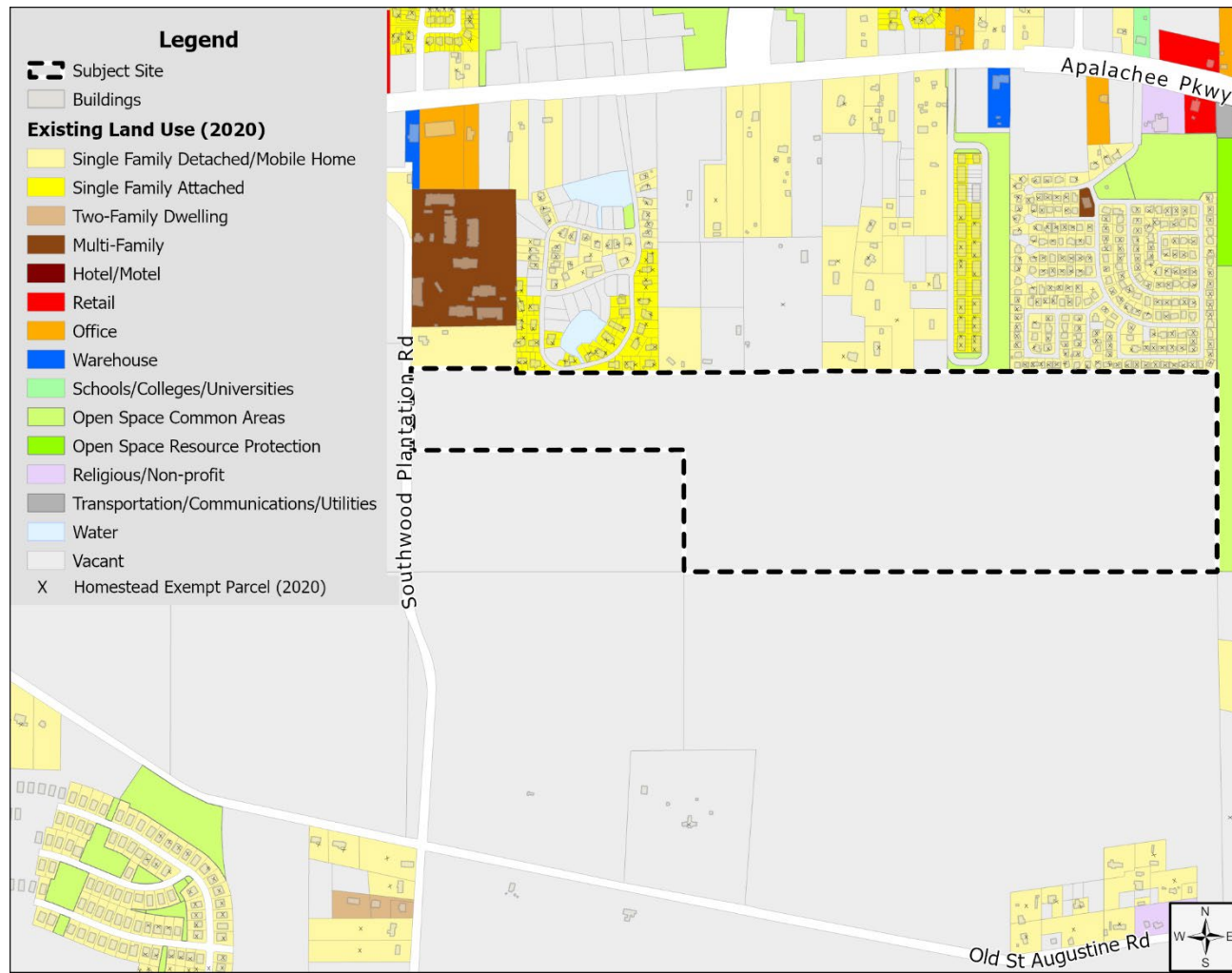


Existing Land Uses

Discussion of existing uses surrounding the subject site

The subject site is one parcel approximately 129.80 acres in size and is currently vacant. The subject site is located directly adjacent to low and medium density residential and multi-family residential to the north. Directly to the east of the site is the Tallahassee National Cemetery. To the west of the site are mostly vacant parcels with Planned Development FLU and PUD 38 zoning.

Existing Land Use Map



Infrastructure Analysis

Water/Sewer

City water, sewer, and other services are available to the site.

Schools

The Subject Area is zoned for Conley Elementary School, Fairview Middle School, and Rickards High School.

All attendance zones in which the property is located have capacity for this project. Currently, Conley Elementary has a capacity of 405, with a post development capacity of 195. Currently, Fairview Middle School has a capacity of 440, with a post development capacity of 354. Currently, Rickards High School has a capacity of 476, with a post development capacity of 383.

Roadway Network

The subject site is not within the MMTD. The subject site sits in between Apalachee Parkway (US Highway 27; State Road 20), a Principal Arterial, to the north and Old St. Augustine Road (County Road 2196), a Minor Arterial to the south. Southwood Plantation Road, a Minor Collector, runs adjacent to the west boundary of the subject site connecting Apalachee Parkway to Old St. Augustine Road. The intersection of Apalachee Parkway and Southwood Plantation Road is not signalized and requires northbound users of Southwood Plantation Rd to take a right-hand turn (eastbound). Eastbound users of Apalachee Parkway have the ability to access Southwood Plantation Rd while westbound users do not have access due to the present intersection configuration. The intersection of Old St. Augustine and Southwood Plantation Road is signalized on each approach. Old St. Augustine Road is a designated canopy road.

The potential for modifications to the transportation network such as adding turn lanes, adding signalized intersections, adding travel lanes, etc., will be determined through the site planning process. At the time of site plan, modifications to Apalachee Parkway (such as the addition of turn lanes, etc.) will be submitted to the Florida Department of Transportation for review. Leon County Engineering Services will review site plan submissions for the addition of turn lanes, travel lanes, site entrances and curb cuts, etc., based on roadway deficiencies on Old St. Augustine Rd, if applicable. The City of Tallahassee will review site plan submissions for the addition of turn lanes, travel lanes, site entrances and curb cuts, etc., based on roadway deficiencies on Southwood Plantation Rd, if applicable.

The following tables depict preliminary calculations based on the maximum residential development allowed under the requested land use category and associated rezoning. Trip generation rate and entering/exiting trip percentages are based on Single-Family Detached Residential (210) and Multifamily Housing Low-Rise (221) as determined by the Institute of Transportation Engineers' Trip Generation Manual, 10th Edition, to estimate maximum buildout possible for the subject site. Final transportation concurrency calculations will be conducted when a site plan for proposed development is submitted.

| Buildout Type | Acres | Max. Buildout Intensity | Max. Buildout* | Trip Generation Rate | % Enter* | % Exit* | Trips Enter* | Trips Exit* | Total Trips* |
|---------------------------------------|-------|-------------------------|----------------|----------------------|----------|---------|--------------|-------------|--------------|
| PUD-38 Low Density Residential | 4.8 | 3.5 DU/Acre | 16.8 DU | 0.98 | 63 | 37 | 10.4 | 6.1 | 16.5 |
| R-3 Single and Two-Family Residential | 125 | 8 DU/Acre | 1000 DU | 0.55 | 63 | 37 | 346.5 | 203.5 | 550.0 |
| | | | | | | | | Total | 566.5 |

* Calculations shown will far exceed true maximums as they do not take into consideration site constraints. At the time of site plan, true values will be calculated based on constraints such as setbacks, environmental sensitive areas, tree protection, archaeological assets, roadway network requirements, open space requirements, lot size requirements, parking requirements, access requirements, and other stipulations defined by the Comprehensive Plan and applicable Land Development Codes.

| Roadway | Segment | Capacity | Est Total Future Demand | Remaining Capacity | Volume to Capacity Ratio |
|-------------------------|---|----------|-------------------------|--------------------|--------------------------|
| Southwood Plantation Rd | Biltmore Ave to Old St Augustine Rd | 343 | 271 | 72 | 79.1% |
| Southwood Plantation Rd | Old St Augustine Rd to Biltmore Ave | 343 | 122 | 221 | 35.5% |
| Southwood Plantation Rd | Old St Augustine Rd to Apalachee Pkwy | 351 | 304 | 47 | 86.7% |
| Southwood Plantation Rd | Apalachee Pkwy to Old St Augustine Rd | 343 | 121 | 222 | 35.2% |
| Old St Augustine Rd | Capital Circle to Southwood Plantation Rd | 667 | 483 | 184 | 72.4% |
| Old St Augustine Rd | Southwood Plantation Rd to Capital Circle | 499 | 171 | 328 | 34.2% |
| Old St Augustine Rd | Southwood Plantation Rd to Williams Rd | 341 | 385 | -44 | 112.9% |
| Old St Augustine Rd | Williams Rd to Southwood Plantation Rd | 220 | 50 | 170 | 22.9% |
| Apalachee Pkwy | Sutor/Walmart to Southwood Plantation Rd | 2294 | 1600 | 694 | 69.8% |
| Apalachee Pkwy | Southwood Plantation to Sutor/Walmart | 2257 | 1060 | 1197 | 47.0% |
| Apalachee Pkwy | Southwood Plantation to Conner Blvd | 2218 | 1695 | 523 | 76.4% |
| Apalachee Pkwy | Conner Blvd to Southwood Plantation Rd | 2385 | 933 | 1452 | 39.1% |

At the time of site plan, true concurrency values will be calculated based on constraints that include, but are not limited to, setbacks, environmentally sensitive areas, tree protection, archaeological assets, roadway network requirements, open space requirements, lot size requirements, parking requirements, access requirements, and other stipulations defined by the Comprehensive Plan and applicable Land Development Code(s). The potential for modifications to the transportation network such as adding turn lanes, adding signalized intersections, adding travel lanes, improving Southwood Plantation Rd. or directing traffic off Southwood Plantation Rd. will be determined through the site planning process. Additional information on consideration to the roadway network is provided below, in the Southwood DRI section.

Old. St. Augustine is a designated canopy road and as such, Leon County Land Development Code (LDC) provisions state that if a site is accessible by roads other than the canopy road, it shall not have direct vehicular access to the canopy road. Improvements to the surrounding transportation network including signalized intersections may be required for development of the site depending on site design, density, and traffic analysis required at time of site plan and permitting.

Southwood DRI

A number of variables may influence the roadway network requirements that are considered when the applicant moves forward with site planning. A portion of the Southwood Plantation Road property is within the Southwood DRI, currently zoned PUD38 and will remain in this zoning category. The Southwood DRI requires that Biltmore Avenue be extended north of Old St. Augustine to connect with Apalachee Pkwy by the developer of the property that is adjacent to this future road connection. This connection is required under the Southwood DRI to be built by the developer as adjacent development pods are built, or by December 31, 2025, whichever occurs first. If the road is not built by the December 2025 deadline, all development in the DRI may have to cease. However, this requirement may not apply to the subject property, as the property accesses to Southwood Plantation Rd. to the east and would not be adjacent to the proposed Biltmore Ave. extension. Depending on when the applicant determines to move forward with site planning, they may be required to connect to the proposed Biltmore Ave. extension to direct traffic off Southwood Plantation Rd., or development may not be possible until this roadway is in place.

Pedestrian and Bicycle Network

The site is not accessible via sidewalks, trails, or bike lanes. Southwood Plantation Road is designated as East Town Bike Tallahassee Route which connects the Woodville community to northeast Tallahassee.

Transit Network

The site is not serviced by transit

Environmental Analysis

The subject site is somewhat constrained by environmental features. A portion of the subject site is within the Urban Services Area. The parcel constrained by a water body and wetland on the eastern side, and is in FEMA Flood Zone A. There are potential karst features associated with the eastern water body and wetland, as well as smaller potential features on the western side of the property. The subject site has approximately 22.8 acres constrained by environmental features and this is about 17.5% of the subject site.

Site Planning Requirements: Prior to site plan submittal, the applicant is required to submit a Natural Features Inventory (NFI) application. It is via this NFI that sensitive features present on-site (such as wetlands, floodplains) are identified and delineated. Thereafter, the Site plan submittal is required to be accompanied by an Environmental Management Permit (EMP). At this stage, the applicant overlays the proposed development. Staff ensures that preservation/conservation features (determined during NFI) are appropriately protected (Conservation Easement) and the Stormwater Management Facility(ies) to provide for the required/applicable mitigation standards (Volume Control for Closed Basins, Water Quality treatment, and rate attenuations) are adequate and meet code and standard engineering practices.

Details Influencing Stormwater Design: The terrain characteristics, soil types, type of drainage basin, presence of a conveyance system, and presence of floodplain are the main items that influence stormwater design. Other variables, analyzed by the Professional Engineer (standard engineering practice) are also considered.

Required Space for Stormwater Management: This is evaluated by the designing engineer and is controlled by factors described above. (There is not one answer that fits all).

Detail of Interest: The preliminary review of site data (all parcels), indicates the presences of wetlands/floodplain. The parcel is in a closed basin.

It shall be noted that stormwater regulations to ensure the protection of off-site properties from flooding, along with the water quality is consistent regardless of the land use. In addition, densities and intensities as defined/allowed in a zoning take subsequent consideration to the necessary stormwater mitigation requirements. This implies that, site may be allowed a higher density, only to find that tangibly only a fraction of the density may be able to be placed on-site (due to the components addressing stormwater “flooding, treatment”).

Environmental Concerns

After adoption of the proposed FLUM changes and rezoning, the applicant may move forward with the site plan and permitting process with Leon County Development Support and Environmental Management (DSEM). Prior to site plan submittal, the applicant is required to

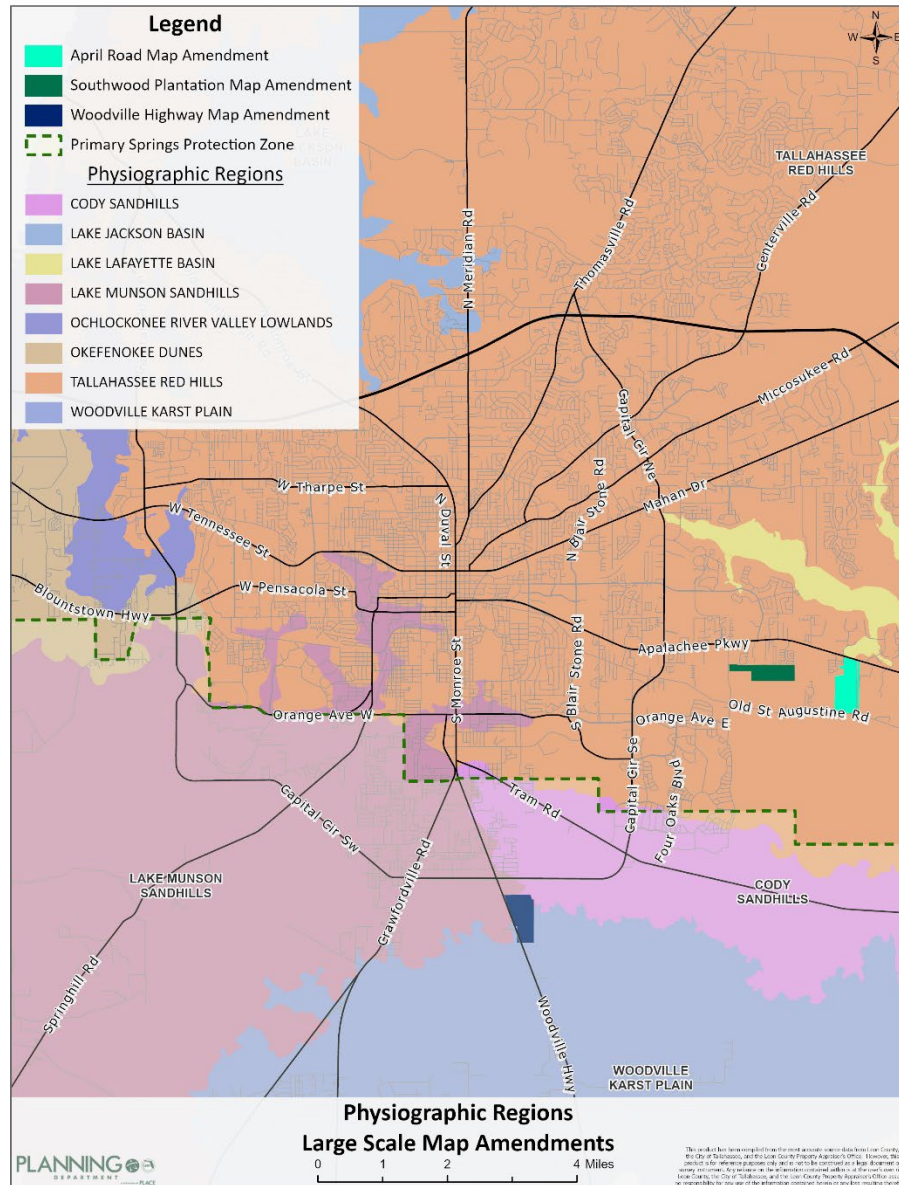
submit a Natural Features Inventory (NFI) application. It is via this NFI that sensitive features that are present on-site, such as wetlands, floodplains, cemeteries, etc. are identified and delineated. Thereafter, the site plan submittal is required to be accompanied by an Environmental Management Permit (EMP). At this stage, the applicant overlays the proposed development and staff ensures that preservation/conservation features (determined during the NFI) are appropriately protected to provide for the required/applicable mitigation standards as defined in the Land Development Code (LDC).

The EMP also regulates stormwater management, which has been a topic of concern for property owners near the proposed April Road and Southwood Plantation Road amendments. The details that influence stormwater design include terrain characteristics, soil types, type of drainage basin, presence of a conveyance system, and presence of floodplain. The required design, location, and size of the stormwater facility is based on these details and is evaluated and reviewed for compliance with the LDC by professional engineers in DSEM. It should be noted that stormwater regulations to ensure the protection of off-site properties from flooding, along with water quality, is consistent regardless of the type of land use (residential or non-residential). Densities and intensities allowed by the zoning category are influenced by the necessary stormwater mitigation requirements. Stormwater management, along with requirements for preservation or mitigation of other environmental features, will affect the final number of dwelling units on site.

Conservation and Preservation features such as wetlands, waterbodies, karst features, or cultural features such as cemeteries or archeological sites will be subject to additional analysis during site plan review and protection as a Conservation Easement or other appropriate designation as required by Code, if confirmed.

Cody Escarpment (Scarp)

The Cody Scarp roughly approximates an ancient shoreline of Florida when sea levels were much higher, and is characterized by large sinkholes, sinking streams, springs, and other karst features. The Primary Springs Protection Zone was established to incorporate the Cody Scarp area. The area is represented by various physiographic regions, rather than a distinct line, as shown on the following map. The proposed Woodville Highway amendment appears to be in the transitional area, and the proposed April Road and Southwood Plantation Road amendments appear to be north of this transitional area. However, whether or not a specific area falls within the scarp is determined by on-site review during the EMP process. The proposed expansion of the Urban Services Area and amendments to the Future Land Use Map would facilitate the provision of central sewer to the subject sites. Having new development connect to central sewer, limiting additional development on septic, and increasing the potential for existing development on septic to connect to central sewer furthers the goals of protecting Wakulla Springs.



F. PUBLIC OUTREACH AND NOTIFICATION

An initial mailing was sent to **369** property owners within 1,000 feet of Subject Site.

| Public Outreach | | Date Completed |
|------------------------|---|-----------------------|
| X | Notices Mailed to Property Owners within 1000 feet | 12/29/2021 |
| X | Signs providing details of proposed land use posted on subject site | 12/20/2021 |
| X | Public Open House | 01/11/2022 |
| X | Staff Reports Available Online | 01/17/2022 |
| | Email Subscription Notice sent to all users of service | |

Public Open House – The Public Open House was held on January 11, 2022 at the Renaissance Building. There were 2 people in attendance. Staff provided overview of the application received and the amendment (and concurrent rezoning) being requested. Citizens commented about the water body on the subject site and asked questions about the impacts of the amendment on the community. Staff explained that the applicant would be required to go through the site plan process through the Development Support and Environmental Management if the amendment is approved. Staff further explained that the site plan process will involve transportation analysis, Natural Features Inventory process and Environmental Management Permit process.

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 Meetings | | Date Completed |
|----------------|--|----------------|
| X | Local Planning Agency Workshop | 01/04/2022 |
| X | Local Planning Agency Public Hearing | 03/02/2022 |
| X | Joint City-County Commission Workshop | 03/22/2022 |
| X | Transmittal Public Hearing [If Applicable] | 04/12/2022 |
| | Adoption Public Hearing | |

Local Planning Agency Workshop: A workshop was held on January 4, 2022 where staff provided an overview of the 2022 Cycle Amendments. There were no questions from the LPA that resulted in updates to this staff report.

Local Planning Agency Public Hearing – The public hearing was held on March 1, 2022 to vote on the proposed 2022 Cycle Amendments. The LPA found the proposed future land use map amendment is consistent with the Tallahassee-Leon County Comprehensive Plan, based on the findings and other information contained in this staff report, and recommended **ADOPTION** of the proposed amendment. They also found that the proposed rezoning is consistent with the Tallahassee-Leon County Comprehensive Plan, based on the findings and other information contained in this staff report, and recommended **APPROVAL** of the proposed rezoning. There were six public speakers on this item, five were opposed and a representative of the applicant, attended to answer questions and speak in favor.

Joint City-County Commission Workshop: The joint City-County Commission Workshop was held on March 23, 2022. The 2022 Cycle Amendments were introduced to both City and County Commissioners at this time. Being a workshop to introduce and discuss the amendments, no public comment and no votes by either commission were taken at this time. Commissioners asked for additional information to be provided at the upcoming Transmittal Hearing on April 12, 2022.

Transmittal Public Hearing: A transmittal public hearing was held on April 12, 2022 in regards to the proposed 2022 Cycle amendments. Additional information was provided including traffic analysis, and explanation of site plan review and permitting processes. This information has been included in the Staff Report. Both the City Commission and the Leon County Board of County Commissioners voted to transmit the proposed amendment to the State Land Planning Agency and review agencies.

