



# LAKE COUNTY

DEPARTMENT OF  
GROWTH MANAGEMENT

*Planning & Community Design Division*

2/22/2008

LAKE COUNTY BOARD OF COUNTY COMMISSIONERS  
ATTN: QUINNETTE DURKIN, PROPERTY MANAGER  
P.O. BOX 7800  
TAVARES,, FL 32778-7800

**Re: Project No. 2007100022, Application No. 1068**

**Description:** SOUTH TAVARES COMPLEX  
APPROX. 280,000 SF GOVERNMENT ADMINISTRATION BLDGS. IN A CAMPUS LIKE  
SETTING

Dear Ms. Durkin:

Your site plan application has been reviewed by the Development Review Staff. Review comments are attached. All comments must be satisfied by the applicant prior to receiving a staff approval or being placed on a Public Hearing agenda.

**Please respond to comments in the following manner:**

- 1. Submit fifteen (15) legible, signed and sealed sets of plans. (19 sets if within Clermont JPA)**
  - Revised sheets shall have revision dates in the title block.
  - Plan revisions must be either circled or their location indicated in the written response letter.
- 2. Provide a written response to all comments.**
- 3. All plans shall provide a space five (5) inches by six (6) inches on the front page of each set of submittals to be used for the County approval stamp.**
- 4. Plan revisions submitted thirty (30) days after the DRS meeting will result in a \$100 Plan Revision fee.**
- 5. When all requested information has been received, it will be circulated to the DRS staff for review.**

The Development Review Staff will then review revised plans and responses to comments for compliance with the appropriate Land Development Regulations and Comprehensive Plan. This review will be completed within fifteen (15) days of receipt of all required information and you will be notified of the results of the review.

Should you have any questions, please do not hesitate to contact our office.

Sincerely,

  
Rick Hartenstein, Senior Planner/Case Manager  
Division of Planning and Community Design  
(352) 343-9739 x5400

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*Board of County Commissioners • www.lakecountyfl.gov*

JENNIFER HILL  
*District 1*

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*District 2*

DEBBIE STIVENDER  
*District 3*

LINDA STEWART  
*District 4*

WELTON G. CADWELL  
*District 5*

**PLANNING & COMMUNITY DESIGN DIVISION**

**Rejection Comments**

**Item:** SITE PLAN MEETING REQUIREMENTS OF LDR 14.09.00

**Remarks:**

Stage 2 First Review 2/15/08

On Page C001 Phasing Notes, per Comprehensive Plan Policy 1-1.13 (5) and LDR 3.02.06, the maximum height for any structure located in the CFD zoning district is fifty (50) feet. For each building shown in the Phasing Schedule, you are showing the height to be a maximum of seventy (70) feet. It will be necessary to revise this to show a maximum of 50' on the plan.

On Page C001, [F.A.R. = 117448.90 SF (2.70 AC) / 2,083,426.71 = 0.056], please explain how you have arrived at these figures. Indicate which buildings were utilized to establish the building square footage total.

On Page C001, under Proposed Site Area: [BLDG: 117,448.90] please identify which buildings were used to achieve this square footage total.

On Page C001, Parking Space Data: Required should read 8 for handicapped, 385 for parking, and 385 for total.

On Page C003, in the section of the legal description referenced as Official Records Book 1276 Page 144, in the first line of the legal description, [the southwest quarter (SW1/4) of the northeast quarter (NE1/4) and] should read "of" instead of and.

Why is the legal description of the Landfill (MP) zoned portion of the county property included with this site plan?

**Informational Comments**

**Item:**

**Remarks:**

**Review Status:** REJECT

**PUBLIC WORKS DEPT. - ROSS PLUTA (352) 483-9041**

**Rejection Comments**

**Item:** OFF-SITE ROAD IMPROVEMENTS

**Remarks:** The proposed right turn lane into the site off of CR 448 extentsion will need to be designed to county standards. Please provdie details of the turn lanes.  
Also please note on plans: the offsite improvements will need to be coordinated with the Landings at Lake Harris. If you come in/construct first you will be required to do the whole scope of the offsite improvements on CR 448 as applicable. The left and right turn lanes are required no mater if you are first or later.

