



CITY OF ORMOND BEACH

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Planning Department

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LAND USE PLAN AMENDMENT

For Planning Department Use

Application Number

Date Submitted

GROWTH MANAGEMENT

The 1985 Florida Legislature adopted the Local Government Comprehensive Planning and Land Development Regulation Act, referred to as Growth Management. This Act requires that each county and municipality adopt a comprehensive plan. Comprehensive plans contain chapters or "elements" that address future land use, housing, transportation, infrastructure, coastal management, conservation, recreation and open space, intergovernmental coordination and capital improvements. All development must be consistent with that plan. If a landowner proposes a development activity that is inconsistent, the owner must either change the proposal or apply for amendment to the plan. The Department of Economic Opportunity (DEO) reviews proposed amendments against detailed and specific criteria set forth in Chapter 163 of the Florida Statutes and Rule 9J-5 of the Florida Administrative Code. These criteria require each proposed amendment to be based on the best available data and analysis and professionally accepted planning methodologies.

APPLICATION REQUIREMENTS

Any property owner or authorized agent may submit an application requesting an amendment. To apply, submit 5 sets of the information required as specified in the application form, along with the application fee and the completed Application for Public Hearing. Materials should be submitted in a notebook binder. The submittal requirements are broken down into the following sections: Applicant Information; Amendment Site Description; Existing and Proposed Uses; Land Use Compatibility; Analysis of Public Services and Facilities; Analysis of Natural and Historic Resources; Hurricane Evacuation Analysis; Intergovernmental Coordination; Consistency with Goals, Objectives and Policies of the City of Ormond Beach Comprehensive Plan; Population Projections; and Additional Support Documents. The Department must receive the submittal before the closing date of the spring or fall amendment cycle.

AMENDMENT CYCLE

According to State of Florida law, the City can only make large-scale amendments to the City Comprehensive Plan twice per year (April 1st and October 1st). Each large-scale amendment is reviewed twice by the State of Florida. The process begins with a transmittal review. This occurs when a "transmittal draft" of the proposed amendment is sent to DCA. DCA and other state agencies perform an in-depth review of the proposed amendment. DCA then issues a report detailing the State's Objections, Recommendations, and Comments (ORC). The ORC report indicates whether or not DCA would find the proposed amendment in compliance upon adoption. Once the ORC report has been received, the City and the applicant consider any changes that must be made prior to adoption. Once the proposed amendment is adopted, it is sent to DCA for a final compliance review.

APPLICANT INFORMATION

1. Name, title, address, telephone, facsimile number and email of the applicant, agent and property owner.
2. A statement of rationale for the amendment; and a condensed version for the Staff report (2 paragraphs).

AMENDED SITE DESCRIPTION

1. Concise written description of the general boundaries and gross acreage of the amendment.
2. Sealed survey, including legal description in metes and bounds, of the amendment area.
3. Map at a scale of 1"=300' clearly indicating the amendment's location, boundaries and proposed land uses. Other scales may be accepted as requested at the discretion of the Planning Director.

EXISTING AND PROPOSED USES

1. Current and proposed City of Ormond Beach Comprehensive Plan designation(s) for the amendment site. If there are multiple land use designations, describe gross acreage within each designation.
2. Current land use designations for the adjacent properties.
3. Existing use of amendment site and adjacent areas.
4. Proposed use of the amendment site including proposed square footage for each non-residential use and/or dwelling unit count; please provide each existing nonresidential use square footage and existing dwelling units for the amendment area.

EXISTING AND PROPOSED USES (continued)

5. Maximum allowable development per the City Comprehensive Plan under existing designation for the site, including square footage for each non-residential use and/or dwelling unit count.

LAND USE COMPATIBILITY

Description of how the amendment is consistent with existing and planned future land uses in the area (including adjacent municipalities and/or county jurisdictions). Identify specific City Comprehensive Plan policies and/or Land Development Code provisions or other measures that have or will be utilized to ensure land use compatibility.

SERVICES AND FACILITIES

Provide calculations for the impact of an amendment on existing and planned services and public facilities. If multiple amendments are submitted, calculations must be prepared on both an individual and cumulative basis.