H. APPENDICES

- Appendix #1: Comprehensive Plan Policies for Rural (2.2.1 [L]) and Suburban (2.2.5 [L]) Land Use Categories
- Appendix #2: Rural (Sec. 10-6.612), PUD 38 (Sec. 10-6.696) and Single and Two Family Residential (Sec 10-6.637) Zoning Codes
- Appendix #3: Photo of signs providing details of proposed land use and zoning changes posted on subject site

APPENDIX 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; REV. EFF. 1/19/20)
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 non-residential 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 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 and light infrastructure 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 2.2.24: [L] URBAN RESIDENTIAL 2

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

The primary intent of the Urban Residential 2 land use category, which is to be applied only within the Urban Services Area, is to encourage a range of density (20 dwelling units per acre) housing, implementing zoning district(s) shall contain design standards as well as locational criteria in order to accomplish these goals. The Urban Residential 2 category allows townhouses, single-family detached, two-family, and multiple-family dwelling units as well as open space/recreation and community facilities related to residential uses. The implementing zoning district(s) within the land development regulations shall further specify the allowable uses. Urban Residential 2 may serve as a transition category between lower density residential categories and more intensive development such as higher density residential and/or **Policy 2.2.5: [L] SUBURBAN**

(EFF. 3/14/07)

To create an environment for economic investment or reinvestment through the mutually advantageous placement of employment and shopping opportunities with convenient access to low to medium density residential land uses. Employment opportunities should be located near residential areas, if possible within walking distance. This category recognizes the manner in which much of Tallahassee-Leon County has developed since the 1940s. The category predominantly consists of single-use projects that are interconnected whenever feasible. Mixed-use projects and the principles of traditional neighborhood developments are encouraged, though not required. The Suburban category is most suitable for those areas outside of the Central Core. However, additional areas inside the Central Core may be designated as appropriate based on existing land use pattern. To complement the residential aspects of this development pattern, recreational opportunities, cultural activities, commercial goods and services should be located nearby. To reduce automobile dependency of residents and employers alike, mass transit stops should be located at large commercial centers and appropriate street and pedestrian connections established between commercial and residential areas. Except within mixed use centers,

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

Suburban Intensity Guidelines

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

Table 4: Suburban Intensity Guidelines

| Development Patterns | Allowed Land Uses | Gross Residential Density | Non-Res Intensity | Percentage Mix of Uses |
|-----------------------------------|--|--|--|------------------------|
| Low Density Residential | Residential, Recreation, Light Infrastructure & Community Service | 0 to 8 UNITS/ ACRE ⁽⁴⁾ | 10,000 SQ FT/ACRE | 65-80% |
| Low Density Residential Office | Residential, Office, Recreation, Light Infrastructure & Community Service | 0 to 8 UNITS/ ACRE ⁽⁴⁾ | 10,000 SQ FT/ACRE ⁽⁵⁾ | |
| Medium Density Residential | Residential, Recreation, Light Infrastructure & Community Service | 8 to 16 UNITS/ ACRE | 20,000 SQ FT/ACRE | |
| Medium Density Residential Office | Residential, Office, Ancillary 1 st Floor Commercial, Recreation, Light Infrastructure, Community Service & Post-Secondary Schools | 8 to 20 UNITS/ ACRE | 20,000 SQ FT/ACRE ⁽⁶⁾ | |
| Village Center | Residential, Office, Commercial up to 50,000 SQ FT, maximum business size. Centers shall not be located closer than ¼ mile to another village center or commercial development including more than 20,000 SQ FT of floor area. | 8 to 16 UNITS/ ACRE | 12,500 SQ FT/ACRE per parcel for center 20 acres or less ⁽⁷⁾ | |
| Urban Pedestrian Center | Residential, Office, Commercial, Recreation, Light Infrastructure & Community Service | 6 to 16 UNITS/ ACRE ⁽³⁾ | Up to 20,000 SQ FT/ACRE ⁽³⁾ | 35-50% |
| Suburban Corridor | Residential, Office, Commercial, Recreation, Light & Heavy Infrastructure & Community Service | Up to 16 UNITS/ ACRE | Up to 25,000 SQ FT/ACRE ⁽⁸⁾ | |

| Development Patterns | Allowed Land Uses | Gross Residential Density | Non-Res Intensity | Percentage Mix of Uses |
|----------------------|-------------------|---------------------------|-------------------|------------------------|
|----------------------|-------------------|---------------------------|-------------------|------------------------|

| | | | | |
|----------------|---|--|-------------------------------------|-------|
| Medical Center | Residential, Office, Commercial, Recreation, Light Infrastructure & Community Service | 6 to 20 UNITS/ ACRE ⁽¹⁾ | 80,000 sq FT/ACRE ⁽²⁾ | |
| Business Park | Office, Residential and Commercial | Up to 16 UNITS/ ACRE | 20,000 sq FT/ ACRE | 5-10% |

Notes:

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

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

office land uses or major roadways where alternative modes of transportation are available to support the increased residential densities. The category is not intended to be applied within the interior of an existing designated residential preservation area, unless to correct, legal non-conforming uses and/or densities. The maximum residential density within the Urban Residential 2 category is 20 units per acre.

APPENDIX 2

Land Development Code sections

Sec. 10-6.612 Rural Zoning District

| 1. District Intent | 2. Allowable District Location |
|---|---|
| <p>The intent of the rural zoning district is to maintain and promote agriculture, silviculture and natural resource-based activities, preserve natural systems and ecosystem functions, and protect the scenic vistas and pastoral development patterns that typify the county's rural areas.</p> <p>Allowable land uses within this district include agriculture, silviculture, ecotourism-based activities, very low density residential, and community and passive recreational facilities, and some forms of active recreation as a restricted use.</p> <p>Non-residential uses, with the exception of community and passive recreational facilities that are not functionally related to and supportive of agriculture, silviculture and other natural resource-based activities shall be prohibited within the rural zoning district. This district is not intended to accommodate commercial activities designed to service basic household needs of area residents.</p> <p>Rural commercial uses, as well as restricted uses, may be allowed in this district but shall be limited to the locational and design standards as noted herein. Due to the need to protect and preserve existing rural lands from fragmentation and to promote infill and redevelopment within the urban services area and rural communities, urban services are not planned or programmed for this area.</p> <p>Design standards and development standards for non-residential development and restricted uses, as noted herein, shall be required to prevent encroachment and fragmentation of agricultural uses as well as to ensure compatibility with adjacent uses.</p> | <p>The district may only be located within areas designated rural on the future land use map.</p> |

| Permitted, Prohibited, and Restricted Uses | | | |
|---|---|---|---|
| 3. Principal Uses | 4. Prohibited Uses | 5. Restricted Uses | 6. Rural Accessory Uses Functionally Related to Bona Fide Agriculture, Silviculture or Natural Resource-Based Activities |
| (1) Agricultural. (2) Silviculture. (3) Wholesale trade: Farm-product raw materials. (4) Wholesale nursery products. (5) Rural commercial. (6) Community services. (7) Low-density residential (single-, two-family, or manufactured home). (8) Passive recreation. (9) Light infrastructure. (10) Cemeteries. | (1) Manufacturing. (2) Extraction and bottling of mineral or springwater—wholesale. (3) High pressure well stimulation/acid fracturing and/or hydraulic fracturing. (4) Gas stations, fuel oil and liquefied petroleum products. (5) Convenience stores. (6) Grocery stores. (7) General merchandise sales. (8) Drug stores. (9) Automotive repair. (10) Motor vehicle racing tracks/amusement. (11) Heavy infrastructure (with the exception of those listed under restricted uses). (12) Active recreation (with the exception of those listed under restricted uses). (13) Other uses which are not functionally supportive of and accessory to established agricultural, silvicultural or natural resource-based activities within the rural zoning district. | (1) Mining. (2) Landscape counseling and planning. (3) Airports, flying fields and services. (4) Camps and recreational vehicle parks. (5) Botanical and zoological gardens. (6) Archaeological historical sites. (7) Commercial kennels. (8) Veterinary clinics. (9) Riding academies/livery or boarding stables. (10) Outdoor sport shooting ranges. | <p>Pursuant to F.S. § 823.14, a bona fide farm operation shall be exempt from local regulation, ordinance, rule or policy that prohibits, restricts, regulates or otherwise limits activities of a bona fide farm operation on land classified as agricultural land pursuant to F.S. § 193.461.</p> <p>Pursuant to F.S. § 823.14(3)(b), the term "farm operation" means all conditions or activities which occur on a farm in connection with that farm's products.</p> |

| 7. Development Standards | | | | | | | | | |
|--|---|--------------------------------|--|--|--|--|---|---|--------------------------------|
| Use Category | a. Lot area (acres) | b. Minimum lot frontage | c. Front yard setback | d. Corner yard setback | e. Side yard setback | f. Rear Yard setback | g. Maximum height at building envelope perimeter | h. Maximum height per additional setback | i. Total maximum height |
| Low density residential | 10 acres minimum | 15 feet | 30 feet | 30 feet | 20 feet | 50 feet | 35 feet | 1'1' | Not applicable |
| Rural commercial | 3.0 acres minimum, 5.0 acres maximum * | 40 feet | 50 feet building, 50 feet parking | 50 feet building, 50 feet parking | 50 feet building, 50 feet parking | 50 feet building, 50 feet parking | 35 feet | 1'1' | 45 feet |
| Community services | See Development Standards for Community Services in Section 8 | 40 feet | 50 feet building, 50 feet parking 100 feet building, 100 feet parking (For structures greater than 5,000 square feet) | 50 feet building, 50 feet parking 100 feet building, 100 feet parking (For structures greater than 5,000 square feet) | 50 feet building, 50 feet parking 100 feet building, 100 feet parking (For structures greater than 5,000 square feet) | 50 feet building, 50 feet parking 100 feet building, 100 feet parking (For structures greater than 5,000 square feet) | 35 feet | 1'1' | 45 feet |
| Restricted uses; passive recreation facilities | 3.0 acres minimum | Not applicable | 50 feet building, 50 feet parking; unless otherwise specified in subsection 10 of this section | 50 feet building, 50 feet parking; unless otherwise specified in subsection 10 of this section | 50 feet building, 50 feet parking; unless otherwise specified in subsection 10 of this section | 50 feet building, 50 feet parking; unless otherwise specified in subsection 10 of this section | 35 feet | 1'1' | 45 feet |

| | | | | | | | | | |
|---|----------------------|---------|---------|---------|---------|---------|---------|------|-------------------|
| Comp. Plan Policy 2.1.9 subdivision | 0.5 acres minimum | 15 feet | 25 feet | 25 feet | 15 feet | 50 feet | 35 feet | 1'1' | Not applicable |
|---|----------------------|---------|---------|---------|---------|---------|---------|------|-------------------|

8. Development Standards for Community Service Uses:

(1) The maximum single structure size and site area shall be limited by the overall acreage of the parcel to preserve the rural character through proper scale and massing. Community service uses shall also be subject to the site design criteria of subsection 11 of this section.

| Parcel size | Less than or equal to 10 acres | >10 to 49 acres | 50 acres + |
|---|-----------------------------------|-----------------------------|-----------------------------|
| Maximum single structure size (gross building floor area) | 5,000 square feet | 10,000 square feet | 15,000 square feet |
| Site area | Min: 3 ac Max: 5 ac | Min: 3 ac Max: 10 ac | Min: 3 ac Max: 15 ac |

Existing, lawfully established non-conforming community services uses will be afforded flexibility with the required development standards, to the extent practical, when improvements are necessary to meet minimum health and safety standards according to the Florida Building Code (FBC), including, but not limited to ADA accessibility requirements.

9. Rural Commercial Intersection Location Standards: The intersection location standard is intended to group rural commercial activities toward intersections to provide access and to prevent fragmentation of agricultural uses.

(1) Major function: Provide sales and services functionally related to and supportive of agriculture, silviculture and natural resource-based activities.

(2) Location: On or near the intersection (access within 330 feet of the centerline of the intersection) of an arterial/arterial or arterial/major collector roadway.

(3) Site area: 3.0 acres minimum with a maximum of 5.0 acres per quadrant.

(4) Allowable building square footage: Maximum of 10,000 gross square feet per intersection (only 2 quadrants per intersection may be developed for rural commercial). Single structure limited to a maximum of 5,000 gross square feet.

10. Development Standards for Restricted Uses: All proposed restricted uses shall meet the applicable provisions of section 10-6.611; the applicable design standards noted in subsection 11 of this section; the buffer zone standards (section 10-7.522); and the parking and loading requirements (subdivision 3, division 5, article VII of this chapter). All restricted uses shall be limited to a maximum building area of 2,000 gross square feet per acre with no more than 5,000 gross square feet of retail commercial or office space. The following restricted uses require satisfaction of additional criteria:

(1) Mining activities.

a. All mining activities as defined on the schedule of permitted uses must meet the specific development standards, as follows upon review and approval by the Board of County Commissioners following a duly noticed public hearing. This includes NAICS items 212321 and 212324.

b. A plan must be submitted demonstrating protection of adjacent properties and public interest which shall include, but not be limited to the following:

1. The mining activity, all accessory uses and structures, internal roadways, and driveways onto the adjacent streets shall be set back a minimum of 100 feet from the perimeter property boundaries or 200 feet from the nearest off-site residence, residential zoning district, or subdivision intended primarily for residential land use, whichever distance is greater. This setback standard may be reduced if less of a setback is approved in writing by the adjacent property owner prior to site plan approval or if the adjacent property is also used as a mining activity.

2. A plan of vehicular access to and from the site demonstrating that heavy trucks and equipment will not travel on that portion of a local or minor collector street with frontage containing residential land use, zoned for residential land use, or containing subdivision lots intended primarily for residential land use. For purposes of this requirement, local and minor collector streets shall be those identified in the local government Comprehensive Plan and the Tallahassee-Leon County Long Range Transportation Plan.

3. A land reclamation plan shall be submitted demonstrating that upon termination of the activity the land shall be returned to a condition that will allow an effective reuse comparable to surrounding properties.

4. Fencing requirement: All areas proposed for use in open-pit mining operations and/or construction and demolition debris disposal must be secured by a fence, unless the area is determined by the County Administrator or designee to be a reclaimed open-pit mine. The fence must be at least four feet in height with openings that will reject the passage of a seven-inch diameter sphere. The fence must be equipped with a gate which shall remain locked when workers or employees of the land owner or mining company are not present at the site. At every gate or access point, at least one sign must be posted which states, in at least four-inch tall letters, "Danger," "Keep Out," "No Trespassing," or similar language indicate that there may be hazardous conditions on the premises.

(2) Camps and recreational vehicle parks (NAICS 721211 and 721214).

a. All camps and recreational vehicle parks must meet the specific development standards, as follows upon review and approval by the

Board of County Commissioners following a duly noticed public hearing. A plan must be submitted demonstrating protection of adjacent properties and public interest which shall include, but not be limited to the following:

1. Sanitary facilities shall be provided.
2. Not more than 5 campsites per gross acre shall be provided.
3. Individual campsites, roadways, and accessory structures shall be located to meet the minimum building setback standards from the exterior property lines of the campground.

(3) Airports, flying fields and services.

a. All airports, flying fields and services must meet the specific development standards as noted in this section and as required by state or federal law, and shall require review and approval by the Board of County Commissioners following a duly noticed public hearing.

(4) Outdoor sport shooting ranges.

a. This subsection shall not apply to personal firearm use on private property or to businesses that operate an outdoor sport shooting range as an ancillary use to a legal, principal use, such as, but not limited to, a hunting plantation, timber plantation, or special event venue.

b. All outdoor sport shooting ranges must meet the specific development standards as noted in this section, and shall require a Type C review and approval by the Board of County Commissioners following a duly noticed public hearing.

c. All outdoor sport shooting ranges must demonstrate protection of adjacent properties and the public interest which shall include, but not limited to the following:

1. An outdoor sport shooting range shall not be located within an unrecorded or recorded subdivision or in the residential preservation overlay district.
2. No outdoor sport shooting range shall be permitted within 500 feet of the property line.
3. The firing lines shall be oriented to minimize off-site impacts, including, but not limited to, noise and safety of existing structures and roadways.
4. Access to Canopy Road shall be subject to division 7, article VI of this chapter.
5. A minimum of a Type D buffer and a 15-foot high berm behind the line of fire/targets shall be constructed.
6. The county encourages the use of the National Rifle Association's Range Source Book for best practices.
7. The county encourages compliance with the state department of environmental protection's best management practices for environmental stewardship of state shooting ranges.
8. The county encourages outdoor sport shooting ranges to have range safety officers on the premises during the hours of operation.

9. To ensure compatibility with the surrounding area, additional site specific conditions may be imposed, such as, but not limited to, conditions related to noise reduction and safety.

11. Site Design Criteria: Rural commercial uses, community service uses and restricted uses shall be subject to the locational and design standards as noted herein. A plan and supporting narrative must be submitted pursuant to the applicable site and development plan process outlined in article VII of this chapter that demonstrates compliance, as applicable, with the following:

(1.) Signs: Freestanding on-site signs shall be limited to monument-style signs and the sign base shall be consistent with the materials and design context of the primary on-site building. Signs shall be illuminated with externally mounted lighting focused on the sign in a manner that limits off-site illumination. Internally illuminated signs and pole signs are prohibited. For sites not located at intersections, on-site ground signs shall be limited to no more than 32 square feet in area and limited to no more than 10 feet in height.

(2.) Building and Site Design Standards: All primary buildings and accessory structures shall reflect or compliment the local vernacular architectural style. Building facade treatments and materials shall provide architectural interest through, but not limited to: the utilization of fenestration that allows for natural surveillance and gabled or parapet roof treatments.

(3.) Lighting: On-site lighting including 24-hour security lighting shall be wall mounted with illumination focused on the building in a manner that limits off-site illumination, consistent with the "Dark Sky Friendly" guidelines. All exterior lighting shall have recessed bulbs and filters which conceal the source of illumination. Security lighting is permitted; however, wall or roof mounted flood or spot lights used as general grounds lighting are prohibited. Lighting at the property line (six feet above ground) adjacent to residential uses shall not exceed 0.1 footcandles. Lighting for parking areas shall not exceed 15 feet in height as measured from average grade to the light fixture.

(4.) Perimeter Buffering and Fencing: If the adjacent residential density is 0.5 dwelling units per acre or greater, a Type C buffer shall be required. A wooden buffer fence may be utilized on sites where the required vegetative buffer cannot be established based on-site limitations or constraints.

(5.) Fencing and Screening of Outdoor Service Areas and Equipment:

a. Refuse collection areas shall be located in the side or rear yard and shall be fenced with a material and design treatment consistent with the building facade of the principal building and screened with vegetation.

b. All appurtenant mechanical and electrical equipment, outside collection/drop-off/storage areas, and other accessory or ancillary structures shall be screened from public view. The screening material shall be consistent with the materials and design context of the primary on-site building.

(6.) Hours of Operation: The hours of operation shall be limited to 6:00 a.m. to 8:00 p.m. Community service uses shall not be limited in hours of operation; however, typical hours of operation for the facility shall be identified on final development plans.

*If subdivision is proposed to create the rural commercial parcel, then the remaining portion of the property shall meet the minimum lot size standards noted herein.

General notes:

- (1) If central sanitary sewer is not available, residential development shall provide no less than 0.50 acre of buildable area. Non-residential development and community service facilities located within the USA are limited to a maximum of 900 gallons of wastewater flow per day. Refer to Sanitary Sewer Policy 2.1.2 of the Comprehensive Plan for additional requirements.
- (2) Refer to the Environmental Management Act (EMA) for information pertaining to the regulation of environmental features (preservation/conservation features), stormwater management requirements, etc.
- (3) Refer to the concurrency management ordinance for information pertaining to the availability of capacity for certain public facilities (roads, schools, parks, etc.)

Sec. 10-6.696. Planned unit development (PUD) zoning district requirements and procedures.

(a) *Purpose and intent of district.* The planned unit development (PUD) zoning district is intended to provide a method by which proposals for a unique zoning district which are not provided for or allowed in the zoning districts otherwise established by this chapter may be evaluated. The standards and procedures of this district are intended to promote flexibility of design and permit planned diversification and integration of uses and structures, while at the same time retaining in the Board of County Commissioners the absolute authority to establish such limitations and regulations as it deems necessary to protect the public health, safety, and general welfare. In so doing, the PUD district is intended to:

- (1) Promote more efficient and economic uses of land.
- (2) Provide flexibility to meet changing needs, technologies, economics, and consumer preferences.
- (3) Encourage uses of land which reduce transportation needs and which conserve energy and natural resources to the maximum extent possible.
- (4) Preserve to the greatest extent possible, and utilize in a harmonious fashion, existing landscape features and amenities.
- (5) Provide for more usable and suitably located recreational facilities, open spaces and scenic areas, either commonly owned or publicly owned, than would otherwise be provided under a conventional zoning district.
- (6) Lower development and building costs by permitting smaller networks of utilities and streets and the use of more economical building types and shared facilities.
- (7) Permit the combining and coordinating of land uses, building types, and building relationships within a planned development, which otherwise would not be provided under a conventional zoning district.

(b) *Eligibility.* The PUD district is designed to allow an applicant to submit a proposal for consideration, for any land uses or any mixture of land uses that are consistent with the comprehensive plan, and to allow the Board of County Commissioners to approve any proposal which it determines to be in the best interest of the public health, safety, and welfare, along with any conditions or requirements or limitations thereon which the Board of County Commissioners deems advisable. The approval of PUD rezoning requests rest s with the Board of County Commissioners. However, no rezoning to a PUD zoning district shall be eligible for approval unless the following minimum conditions are met:

- (1) Minimum area for a PUD zoning district. Except for properties designated university transition in the future land use map of the comprehensive plan, the

minimum area required for an application to a PUD district is five acres. The minimum area required for properties designated university transition is three acres.

- (2) Configuration of the PUD zoning district. The tract(s) of land for which the PUD zoning district is made shall be contiguous with sufficient width and depth to accommodate the proposed use.
- (3) Unified control/ownership. All land included for the purpose of development within a PUD district shall be owned by or be under the complete control of the applicant for such zoning designation, whether the applicant be an individual, partnership, corporation, other entity, group, or agency. The applicant shall provide the county all of the necessary documents and information that may be required by the county attorney to assure the county that the development project may be lawfully completed according to the plans sought to be approved. No application shall be considered until the requirements of this section have been fully complied with.

(c) *Review process.* An application for a PUD zoning district shall consist of a PUD concept plan and a PUD final development plan. A PUD zoning district is established when a PUD concept plan is approved by the Board of County Commissioners.