**Item:** TRAFFIC STUDY/TRANSPORTATION CONCURRENCY

**Remarks:** Feb 19, 2008 SL

A Traffic Impact Study will be required for this project. Please contact Lake County Public Works for methodology for the study. (Submit 4 signed and sealed studies)

**Item:** INTERNAL TRAFFIC CIRCULATION, PARKING DESIGN

**Remarks:** Feb 19, 2008 SL

Roads can not dead end in Lake County. please revise plans to reflect a Cul-de-sac or delete the stub out.

Will the any part of the Phase two future part of the site be built? Such as the grading, stormwater drainage, parking, sidewalks, ect?Please clearly label what is Phase 2 on the site plan.

**Item:** SIGNED AND SEALED GEOTECHNICAL SOILS REPORT

**Remarks:** Feb 19, 2008 SL

Please provide two copies of the Geotechnical report for the proposed site.

**Item:** ST. JOHNS RIVER WATER MANAGEMENT DISTRICT PERMIT

**Remarks:** Feb 19, 2008 SL

St. Johns River Water Management District Permit is required before final approval of the site plan.

**Item:** DRAINAGE CALCULATIONS; STORM EVENTS

**Remarks:** Feb 19, 2008 SL

Please provide two copies of the Stormwater Calculations for the proposed site. (signed and sealed)

**Item:** RETENTION POND DESIGN/GRADING

**Remarks:** Feb 19, 2008 SL

All stormwater is to be contained on site. Please reflect this on the plans.  
Where is the pipe the connect to D- 6 in pond 200 on sheet C109 go to?  
Are the retention ponds to be wet or dry? Please label the plans to reflect this.

Provide a minimum 10 ft wide maintenance berm/access all around the stormwater ponds.

**Item:** OUT-FALL STRUCTURES (SPLASH PADS, METERED ENDS) AND ULTIMATE OUT-FALL

**Remarks:** Feb 19, 2008 SL

Please provide outlet protection, riprap, splash pads, or some other DEP erosion control practice to the outlets for the stormwater runoff.

**Item:** EROSION CONTROL PLANS SHALL BE INCLUDED IN THE SITE PLANS SUBMITTAL

**Remarks:** Feb 19, 2008 SL

The plans will need to show where the silt fence and other erosion control structures will be placed.

Please note the following:

The National Pollutant Discharge Elimination System (NPDES) program is regulated through the Florida Department of Environmental Protection (FDEP). If your construction activity meets the following criteria:

1. contributes stormwater discharge to surface waters of the State or into a municipal separate storm sewer system (MS4) and/or
2. disturbs one or more acres of land including less than one acre if the activity is part of a large common plan of development or sale that will meet or exceed a one acre threshold. Disturbance includes clearing, grading and excavating

then you will be required to submit a Notice of Intent (NOI) and prepare a Stormwater Pollution Prevention Plan (SWPPP). For more information please visit FDEP's website at [www.dep.state.fl.us/water/stormwater/npdes/](http://www.dep.state.fl.us/water/stormwater/npdes/)

**Item:** SIDEWALKS SHALL BE DESIGNED TO BE FLORIDA ACCESSIBILITY CODE COMPLIANT, INCLUDING HANDICAPPED RAMPS AT ALL INTERSECTIONS.

**Remarks:** Feb 19, 2008 SL

Sheets C110 and C111 will need to include sidewalk ramps at the end of the sidewalks. Please revise plans to reflect this.

Please label the sidewalk widths and provide pavement details for the sidewalks.

**Item:** CONCURRENCY (TRANSPORTATION & STORMWATER)

**Remarks:** Feb 19, 2008 SL

A Traffic Impact Study will be required for this project for review of the traffic concurrency.

The Stormwater Calculations and Geotechnical reports are needed for review of the stormwater concurrency.

**Item:** DRIVEWAY APRONS

**Remarks:** Feb 19, 2008 SL

Please revise the plans to reflect the correct radius for the driveway aprons. The turning radius should be a minimum of 35 feet for commercial and minimum of 50 feet for commercial truck traffic or if required by the County Engineer. Revise as appropriate.

**Informational Comments**

**Item:** DRIVEWAY PERMIT (STATE AND/OR COUNTY)

**Remarks:** Feb 19, 2008 SL

County Driveway Permits are required for this project. Please submit the applications to Lake County Public Works Department after site plan approval and before construction commencement.

**Item:** OFF-SITE UTILITIES CONNECTIONS: RIGHT-OF-WAY UTILIZATION PERMIT

**Remarks:** A Right-of-Way Utilization Permit will be required before construction begins. Any work within the County Right-of-Way requires an approved Right-of-Way Utilization Permit. Please submit the permit to Lake County Public Works after site plan approval.