1. Potable Water

- A. Data and analysis demonstrating that a sufficient supply of potable water and related infrastructure will be available to serve the proposed site through the long-term planning horizon, including the nature, timing and size of the proposed water supply, and related infrastructure improvements.
- B. Identify the facilities serving the service area in which the amendment is located including the current plant capacity, current and committed demand on the plant and the St. Johns River Water Management District (SJRWMD) permitted withdrawal, including the expiration date of the SJRWMD permit.
- C. Identify the wellfield serving the service area in which the amendment is located including the permitted capacity, committed capacity, remaining capacity and expiration date of the permit.
- D. Identify the net impact on potable water demand, based on adopted level of service resulting from the proposed amendment. Provide calculations, including anticipated demand per square foot or dwelling unit.
- E. Identify projected capacity and demand for the short and long range planning horizons identified within the City Comprehensive Plan. Provide demand projections and information regarding planned wellfield expansions including year, funding sources and other relevant information. If additional wellfields are planned, provide status.
- F. Correspondence from City of Ormond Beach Public Works Department verifying the potable water information submitted as part of the application on items B-E above. Correspondence must contain name, position and contact information of party providing verification.

2. Sanitary Sewer

- A. Identify whether the amendment site or a portion is currently and/or proposed to be serviced by septic tanks.
- B. Identify the sanitary sewer facilities serving the amendment site including the current plant capacity, current plus committed demand on plant capacity and planned plant capacity.
- C. Identify the net impact on sanitary sewer demand resulting from the proposed amendment. Provide calculations, including anticipated demand per square foot or dwelling unit.
- D. Identify the projected plant capacity and demand for the short and long range planning horizons identified within the City Comprehensive Plan. Provide demand projections and information regarding planned plant capacity expansions including year, identified funding sources and other relevant information.
- E. Correspondence from the City of Ormond Beach Public Works Department verifying the sanitary sewer information submitted as part of the application on items A-D above. Correspondence must contain name, position and contact information of party providing verification.

3. Drainage Analysis

- A. Provide the adopted level of service standard for the service area of the amendment.
- B. Identify the drainage systems serving the amendment area.
- C. Identify any planned drainage improvements, including year, funding sources and other relevant information.
- D. Identify the projected plant capacity and demand for the short and long range planning horizons identified within the City Comprehensive Plan. Provide demand projections and information regarding planned plant capacity expansions including year, identified funding sources and other relevant information.
- E. If the area in which the amendment is located does not meet the adopted level-of-service and there are no improvements planned to address the deficiencies, provide an engineering analysis which demonstrates how the site will be drained and what the impacts will be on the surrounding properties. The information should include the wet season water level for the amendment site, design storm elevation, natural and proposed land elevation, one hundred year flood elevation, acreage of proposed water management retention area, elevations for buildings, roads and years, storage and runoff calculations for the design storm and estimated time for flood waters to recede to the natural land elevation.

SERVICES AND FACILITIES (continued)

- F. Correspondence from the City of Ormond Beach Engineering Department verifying the drainage information submitted as part of the application on items A-E above. Correspondence must contain name, position and contact information of party providing verification.

4. Solid Waste

- A. Provide the adopted level of service standard for amendment site.
- B. Identify the solid waste facilities serving the service area in which the amendment is located including the landfill plant capacity, current and committed demand on the landfill/plant capacity and planned landfill/plant capacity.
- C. Identify the net impact on solid waste demand resulting from the proposed amendment. Provide calculations, including anticipated demand per square foot or dwelling unit.
- D. Correspondence from the solid waste provider verifying that capacity is available to serve the amendment area the information submitted as part of the application on items A-C above. Correspondence must contain name, position and contact information of party providing verification.

5. Traffic Circulation Analysis

- A. Identify the roadways impacted by the proposed amendment and indicate the number of lanes, current traffic volumes, adopted level of service and current level of service for each roadway.
- B. Identify the projected level of service for the roadways impacted by the proposed amendment for the short (5 year) and long range planning horizons (currently 2025). Please utilize pm peak hour traffic volumes per Volusia County Metropolitan Planning Organization Traffic Impact Analysis Guidelines.
- C. The applicant will provide a traffic impact analysis for this amendment - calculate anticipated pm peak hour traffic generation for the existing and proposed land use designations. If the amendment reflects a net increase in traffic generation, identify access points to/from the amendment site and provide a distribution of the additional traffic on the impacted roadway network for the short (5 year) and long range (currently 2025) planning horizons.
- D. Provide any transportation studies relating to this amendment, as desired.

6. Mass Transit Analysis

- A. Identify the mass transit modes, existing and planned mass transit routes, and scheduled service (headway) serving the amendment area within 1/4 of a mile.
- B. Describe how the proposed amendment furthers or supports mass transit use.

7. Public Education Analysis (Residential Only)

The Planning Department will request an analysis of the impacts of residential amendments on public education facilities from Volusia County Schools. The applicant is encouraged to contact Volusia County Schools Staff to discuss these issues at an early stage.