(1) PUD concept plan. A PUD concept plan is a generalized plan which shows the proposed land uses and maximum density or intensity of all lands within a PUD zoning district in accordance with the information set forth in subsection (d) of this section. Once a PUD concept plan is approved by the county, the subject properties will be designated PUD on the official zoning map of the county.

a. Pre-application conference. An application for a pre-application conference shall be submitted to the county in accordance with established policies and procedures.

b. PUD concept plan application. A PUD concept plan application shall be submitted in accordance with the submittal requirements set forth in subsection (d) of this section.

c. Public notification. Public notice of the PUD concept plan shall be provided by publication in a newspaper of regular and general circulation. In addition, written notice shall be mailed to the current address (based upon records of the Leon County Tax assessor's office) of each property owner within 500 feet of the project and registered neighborhood associations.

d. DRC review. The development review committee shall review a PUD concept plan application at a regularly scheduled meeting to determine if the application complies with the comprehensive plan and other applicable land development regulations adopted by the county. The DRC shall prepare an itemized list of

written findings of fact which supports a recommendation of approval, approval with conditions, or denial of a PUD concept plan. The written findings of the DRC shall be forwarded to the planning commission. Meetings of the DRC shall be conducted in accordance with established policies and procedures.

e. The planning commission shall review the PUD concept plan, the written findings of fact of the DRC, and conduct a public hearing in order to formulate a recommendation to the Board of County Commissioners on approving, approving with conditions, or denying a PUD concept plan. Quasi-judicial proceedings may be invoked pursuant to the provisions of Article XI, Division 9 of this Code. The recommendation of the planning commission shall be supported by written findings of fact. Meetings of the planning commission shall be conducted in accordance with established policies and procedures.

f. Board of County Commissioners review. The Board of County Commissioners shall review the PUD concept plan, the recommendation and written findings of the DRC and the planning commission, and conduct a public hearing. The Board of County Commissioners will then approve, approve with conditions, or deny the PUD concept plan. The decisions of the Board of County Commissioners shall be final and shall be supported by written findings. Meetings of the Board of County Commissioners shall be conducted in accordance with established policies and procedures.

g. Amendments to PUD concept plan. Any amendments to the PUD concept plan shall be reviewed as a new PUD concept plan. Notwithstanding this provision, the county administrator or designee may approve amendments to the PUD concept plan during the review of a PUD final development plan if said amendments are substantially minor in nature and do not affect the overall character of the PUD concept plan. The criteria that the county administrator or designee shall use to determine if the proposed changes effect the overall character of the PUD include, but are not limited to an increase in the overall number of residential dwelling units or non-residential building square feet; a substantial decrease in the amount of acres devoted to common open space and/or natural area; and a substantial change in the general location of the proposed land uses, including the common open space and/or natural areas.

(2) *PUD final development plan.* PUD final development plan is a detailed development plan prepared to scale showing accurately and with complete dimensioning the boundaries of a site and the location of all buildings, structures, land uses, and principal site development features proposed. The submittal requirements, review process, and minimum standards that apply to a PUD final development plan are set forth in the site plan or subdivision review procedures of Division 4 of Article XI of Chapter 10 of the Leon County Code. At the option of the applicant, a PUD concept plan may be reviewed simultaneously with a PUD final development plan. The submittal requirements of such a review shall be determined at the pre-application conference.

(d) *Submittal requirements.*

(1) PUD concept plan. A PUD concept plan shall consist of the graphic and/or textual information itemized in a. through c. below. Adjustments to this information can be made at the pre-application conference.

- a. A general plan for the use of all lands within the proposed PUD. Such plans shall indicate the general location of residential areas (including density and unit types), open space, parks, passive or scenic areas, and non-residential areas (including maximum building square footage and maximum height).
- b. A plan of vehicular and pedestrian circulation showing the general locations and right-of-way widths of roads, sidewalks, the capacity of the system and access points to the external and internal thoroughfare network.
- c. Quantitative summary of land uses (maximum acres, maximum non-residential building square feet, maximum number of residential dwelling units). A report shall be submitted to the county that includes a statement indicating how the proposed development complies with the comprehensive plan and a general description of the proposed development including:
 1. The total acreage of the project.
 2. The number of acres proposed to be developed in the various categories of land shown on the concept plan; the percentage of total acreage represented by each category of use and each component of development; and an itemized list of uses proposed for each of the components which shall be the range of uses permitted for that section of the PUD.
 3. The number and type of dwelling units proposed for the overall site and for its components, including dwelling unit per acre calculations and population projections for each or for non-residential projects, gross square footage devoted for each land use.
 4. The establishment of minimum design standards which shall govern the site and development such as lot shape and size, internal streets and pedestrian ways, open space provisions, off-street parking, buffers and landscape areas.
 5. A binding commitment to develop the property in accordance with the approved concept plan and conditions of approval. The commitment shall bind all subsequent owners.
 6. A site conditions map which includes:
 - (i) Legal description and boundary survey signed and sealed by a registered Florida land surveyor.

- (ii) Name of the PUD; owner; subdivider/lessee/optionee (if applicable), and address and phone number of each; surveyor and engineer of record; and, date of drawing.
- (iii) Scale, date, north arrow, and general location map showing relationship of the site to external uses, structures, and features.
- (iv) Boundaries of the subject property, all existing streets, buildings, water courses, easements, section lines, and other important physical features.
- (v) Existing topography (latest U.S. Department of the Interior Geological Survey).
- (vi) The location and size of all existing drainage facilities and a utility concept plan.
- (vii) Information about the existing vegetative cover and general soil types, and their appropriateness for the proposed project.
- (viii) The location and function of all other existing public facilities which would serve the residents of the site including but not limited to schools, parks, and fire stations. The requirements to provide this information may be waived for small projects. If required, notation of this information on a scaled map is acceptable.

7. An environmental analysis approved by the county growth and environmental management department, in accordance with the applicable provisions of the Environmental Management Act (EMA).

8. A preliminary certificate of concurrency or appropriate documentation issued by the county growth and environmental management department.

(2) *PUD final development plan.* For information on the submittal requirements for PUD final development plans, refer to Division 4 of Article XI of Chapter 10 of the Leon County Code.

(e) *Review criteria.* In evaluating a proposed PUD district, the county shall consider the criteria established below. The consideration of each criteria by the county shall be documented by written findings.

(1) *Consistency with the comprehensive plan.* The proposed PUD district shall be consistent with the comprehensive plan.

(2) *Consistency with other ordinances.* The proposed PUD district shall be consistent with all other ordinances adopted by the county, including but not limited to the applicable environmental and concurrency management ordinances.

(3) *Consistency with purpose and intent of PUD district.* An application for a PUD district shall include a narrative indicating how the proposed PUD district meets the purpose and intent of the PUD district, as set forth in subsection (a) of this section. The narrative shall specifically address the seven statements itemized in subsection (a).

(f) *Status of previously approved PUDs.* Any PUD project approved prior to the effective date of this ordinance shall continue to be governed by the approved PUD plan and any agreements, terms, and conditions to which the approval may be subject and shall be designated PUD on the official zoning map if it is located in its entirety or in part within a Mixed Use A, B, or C Future Land Use category. Whenever any application is made to substantially modify an approved PUD, or to undertake a new development on part or all of the property, the application shall be made under the terms and procedures of the PUD district set forth herein. Notwithstanding this provision, the county administrator or designee may approve amendments to the PUD concept plan during the review of a PUD final development plan if said amendments are substantially minor in nature and do not affect the overall character of the PUD concept plan in accordance with section 10-915(c)(1)g.

Section 10-6.637. R-3 Single- and Two-Family Residential District.

| 1. District Intent | | | | PERMITTED USES | | | | | |
|--|--|--|--------------|--|---|--------------------|---------|---|---|
| | | | | 2. Principal Uses | | | | 3. Accessory Uses | |
| The R-3 district is intended to be located in areas designated Bradfordville Mixed Use, Urban Residential, Urban Residential 2, or Suburban on the Future Land Use Map of the Comprehensive Plan which contain or are anticipated to contain a wide range of single-family and two-family housing types. The maximum gross density allowed for new residential development in the R-3 district is 8 dwelling units per acre; a minimum density of 4 dwelling units per acre is required when applied to the Urban Residential future land use category. The minimum density is not applicable if constraints of public easements, concurrency, or preservation an/or conservation features preclude the attainment of the minimum densities. Certain community and recreational facilities related to residential uses are also permitted. | | | | (1) Community facilities related to residential uses including religious facilities, police/fire stations, and elementary, middle, vocational, and exceptional student education schools. Libraries and high schools are prohibited. Other community facilities may be allowed in accordance with Section 10-6.806 of these regulations. (2) Golf courses. (3) Passive and active recreational facilities. (4) Single-family attached dwellings. (5) Single-family detached dwellings. (6) Two-Family dwellings. (7) Zero-lot line single-family detached dwellings. | | | | (1) A use or structure on the same lot with, and of a nature customarily incidental and subordinate to, the principal use or structure and which comprises no more than 33 percent of the floor area or cubic volume of the principal use or structure, as determined by the County Administrator or designee. (2) Light infrastructure and/or utility services and facilities necessary to serve permitted uses, as determined by the County Administrator or designee. | |
| | | | | | | | | | |
| DEVELOPMENT STANDARDS | | | | | | | | | |
| | 4. Minimum Lot or Site Size | | | 5. Minimum Building Setbacks | | | | 6. Maximum Building Restrictions | |
| Use Category | a. Lot or Site Area | b. Lot Width | c. Lot Depth | a. Front | b. Side-Interior Lot | c. Side-Corner Lot | d. Rear | a. Building Size (excluding gross building floor area used for parking) | b. Building Height (excluding stories used for parking) |
| Single-Family Detached Dwellings | 5,000 square feet | 50 feet | 100 feet | 20 feet | 7.5 feet on each side; or any combination of setbacks that equals at least 15 feet, provided that no such setback shall be less than 5 feet | 15 feet | 25 feet | not applicable | 3 stories |
| Single-Family Attached Dwellings | 3,750 square feet end unit; 2,400 square feet interior lot | 37.5 feet end unit; 25 feet interior lot | 80 feet | 20 feet | not applicable | 15 feet | 25 feet | maximum length: 8 units | 3 stories |
| Zero-Lot Line Single-Family Detached Dwellings | 3,750 square feet | 30 feet interior lot; 40 feet corner lot | 100 feet | 20 feet | 0 feet one side; 5 feet other side | 15 feet | 25 feet | not applicable | 3 stories |
| Two-Family Dwelings | 8,000 square feet | 60 feet | 100 feet | 20 feet | same as for single-family detached dwellings | 15 feet | 25 feet | not applicable | 3 stories |
| Any Permitted Principal Non-Residential Use | 12,000 square feet | 60 feet | 100 feet | 25 feet | same as for single-family detached dwellings | 15 feet | 25 feet | 10,000 square feet of gross building floor area per acre | 3 stories |

GENERAL NOTES:

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

APPENDIX 3

Photos of public notice signage



From: agaudio49@gmail.com
To: [Planning Inquiries](#)
Cc: [Mohrman, Melinda](#); [White, Artie](#)
Subject: Citizen comment on proposed Southwood Plantation Road Amendment (LTA202203)
Date: Tuesday, May 3, 2022 10:55:04 AM

Citizen comment on proposed Southwood Plantation Road Amendment (LTA202203)

Please see the lengthy letter of concerns that Kenneth Goldberg and i submitted to Mr. Oluwesyi in opposition to this development

Anthony Gaudio
2335 Grassroots Way
Tallahassee FL 32311
agaudio49@gmail.com

From: Michael.Allan.jenks@gmail.com
To: [Planning Inquiries](#)
Cc: [Mohrman, Melinda](#); [White, Artie](#)
Subject: Citizen comment on proposed Southwood Plantation Road Amendment (LTA202203)
Date: Tuesday, April 12, 2022 1:12:22 PM

Citizen comment on proposed Southwood Plantation Road Amendment (LTA202203)

I have grave concerns about this proposal. It appears infeasible to create a development without ruining the environment and road egress. Furthermore, the developer is non-local and has a track record of shady practices. What will stop them from building 'the right way?' From their past projects it seems they leave a mess for residents to fix. Even more, this development will not provide low-income housing, which is greatly needed in Tallahassee. Do we really want to re-zone this beautiful land SOLELY for a non-local developer to make money? The community answer is NO!!

Michael Jenks
2301 Grass Roots Way
Tallahassee FL 32311
Michael.Allan.jenks@gmail.com

From: Lindaservice08@gmail.com
To: [Planning Inquiries](#)
Cc: [Mohrman, Melinda](#); [White, Artie](#)
Subject: Citizen comment on proposed Southwood Plantation Road Amendment (LTA202203)
Date: Tuesday, April 12, 2022 8:41:58 PM

Citizen comment on proposed Southwood Plantation Road Amendment (LTA202203)

Oppose rezoning for development on Southwood plantation Road

Linda Service
5052 sweet basil Jane Street
Tallahassee Florida 32311
Lindaservice08@gmail.com

From: rosannewood@gmail.com
To: [Planning Inquiries](#)
Cc: [Mohrman, Melinda](#); [White, Artie](#)
Subject: Citizen comment on proposed Southwood Plantation Road Amendment (LTA202203)
Date: Tuesday, April 12, 2022 1:19:41 PM

Citizen comment on proposed Southwood Plantation Road Amendment (LTA202203)

I join my Grassroots neighbors in objecting to the rezoning request on Southwood Plantation Road. The roads do NOT support this intensity of development. (Please refer to complete statement submitted by Ken Goldberg and Anthony Gaudio. Thanks for your consideration, Rosanne Wood

Rosanne Wood
2264 Grassroots Way
Tallahassee Florida 32311
rosannewood@gmail.com

From: ssstevenservice@gmail.com
To: [Planning Inquiries](#)
Cc: [Mohrman, Melinda](#); [White, Artie](#)
Subject: Citizen comment on proposed Southwood Plantation Road Amendment (LTA202203)
Date: Tuesday, April 12, 2022 8:33:43 PM

Citizen comment on proposed Southwood Plantation Road Amendment (LTA202203)

Please vote no on this amendment, Allowing this development to move forward will only cause irreparable harm to the environment and line the pockets of D.R. Horton, a developer with a deplorable reputation .

Steven Service
5052 Sweet Basil Jane
Tallahassee FL 32311
ssstevenservice@gmail.com

Mr. Anthony,

Thank you for your comments on the proposed April Road (LMA 202201) and Southwood Plantation (LMA 202202) Amendments. Your comment will be saved and provided to the Board of County Commissioners for consideration at the upcoming workshop and public hearings. You can find the dates for those meetings at the link provided below. The website offers more information about each Comprehensive Plan amendment, including the staff reports that provide greater detail about each amendment.

Regarding your concerns, the staff reports for the respective amendment provide in-depth details on infrastructure and environmental analysis, and you can find this on the website below. If these amendments are approved, the applicant will proceed through the site planning and permit review process with Leon County Development Support and Environmental Management (DSEM). At this time, they will be required to provide a traffic study and meet all stormwater and environmental management requirements. Site plan and permitting are reviewed by DSEM and will come later in the process if the Board approves this amendment.

Again, thank you very much for your participation in this process, and please let us know if you have questions or would like additional information.

[Planning | Comprehensive Plan | 2022 Comprehensive Plan Amendment Cycle | PLACE \(talgov.com\)](#)

[Planning | Comprehensive Plan | 2022 Comprehensive Plan Amendment Cycle | PLACE](#)

The official website of the City of Tallahassee, Florida, a city which remembers its past while focusing on the future – a vibrant capital city: fostering a strong sense of community, cherishing our beautiful, natural environment, and ensuring economic opportunities for all our citizens.

www.talgov.com

Regards,

Oluwaseyi Akinrinde

Planner I | Comprehensive Planning

Tallahassee-Leon County Planning Dept.

Comprehensive Planning Division

850.891.6400 • oluwaseyi.akinrinde@talgov.com



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: Anthony Gaudio <agaudio49@gmail.com>
Sent: Friday, February 25, 2022 5:01 PM
To: Akinrinde, Oluwaseyi <Oluwaseyi.Akinrinde@talgov.com>
Cc: 'Ken Goldberg' <kgoldberg7@aol.com>; Hodges, Stephen M <Stephen.Hodges@talgov.com>; Kristin Dozier <DozierK@leoncountyfl.gov>; Rick Minor <MinorR@leoncountyfl.gov>; Brian Welch <WelchB@leoncountyfl.gov>; Dailey, John <John.Dailey@talgov.com>
Subject: Comments and Concerns on Proposed April Road LMA 202201 & Southwood Plantation Road LMA 202203 Zoning Changes

*****EXTERNAL EMAIL*****

Please report any suspicious attachments, links, or requests for sensitive information.

Mr. Oluwaseyi , Mr. Hodges, and Commissioners

I am sending this email on behalf of the Grassroots Community with regard to two land use change amendments, LMA 202201 (129.8 acres) and LMA 202203 (173.24 acres), which will be considered by the City's Local Planning Agency on March 1, 2022. The applicant for both projects is D.R. Horton; the landowner is St. Joe Company. The land use amendments also seek concurrent rezonings for the designated properties.

Grassroots community is located between Southwood Plantation and April Roads, along Old St. Augustine Road. We have a number of concerns with both of these projects, which I've briefly outlined below:

1. The projects contain approximately 303 acres. The applications for concurrent rezonings on these parcels seek urban and suburban densities that will allow more than 2,500 residences to be developed in an area of the County that is characterized by rural, low density residential development. With the exception of the April Road parcel abutting Apalachee Parkway, the parcels being considered for rezoning are located outside the City's and County's existing Urban Services Area. The proposed rezonings seek to expand the existing Urban Services Area, notwithstanding the fact that hundreds of undeveloped acres abutting Old St. Augustine Road were already rezoned and approved for development for St. Joe's Southwood DRI. The existence of this significant residential capacity within the USA, in the same general area as the D.R. Horton parcels, undermines the need or rationale for expanding the existing USA boundary to justify these amendments, which are located outside the USA, particularly at the densities and intensities sought.
2. The densities and intensities sought in these rezonings will have significant adverse impacts on Old St. Augustine Road, one of the only designated canopy roads in the County that remains largely intact. As such, Old St. Augustine Road requires special protection when considering any development that will impact the road. The proposed rezoning provides no substantive detail to ensure that the road can, in fact, handle the additional impacts from these rezonings, while ensuring it retains its protected status.
3. Old St. Augustine Road is a single lane, narrow, hilly, winding rural road. It cannot safely and reasonably handle the additional traffic that will result from the proposed rezonings at their proposed densities and intensities. As noted above, the development approvals for the Southwood DRI along Old St. Augustine Road, once developed, will have a significant impact on the capacity of Old St. Augustine Road to handle the additional traffic impacts that will result from the proposed by the D.R. Horton rezonings. If, for safety, capacity, or concurrency requirements, St. Augustine Road will have to be significantly widened or modified because the density or intensity of proposed development necessitates such modifications, it will effectively kill the trees, understory, and habitat that constitutes the canopy

protection area, and violate the policies in the comprehensive plan mandating the protection of designated canopy roads.

4. The requirement for the protection of Old St. Augustine Road has been in place for approximately 30 years. Any development proposed along Old St. Augustine Road should be limited to densities and intensities of use that ensures the preservation and protection of the canopy and its protection area. The rezonings that are sought at this time on Southwood Plantation and April Roads do not provide the specific detail for a legitimate assessment of whether the canopy protection requirement can, or will, be met.

For these reasons, it is our suggestion that the concurrent rezoning applications be recommended for denial, or tabled, until such time as the applicant provides the necessary data and detail to fully assess the actual impacts the proposed projects will have on Old St. Augustine Road at the time development is sought. This cannot be done with a rezoning that piggybacks on a land use change. The rezoning should be tied to the application for development order approval. To achieve this end, we suggest that the applicant resubmit its rezoning applications concurrent with its applications for final development order approval so that any issues can be fully fleshed out in advance of, and in coordination with, the project moving forward on the ground.

We would welcome the opportunity to meet with representatives of D.R. Horton, St. Joe, or the City/County to discuss their proposals to see if we can help facilitate the resolution of these issues. I would be happy to answer any questions you may have.

Thank you for your consideration and time.

Ken Goldberg
kgoldberg7@gmail.com
(850) 567-6225

Anthony Gaudio
Agaudio49@gmail.com
850-528-6350

From: Mohrman, Melinda
To: rick29@gmail.com
Cc: White, Artie
Subject: Citizen comment on proposed Property Rights Element Amendment (TTA2022004)
Date: Thursday, January 27, 2022 1:59:00 PM
Attachments: image003.png

Thank you for contacting us. The inquiry that we received indicates that you are commenting on the proposed Property Rights Element. However, you mentioned the Twin Lake Circle community, which is adjacent to the Southwood Plantation Rd. Amendment. Is this the amendment that you are inquiring about?

The Southwood Plantation Rd. Amendment is a request by the applicant, D.R. Horton, to change the future land use category on the parcel from Rural and Suburban to Suburban, with a concurrent rezoning from Rural and Critical Planning Area to R-3, Single Family Detached and Attached Two Family Residential. This Zoning district allows for a maximum gross density of 8 dwelling units per acre, as well as community and recreational uses related to residential uses. If these land use and zoning changes are approved by the Board of County Commissioners, the applicant will proceed through the site planning and permitting process with Leon County Development Support and Environmental Management. At that time, the applicant will need to submit plans that meet the requirements in the Land Development Code, which include stormwater management, tree preservation, greenspace and landscaping, traffic studies, and other details. Please let me know if you have more specific questions or would like additional information.

You can find the dates for upcoming public meetings on the mailing notice you received, or on the Planning website, below. This website also provides additional information about each Comprehensive Plan amendment in the 2022 Amendment Cycle.

[Planning | Comprehensive Plan | 2022 Comprehensive Plan Amendment Cycle | PLACF \(talgov.com\)](#)

Kind Regards,

Mindy Mohrman
Administrator- Comprehensive Planning/
Urban Forester
ISA Certified Arborist/Municipal Specialist MW-4433AM
Tree Risk Assessment Qualified
Tallahassee-Leon County Planning Dept.
Comprehensive Planning & Urban Design
850.891.6415 • melinda.mohrman@talgov.com



Description: PLN-350

Learn about our urban forest at www.talgov.com/tallytrees

From: rlzick29@gmail.com <rlzick29@gmail.com>
Sent: Thursday, January 27, 2022 12:58 PM
To: Planning Inquiries <planning@talgov.com>
Cc: Mohrman, Melinda <Melinda.Mohrman@talgov.com>; White, Artie <Artie.White@talgov.com>
Subject: Citizen comment on proposed Property Rights Element Amendment (TTA2022004)

Citizen comment on proposed Property Rights Element Amendment (TTA2022004)

I'm trying to understand the expected impacts from this plan on the Twin Lakes Circle community.