**Item:** RIGHT-OF-WAY REQUIREMENTS; NOLAN-DOLAN TEST

**Remarks:** Feb 19, 2008 SL

Site fronts on CR 448 (# 3156) with 50 feet of R/W from centerline (100' total). Classified as a revised Urban Collector requiring 50 feet from centerline (100' total). No R/W requested.

**Review Status:** REJECT

**FIRE - BRIAN HAWTHORNE (352) 343-9653 EXT. 5788**

**Rejection Comments**

**Item:** PROVIDE ADDITIONAL INFORMATION OR CLARIFICATION NEEDED FOR FIRE REVIEW

**Remarks:** 1st review BDH Rejected 2-19-08

Provide needed fire flow calculations and fire hydrant locations for the buildings. Needed fire flow and number of hydrants shall be determined using Annex H and Annex I of the Florida Fire Prevention Code. Needed Fire Flow Calculations shall be included on the Site Plan.

Indicate location of additional hydrants if required.

A hydrant shall be provided within 100' of each Fire Department Connection.

Indicate a separate symbol for Fire Department Connections and Fire Hydrants.

Fire department access roads shall be provided such that any portion of the facility, or any portion of an exterior wall of the first story of the building is located not more than 150' from fire department access roads as measured by an approved route around Building.

A fire department access road shall extend to within 50' of a single exterior door providing access to the interior of the building.

Dead end fire department access roads in excess of 150 ft. in length shall be provided with approved provisions for the turning around of fire apparatus.

Required fire lanes shall be provided with the inner edge of the roadway no closer than 10' and no further than 30 feet from the building. Such lanes shall have a surface designed to accommodate fire apparatus with a minimum weight of 32 tons.

Fire Lanes Shall be marked with free standing signs with the wording "NO PARKING FIRE LANE BY ORDER OF THE FIRE DEPARTMENT." or similar wording. Such signs shall be 12" by 18" with a white background and red letters and shall be a maximum of 7' in height from the roadway to the bottom of the sign. The sign shall be within sight of the traffic flow and be a maximum of 60' feet apart. (FFPC1, 18.2.2.5.8)

When the building is protected with an approved Sprinkler System, the distance is permitted to be increased to 450 ft.

Provide a truck movement plan indicating that all turns and roadways are adequate for a 50' long by 9' fire apparatus to maneuver throughout the project.

Indicate that all covered roadway areas shall maintain 13' 6" vertical clearance.

The proposed construction access road shall meet the Requirements of FFPC 1, Chapter 18. It shall be a minimum of 20' wide, shall be installed prior to construction be maintained, and free of obstruction at all times during construction.

A Reduced Pressure Back Flow Preventer shall not be used on Fire Lines.

Designate the Point of Service for Fire Protection Systems. Tamper switches for valves controlling Fire Protection Systems shall be indicated on the Site Plan.

Fire Department Connections shall be identified by a sign that states "No Parking, Fire Department Connection". Appliances shall have a clearance of seven and one half feet in front of and to the sides of the appliances as required by FFPC 1, 18.3.4.2 and FFPC 1,

18.3.4.3. Fire Department Connections are obstructed by parking spaces.

**Informational Comments**

**Item:**

**Remarks:**

**Review Status:** REJECT

**HEALTH DEPT. - MARCELO BLANCO (352) 253-6130**

**Rejection Comments**

**Item:**

**Remarks:**

**Informational Comments**

**Item:** WATER SUPPLY

**Remarks:** 02/20/2008 - Central water supply through City of Tavares. Utility letter provided. Obtain abandonment permits for any existing wells. -MJB-

**Item:** WASTEWATER DISPOSAL

**Remarks:** 02/20/2008 - Central sewer service through the City of Tavares. Utility letter provided. Obtain abandonment permits for any existing septic systems. -MJB-

**Item:** COMMERCIAL

**Remarks:** 02/20/2008 - Annual IM operating permit for any existing septic systems to be closed. -MJB-

**Review Status:** COMPLETE

**ENVIRONMENTAL REVIEW- JENNIFER COTCH (352)343-9739**

**Rejection Comments**

**Item:** PROTECTED SPECIES

**Remarks:** Please submit an Environmental Survey (Preliminary Environmental Assessment) to identify surface waters or wetlands (isolated or non-isolated) to be delineated by a wetland jurisdictional line (WJL), upland communities according to the FLUCFCS (include S2 or S3 ratings), threatened, endangered, or species of special concern by the FF&WCC, and an inventory of any wildlife corridors identified by the FGFWFC, FDEP, FNAI, and /or ECFRPC.