- A. Identify the existing public elementary and secondary education facilities serving the area in which the amendment is located.
- B. Identify the existing school enrollment and permanent design capacity of the public elementary and secondary education facilities serving the area.
- C. Identify the additional student demand resulting from this amendment calculations must be based on applicable student generation rates as defined in the Volusia County Land Development Code.
- D. Identify the planned and/or funded improvements to serve the area in which the amendment is located as included within the Volusia County Schools 5-year capital plan - provide student demand projections and information regarding planned permanent design capacities and other relevant information.
- E. Identify other public elementary and secondary school sites or alternatives (such as site improvements, nominal fee lease options, shared use of public space for school purposes, etc.), not identified in item D above, to serve the area in which the amendment is located.

8. Recreation and Open Space Analysis (Residential Only)

- A. Provide the current and adopted level of service standard for the service of the amendment site.
- B. Identify the parks serving the area in which the amendment is located including acreage and facility type, e.g. neighborhood, community or regional park.
- C. Identify the net impact on demand for park acreage, as defined by the City Comprehensive Plan, resulting from this amendment.
- D. Identify the projected park needs for the short and long range planning horizons as identified within the City Comprehensive Plan - provide need projections and information regarding planned expansions including year, identified funding sources and other relevant information.

SERVICES AND FACILITIES (continued)

9. Natural and Historic Resources Analysis

Indicate if the site contains, is located adjacent to, or has the potential to impact any of the natural and historic resource(s) listed below, and if so, how they will be protected or mitigated.

- A. Historic sites or districts on the National Register of Historic Places or locally designated historic sites.
- B. Archaeological sites listed on the Florida Master Site File.
- C. Wetlands.
- D. Outstanding Florida Water.
- E. "Endangered", "threatened species", "special concern", or "commercially exploited" as per the Florida Fish and Wildlife Conservation Commission (fauna), the U.S. Fish and Wildlife Service (flora and fauna) or the Florida Department of Agricultural and Consumer Services (fauna). If yes, identify the species and show the habitat location on a map.
- F. Plants listed in the Regulated Plant Index for protection by the Florida Department of Agriculture and Consumer Services.
- G. Wellfields - indicate whether the amendment is located within a wellfield protection zone as defined by the City Land Development Code, Chapter 3, Article 2, Section 3-19, "Public Water Supply Wellfield Protection". If so, specify the affected zone and any provisions for protection of the wellfield.
- H. Soils - describe whether the amendment will require the alteration of soil conditions or topography. If so, describe what management practices will be used to protect or mitigate the area's natural features.
- I. Beach Access - Indicate if the amendment site fronts the ocean or would impact access to public beaches. If so, describe how public beach access will be addressed.

10. Hurricane Evacuation Analysis

Required if those land use plan amendments located in a hurricane evacuation zone as identified by Volusia County Emergency Management.

Provide a hurricane evacuation analysis based on the proposed amendment, considering the number of permanent and seasonal residential dwelling units (including special residential facilities) requiring evacuation, availability of hurricane shelter spaces and evacuation routes and clearance times. The hurricane evacuation analysis shall be based on the best available data/modeling techniques as identified by Volusia County Emergency Management.

11. Intergovernmental Coordination

Indicate whether the proposed amendment site is adjacent to other jurisdictional boundaries. If so, describe contact.

12. Consistency with Goals, Objectives, and Policies of the City of Ormond Beach Comprehensive Plan

List the goals, objectives and policies of the City Comprehensive Plan which the proposed amendment furthers.

13. Population Projections

- A. Population projects for the 20 year planning horizon (indicate year).
- B. Population projections resulting from the proposed land use (if applicable).
- C. Using population projections for the 20-year planning horizon, demonstrate the effect of the proposed amendment on the land needed to accommodate the projected population.

14. Additional Supporting Documents

- A. Other support documents or summary of support documents on which the proposed amendment is based.
- B. Any proposed voluntary mitigation or draft agreements.

CERTIFICATION

I hereby certify that the information provided above is true and correct to the best of my knowledge and that I am aware of the application submittal requirements and review process for this application. I hereby authorize City of Ormond Beach Staff to place legal notice on my property and to take pictures pertaining to my request. I am aware of the required pre-application meeting and am aware that if all the submittal requirements are not provided, my application will be continued to the next cycle.

STATE OF FLORIDA
COUNTY OF _____

Signature: _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20____, by _____, as _____ (title*) for _____ (name of corporation*), who () provided _____ as identification, or () who is personally known to me.

Notary Public, State of Florida
My Commission Expires:

* If you are executing this document on behalf of a corporation please complete the spaces with your title and the name of your company as indicated.