Robert Zick
1456 Twin Lakes Circle
Tallahassee Florida 32311
rlzick29@gmail.com

From: [Mohrman, Melinda](#)
To: gypsearose94@yahoo.com
Cc: [White, Artie](#); [Akinrinde, Oluwaseyi](#)
Subject: RE: Citizen comment on proposed Southwood Plantation Road Amendment (LTA202203)
Date: Tuesday, January 25, 2022 10:38:00 AM
Attachments: [image001.png](#)

Good Morning,

Thank you for providing your comments on these amendments. Your comment will be saved and provided to the Board of County Commissioners for their consideration at the upcoming workshop and public hearings. You can find the dates for those meetings in the mailing notice you received or at the website link provided below. The website link will also provide more information about each Comprehensive Plan amendment as it becomes available, including the staff reports that provide greater detail about each amendment.

Again, thank you very much for your participation in this process, and please let us know if you have questions or would like additional information.

[Planning | Comprehensive Plan | 2022 Comprehensive Plan Amendment Cycle | PLACE \(talgov.com\)](#)

Kind Regards,

Mindy Mohrman

Adminstrator- Comprehensive Planning/
Urban Forester

ISA Certified Arborist/Municipal Specialist MW-4433AM

Tree Risk Assessment Qualified

Tallahassee-Leon County Planning Dept.

Comprehensive Planning & Urban Design

850.891.6415 • melinda.mohrman@talgov.com

Description: PLN-350



Learn about our urban forest at www.talgov.com/tallytrees

From: gypsearose94@yahoo.com <gypsearose94@yahoo.com>

Sent: Monday, January 24, 2022 11:44 PM

To: Planning Inquiries <planning@talgov.com>

Cc: Mohrman, Melinda <Melinda.Mohrman@talgov.com>; White, Artie <Artie.White@talgov.com>

Subject: Citizen comment on proposed Southwood Plantation Road Amendment (LTA202203)

Citizen comment on proposed Southwood Plantation Road Amendment (LTA202203)

Please remember the comprehensive plan for canopy roads. Old Saint Augustine has way too much traffic already. The power lines are a wildlife corridor and the area has rich and varied wildlife.

Necah Rose
3110 Old Saint Augustine Rd
Tallahassee Florida 32311
gypsearose94@yahoo.com

Dear Commissioner Dozier,

For clarification regarding the Sue McDonald memo and amendment LMA202203:

1. The Southwood Plantation Road Property in question is owned by the St. Joe Company.
2. We have no evidence, either directly or indirectly, of a contract or agreement with Southwood Plantation on the St. Joe property, or any other property.
3. The number one priority of the Twin Lakes HOA Bd. is the safety of our residents. Therefore, we are in favor of a secondary exit road as explained below and would be grateful for any help you can provide.
4. I discussed all of this with Oluwaseyi Akinrinde last week.

Sincerely,

Dave Balla,

President & Agent for Twin Lakes Homeowners Association.

----- Forwarded message -----

From: **Sue** <sue_mcd@hotmail.com>

Date: Mon, Jan 3, 2022 at 4:59 PM

Subject: Re: This can impact all of us: Southwood Expansion to our South

To: twin lakes homeownersassoc <twinlakeshoa17@gmail.com>

Cc: Kristin Dozier <dozierk@leoncountyfl.gov>

Would like to see Twin Lakes oppose this development! We would lose not only the peaceful quite of our neighborhood, but also the enjoyment as well as habitat for much wildlife!

Many years ago, the current Twin Lakes Board had a meeting with Southwood officials who indicated it would be many years in the future before they would expand to this side of Old St. Augustine Rd. and when they did they would leave a 200 yard green space buffer in between any development and Twin Lakes.

It would be nice if you would review board minutes and find this agreement and make every effort to see it applied and ask Kristin Dozier, our Commissioner, to help with this.

Please share this information with the rest of the neighborhood so they are also aware of this agreement!

If you will not do this, please make all past board minutes available to myself and others so someone else can support and fight for the neighborhood!

Sue McDonald

A 33 year resident

1514

Sent from Sue's iPhone

On Jan 1, 2022, at 10:49 AM, twin lakes homeownersassoc <twinlakeshoa17@gmail.com> wrote:

The upside with this development for the community is a potential secondary outlet to Southwood Plantation Rd. In the event of any emergency where outgoing traffic could plug the current road, fire, rescue, ambulance, etc. would have an alternative. If you are in favor please state your position by filling in the bottom of page 1 and mailing it to the address shown.

Thank you,
Twin Lakes HOA

Mr. Anthony,

The notice for the proposed amendments was sent to homeowners within one thousand feet of the subject site. The April Road amendment is LMA202201 which you itemized in your concerns, and you can find more information about the amendment on the [website](#) I shared with you previously. In the case of the April Road amendment, a portion of the subject site is already in the Urban Services Area, and there is a concurrent application to add the portion outside the USA. However, each application is treated accordingly, and developments will go through this similar process to analyze the current Future Land Use and zoning before consideration for addition to the USA. Also, parcels added to the USA already have a portion inside the USA or share a boundary with the USA, amongst other requirements.

I hope this clarifies your question, and do not hesitate to let us know if you have further questions and concerns.

Thank you for your participation in this process.

Regards,

Oluwaseyi Akinrinde

Planner I | Comprehensive Planning

Tallahassee-Leon County Planning Dept.

Frenchtown Renaissance Center, Third Floor

435 N Macomb St.

Tallahassee FL, 32309

850.891.6412 • oluwaseyi.akinrinde@talgov.com



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: Anthony Gaudio <agaudio49@gmail.com>

Sent: Monday, January 10, 2022 5:26:56 PM

To: kristendozier@gmail.com <kristendozier@gmail.com>; Rick Minor <MinorR@leoncountyfl.gov>; Brian Welch <WelchB@leoncountyfl.gov>

Cc: Akinrinde, Oluwaseyi <Oluwaseyi.Akinrinde@talgov.com>; 'Ken Goldberg' <kgoldberg7@aol.com>; Hodges, Stephen M <Stephen.Hodges@talgov.com>

Subject: Comments and Concerns on Proposed Southwood Plantation Road (LMA202203)

EXTERNAL EMAIL

Please report any suspicious attachments, links, or requests for sensitive information.

Thought you might want to know about this issue. I just found out that there is a similar land use issue on April Road which Grassroots community was not notified about. We will look into this and see if we

have additional concerns on that Amendment. Right off the bat one issue that comes to mind is that the Urban services area will need to be extended to large developments to both the East and West of Grassroots Community. Will this mean that eventually Grassroots will become part of the USA? Thanks for your consideration of these two amendments.

Anthony Gaudio
Agaudio49@gmail.com
850-528-6350

From: Anthony Gaudio [mailto:agaudio49@gmail.com]
Sent: Monday, January 10, 2022 3:52 PM
To: 'Akinrinde, Oluwaseyi' <Oluwaseyi.Akinrinde@talgov.com>
Cc: 'Jeremy Matlow' <jeremy@jeremymatlow.com>; 'jack@jackfortallahassee.com' <jack@jackfortallahassee.com>; 'curtisrichardson@gmail.com' <curtisrichardson@gmail.com>; 'Ken Goldberg' <kgoldberg7@aol.com>; 'Hodges, Stephen M' <Stephen.Hodges@talgov.com>
Subject: Comments and Concerns on Proposed Southwood Plantation Road (LMA202203)

Mr. Oluwaseyi and Commisioners

I am following up on our discussion by telephone last week regarding land use amendments LMA202203 and LTA202201 that have been proposed for the County's Comprehensive Land Use Map. The amendments propose changing 129.8-acre parcel presently located in a Critical Planning Area and designated Rural to the Suburban land use category.

On behalf of the undersigned, residents in the Grassroots Community and members of the Grassroots Community Membership Association, Inc. (GCMA), our issues of concern are as follows:

Southwood Plantation Road Lacks Capacity for the Development of the Proposed Land Use Change. The subject property is located between St. Augustine Road, a designated canopy road to its south, and Apalachee Parkway to its north. The property abuts the eastern side of Southwood Plantation Road, which is a narrow, winding single lane rural road bordered by open ditches.

Southwood Plantation Road provides the sole access to/from Apalachee Parkway and Old St. Augustine Road from the eastern side of the

Southwood DRI/PUE. It also provides the sole point of ingress and egress to and from the 240 unit Apalachee Point Apartments, adjacent to the northern boundary of the subject property, as well as other single family residences abutting Southwood Plantation Road. The proposed land use change from Rural to Suburban changes the parcel from the present density of one unit per 10 acres, to a future density of 20 units per acre. Southwood Plantation Road does not have the capacity to safely handle this proposed increase in density for a 129 acre parcel. Even at 8 units per acre, which you represented would be the zoning density sought through rezoning, this single lane rural road neither has the capacity, nor can it safely support, the level of development proposed for this site.

Relocation of Southwood Plantation Road. As a condition of approval of the original Southwood DRI/PUD, St. Joe agreed to redirect future traffic in the DRI off Southwood Plantation Road onto a newly developed internal road system. This new internal road necessitated the creation of a new intersection at St. Augustine Road that will connect the DRI development south of St. Augustine Road, to the future DRI development proposed north of St. Augustine Road. The intersection will be located in an area west of Southwood Plantation Road, that is more central to the DRI. In exchange for the creation of a new intersection that will require significant safety and sight clearing of St. Augustine Road's protected canopy, St. Joe agreed to close the existing intersection at Southwood Plantation and St. Augustine Roads to offset the canopy impacts on the new intersection to the west. (It is our understanding that access to St. Augustine Road from the portion of Southwood Plantation Road south of St. Augustine Road would not be closed in order to maintain the east/west access St. Augustine Road provides to the existing homes abutting Southwood Plantation Road that are not part of the Southwood DRI).

It is imperative that the proposed 129 acre land use and zoning change be evaluated for potential impacts this development will have on Southwood Plantation Road, including an assessment of the project based on the closure of access to St. Augustine Road from Southwood Plantation Road. It is also imperative that any land use change, rezoning, or development order issued for the subject parcel be

conditioned on the closure of this intersection, in conformity with St. Joe's commitment to offset its new canopy road intersection with the closure.

Density - This 129 acre site now Zoned Rural can have up to 20 units per acre after the changes to the land use map requested. Even if the developer only goes to 8 units per acre, as you stated in our telephone conversation, this could mean up to 1000 or more additional housing units that will be in that development, on a parcel that is itself designated rural, within a much larger area east and south of the site, that is also designated rural. The proposed land use change is incompatible with the area, and inconsistent with the underlying purpose of having designated the parcel as rural, in recognition of the existing natural systems and ecosystems in the area, and the rural development patterns that presently exists around this site. This is underscored by the fact that a portion of the parcel is located outside the USA boundary.

Urban Services Area – It is my understanding that a portion of the property is not now in the Urban Services Area. Adding this development will add significantly to the Concurrency needs for transportation, sewage, Schools, Fire, etc. Given the thousands of approved residences and commercial development still undeveloped in the Southwood DRI/PUD, all within the the USA, what is the rationale for having to expand the USA to accommodate the change in land use sought by these amendments? It seems piecemeal at the expense of infilling remaining for the existing USA.

Concurrency Requirement for \$10 Million dollars to be paid to the City for Concurrency after Southwood expands or develops north of its current northern most boundary. This 129 acre parcel is proposed to be developed by a subsequent purchaser from the current owner, St. Joe, subject to the approval of the change in land use and zoning. The concurrency deficits and future needs that have been identified in the area are directly the result of the approval of the Southwood DRI/PUD. These deficits will be exacerbated by the approval of the land use change that has been requested for the subject property, and should be assessed and evaluated based on the reality of the deficits existing today, not on the basis of the improvements that may

be made in the future when, and if, St. Joe develops the northern portion of the DRI.

We do not want the future developer of the subject parcel to be allowed to offset the impacts of its proposed development on the basis of concurrency improvements that might be made if the Southwood DRI moves forward on the northern portion of the DRI. The proposed project should pay its own fair share for its own impacts independent of any improvements that might occur in the future, just as St. Joe should be required to pay its full \$10 million share of the impacts its DRI will have if it completes its development north of Old St. Augustine Road, irrespective of the impacts created by the proposed development of the 129 acre parcel.

Again, thank you for your time and the opportunity to follow up on our conversation last week. Please feel free to contact either of the undersigned if you have any questions.

Ken Goldberg,
President, GCMA
511 China Berry Lane
Tallahassee, FL 32311
850-567-6225

Anthony Gaudio
Registered Agent, GCMA
2335 Grassroots Way
Tallahassee, FL 32311
850-528-6350

cc: Steve Hodges, COT & County Commissioners

From: Akinrinde, Oluwaseyi [<mailto:Oluwaseyi.Akinrinde@talgov.com>]

Sent: Monday, January 10, 2022 9:59 AM

To: agaudio49@gmail.com

Cc: Mohrman, Melinda <Melinda.Mohrman@talgov.com>

Subject: Comments and Concerns on Proposed Southwood Plantation Road (LMA202203)

Anthony,

I'm sending you this e-mail in response to your voicemail on Friday. You can send your comments and concerns here.

Also, to further expatiate on our conversation last week, Comprehensive Plan amendments are named after the access road to the subject property. For example, the amendment LMA202203 is called the Southwood Plantation Road amendment because the subject property is located on Southwood Plantation Road and has no relationship with the Southwood Development PUD.

I documented our previous phone conversation and will present this and your additional concerns to the Board of County Commissioners for their consideration at the upcoming workshop and public hearings. You can find the dates for those meetings on the mailing notice that you received and at the website link provided below. The website link will also provide more information about this amendment and other Comprehensive Plan amendments as it becomes available, including the staff reports that provide greater detail about each amendment. The staff reports should be posted online towards the end of the month.

Thank you very much for your participation in this process.

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www.talgov.com

Regards,

Oluwaseyi Akinrinde

Planner I | Comprehensive Planning

Tallahassee-Leon County Planning Dept.

Frenchtown Renaissance Center, Third Floor

435 N Macomb St.

Tallahassee FL, 32309

850.891.6412 • oluwaseyi.akinrinde@talgov.com



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.

Amendment: LMA_202203

Name: Anthony Gaudio

Address: Southwood Plantation

City: Tallahassee

State: FL

Zip: 32311

Summary of Phone Conversation

Comments: Citizen was representing the Southwood Plantation Grassroot Community Association and had four questions;

1. Citizen wanted to know if the development will require a relocation of the Southwood plantation road
 - Staff explained that the application for amendment is not for this purpose
2. Citizen wanted to understand the rezoning application and maximum dwelling unit per acre that will be allowed in the proposed zoning
 - Staff explained that the applicant applied to change the portion of the site zoned Rural (R) and CPA to Single Family Detached, Attached Residential (R-3). Staff further explained that the R-3 zoning district will allow 8 dwelling units per acre.
3. Citizen asked about PUD concurrency
 - Staff explained that the portion of the subject site zoned PUD 38 will not be rezoned. Staff further clarified that the Southwood Plantation Road amendment has no relation to the Southwood Development PUD
4. Citizen wanted to know if the new development will be in the Urban Services Area and the transportation effects of the development on the community
 - Staff explained that a portion of the subject site is already in the USA and there is a concurrent application to add the portion outside the USA boundary to the USA. Staff explained that the application if approved will be subject to a transportation analysis during the site plan process.

Amendment: LMA_202203

Name: Dave Baller

Address: Twin Lakes

City: Tallahassee

State: FL

Zip: 32311

Summary of Phone Conversation

Comments: Citizen represented as the agent and president of the Twin Lakes HOA. Citizen asked about the ownership of the property and a need for an emergency traffic route.

Staff explained that the Southwood Plantation does not own the subject site, but the proposed amendment was called Southwood Plantation Road because the road provides access to the subject site. Staff further explained that the applicant would be required to do a transportation analysis during the site planning process.

Tel. No. 850-508-3620 (cell.)

My name is David Shuffelbortham and I live at 5512 Hampton Oak Place. I have major concerns about the increase in traffic on Apalachee Parkway between Conner Blvd and this new housing development. The volume and speed of traffic will have to be controlled to maintain the safety of all the subdivisions residents and traffic that is passing through.

- Volume of traffic coming East to West from new housing development needs to install a set of traffic lights.
- A set of traffic lights is needed for the Hampton Creek main entrance to control the speed and flow headed West to East. This would be home-owner returning from the City to their homes. The intersection is needs these lights now even before the level of traffic increases!

Citizen comment on proposed Southwood Plantation Road Amendment (LTA202203)

We recently purchased our home in this beautiful neighborhood and love it. Prior to moving in we were required to purchase flood insurance but were assured that the previous issues had been resolved in the area by expanding the holding pond. This past summer we got significant amounts of rain and our yard and the road at times looked like a muddy river. I cannot imagine if more land around us is developed so the runoff can't absorb into the ground. Not to mention the detriment to the wildlife that we enjoy. These new buildings will also be in a flood zone won't they? As we are now...not such a positive selling point. Also, the view of the National Cemetery may not be on the top of everyone's list. I am sure you have another place, plan B. Move on.

Lisa ONeal
1463 Grey Fox Run
Tallahassee FL 32311
Lisaoneal31@gmail.com

Amendment: LMA_202203

Name: Lisa Atkins

Address: 1487 Grey Fox Run

City: Tallahassee

State: FL

Zip: 32311

Summary of Phone Conversation

Comments: Citizen wanted to know more about the Southwood Plantation amendment after receiving mail notification. Staff explained that the mail notice informs homeowners within approximately 1000 feet of the subject site about the public open house on the 11th of January. Staff further explained the implications of the application to change the Future Land Use from Rural to Suburban and rezoning from Rural & CPA to Suburban.

Ms. Worrel,

Thank you for providing comments on this amendment. Your comment will be saved and provided to the Board of County Commissioners for their consideration at the upcoming workshop and public hearings. You can find the dates for those meetings on the mailing notice that you received and at the website link provided below. The website link will also provide more information about each Comprehensive Plan amendment as it becomes available, including the staff reports that provide greater detail about each amendment. Those reports should be posted online towards the end of the month. Oluwaseyi Akinrinde is the Planner who is the point of contact for this amendment, I have copied him here. If this amendment is approved, the applicant will proceed through the site planning and permit review process with Leon County Development Support and Environmental Management (DSEM). At this time they will be required to provide a traffic study and meet all stormwater and environmental management requirements. Site plan and permitting is reviewed by DSEM and will come later in the process if this amendment is approved by the Board. Again, thank you very much for your participation in this process, and please let us know if you have questions or would like additional information.

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www.talgov.com

Mindy Mohrman

Administrator- Comprehensive Planning/
Urban Forester

ISA Certified Arborist/Municipal Specialist MW-4433AM
Tree Risk Assessment Qualified

Tallahassee-Leon County Planning Dept.

Comprehensive Planning & Urban Design

850.891.6415 • melinda.mohrman@talgov.com



Learn about our urban forest at www.talgov.com/tallytrees

From: njomw47@gmail.com <njomw47@gmail.com>
Sent: Sunday, January 9, 2022 11:14 AM
To: Planning Inquiries <planning@talgov.com>
Cc: Mohrman, Melinda <Melinda.Mohrman@talgov.com>; White, Artie <Artie.White@talgov.com>
Subject: Citizen comment on proposed Southwood Plantation Road Amendment (LTA202203)

Citizen comment on proposed Southwood Plantation Road Amendment (LTA202203)

#LMA202203 Concerns – Destruction of habitat for wildlife in the area. How does Southwood plan to accommodate? Progressive communities require X number of subsidies for low-income housing. That does not seem to be a requirement of the city/county or of interest to Southwood. Apartments that rent for \$1500/month are NOT low income. Progressive communities also build mixed-use buildings – retail, apartments, walkable neighborhoods. While the proposal suggests “economic investment or reinvestment through the mutually advantageous placement of employment and shopping opportunities with convenient access” – the reality is that Southwood has built employment and shopping opportunities that require more traffic and that are not that accessible to low-income or senior residents. How will city/county handle additional roads/traffic for new housing in this area? White line down the road and some lighting are all that was added to Southwood Plantation Road after building an apartment complex with approx. 300 apartments – and at least 300 additional cars. What happens to Old St. Augustine canopy road?

Nancy Worrell
1490 Twin Lakes Cir
Tallahassee FL 32311
njomw47@gmail.com

From: njomw47@gmail.com
To: [Mohrman, Melinda](#)
Subject: RE: Citizen comment on proposed Property Rights Element Amendment (TTA2022004)
Date: Monday, January 3, 2022 12:20:17 PM
Attachments: [image002.png](#)

*****EXTERNAL EMAIL*****

Please report any suspicious attachments, links, or requests for sensitive information.

Melinda –

Thank you for the additional information. I'll take a look at the link you provided as well as look for additional materials on the site. I have some real concerns about how Southwood will impact our neighborhood (financial, traffic, environment) as well as destroying so much land currently inhabited by deer and other animals. Twin Lakes certainly noticed the influx of animals when the apartments were built on Southwood Plantation Road.

Nancy Worrell
Nancyworrelldesigns.com

From: [Mohrman, Melinda](#)
Sent: Monday, January 3, 2022 10:02 AM
To: njomw47@gmail.com
Cc: [White, Artie](#); [Akinrinde, Oluwaseyi](#)
Subject: RE: Citizen comment on proposed Property Rights Element Amendment (TTA2022004)

Good Morning Ms. Worrell,

Thank you for contacting us. The subject of your inquiry states that you are commenting on the Property Rights Element Amendment, but I believe you are asking about the Southwood Plantation Amendment, LMA202203. Is that correct?

The applicant, D.R. Horton is applying for this amendment to change the Future Land Use designation from Rural to Suburban. Rural allows residential uses with a minimum of 10 acres per lot, as well as agricultural and natural resource uses. The Suburban designation is intended to create an environment for economic investment by placing medium density residential near employment and shopping opportunities.