**Item:** NATURAL UPLAND COMMUNITIES

**Remarks:** Please submit an Environmental Survey (Preliminary Environmental Assessment) to identify surface waters or wetlands (isolated or non-isolated) to be delineated by a wetland jurisdictional line (WJL), upland communities according to the

FLUCFCS (include S2 or S3 ratings), threatened, endangered, or species of special concern by the FF&WCC, and an inventory of any wildlife corridors identified by the FGFWFC, FDEP, FNAI, and /or ECFRPC.

**Item:** WETLANDS

**Remarks:** Please submit an Environmental Survey (Preliminary Environmental Assessment) to identify surface waters or wetlands (isolated or non-isolated) to be delineated by a wetland jurisdictional line (WJL), upland communities according to the FLUCFCS (include S2 or S3 ratings), threatened, endangered, or species of special concern by the FF&WCC, and an inventory of any wildlife corridors identified by the FGFWFC, FDEP, FNAI, and /or ECFRPC.

**Item:** ADDITIONAL INFORMATION NEEDED

**Remarks:** Please submit an Environmental Assessment for the property project named South Tavares Complex. The original Environmental Assessment (EA) that was submitted is not an assessment for the property in which the proposed impacts are to occur on. Please submit an EA for the parcels with the alternate key numbers 1032024 and 1111935.

The latest submittal contained a Phase 1 environmental report. This is not equivalent to an Environmental Assessment.

Please submit an Environmental Survey (Preliminary Environmental Assessment) to identify surface waters or wetlands (isolated or non-isolated) to be delineated by a wetland jurisdictional line (WJL), upland communities according to the FLUCFCS (include S2 or S3 ratings), threatened, endangered, or species of special concern by the FF&WCC, and an inventory of any wildlife corridors identified by the FGFWFC, FDEP, FNAI, and /or ECFRPC.

**Informational Comments**

**Item:**

**Remarks:**

**Review Status:** REJECT

**LANDSCAPE RVW - GRANT WENRICK 352-343-9739 EXT5832**

**Rejection Comments**

**Item:** LANDSCAPE PLAN

**Remarks:** 02/20/08 2nd Review Grant Wenrick

Need landscape plan depicting area south of sheet LS1.2. Update landscape plant quantities as needed for area to the south of sheet LS1.2.

02/20/08 2nd Review Grant Wenrick

Please add clearly delineated phasing lines to all plans with labels identifying phasing numbers. Please provide plant types and quantities within each phase. If only first

phase plant quantities are available at this time please make a statement as such and that future phase plant types and quantities will be provided in the future for each phase.

02/20/08 2nd Review Grant Wenrick

Please show a canopy tree at the end of each row of parking at the southeast part of the site on sheet LS1.2. Currently only one tree is shown in the terminal landscape islands.

02/20/08 2nd Review Grant Wenrick

Please call out the landscape plant material shown on sheet LS1.3 shown in the parking medians located in the northwest part of the site. Adjust plant quantities as needed.

02/20/08 2nd Review Grant Wenrick

Please verify that minimum 6 canopy trees per acre are provided at a minimum.

The following comments are RECOMMENDATIONS and not REQUIREMENTS for consideration:

02/20/08 2nd Review Grant Wenrick

RECOMMENDATION: Please reconsider the use of Pines in the parking islands as pine trees tend to leak sap on parked cars. Perhaps the use of live oaks or other durable canopy trees may be more appropriate.

02/20/08 2nd Review Grant Wenrick

RECOMMENDATION: Please verify that Nellie Stevens Holly is not susceptible to Witch's Broom disease that has affected the East Palatka Holly; if so, please consider using a different understory tree.

02/20/08 2nd Review Grant Wenrick

RECOMMENDATION: Please reconsider or verify the appropriate use of Hawaiian Snow Bush. Some plant lists indicate that Snow Bush is freeze sensitive. (Lake County is hardiness zones 9A and 9B susceptible to freezes)

02/20/08 2nd Review Grant Wenrick

RECOMMENDATION: Please verify that Tabebuia is not susceptible to Lake County Freezes; if so, please consider using a different understory tree.