The zoning of the property provides more specific guidelines for use of the property. The applicant is requesting a change in zoning from Rural and Critical Planning Area to R-3, Single and Two-Family Residential. The R-3 zoning category allows a maximum of 8 residential units per acre.

For each application to amend the Comprehensive Plan, staff prepares a staff report that provides more information regarding the property and the requested changes. I expect to have those up on

our website towards the end of the month. Oluwaseyi Akinrinde is the Planner who is preparing the staff report for this amendment, I have copied him here.

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I'm happy to answer any questions you have or provide additional information.

Best,

Mindy Mohrman

Administrator- Comprehensive Planning/
Urban Forester

ISA Certified Arborist/Municipal Specialist MW-4433AM

Tree Risk Assessment Qualified

Tallahassee-Leon County Planning Dept.

Comprehensive Planning & Urban Design

850.891.6415 • melinda.mohrman@talgov.com

Description: PLN-350



Learn about our urban forest at www.talgov.com/tallytrees

From: njomw47@gmail.com <njomw47@gmail.com>

Sent: Friday, December 31, 2021 1:09 PM

To: Planning Inquiries <planning@talgov.com>

Cc: Mohrman, Melinda <Melinda.Mohrman@talgov.com>; White, Artie <Artie.White@talgov.com>

Subject: Citizen comment on proposed Property Rights Element Amendment (TTA2022004)

Citizen comment on proposed Property Rights Element Amendment (TTA2022004)

Map sent out too small and the exclamation of impact is limited. This appears to impact the Twin Lakes community. If so, How? I can't make a educational comment until I received additional information.

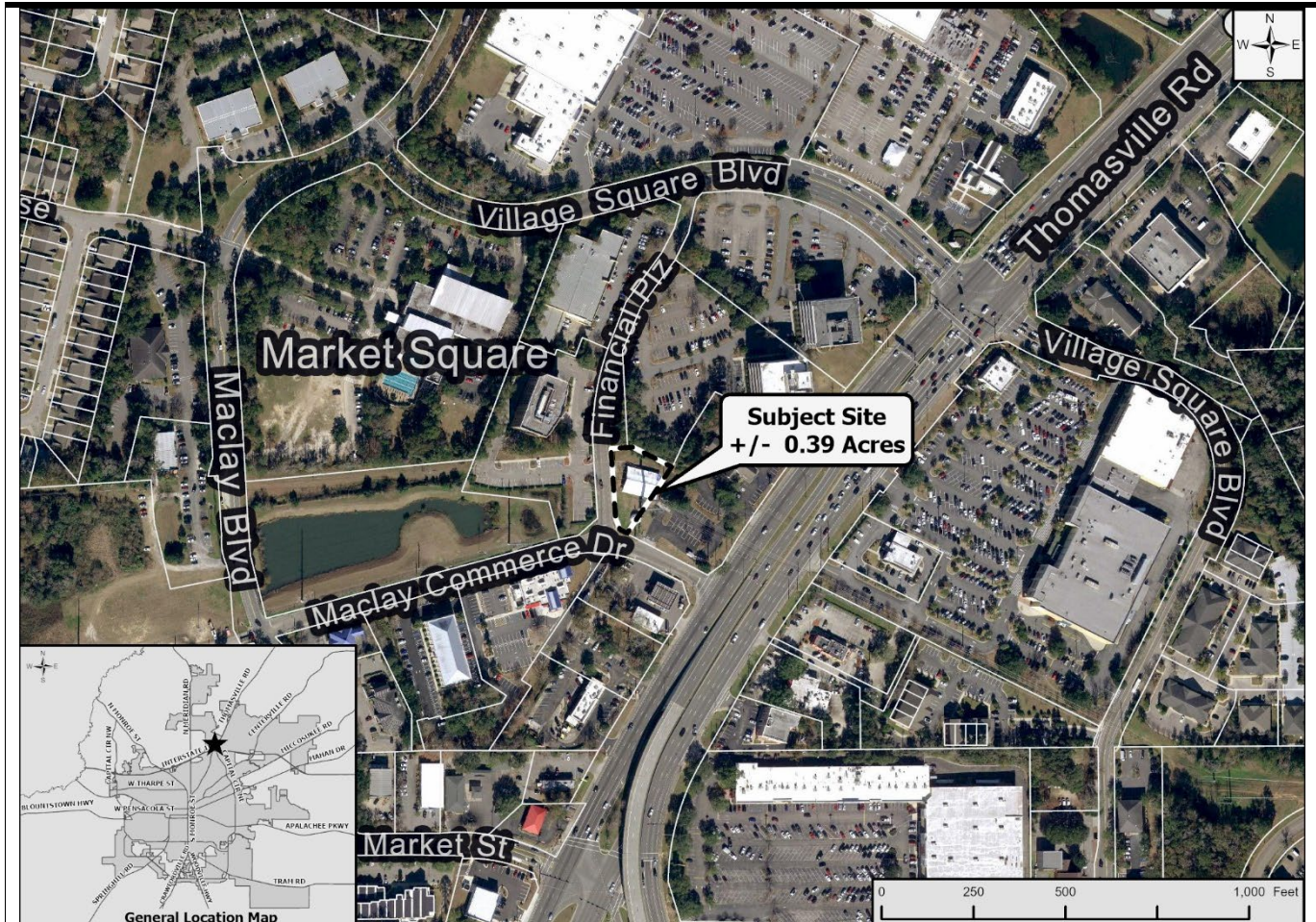
Nancy Worrell

1490 Twin Lakes Cir
Tallahassee FL 32311
njomw47@gmail.com

TMA 2022001
Financial Plaza
Page 1 of 16



2022 Comprehensive Plan Amendment Cycle
TMA 2022001
Financial Plaza



SUMMARY

| Property Owners: | Property Location: | Amendment Type: |
|---|---|---------------------------------------|
| Ananeo Trust, Inc. | 3503 Financial Plaza | City Small Scale Map Amendment |
| Applicant: | | |
| Jim King | | |
| TLCPD Staff: | Current Future Land Use & Zoning: | LPA Recommendation: |
| Stephen M. Hodges | <u>Future Land Use:</u> Government Operational <u>Zoning:</u> Planned Unit Development | Adopt |
| Contact Information: | Proposed Future Land Use & Zoning: | Staff Recommendation: |
| Stephen.Hodges@talgov.com (850)891-6408 | <u>Future Land Use:</u> Activity Center <u>Zoning:</u> Activity Center | Adopt |
| Date: 11/17/2021 | Updated: 4/13/2022 | |

A. REASON FOR REQUESTED CHANGE

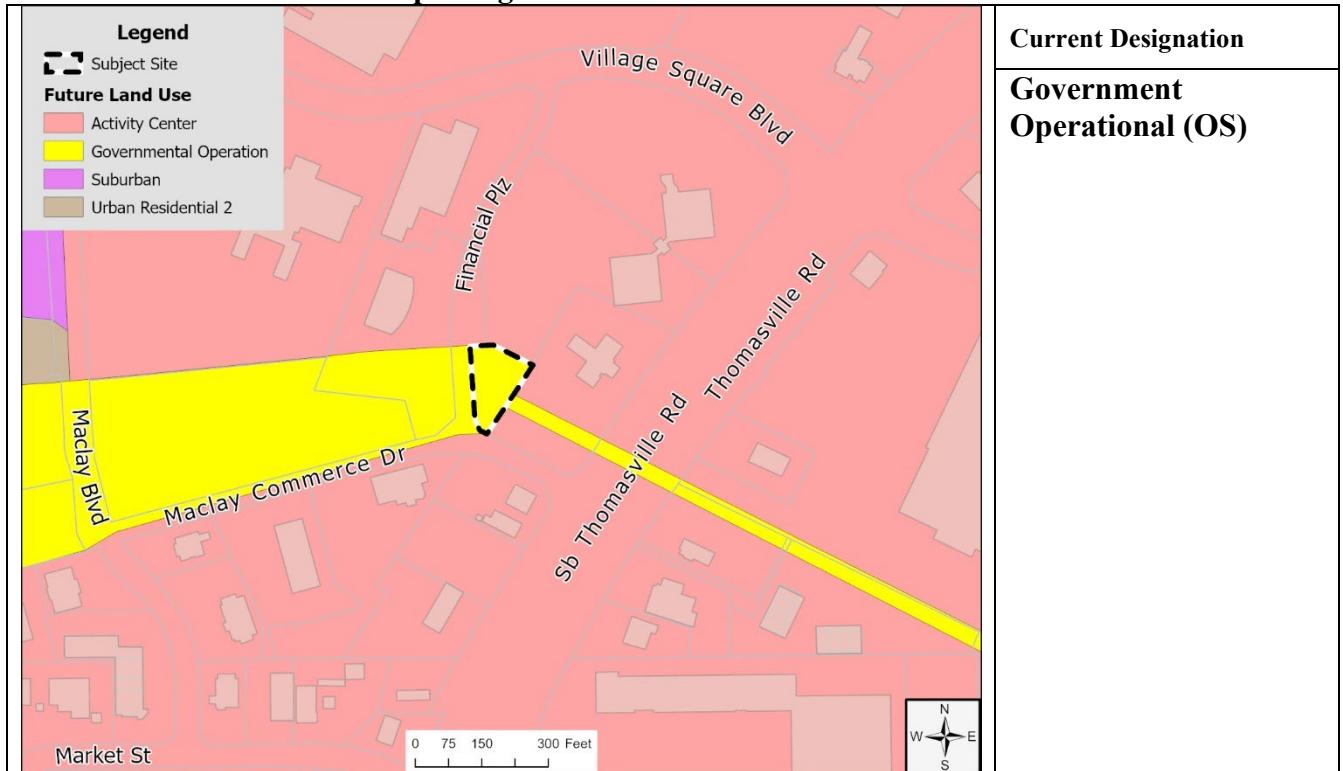
The applicant has requested a Future Land Use Map (FLUM) and zoning change on a single vacant property 0.33 acre in size in the City of Tallahassee.

The intent of this request is to change to a land use category and zoning district that allow commercial activities and a permanent structure on the subject site. At present, the subject site's current FLUM and zoning designations do not allow these proposed uses.

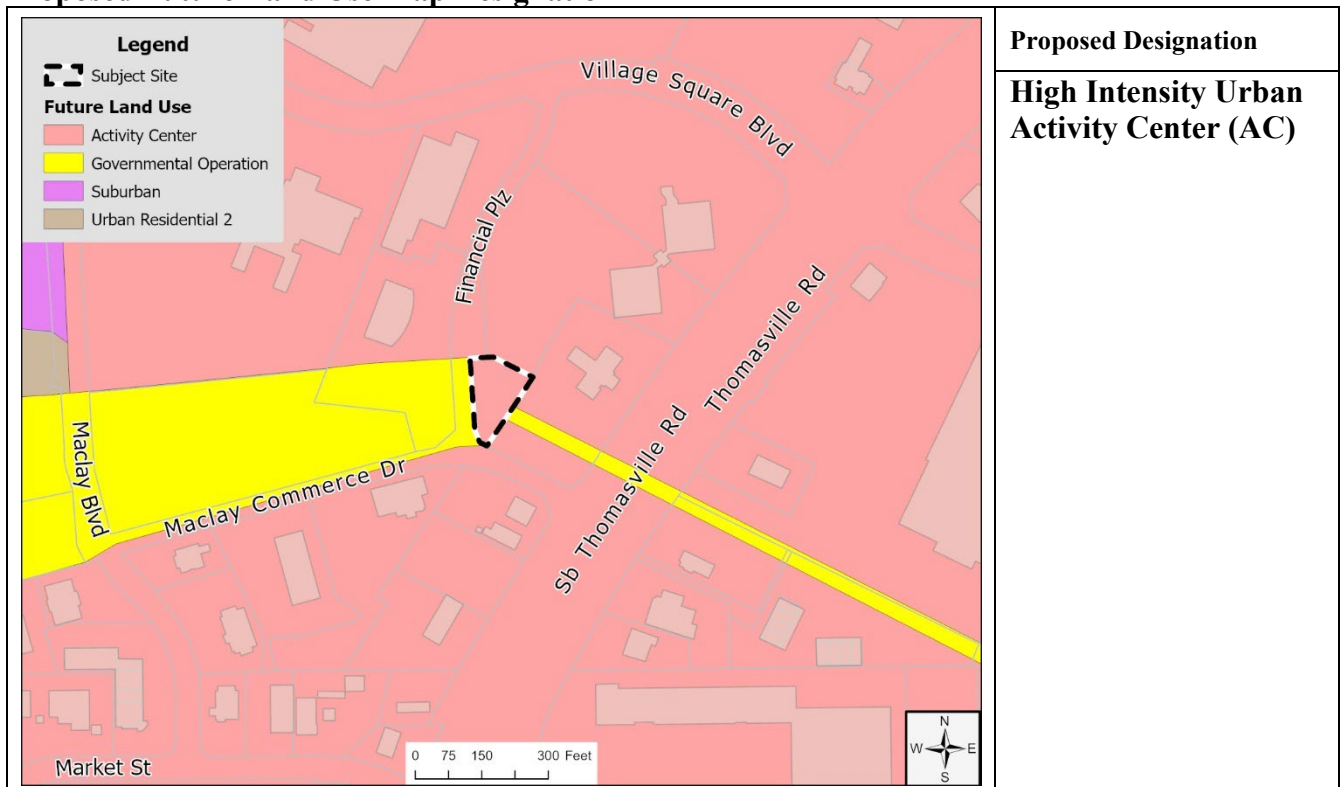
B. CURRENT AND PROPOSED FUTURE LAND USE DESIGNATION

The Subject site is currently designated Governmental Operational (GO) on the Future Land Use Map (FLUM). The GO designation was intended to recognize and accommodate several high-power electric transmission lines crossing the subject site from east to west and the easements currently on the site. The proposed amendment would change the FLUM designation of the area to High Intensity Urban Activity Center (AC). The following maps illustrate the current and proposed FLUM designations for the subject site.

Current Future Land Use Map Designation



Proposed Future Land Use Map Designation



C. STAFF RECOMMENDATION

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

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

D. LOCAL PLANNING AGENCY (LPA) RECOMMENDATION

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

G. SUMMARY OF FINDINGS

Staff presents the following findings of fact:

1. The subject site is currently vacant and is classified in the Existing Land Use database maintained by the Planning Department as Transportation/Communications/Utilities.
2. The adjacent parcels to the north and east of the subject site are utilized solely as a paved parking area. The portion of the parcel on the west side of Financial Plaza is also a paved parking area. A gas station with a convenience store is located on the south side of Maclay Commerce Drive.
3. There are five electric transmission lines that cross the subject site. There are also five electric support poles located on the subject site.
4. TLCGIS data indicate no significant environmental features on the subject site.
5. City of Tallahassee gas, water, and sewer services are available to the subject site.
6. The proposed amendment is expected to have no anticipated adverse impacts to existing or planned infrastructure. However, any use of the site is subject to the City of Tallahassee's Electric and Gas Utility's Electric Transmission Easement/Right of Way (ROW) Policy.
7. The proposed land use amendment would be consistent with Policy 2.2.9: [L] which creates the High Intensity Urban Activity Center land use category.

H. STAFF ANALYSIS

History and Background

The subject site is comprised of a single vacant parcel (#1105200040050) 0.33 acre in size (based on the legal description) in the City of Tallahassee. The current owner of the subject site had been leasing this property from the previous owner in order to sell Christmas trees and pumpkins. Two temporary structures have been constructed on the subject site for the same purpose. The owner states in his application that he desires a “permanent pole barn for [his] Pumpkin and Christmas tree business,” as well as a small office. A local farmer’s market operating out of Market Square also desires to operate under this pole barn, if it can be permitted under or near the electric power lines. Under the present zoning, this proposed use cannot be permitted. However, it would be permittable under Activity Center zoning. Hence, the proposal to change the land use and zoning designations from Government Operational land use with PUD-15 zoning to High Intensity Urban Activity Center land use and High Intensity Urban Activity Center zoning.

Based on aerial photographs from 1937 to 2020 provided by the Tallahassee – Leon County Geographic Information Systems (TLCGIS) department, this area of Leon County was rural and used mostly for pasture in the early part of the 20th century. Staff conducted a historical analysis utilizing aerial photographs of the subject site from 1937 through 2020. This analysis indicates the following:

- 1937, 1941, 1949, 1954, 1966, and 1970 – The subject site is forested and vacant.
- 1983 – The subject site has been cleared of vegetation and several high-power electric transmission lines cross the subject site that connects to a substation to the west. This transmission line is part of a larger collection of distribution circuits that exist at the present time.
- 1990 – The subject site appears unchanged. However, Maclay Commerce Drive has been constructed, and Financial Plaza appears to be under construction.
- 1996 – Financial Plaza has been completed, and there are paved parking lots located immediately east and north of the subject site. The parking lots are associated with several non-residential developments facing Thomasville Road.
- 2001 – No change.
- 2007 – A paved parking lot has been constructed on the west side of Financial Plaza. It too is associated with a non-residential development to the north of the parking lot that faces Financial Plaza.
- 2009, 2012, 2014, 2015, 2016, and 2018 – No significant changes appear on the subject site.
- 2019 – A frame for a temporary structure is being (or has been) constructed on the subject site under the two largest of the electric transmission lines crossing the subject site.
- 2020 – A temporary structure has been constructed on the subject site in the area beneath the electric transmission lines crossing the subject site.
- 2021 – An additional, smaller temporary structure has been constructed on the subject site in the area beneath the electric transmission lines crossing the subject site.

Zoning and Land Use History

The subject site has been designated Government Operational (GO) on the Comprehensive Plan's Future Land Use Map since 1990. The site was zoned Planned Unit Development (PUD) in 1984. This PUD is known as the Villages of Maclay.

According to an email dated January 25, 2019 from the City's Growth Management department to the applicant, the PUD-15 zoning category allows the following uses in Block O, which is where the subject site is located:

“Allowed uses in Block O are r.v. [sic] and boat storage (not to exceed 2 acres), multi-purpose sports field, bike and pedestrian trails, handball/ tennis/ racquetball courts; pool club; stormwater retention and drainage facilities; utilities; parking (not to exceed 1.43 acres); and sodding and landscaping.”

Easements

There are at least two easements that directly affect the subject site. An electric easement owned by the City of Tallahassee crosses the subject site from east to west. This easement was established by the City from four private property owners in late 1973 or early 1974 for the construction, operation, and maintenance of one or more electric transmission lines with compensation paid for both the value of the easement and damage to the remainder of the parcel. Such easements normally grant the City full access to the area subject to the easement for inspection, installation, repair, and removal of electric transmission lines and related equipment. The grantor of the easement normally retains full ingress and egress, as well as additional rights to use this area as long as any land use activities and structures, vegetation, or other obstructions do not interfere with the rights granted to the City.

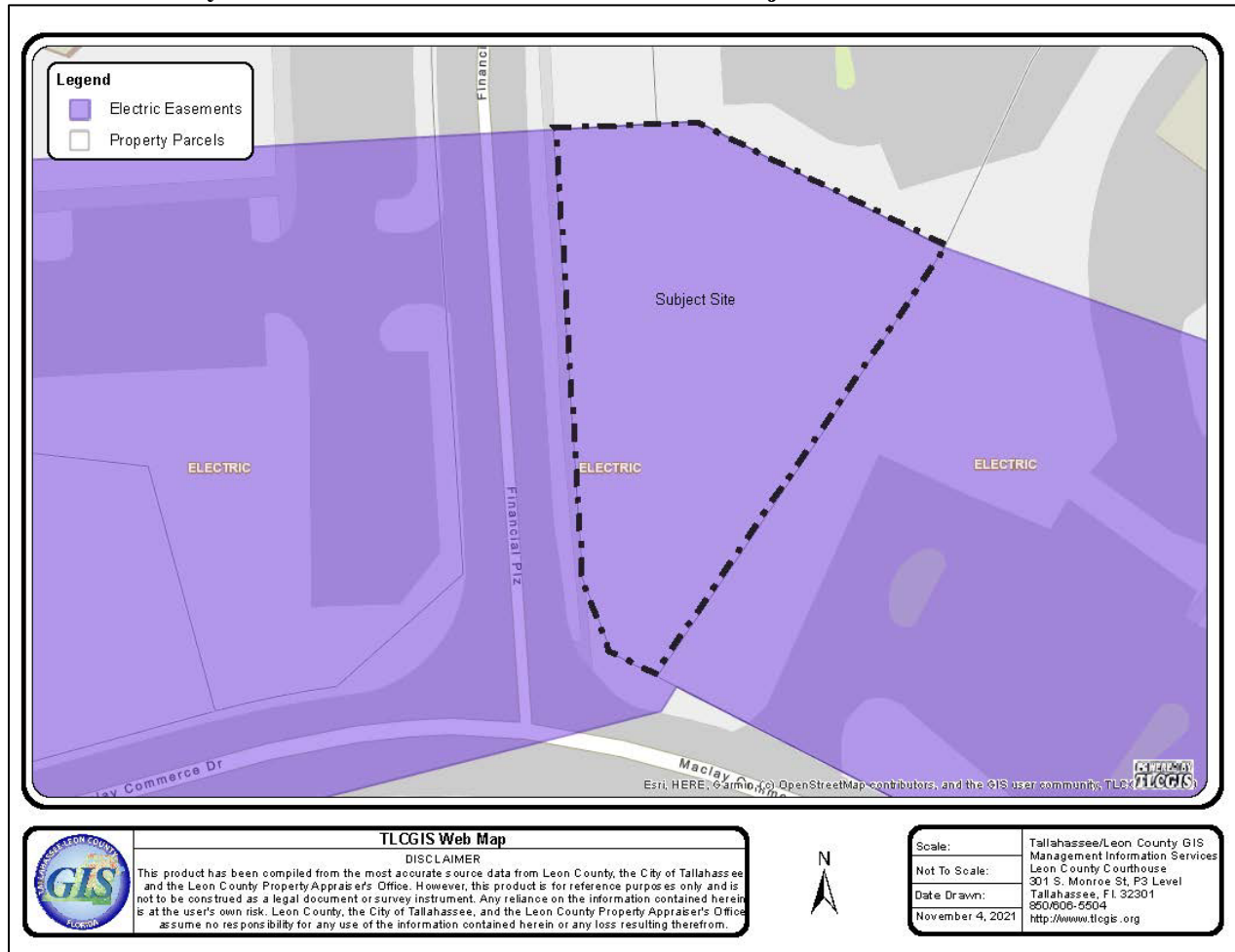
There is a private, perpetual drainage easement “over, across and under” the subject site that was granted to Money Back, Inc. from Thomasville Properties, Inc. and Ralco, Inc. The easement allowed stormwater runoff to flow onto and across the subject site from property owned by the Grantor. This easement was granted on September 29, 1986. There are no known stormwater facilities on the subject site.

A third easement may possibly affect the subject site. Although the exact location of this easement has not been surveyed, there is a perpetual, non-exclusive, 30' easement for egress, ingress and utilities upon and under property that is part of the Villages of Maclay. This private easement, which appears to lie under or parallel to Maclay Commerce Drive, was obtained by the developer of the Villages of Maclay from Sunrise Savings and Loan Association, who previously held a mortgage on the property developed as the Villages of Maclay.

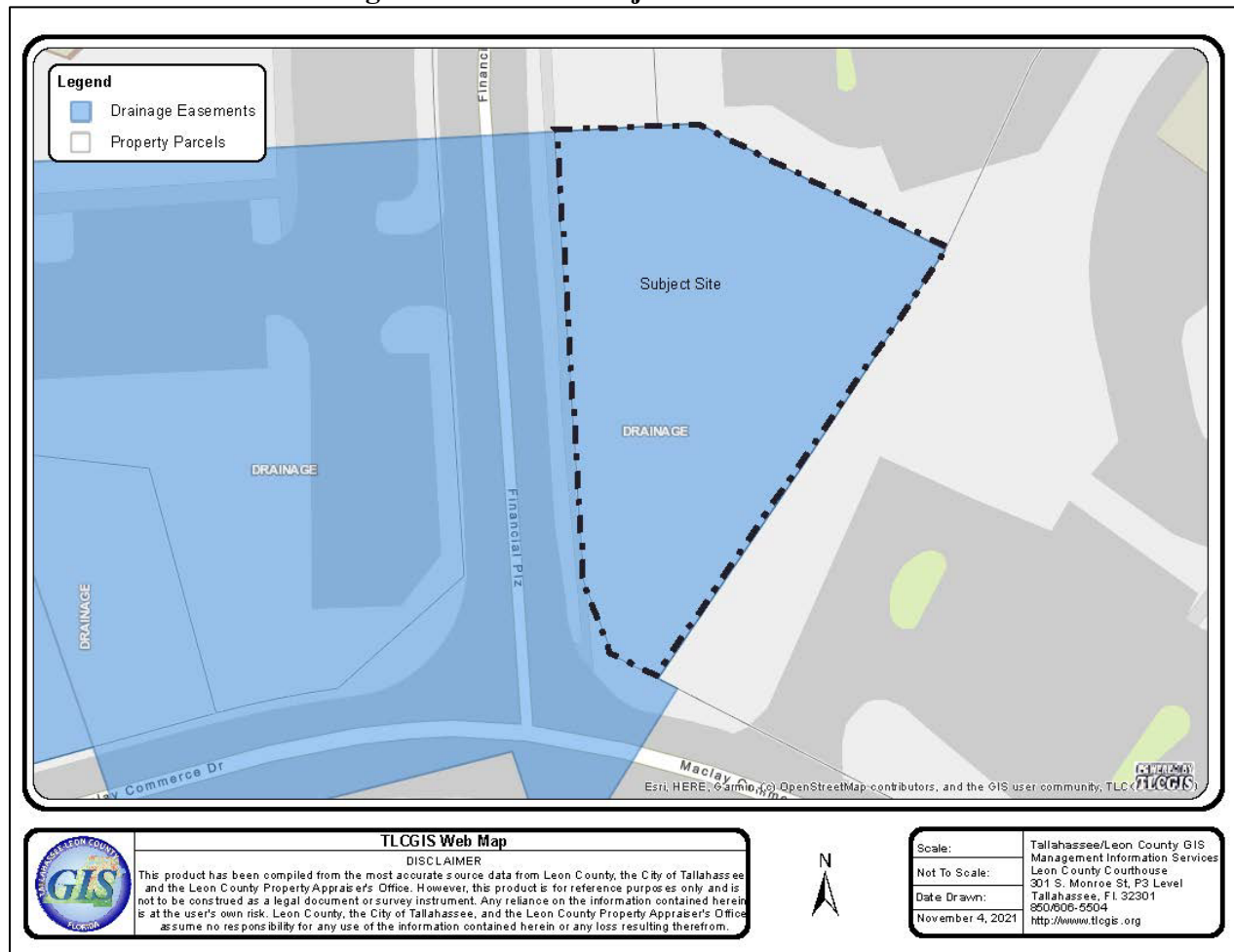
The following two maps indicate the location of the two mapped easements in relation to the subject site.

TMA 2022001
Financial Plaza
Page 7 of 16

Location of City of Tallahassee Electric Easement on Subject site



Location of Private Drainage Easement on Subject site



Any use of the site is subject to the City of Tallahassee's Electric and Gas Utility's Electric Transmission Easement/Right of Way (ROW) Policy. This policy states that "The property owner has the right generally to utilize the Transmission Easement for any use or purpose which does not interfere with the City's rights." The Policy states that "The rights acquired, as specified in the Transmission Easement, will generally include, but may not necessarily be limited to, the right of unlimited access necessary to patrol and maintain, the right to enlarge, replace, add to, delete from, and construct additional power lines within easement/right-of-way limits. In addition, the City has the right to set reasonable standards of use necessary to preserve the unencumbered ability of the City to maintain existing and construct future power lines within its easement/right-of-way boundaries."

Therefore, according to this Policy, the basic criterion for the use of the subject area for anything beyond its current allowed uses within this easement is that any construction or installation of any paving, landscaping, or improvements placed within the easement either above or below ground is subject to the City's rights of ingress, egress, maintenance, and construction. Any proposed improvements must be submitted in writing to the Electric & Gas Utility complete with a project

narrative and plans that include the location of easement/right-of-way boundary, existing structures and facilities, and the proposed improvements with project limits.

City of Tallahassee Permit History

At this time, the City's Growth Management Department has issued a tent permit for pumpkin and Christmas tree sales this season.

Development Pattern

The general development pattern of this portion of the City of Tallahassee is predominately non-residential, including banks, offices, grocery stores, restaurants, and a fueling station with a convenience store to the immediate south of the subject site. An area of low-density residential is located a quarter mile to the west of the subject site. This residential area is composed of single-family houses.

Current and Proposed Future Land Use Categories

The complete comprehensive plan policies for Government Operational (Policy 2.2.16: [L]) and High Intensity Activity Center (Policy 2.2.9: [L]) are included as Attachment #1.

Government Operational (Current)

The Government Operational (GO) FLUM category specifically allows facilities that provide for the operation of and provision of services on property owned or operated by government. The current use of this category for the electric transmission line crossing a portion of the subject site is consistent with this description, which is one of the allowable uses listed in Policy 2.2.16.

High Intensity Urban Activity Center (Proposed)

The High Intensity Urban Activity Center (AC) FLUM category is intended to provide community wide or regional commercial activities located in proximity to multi-family housing and office employment centers. It is intended to provide large scale commercial activities to serve retail needs of large portions of the population, promote efficiency of the transportation system by consolidating trips, and discourage unabated sprawl of commercial activities. Planned, integrated development is required to promote synergy between the different allowable land uses. An integrated pedestrian mobility system designed to provide safe and accessible foot and bike travel between the land uses shall be stressed in granting development approvals. Access and egress to Activity Centers as well as internal vehicle travel shall be planned in a comprehensive manner in order to facilitate traffic movement. Residential development shall be permitted up to 45 dwelling units per acre.

Consistency with Comprehensive Plan

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

- The proposed land use amendment is consistent with Policy 2.2.9: [L] which creates the High Intensity Urban Activity land use category. The subject site is vacant and is located in proximity to multi-family housing and office employment centers. Although the subject site is too small to provide large scale commercial activities to serve the retail needs of large portions of the population, the use of the site under AC would promote the efficiency of the transportation system by consolidating trips and discouraging unabated sprawl of commercial activities.
- Consistent with Policy 2.2.9: [L], the subject site is accessible via an integrated pedestrian mobility system designed to provide safe and accessible foot and bike travel between the land uses. Access to the site is provided by its location at the intersection of Maclay Commerce Drive and Financial Plaza, which is accessible via Maclay Boulevard and Village Square Boulevard. There are sidewalks along these streets, as well as bike lanes on Maclay Commerce Drive and Financial Plaza.
- Policy 2.2.16: [L] creates the Government Operational (GO) land use category. The GO category specifically allows facilities that provide for the operation of and provision of services on property owned or operated by government. The subject site is privately owned but also has a City of Tallahassee-owned utility easement covering the entirety of the subject site to accommodate electric utility facilities (i.e., aerial powerlines). With the exception of two temporary structures, the subject site is otherwise vacant. Although the subject site is consistent with GO based on its present use by the City's Electric and Gas department, this land use designation severely constrains the subject site which has no other development constraints except the transmission lines themselves.

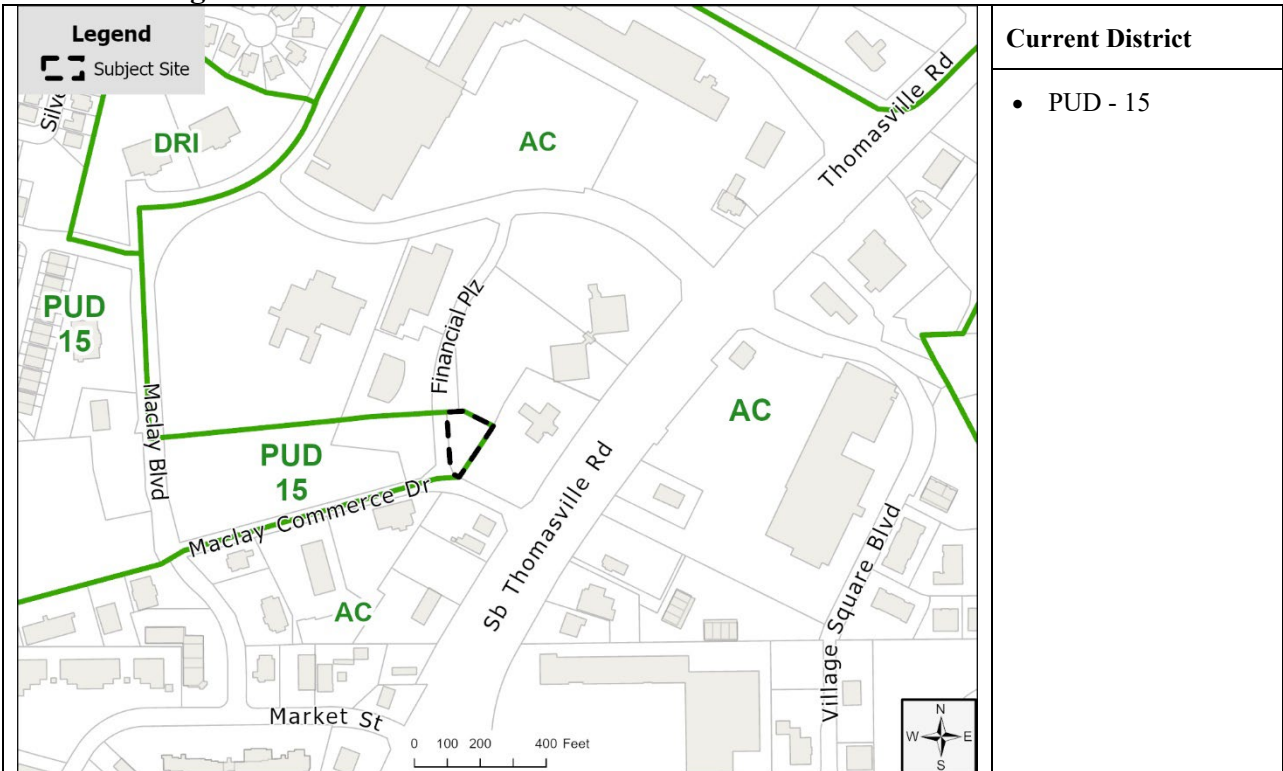
Zoning

The subject site is currently zoned Planned Unit Development – 15 (PUD-15). It was rezoned from R-1 to PUD-15 in 1984. Consistent with the proposed FLUM amendment, a concurrent rezoning is being processed to change the zoning of the subject site to High Intensity Urban Activity Center (AC). The intent of this district is similar to that in Policy 2.2.9: [L] which creates the High Intensity Urban Activity land use category. Allowable uses include the following:

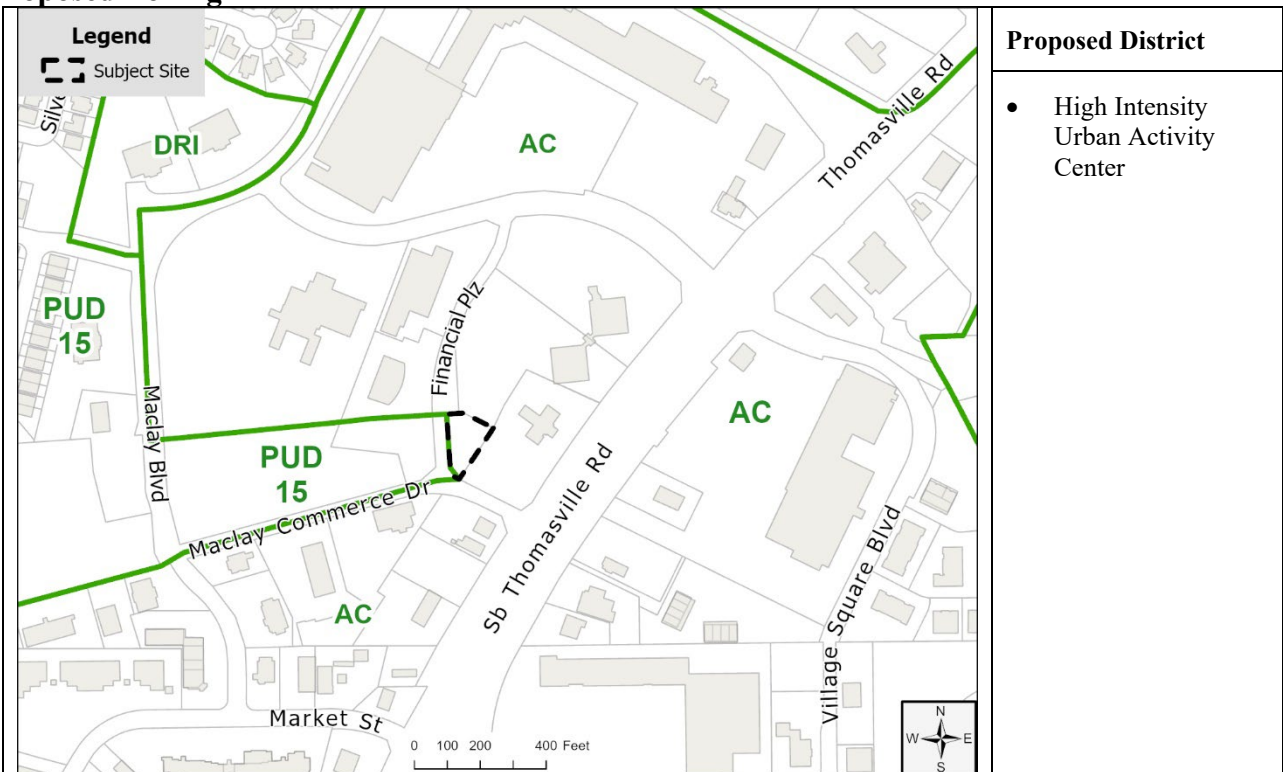
| | |
|-------------------------|----------------------------|
| Minor Commercial | Medium Density Residential |
| Neighborhood Commercial | High Density Residential |
| Community Commercial | Passive Recreation |
| Regional Commercial | Active Recreation |
| Highway Commercial | Community Services |
| Minor Office | Light Infrastructure |
| Major Office | Post Secondary |
| Office Park | Light Industrial--Minor |

The complete zoning regulations (Sec. 10-165: Planned Unit Development and Sec. 10-167: High Intensity Urban Activity Center District) are included as Attachment #2. The following maps illustrate the current and proposed zoning for the subject site.

Current Zoning



Proposed Zoning



Existing Land Uses

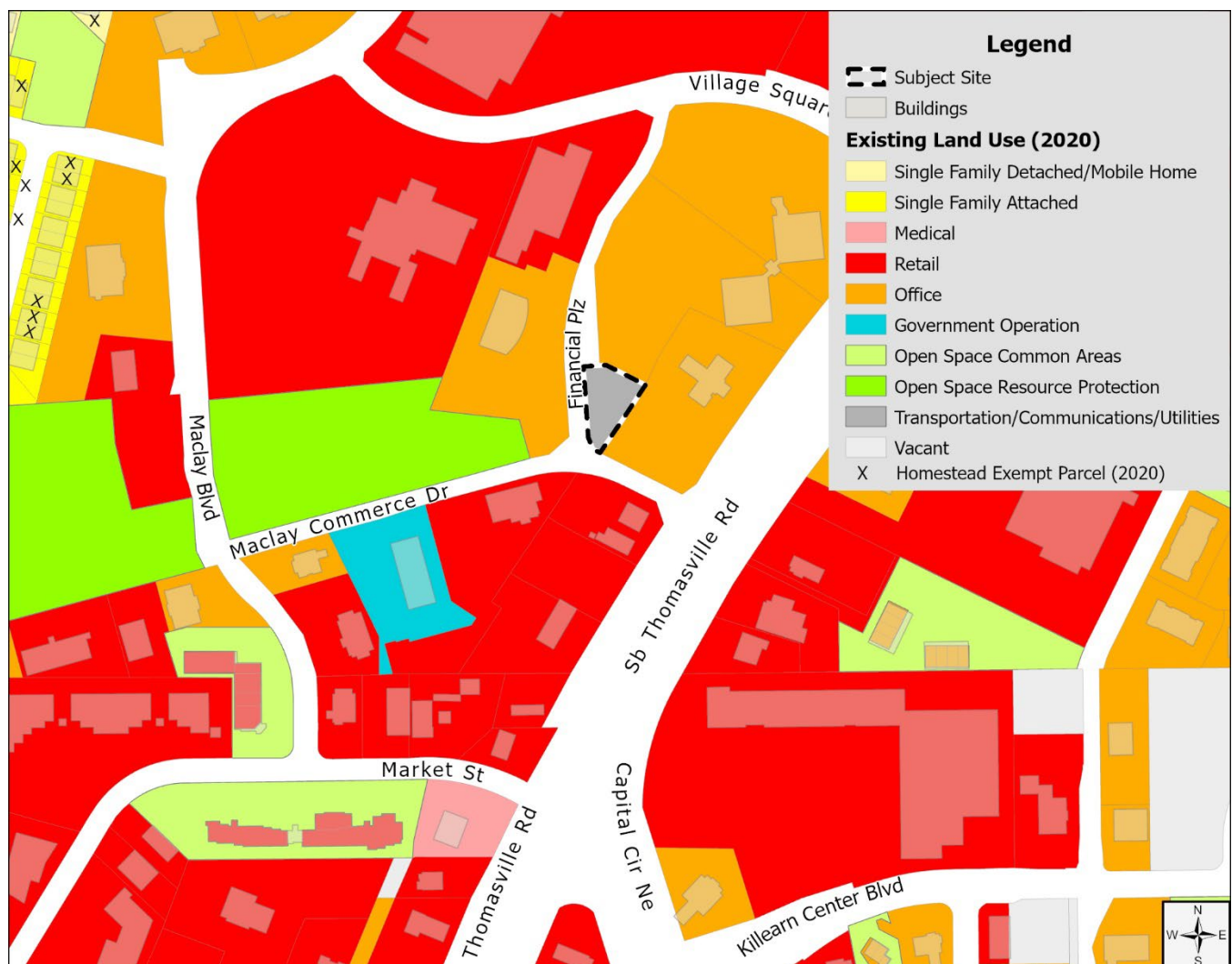
The existing use of the subject site is vacant. There are no permanent structures on the site except the previously described electric transmission lines. There is currently two temporary structures on the site.

The subject site is generally in the middle of a large areas that is primarily a mix of office and retail uses. Although there are parking lots to the west, north, and east of the site, these serve several large office buildings to the west and north of the site, as well as a bank located east of the site.

A fueling station with a convenience store is located south of the site. A restaurant is also located to the southwest of the site.

A City of Tallahassee stormwater facility is located further west of the site, which is indicated on the following map as open space. There are several low-density residential areas further west of the subject site.

Existing Land Use Map



Infrastructure Analysis*Water/Sewer*

City water, sewer, and other services are available to the subject site.

Schools

This school capacity analysis has been conducted because the requested Activity Center zoning allows residential development. However, the applicant has stated that no residential uses are intended for the subject site, and any residential development would be constrained by the presence of the aerial electric transmission lines and the related electric facilities easement.

The Subject site is zoned for Gilchrist Elementary School, Raa Middle School, and Leon High School. All attendance zones in which the property is located have capacity for this project. Currently, Gilchrist Elementary has an existing capacity of 286 students with a post-development capacity of 284. Raa Middle School has an existing capacity of 543 with a post-development capacity of 542. Leon High School has an existing capacity of 235 with a post-development capacity of 234.

Roadway Network

The subject site fronts Financial Plaza, a local road, on the west boundary of the site. There is a small portion of the site that fronts Maclay Commerce Drive, which is a minor collector.

Site Impact Analysis

| Acres | Buildout Type | Maximum Buildout Intensity | Maximum Buildout | Trip Generation Rate | % Enter | % Exit | Trips Enter | Trips Exit | Total Trips |
|-------|------------------------|----------------------------|------------------|----------------------|---------|--------|-------------|------------|-------------|
| 0.39 | Government Operational | 10 KSF | 10 KSF | 0.19 trips/KSF | N/A | N/A | N/A | N/A | 2 |
| | Activity Center | 20 KSF | 20 KSF | 32.67 trips/KSF | N/A | N/A | N/A | N/A | 653 |

The table above depicts preliminary calculations based on the estimated maximum development allowed under the requested future land use category and associated rezoning. Trip generation rates and entering/exiting trip percentages for Government Operational and Activity Center buildouts are based on *General Heavy Industrial* (120) and *Fast-Food Restaurant with Drive Thru* (934), 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 development allowed under the requested land use category, this amendment could result in up to 653 new trips. Note that the total trips noted in this analysis are substantially higher than will be allowed due to requirements such as environmental mitigation, site layout considerations, and other restrictions. 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.