#### PREVIOUS COMMENTS \_\_\_\_\_

01/03/08 1st Review Grant Wenrick

Per LDR 9.01.06 Commercial Landscape Plans over 1/2 Acre must be signed and sealed by a Landscape Architect.

01/03/08 1st Review Grant Wenrick

In general the landscape plan needs to be more detailed and many more labels need to be added to be effectively evaluated.

- Please show the limit of clearing line on the landscape plan as depicted from sheets C100 and C101. Please label ALL areas where trees and native vegetation shall be preserved.

- Scale does not appear to be correct. Please verify scale and/or change plan to be at a measurable scale.

- Please label and show landscape buffer B along all property lines except the western property line where a landscape buffer A may be used. EXISTING qualifying indigenous trees and shrubs may be used as a part of the landscape buffer. Please add a note that any existing trees or shrubs that do not meet the buffering requirements shall be supplemented by planting more trees and shrubs to meet any landscape buffer deficiency.

- Please clearly indicate proposed phasing (if any) on the plan in an estimated sequential manner.

- Please clearly indicate all proposed sod areas.

- Please indicate the minimum size of ornamental trees to be utilized

- Please indicate the maximum spacing for buffer shrubs not to exceed three feet on-center spacing typically.

- Palm trees shall not account for more than 25% of the required trees.

- Recommendations - Please consider limiting the use of Crotons; they are freeze sensitive. Also please consider limiting the use of Orange Jasmine and Azaleas as they tend to be water consuming shrubs.

01/03/08 1st Review Grant Wenrick

Please provide documentation letter that the vast majority of pine trees shall be harvested for silviculture purposes; therefore those trees removed for bona fide Silviculture shall be exempt from having a tree removal permit. PLEASE indicate that a Tree Removal Permit and associated tree removal survey and mitigation table shall be filed at a future date for those qualifying trees that are left behind but removed at a future date.

01/03/08 1st Review Grant Wenrick

Please indicate that all trees proposed for near the end of the landscape islands near the ingress and egress driveways shall have a clear trunk at least eight feet from the driveways to provide drivers visibility. Larger size trees may need to be utilized in these areas or the location may need to be adjusted.

01/03/08 1st Review Grant Wenrick

Please clearly label the types, locations and QUANTITIES of trees to be used. Consider changing or updating the tree and shrub graphics on the plan so that a difference can be noticed between the types of plant materials used. (IE Use noticeably different symbols between shade trees, ornamental trees and palm trees). Please include a plant list table or tables that clearly indicate the amount of proposed plants to be utilized for each phase of construction. Each phase of construction shall be clearly labeled on the landscape plan.

01/03/08 1st Review Grant Wenrick

Please provide a note or irrigation plan that states that all landscape material shall be irrigated as required until plants are established. The irrigation system shall have a rain sensor shut off as required by the Florida Building Code.

01/03/08 1st Review Grant Wenrick

Please site any proposed dumpsters on site and make sure that they are screened by the proper screening fence. Per LDR 9.01.04G Please indicate that all heating/ventilation/and AC units have been screened with landscape or a fence.

**Informational Comments**

**Item:**

**Remarks:**

**Review Status:** REJECT

**PUBLIC SAFETY - LAURA NICHOLS (352) 343-9487**

**Rejection Comments**

**Item:**

**Remarks:**

**Informational Comments**

**Item:** STREET NAME

**Remarks:** 2/12/08 - Need 2 road names submitted for addressing purposes. LJN

**Review Status:** REJECT

**CONCURRENCY - DEVELOPMENT REVIEW**

**Rejection Comments**

**Item:** PUBLIC WORKS APPROVAL (TRANSPORTATION & STORM WATER

**Remarks:** 2/20/08 - First Review - Traffic Impact Study, Stormwater Calculations and Geotechnical Reports are required. Any questions you may have will need to be directed to Ross Pluta or Seth Lynch in Public Works/jsm.

**Informational Comments**

**Item:**

**Remarks:**

**Review Status:** REJECT

Cc: File (Proj#2007100022 AR#1068)  
Ricardo Soto-Lopez, Chief Planner

Steve Greene, AICP, Chief Planner  
Richard LeBlanc, Facilities, Development, and Management  
Kilma Weeks Civil Engineering, Inc. Attn: Jay A. Kilma, P.E. 385 Douglas Ave Ste#2100  
Altamonte Springs FL 32714