Pedestrian and Bicycle Network

There are sidewalks along Maclay Commerce Drive and Financial Plaza, as well as bike lanes on Maclay Commerce Drive and Financial Plaza.

Transit Network

StarMetro has two routes that provide access to the subject site. These routes include the Killearn Route and the Red Hills Route. The nearest bus stop is at the intersection of Thomasville Road and Maclay Commerce Drive.

Environmental Analysis

Natural features data maintained by TLCGIS indicate no significant or otherwise protected environmental features on or near the subject site.

There are no known public environmental easements on the subject site. However, there is a private, perpetual drainage easement “over, across and under” the subject site that was granted to Money Back, Inc. from Thomasville Properties, Inc. and Ralco, Inc. The easement allowed stormwater runoff to flow onto and across the subject site from property owned by the Grantor. This easement was granted on September 29, 1986. There are no known stormwater facilities on the subject site.

F. PUBLIC OUTREACH AND NOTIFICATION

An initial mailing was sent to 62 property owners within 1,000 feet of the subject site.

| Public Outreach | | Date | Details |
|-----------------|---|-------------------|--|
| ✓ | Mail Notification of Proposed Changes | November 19, 2021 | Notices Mailed to Property Owners within 1000 feet |
| ✓ | Notice of Proposed Land Use Change and Rezoning | December 18, 2021 | Two signs providing details of proposed land use and zoning changes posted on subject site |
| ✓ | Public Open House | December 15, 2021 | 5:30 PM, Renaissance Center 2 nd Floor 435 North Macomb St. |
| ✓ | Staff Reports Available Online | January 21, 2022 | Email Subscription Notice sent to all users of service |

Public Open House: A public open house was held on December 15, 2021 to provide an overview of the applications received and the amendments and their concurrent rezonings being requested. The open house was held at the Renaissance Center, 435 N. Macomb St. There were eight people in attendance. There were no comments regarding this amendment.

Local Planning Agency (LPA) Workshop: A workshop was held on January 4, 2022 where staff provided an overview of the 2022 Cycle Amendments. There were no questions from the LPA that resulted in updates to this staff report.

Local Planning Agency Public Hearing: A public hearing was held on March 1, 2022 to vote on the proposed 2022 Cycle Amendments. The LPA found the proposed future land use map amendment is consistent with the Tallahassee-Leon County Comprehensive Plan, based on the findings and other information contained in this staff report, and recommended ADOPTION of the proposed amendment. They also found that the proposed rezoning is consistent with the Tallahassee-Leon County Comprehensive Plan, based on the findings and other information contained in this staff report, and recommended APPROVAL of the proposed rezoning. There were no public speakers on this item. The applicant attended this hearing to answer any questions and he spoke briefly in favor of the proposed amendment and rezoning.

Joint City-County Commission Workshop: A workshop was held on March 22, 2022 where staff provided an overview of the 2022 Cycle Amendments. There were no questions from the workshop attendees that prompted any updates to this staff report.

Joint City-County Commission Transmittal Hearing: A transmittal hearing was held on April 12, 2022 where staff provided an overview of the 2022 Cycle Amendments for Commission approval to transmit to the state. Small-scale amendments are not required to be transmitted. There were no questions or comments on this amendment.

G. STAFF REPORT UPDATE

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

| Cycle 2022 Meetings | | Dates | Time and Locations |
|---------------------|---|-------------------|---|
| ✓ | Public Open House 2022 Cycle Amendments | December 15, 2021 | 5:30 PM, Renaissance Center 2 nd Floor, 435 North Macomb St. |
| ✓ | Local Planning Agency Workshop | January 4, 2022 | 6:00 PM, Renaissance Center 2 nd Floor, 435 North Macomb St. |
| ✓ | Local Planning Agency Public Hearing | March 1, 2022 | 6:00 PM, Renaissance Center 2 nd Floor, 435 North Macomb St. |
| ✓ | Joint City-County Commission Workshop | March 22, 2022 | 1:30 PM, County Commission Chambers, 5th Floor Leon County Courthouse |
| ✓ | Joint City-County Transmittal Public Hearing | April 12, 2022 | 6:00 PM, County Commission Chambers, 5th Floor Leon County Courthouse |
| | Joint City-County Adoption Public Hearing | | 6:00 PM, County Commission Chambers, 5th Floor Leon County Courthouse |

H. ATTACHMENTS

- Attachment #1: Comprehensive Plan Policies for Government Operational (Policy 2.2.16: [L]) and High Intensity Activity Center (Policy 2.2.9: [L])
- Attachment #2: Zoning Regulations (Sec. 10-165: Planned Unit Development and Sec. 10-167: High Intensity Urban Activity Center District)

From: [Hodges, Stephen M](#)
To: [Danielle Austin](#)
Cc: [Reddick, John](#); [Mohrman, Melinda](#); [White, Artie](#)
Subject: RE: Amendment #TMA2022 001 - Rezoning
Date: Tuesday, April 12, 2022 12:02:20 PM
Attachments: [image001.png](#)

Ms. Austin,

As previously discussed by telephone with you, here are the answers to your questions in writing:

1. How will parking be impacted? If there is shared parking, who would be liable for the maintenance, insurance, trash, etc?

It is my understanding, given the fact that Mr. King's parcel is less than half an acre and already constrained by City of Tallahassee electric infrastructure and that there is no on-street parking on Maclay Commerce Boulevard or Financial Plaza , that Mr. King or any other owner or developer would have to have a written parking agreement with any nearby property owners who would be amenable to allowing such parking.

2. Will a permanent structure be required to be permitted and meet development regulations?

Mr. King has stated in his land use amendment application and a recent Local Planning Agency public hearing that he wishes to construct a permanent structure, which would have to meet all applicable City land development regulations. This is the reason why he has filed a land use amendment application and a concurrent zoning application.

According to the City of Tallahassee's Growth Management (GM) department, Mr. King would be allowed to apply for a Temporary Use permit even if the property is rezoned to AC. Being rezoned to a district that allows for the permanent establishment of a use doesn't require a property owner to make a use permanent. However, GM has been in recent communication with Mr. King about his permitting steps to make permanent improvements to the property if the rezoning is approved. If Mr. King is to have any structure on site for more than 180 days then it will be considered permanent and will have to adhere to Florida Building Code standards for permanent structures.

3. If the owner cannot afford the cost of construction, per the code, what will be permissible onsite once the rezoning is issued?

Please see the answer to #2 above.

4. Will portable toilets be allowed?

There are no ordinances requiring portable toilets if a temporary structure is permitted. However, it is my understanding that GM would require restrooms as part of a permanent structure.

5. What type of ordinance will be enforced to make sure the condition of the property does not negatively impact neighboring property owners?

The City has a variety of codes in place addressing security, landscaping, stormwater

management, and many other aspects of development. If there are any reported violations of these existing codes and ordinances, the City's Code Enforcement staff would address any such violations.

I hope this answers your questions. Please feel free to contact me directly if you have any additional questions or comments. Thank you.

Stephen

Stephen M. Hodges, AICP

Senior Planner

Comprehensive Planning & Urban Design
Tallahassee-Leon County Planning Dept.
Renaissance Center
435 N Macomb St.
Tallahassee, FL 32301

850.891.6400 • stephen.hodges@talgov.com



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: Danielle Austin <daustin@tlgproperty.com>
Sent: Thursday, April 7, 2022 12:50 PM
To: Hodges, Stephen M <Stephen.Hodges@talgov.com>
Subject: RE: Amendment #TMA2022 001 - Rezoning

*****EXTERNAL EMAIL*****

Please report any suspicious attachments, links, or requests for sensitive information.

Hi Stephen,

I was wondering if you have any updates on the rezoning application for the Annaneoo Trust, LLC. Any new info you could provide would be appreciated.

Thanks,

Danielle Austin

From: Hodges, Stephen M [<mailto:Stephen.Hodges@talgov.com>]
Sent: Wednesday, December 8, 2021 2:30 PM
To: Danielle Austin <daustin@tlgproperty.com>
Cc: ianc@derbyshiregroup.com; Bill Powell <bpowell@tlgproperty.com>; Reddick, John <John.Reddick@talgov.com>; Mohrman, Melinda <Melinda.Mohrman@talgov.com>
Subject: RE: Amendment #TMA2022 001 - Rezoning

Ms. Austin,

These are reasonable questions. I've arranged a meeting this coming Monday afternoon with the City's Land Use Administrator in the Growth Management Department and the Division Director for Comprehensive Planning in the Planning Department to discuss these issues. We'll try to have some solid answers before the workshop on Wednesday.

As I mentioned on the telephone to you, I'll be out of the office for two weeks starting next Wednesday. Our Division Director has been briefed on this matter, and we will provide your comments to the Planning Commission/Local Planning Agency and the elected officials prior to any public hearings. The schedule of meetings is on the public notification letter that you should have a copy of. Please feel free to contact me on this or any other related matters. Thank you.

Stephen

Stephen M. Hodges, AICP

Senior Planner

Comprehensive Planning & Urban Design
Tallahassee-Leon County Planning Dept.
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435 N Macomb St.
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From: Danielle Austin <daustin@tlgproperty.com>
Sent: Wednesday, December 8, 2021 1:57 PM
To: Hodges, Stephen M <Stephen.Hodges@talgov.com>
Cc: ianc@derbyshiregroup.com; Bill Powell <bpowell@tlgproperty.com>
Subject: RE: Amendment #TMA2022 001 - Rezoning

*****EXTERNAL EMAIL*****

Please report any suspicious attachments, links, or requests for sensitive information.

Sorry, pictures now attached...

From: Danielle Austin
Sent: Wednesday, December 8, 2021 1:56 PM
To: stephen.hodges@talgov.com
Cc: Ian Cogman (ianc@derbyshiregroup.com) <ianc@derbyshiregroup.com>; Bill Powell <bpowell@tlgproperty.com>
Subject: Amendment #TMA2022 001 - Rezoning

Good afternoon, Steve.

It was a pleasure speaking with you today. I appreciate your time in addressing my concerns regarding the rezoning of the lot on the corner of Financial Plaza and Maclay Blvd. I represent the owner of the Investar Building located at 3500 Financial Plaza across the street from the subject property. The Investar Building is a Class "A" office building and is a prestigious asset for my client as well as our community. The owner spares no expense to make sure the property and grounds are maintained as such.

Currently, the owner of the 0.33 Acres, Annaneo Trust, is running a seasonal pumpkin patch and Christmas tree farm. Our concern with the rezoning of the 0.33 Acres is if granted the current operator will continue to run his business at its current state. Please refer to the pictures attached that were taken on December 7th. As you can see we have an extreme concern for the impact this operation will have on the neighboring properties if allowed to operate year round.

We have a few questions that we would like to be submitted for your consideration:

1. How will parking be impacted? If there is shared parking, who would be liable for the maintenance, insurance, trash, etc?
2. Will a permeant structure be required to be permitted and meet development regulations?
3. If the owner cannot afford the cost of construction, per the code, what will be permissible onsite once the rezoning is issued?

4. Will portable toilets be allowed?
5. What type of ordinance will be enforced to make sure the condition of the property does not negatively impact neighboring property owners?

Again, thank you for your consideration. We look forward to the committees' feedback.

Have a wonderful holiday and safe travels to The Alps!

Thanks,

Danielle Austin

Senior Property Manager, Broker Associate

TLG Management Services, LLC

Main Office Line - 850.385.6363 Ext 112

Cell Phone - 850.727.6684



DISCLOSURE:

The information shown or contained herein is believed to be accurate but is not warranted or guaranteed, is subject to errors, omissions and changes without notice and should be independently verified.

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To: stephen.hodges@talgov.com
Cc: Ian Cogman (ianc@derbyshiregroup.com) <ianc@derbyshiregroup.com>; Bill Powell <bpowell@tlgproperty.com>
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From: peggy.grantham@comcast.net
To: [Planning Inquiries](#)
Cc: [Mohrman, Melinda](#); [White, Artie](#)
Subject: Citizen comment on proposed Ananeo Trust Amendment (TMA2022001)
Date: Tuesday, January 18, 2022 12:45:05 PM

Citizen comment on proposed Ananeo Trust Amendment (TMA2022001)

I choose this particular project because of the location to the water drainage. You need to learn from prior mistakes of the county of releasing too many permits in areas that can flood due to drainage, to begin with. That area was designated as drainage by engineers for a reason. Stop thinking about tax base and start thinking about what is best for the city/county. I am a retiree, but I am disgusted with what you are all doing to our county and I will start a campaign, along with others to get all of you out of office. I think we need to look at supposed management who believe these expansions are good for this city and county.

PEGGY WRIGHT GRANTHAM
10024 Leafwood Dr
Tallahassee CA 32312
peggy.grantham@comcast.net

Notice of Change of Land Use Comprehensive Plan Amendment & Rezoning Public Hearing

County Commission Adoption Public Hearing and Implementing Ordinance and Rezoning Public Hearing
Tuesday, June 14, 2022, 6 pm, County Commission Chambers – Leon County Courthouse,
301 S. Monroe Street, Tallahassee, FL 32301

TEXT AMENDMENT ADOPTION

At the above public hearing the Board of County Commissioners will take public comments on and consider adoption of the following Ordinances, which adopt the text amendments in this advertisement. The Ordinance titles are below.

ORDINANCE NO. 2022-

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, AMENDING THE 2030 TALLAHASSEE-LEON COUNTY COMPREHENSIVE PLAN; CREATING THE PROPERTY RIGHTS 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.

Requested Text Amendment: Property Rights Element

Reference Number: TTA2022004

Applicant: Tallahassee-Leon County Planning Department

This proposed amendment creates a Property Rights Element within the Tallahassee-Leon County Comprehensive Plan.

ORDINANCE NO. 2022-

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, AMENDING THE 2030 TALLAHASSEE-LEON COUNTY COMPREHENSIVE PLAN; ADOPTING AMENDMENTS TO THE MOBILITY 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.

Requested Text Amendment: Future Right of Way Needs Map

Reference Number: TTA2022003

Applicant: Tallahassee-Leon County Planning Department

The proposed amendment would update the Future Right-Of-Way Needs Map in the Mobility Element of the Tallahassee-Leon County Comprehensive Plan to reflect right-of-way that is needed to implement Blueprint 2020 projects and projects identified in the Capital Region Transportation Planning Agency's (CRTPA's) 2045 Regional Mobility Plan Cost Feasible Plan (the Long Range Transportation Plan).

ORDINANCE NO. 2022-

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, AMENDING THE 2030 TALLAHASSEE-LEON COUNTY COMPREHENSIVE PLAN; ADOPTING AMENDMENTS TO THE 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.

Requested Text Amendment: Urban Service Area

Reference Number: LTA202201

Applicant: D. R. Horton Inc.

This is a request to expand the Urban Services Area to include parcels related to the April Road (LMA202201), Woodville Hwy (LMA202202) and Southwood Plantation (LMA202203) amendments. In the three cases, the proposed map amendment is bisected by and/or directly adjacent to the current Urban Services Area boundary. The proposed amendment would result in approximately 304.7 acres of additional area within the Urban Services Area.

MAP AMENDMENT ADOPTION

At the above public hearing the Board of County Commissioners will take public comments on and consider adoption of the following Ordinances, which adopt the map amendments in this advertisement. The Ordinance titles are below.

ORDINANCE NO. 2022-

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.

Requested Map Amendment: April Rd.

Reference number: LMA202201

Applicant: D. R. Horton Inc.

Large Scale Map Amendment: This is a request to change the Future Land Use Map (FLUM) designation from Rural (R) to Urban Residential 2 (UR-2) on two parcels totaling approximately 173.24 acres. The parcels are located along Apalachee Parkway and Old St. Augustine Rd. This amendment is related to text amendment LTA202201 to adjust the Urban Service Area boundary.

Rezoning Application: A rezoning application will be processed concurrently with this amendment. A zoning change from Rural (R) and Office Residential (OR-2) to Single Family Detached Residential (R-1) will be requested to implement the proposed amendment to the Future Land Use Map.

ORDINANCE NO. 2022-

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.

Requested Map Amendment: Woodville Hwy

Reference number: LMA202202

Applicant: D. R. Horton Inc.

This is a request to change the Future Land Use Map (FLUM) designation from Planned Development (PD) and Rural (R) to Suburban (SUB) on two parcels totaling approximately 154.09 acres. The parcels are located along Capital Circle SE and Woodville Highway. This amendment is related to text amendment LTA202201 to adjust the Urban Service Area boundary for the parcel in the county.

Rezoning Application: A rezoning application will be processed concurrently with this amendment. A zoning change from Rural (R) to Single Detached, Attached and Two Family Residential (R-3) will be requested to implement the proposed amendment to the Future Land Use Map.

ORDINANCE NO. 2022-

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.

Requested Map Amendment: Southwood Plantation Rd.

Reference number: LMA202203

Applicant: D. R. Horton Inc.

This is a request to change the Future Land Use Map (FLUM) designation from Rural (R) and Suburban (SUB) to Suburban on approximately 129.8 acres. The parcel is located between Apalachee Parkway and Old St. Augustine Rd, accessed by Southwood Plantation Rd. to the west of the parcel. This amendment is related to text amendment LTA202201 to adjust the Urban Service Area boundary.

Rezoning Application: A rezoning application will be processed concurrently with this amendment. A zoning change from Rural (R) and Critical Planning Area (CPA) to Single Family Detached and Attached Two Family Residential (R-3) will be requested to implement the proposed amendment to the Future Land Use Map.

REZONING

LEON COUNTY ORDINANCE NO. 22-

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, AMENDING THE OFFICIAL ZONING MAP AS ADOPTED IN LEON COUNTY ORDINANCE NO. 92-11 TO PROVIDE FOR A CHANGE IN ZONE CLASSIFICATION FROM THE RURAL (R) AND OFFICE RESIDENTIAL (OR-2) ZONING DISTRICTS TO THE SINGLE FAMILY DETACHED RESIDENTIAL (R-1) ZONING DISTRICT; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

This proposed rezoning implements Comprehensive Plan map amendment LMA202201, above, which is proposed for adoption on June 14, 2022. The rezoning requests a change to the Official Zoning Map from the Rural (R) and Office Residential (OR-2) to the Single Family Detached Residential (R-1) Zoning District.

LEON COUNTY ORDINANCE NO. 22-

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, AMENDING THE OFFICIAL ZONING MAP AS ADOPTED IN LEON COUNTY ORDINANCE NO. 92-11 TO PROVIDE FOR A CHANGE IN ZONE CLASSIFICATION FROM THE RURAL (R) ZONING DISTRICT TO THE SINGLE DETACHED, ATTACHED AND TWO FAMILY RESIDENTIAL (R-3) ZONING DISTRICT; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

This proposed rezoning implements Comprehensive Plan map amendment LMA202202, above, which is proposed for adoption on June 14, 2022. The rezoning requests a change to the Official Zoning Map from the Rural (R) to the Single Detached, Attached and Two Family Residential (R-3) Zoning District.

LEON COUNTY ORDINANCE NO. 22-

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, AMENDING THE OFFICIAL ZONING MAP AS ADOPTED IN LEON COUNTY ORDINANCE NO. 92-11 TO PROVIDE FOR A CHANGE IN ZONE CLASSIFICATION FROM THE RURAL (R) AND CRITICAL PLANNING AREA (CPA) ZONING DISTRICTS TO THE SINGLE DETACHED, ATTACHED AND TWO FAMILY RESIDENTIAL (R-3) ZONING DISTRICT; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

This proposed rezoning implements Comprehensive Plan map amendment LMA202203, above, which is proposed for adoption on June 14, 2022. The rezoning requests a change to the Official Zoning Map from the Rural (R) and Office Residential (OR-2) to the Single Detached, Attached and Two Family Residential (R-3) Zoning District.

Notice is hereby given that the Board of County Commissioners of Leon County, Florida will conduct a public hearing on Tuesday, June 14, 2022, 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, to consider adoption of the ordinances set forth above.

Leon County will also broadcast the public hearing on Comcast channel 16, the Leon County Florida channel on Roku, and the County's Facebook page (Facebook.com/LeonCountyFL/), YouTube channel (Youtube.com/user/LeonCountyFL), and web site (LeonCountyFL.gov).

All interested parties are invited to present their comments at the public hearing at the time and place set out above.

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, June 13, 2022. 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. 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.

Copies of the Ordinances may be inspected as part of the agenda package on the County's web site (<https://www2.leoncountyfl.gov/coadmin/agenda/>). To receive copies of the Ordinances by other means, such as email, mail, or facsimile transmittal, contact County Administration at 850-606-5300 or the Tallahassee-Leon County Planning Department at 850-891-6400.

Posted June 6, 2022

County Adoption Hearing 6/14/22

Notice of Change of Land Use Comprehensive Plan Amendment Public Hearing

City Commission Adoption Public Hearing and Implementing Ordinance and Rezoning Public Hearing
Tuesday, June 14, 2022, 6 pm, County Commission Chambers – Leon County Courthouse,
301 S. Monroe Street, Tallahassee, FL, 32301

TEXT AMENDMENT ADOPTION

At the above public hearing the City Commission will take public comments on and consider adoption of the following Ordinances, which adopts the text amendment in this advertisement:

ORDINANCE NO. 22-O-07

AN ORDINANCE OF THE CITY OF TALLAHASSEE ADOPTING A TEXT AMENDMENT TO THE 2030 TALLAHASSEE/LEON COUNTY COMPREHENSIVE PLAN CREATING THE PROPERTY RIGHTS ELEMENT; PROVIDING FOR SEVERABILITY AND CONFLICTS, AND PROVIDING AN EFFECTIVE DATE.

Requested Text Amendment: Property Rights Element

Reference Number: TTA2022004

Applicant: Tallahassee-Leon County Planning Department
 This proposed amendment creates a Property Rights Element within the Tallahassee-Leon County Comprehensive Plan.

ORDINANCE NO. 22-O-08

AN ORDINANCE OF THE CITY OF TALLAHASSEE ADOPTING A TEXT AMENDMENT TO THE 2030 TALLAHASSEE/LEON COUNTY COMPREHENSIVE PLAN AMENDING THE MOBILITY ELEMENT; PROVIDING FOR SEVERABILITY AND CONFLICTS, AND PROVIDING AN EFFECTIVE DATE.

Requested Text Amendment: Future Right of Way Needs Map

Reference Number: TTA2022003

Applicant: Tallahassee-Leon County Planning Department
 The proposed amendment would update the Future Right-Of-Way Needs Map in the Mobility Element of the Tallahassee Leon County Comprehensive Plan to reflect right-of-way that is needed to implement Blueprint 2020 projects and projects identified in the Capital Region Transportation Planning Agency's (CRTPA's) 2045 Regional Mobility Plan Cost Feasible Plan (the Long Range Transportation Plan).

ORDINANCE NO. 22-O-09

AN ORDINANCE OF THE CITY OF TALLAHASSEE ADOPTING A TEXT AMENDMENT TO THE 2030 TALLAHASSEE/LEON COUNTY COMPREHENSIVE PLAN AMENDING THE URBAN SERVICES AREA IN THE LAND USE ELEMENT; PROVIDING FOR SEVERABILITY AND CONFLICTS, AND PROVIDING AN EFFECTIVE DATE.

Requested Text Amendment: Urban Service Area

Reference Number: LTA202201

Applicant: D. R. Horton, Inc.

This is a request to expand the Urban Services Area to include parcels related to the April Road (LMA202201), Woodville Hwy (LMA202202) and Southwood Plantation (LMA202203) amendments. In the three cases, the proposed map amendment is bisected by and/or directly adjacent to the current Urban Services Area boundary. The proposed amendment would result in approximately 304.7 acres of additional area within the Urban Services Area.

MAP AMENDMENT ADOPTION

At the above public hearing the City Commission will take public comments on and consider adoption of the following Ordinances, which adopts the map amendments in this advertisement:

ORDINANCE NO. 22-O-10

AN ORDINANCE OF THE CITY OF TALLAHASSEE ADOPTING A LARGE SCALE MAP AMENDMENT TO THE 2030 TALLAHASSEE/LEON COUNTY COMPREHENSIVE PLAN TO CHANGE THE FUTURE LAND USE MAP DESIGNATION FROM THE PLANNED DEVELOPMENT LAND USE CATEGORY TO THE SUBURBAN LAND USE CATEGORY AT WOODVILLE HIGHWAY AND CAPITAL CIRCLE SE; PROVIDING FOR SEVERABILITY AND CONFLICTS, AND PROVIDING AN EFFECTIVE DATE.

Requested Map Amendment: Woodville Highway

Reference Number: LMA202202

Applicant: D. R. Horton Inc.

Large Scale Map Amendment: This is a request to change the Future Land Use Map (FLUM) designation from Planned Development (PD) and Rural (R) to Suburban (SUB) on two parcels totaling approximately 154.09 acres. The parcels are located along Capital Circle SE and Woodville Highway. This amendment is related to text amendment LTA202201 to adjust the Urban Service Area boundary for the parcel in the county.

ORDINANCE NO. 22-O-11

AN ORDINANCE OF THE CITY OF TALLAHASSEE ADOPTING A SMALL SCALE MAP AMENDMENT TO THE 2030 TALLAHASSEE/LEON COUNTY COMPREHENSIVE PLAN TO CHANGE THE FUTURE LAND USE MAP DESIGNATION FROM THE GOVERNMENT OPERATIONAL LAND USE CATEGORY TO THE ACTIVITY CENTER LAND USE CATEGORY AT MACLAY COMMERCE DRIVE AND FINANCIAL PLAZA; PROVIDING FOR SEVERABILITY AND CONFLICTS, AND PROVIDING AN EFFECTIVE DATE.

Requested Map Amendment: Ananeo Trust

Reference Number: TMA2022001

Applicant: Ananeo Trust LLC

Small Scale Map Amendment: This is a request to change the Future Land Use Map (FLUM) designation from Government Operational (GO) to High Intensity Urban Activity Center (AC) on approximately 0.39 acres. The parcel is located at the northeast corner of the intersection of Maclay Commerce Drive and Financial Plaza.

Rezoning Application: A rezoning application will be processed concurrently with this amendment. A zoning change from Planned Unit Development (PUD) to High Intensity Urban Activity Center (AC) is requested to implement the proposed amendment to the Future Land Use Map.

REZONINGS

ORDINANCE NO. 22-Z-12

AN ORDINANCE OF THE CITY OF TALLAHASSEE DESIGNATING LAND AS HIGH INTENSITY ACTIVITY CENTER (AC) ON THE OFFICIAL ZONING MAP FROM PLANNED UNIT DEVELOPMENT (PUD) AT MACLAY COMMERCE DRIVE AND FINANCIAL PLAZA; PROVIDING FOR SEVERABILITY AND CONFLICTS, AND PROVIDING AN EFFECTIVE DATE.

This proposed rezoning implements Comprehensive Plan map amendment TMA2022001, which is proposed for adoption on June 14, 2022. The rezoning requests a change to the Official Zoning Map from Planned Unit Development (PUD) to High Intensity Urban Activity Center (AC) Zoning District.

Leon County will also broadcast the public hearing on Comcast channel 16, the Leon County Florida channel on Roku, and the County's Facebook page (<https://www.facebook.com/LeonCountyFL/>), YouTube channel (<https://www.youtube.com/user/LeonCountyFL>), and web site (www.LeonCountyFL.gov).

All interested parties are invited to present their comments at the public hearing at the time and place set out above.

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, June 13, 2022. 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. 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.

Copies of the Ordinances may be inspected as part of the agenda package on the County's web site (<https://www2.leoncountyfl.gov/coadmin/agenda/>). To receive copies of the Ordinances by other means, such as email, mail, or facsimile transmittal, contact County Administration at 850-606-5300 or the Tallahassee-Leon County Planning Department at 850-891-6400.

Additional Information Requested at the April 12, 2022 Transmittal Hearing

Additional Information for Amendment 6 Name: LMA 2022 03 – Southwood Plantation Road

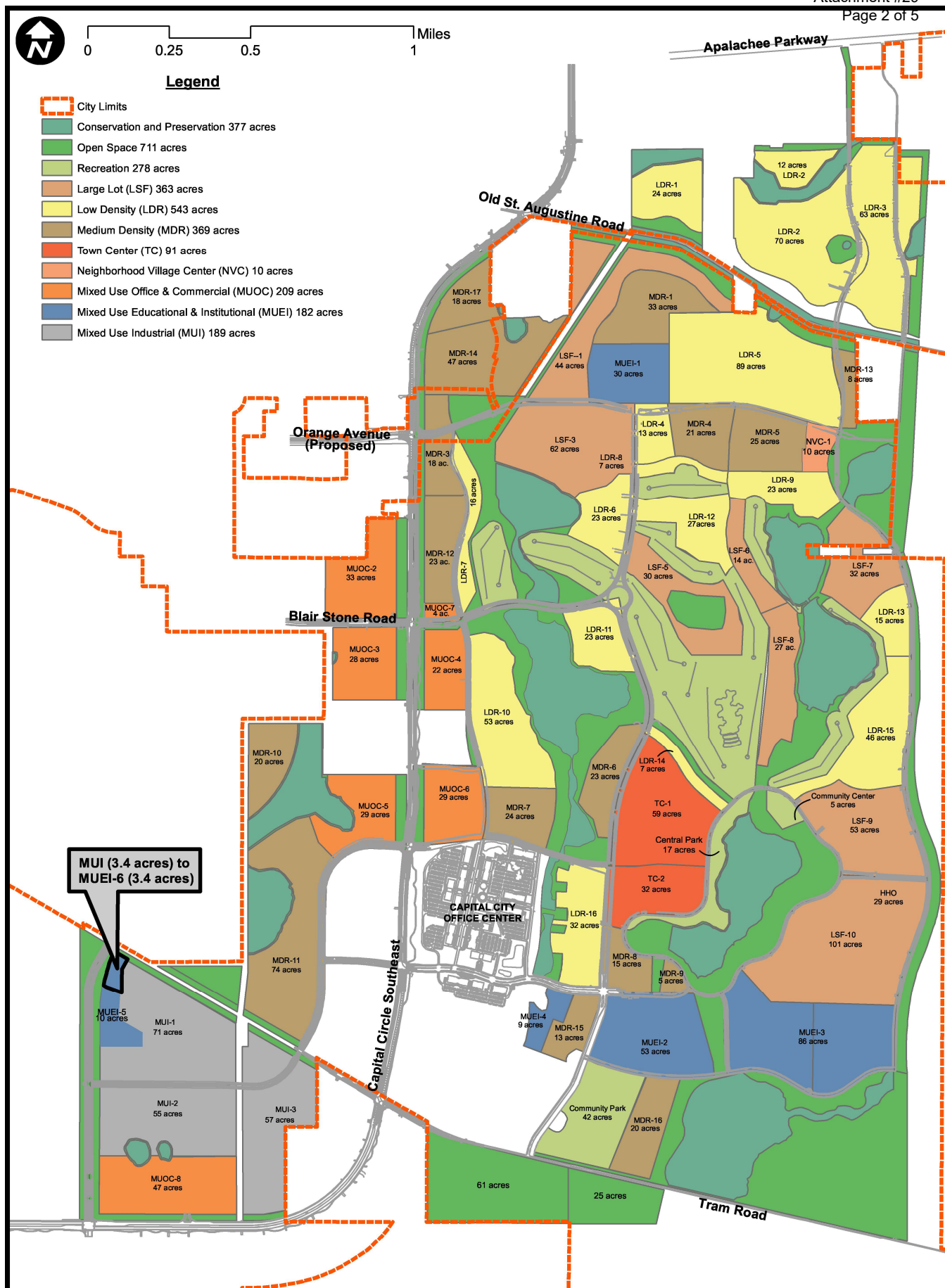
Southwood DRI, Planned Transportation Improvements, and Traffic Concurrency

Roadway improvements in the Southwood area are required by the Southwood DRI. The St. Joe Company is responsible for adhering to this development agreement, including concurrency mitigation payments, regardless of the sale of property located within the Southwood DRI. The amount of concurrency mitigation still outstanding is \$4,685,982.00. These payments are required to start in 2023 and conclude in 2028, although State-mandated permit extensions have the possibility of extending these payment timeframes in the event of a Governor disaster declaration for our area. These funds will be allocated in accordance with the Significant Benefit Memorandum of Agreement executed by the City of Tallahassee, Leon County, and the Florida Department of Transportation, which contains previously identified roadway projects for future construction.

Southwood Plantation Road and the Biltmore Avenue extension, in addition to other internal roads, are required to be improved as adjacent parcels (pods) are developed. Each development will be required to complete a traffic analysis at the time of site planning which will determine the needed roadway improvements above and beyond the concurrency fees, such as turn lanes or traffic lights. In some cases, limits to roadway capacity may influence the maximum buildout of a development.

Southwood's concurrency proportionate share obligation is \$14,999,290 for the transportation concurrency impacts caused by the Southwood DRI Phase 2a. To date, the developer of Southwood has paid a total of \$10,313,308 in "cash" payments for mitigation of transportation concurrency impacts. In addition to the \$10,313,308 payment that has already been made, the developer has reported a value of \$9,782,691.63 for the turn lane and off-site concurrency road improvements that were completed in Southwood Phase I, meaning that to date, a grand total of \$20,095,999.63 has been paid in proportionate share payments and constructed road improvements by the Southwood DRI, and the balance of the proportionate share payment that remains to be paid is \$4,685,982.

A schedule of internal road improvements, remaining concurrency mitigation payments, and a chronology of concurrency mitigation is included below.



Schedule of Internal Road Improvements

| <u>Internal Road Improvement</u> | <u>Master Plan Development Pods</u> |
|--|---|
| Merchants Row Boulevard (from Capital Circle SE to Tram Road) | Completed |
| Merchants Row Boulevard (from Tram Road to Artemis Way) | MUI-2, MUI-1, MUI-3 |
| Four Oaks Boulevard (from current terminus to Orange Avenue Extension) | Completed |
| Artemis Way (fka Paul Russell Extension) (from Capital Circle SE to Tram Road) | MUOC-8, MUI-1, MUI-2 |
| Shumard Oak Boulevard (from Capital Circle SE to Merchants Row Extension) | Completed |
| Esplanade Way (from current terminus to Orange Avenue Extension) | LDR-7, MDR-3 |
| Orange Avenue Extension (from Capital Circle SE to Southwood Plantation Road) | LDR-5, MDR-5, NVC-1, MDR-13 (Note: Orange Avenue Extension from Capital Circle SE to Jasmine Hill Road is completed) |
| Southwood Plantation Road/Biltmore Avenue (from current terminus to Apalachee Parkway as aligned with Sutor Road) | LSF-7, LDR-9, NVC-1, MDR-13, LDR-5, LDR-2, LDR-3 |
| Biltmore Avenue (from Salinger Way to Schoolhouse Road) | Completed |
| Schoolhouse Road (from current terminus to Biltmore Avenue) | Completed |
| <p>Notes:</p> <ol style="list-style-type: none"> 1) <i>Segments of each internal road improvement listed above are to be completed no later than the completion of the applicable portion of the referenced development pods that are immediately adjacent to the road segment.</i> 2) <i>For the purpose of this exhibit, a portion of a development pod shall be deemed completed when all of the horizontal infrastructure (i.e. roads, water/sewer, stormwater, etc.) necessary to service the applicable portion of the development pod are constructed and inspected.</i> 3) <i>Each applicable internal road segment is to be designed, permitted and constructed simultaneously with the applicable portion of a development pod that is immediately adjacent to the road segment.</i> 4) <i>All roads reference above shall be completed no later than December 31, 2025 unless otherwise noted.</i> | |

Schedule of Pro Rata Share Contributions For Phase 2a

| <u>Year</u> | <u>Payment Amount</u> |
|--|------------------------------|
| 4/20/2023 | \$500,000 |
| 4/20/2024 | \$500,000 |
| 4/20/2025 | \$685,982 |
| 4/20/2026 | \$1,000,000 |
| 4/20/2027 | \$1,000,000 |
| 4/20/2028 | \$1,000,000 |
| Grand Total | \$4,685,982 |
| <p><i>Notes:</i></p> <p>1) <i>Payments will be made to the City of Tallahassee and pipelined in accordance with the Significant Benefit Memorandum of Agreement executed by the City of Tallahassee, Leon County and the Florida Department of Transportation.</i></p> | |

Brief Chronology of Southwood Concurrency Mitigation

- Southwood NOPC 6 approved 8/31/2005, providing for a list of actual improvements to be constructed or funded to mitigate traffic impacts. Estimated cost of these was \$20 Million.
- Significant Benefit Agreement approved 10/22/2008 (FDOT was last executing entity on 1/27/2009)
- City Concurrency Manual amended 10/22/2008 to implement Significant Benefit Agreement
- Southwood NOPC7 approved 1/25/2012 to convert the list of actual improvements required to a proportionate share for all 71 road segments impacted, totaling \$14,999,290
- Southwood NOPC7 determined a credit for previous \$10,313,308 in “cash” payments against the total proportionate share obligation, resulting in a balance to be paid of \$4,685,982, to be “pipelined” to the applicable significant benefit districts
- FDOT, Leon County, and City all reviewed and approved the proportionate share calculations and DRI Development Order language to implement the revised payment plan

Allocation of Southwood Mitigation by Significant Benefit District

| Significant Benefit District | Total | % of Mitigation | \$ Paid | \$ Unpaid |
|-------------------------------------|----------------------|------------------------|----------------------|---------------------|
| District I: North East | \$ 4,846,773 | 32% | \$ 3,332,575 | \$ 1,514,198 |
| District II: South East | \$ 7,809,616 | 52% | \$ 5,369,786 | \$ 2,439,830 |
| District III: South West | \$ 859,543 | 6% | \$ 591,010 | \$ 268,533 |
| MMTD | \$ 1,483,357 | 10% | \$ 1,019,936 | \$ 463,421 |
| Total | \$ 14,999,289 | 100% | \$ 10,313,307 | \$ 4,685,982 |

Funded projects in each district include:

- District I North East - Bannerman Road Phase 1 and 2
- District II South East – Woodville Highway and Weems Road
- District III South West – North South Connector (Orange to Jackson Bluff), Pensacola Street
- MMTD- Bike/Ped/Transit Improvements

Notes for Joint County/City
Agenda Item #2

Joint Adoption Hearings on 2022 Cycle Comprehensive Plan Amendments and Concurrent Rezonings, and Evaluation and Appraisal Review

Agenda Item #2

June 14, 2022

Title: Comprehensive Plan Evaluation and Appraisal Review

Category: Action

From: Vincent S. Long, County Administrator
Reese Goad, City Manager

Lead Staff / Alan Rosenzweig, Deputy County Administrator

Project Team: Ken Morris, Assistant County Administrator

Wayne Tedder, Assistant City Manager

Benjamin H. Pingree, Director, Department of PLACE

Artie White, Director, Tallahassee-Leon County Planning Department

Mindy Mohrman, Administrator of Comprehensive Planning

STATEMENT OF ISSUE

This item requests the acceptance of the evaluation of the Tallahassee-Leon County Comprehensive Plan and seeks direction to submit a notification letter to the state land planning agency pursuant to Section 163.3191, Florida Statutes.

FISCAL IMPACT

This item has no fiscal impact.

RECOMMENDED ACTIONS

Option 1: Accept the evaluation of the Comprehensive Plan and direct staff to submit a notification letter to the state land planning agency (Attachment #1). (County and City)

EXECUTIVE SUMMARY

No amendments to the Tallahassee-Leon County Comprehensive Plan are currently needed to comply with the Evaluation and Appraisal Review process. A notification letter reflecting this finding is due to the state land planning agency by January 1, 2023.

SUPPLEMENTAL INFORMATION

Brief History of the Tallahassee-Leon County Comprehensive Plan

The City of Tallahassee and Leon County have a long history of coordinated community planning, including having a joint comprehensive plan adopted by both Commissions with an effective date of January 1, 1981, as well as planning documents dating back decades earlier. Based on changes to state requirements, the 1981 Comprehensive Plan was replaced with another Joint Comprehensive Plan in 1990. Since its adoption in 1990, the Tallahassee-Leon County Comprehensive Plan has been amended with additional plan elements added, map amendments to the Future Land Use Map, and various text amendments to goals, objectives, and policies.

Comprehensive Plan Amendment Process

Amendments to a local government comprehensive plan follow a process that includes staff analysis, review and public hearing with the Local Planning Agency, and one or more public hearings with the City and County Commissions, and submittal to the State. Statutes outline specific processes with some variations depending on the type of amendment proposed, but each process includes the same general steps. For example, map amendments that are for 50 acres or smaller in size are considered small scale and only require one public hearing with the City or County Commission while map amendments greater than 50 acres in size require two public hearings with the City or County Commission.

Evaluation and Appraisal Report Requirements

Section 163.3191, Florida Statutes, requires local governments to evaluate their comprehensive plan every 7 years to determine if amendments are necessary to reflect changes in state requirements. Local governments must inform the state land planning agency of their findings on whether amendments are needed to reflect changes in state requirements. If a local government determines that amendments are necessary to reflect changes in state requirements, it has one year to prepare and transmit such amendments. If a local government does not comply with the Evaluation and Appraisal Review requirements, it may not adopt any additional amendments until it complies with this requirement.

Planning Department staff track relevant bills throughout the legislative sessions and bring forth amendments to the Comprehensive Plan as needed. One recent example is HB 59 (SB 496)

passed by the Florida Legislature and signed by the Governor during the 2021 legislative session requiring local governments to adopt a Property Rights Element into their comprehensive plans. An amendment to comply with this new requirement was brought to the Commissions during the 2022 Comprehensive Plan Amendment Cycle. Because of this proactive approach, no amendments to the Tallahassee-Leon County Comprehensive Plan are currently needed to comply with the Evaluation and Appraisal Review process. Because no changes to the Comprehensive Plan are needed, staff is recommending that the County and City submit a notification letter to the state land planning agency (Attachment #1) reflecting this finding. The deadline from the state land planning agency to submit the notification letter is January 1, 2023.

Next Steps

The recommended option (Option #1) would direct staff to submit a notification letter to the state land planning agency indicating that no amendments are necessary at this point to reflect changes in state requirements. This would satisfy the requirements of the Evaluation and Appraisal Review Process.

Conclusion

No amendments to the Tallahassee-Leon County Comprehensive Plan are currently needed to comply with the Evaluation and Appraisal Review process. The recommended option (Option #1) directs staff to submit a notification letter to the state land planning agency that no amendments are necessary based on changes to state requirements.

OPTIONS

1. Accept the evaluation of the Comprehensive Plan and direct staff to submit a notification letter to the state land planning agency (Attachment #1).
2. Commission direction (County and City).

RECOMMENDED ACTION

Option #1

Attachment:

1. Evaluation and Appraisal Review Notification Letter



June 15, 2022

Mr. Ray Eubanks, Plan Processing Administrator
Department of Economic Opportunity
Bureau of Community Planning
Caldwell Building
107 East Madison - MSC 160
Tallahassee, FL 32399

City of Tallahassee/Leon County Evaluation and Appraisal Notification Letter

Dear Mr. Eubanks:

In accordance with the requirements of Chapter 163, Florida Statutes and Rule Chapter 73C-49, Florida Administrative Code the City of Tallahassee and Leon County hereby submit this Evaluation and Appraisal Notification Letter to the State Land Planning Agency regarding potential amendments to the Tallahassee-Leon County Comprehensive Plan.

Tallahassee-Leon County Planning Department (TLCPD) has evaluated the Tallahassee-Leon County Comprehensive Plan to determine if amendments are necessary to reflect changes in state requirements. TLCPD has determined that no amendments are required at this time.

Although the Tallahassee-Leon County Comprehensive Plan is in compliance with Florida Statutes, TLCPD is in the process of procuring consultant services to review and update the Land Use and Mobility Elements of the Comprehensive Plan to reflect local conditions. Any proposed amendments will be sent to the Department of Economic Opportunity consistent with the requirements of Chapter 163, Florida Statutes.

Please do not hesitate to contact me at (850) 891-6400 should you have any questions regarding this Evaluation and Appraisal Notification Letter.

Sincerely,

Artie White, AICP, CNU-A
Planning Director

CC: Vincent S. Long, County Administrator
Reese Goad, City Manager
Alan Rosenzweig, Deputy County Administrator
Ken Morris, Assistant County Administrator
Wayne Tedder, Assistant City Manager
Benjamin H. Pingree, Director, Department of PLACE
Mindy Mohrman, Administrator of Comprehensive Planning