

**City of Monticello**  
**Local Planning Agency Meeting**

**November 21, 2023 7:00 P.M.**

**LOCATION OF MEETING:**  
**Jefferson County Courthouse Annex**  
**435 W. Walnut Street**  
**Monticello, FL 32344**

**AGENDA**

1. Call to Order - Chairman
2. PUBLIC HEARING / BOARD RECOMMENDATION:  
\*Site Plan Review – New Construction / Retail Store at  
the Corner of Felix Street and W. Washington Street (U.S. 90)
3. Other Business
4. Public Comment
5. Adjournment

Minutes of the Local Planning Agency meetings may be obtained from the City Clerk's Office. The minutes are recorded, but are not transcribed verbatim. Persons requiring a verbatim transcript may make arrangements with the City Clerk to duplicate the recordings, or arrange to have a court reporter present at the meeting. The cost of duplication and/or court reporter will be borne by the requesting party.

Persons who wish to appeal any decision made by the Local Planning Agency with respect to any matter considered at this meeting will need a record of the proceedings, and for such purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based.

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk's office no later than 5:00 P.M. on the day prior to the meeting.

# CITY OF MONTICELLO

## MEMORANDUM

To: Local Planning Agency Members

From: City Manager's Office

Date: 10/18/2023

Subject: Staff Report – Site Plan Review  
Dollar General Store - NE Corner of Felix Street and W. Washington Street (US 90)

---

On November 11, 2022, the City of Monticello received an Application for Site Plan Approval for development of a Family Dollar Retail Store on the northeastern corner of Felix Street and W. Washington Street (US 90). The applicant has resubmitted application materials on numerous dates following, including: January 19, February 27, March 30, May 11, and July 28, 2023.

As required by the site plan procedure requirements, public notice has been sent to all property owners within 500 feet of the boundary of the parcel. The associated site plan review fee has been provided by the applicant. All requirements of the Monticello Code of Ordinances have been met.

Included with this report are site plan sheets which correspond to the review comments below. The full set of documents submitted by the Applicant are listed below and are available at City Hall or by e-mail:

- **Attachment A** - Revised Plan Set, submitted 7/28/23
- **Attachment B** - Elevations and Rendering Set, submitted 2/27/2023
- **Attachment C** - Pond Exhibit, submitted 7/28/23
- **Attachment D** - Turn Lane Analysis, submitted 1/19/23
- **Attachment E** - ALTA Boundary, Topographic, and Tree Surveys, submitted 1/19/23
- **Attachment F** - Letter of Authorization, submitted 5/11/23
- **Attachment G** - Water and Sewer Capacity Letter, submitted 1/19/23
- **Attachment H** - Tree Removal Permit Application, submitted 1/19/23
- **Attachment I** - Warranty Deed, submitted 5/11/23
- **Attachment J** - Engineering Report, submitted 7/28/23

## Site Plan Requirements - Sec. 54-76

Listed below are the requirements for Site Plan submittal per Sec. 54-76 of the Monticello Code of Ordinances. Following each requirement is a statement and/or comment regarding site plan compliance.

- a) *Vicinity map and an infrared aerial of the site at a scale of one inch equals 100 feet or such other scale as deemed appropriate by the designated development administrator.*

**Compliant:** The applicant has provided a vicinity map at 1"=500' and an infrared aerial at 1"=100' on sheet G-2 of the site plan.

- b) *The boundary survey of the tract showing the location and type of boundary evidence and showing the location of all existing streets, buildings, railroads, bulkhead lines and easements, and other important features in or adjoining the property. The boundary survey shall be related to the state plane coordinate system if available.*

**Compliant:** The applicant has provided an ALTA and Tree Survey indicating all associated features in or adjoining the property.

- c) *A site plan containing the title of the project, its date and scale, a north arrow and illustrations of the locations of all proposed buildings and structures, access and traffic flow, off-street parking and off-street loading areas, recreational facilities, landscaped buffer areas, refuse collection areas, and proposed utilities.*

**Compliant:** The site plan includes a project title, date and scale, north arrow and illustrates all proposed buildings and structures, access and traffic flow, off-street parking and off-street loading areas, landscaped buffer areas, refuse collection areas, and proposed utilities.

- d) *Existing topography with a maximum contour interval of two feet, except where existing ground is on a slope of less than two percent, in which case either one-foot contours or spot elevations shall be provided where necessary, but not more than 100 feet apart in both directions.*

**Compliant:** Sheets C-4 and C-5 of the site plan show existing topography with a contour interval of one foot.

- e) *Proposed finished grading by contours supplemented where necessary by spot elevations, and in particular, at those locations along lot lines.*

**Compliant:** Proposed finished grading is depicted on the site plan.

- f) *All existing and proposed street right-of-way reservations and easements; their names, numbers and widths; canals and watercourses and their names as well as the owner, existing zoning, and present use of all adjoining properties.*

**Compliant:** The site plan indicates the required information for all adjoining properties.

**g) The density or intensity of land use to be allocated to all parts of the site to be developed together with tabulations by area and percentages thereof. Such allocations shall include, but not be limited to:**

**a) Total site area.**

**Compliant:** Per Sec. 54-160 of the Land Development Code (LDC), Minimum Lot Area is 10,000 sq. ft. for the B-2 district. The site plan is in compliance with this requirement as total site area is shown on sheet G-2 as 3.334 acres.

**b) Density (dwelling units per acre) or intensity (units per acre and/or ratio of gross floor area to total site areas).**

**Compliant:** Per Sec 54-160 of the LDC, there are no intensity requirements (ratio of gross floor area to total site area) for the B-2 zoning district.

**c) Percentage of site covered by buildings.**

**Compliant:** Per Sec. 54-160 of the LDC, Maximum Lot Coverage is 50% for the B-2 district. Percentage of the site covered by buildings is shown on sheet G-2 as 7.31%.

**d) Permeable space and landscaped areas.**

**Compliant:** Permeable space and landscaped areas are shown on sheet G-2 as 2.54 acres or 76% of the property.

**e) Vehicular circulation and parking areas.**

**Compliant:** Vehicular circulation and parking areas are shown as 0.47 acres or 14% of the site on sheet G-2.

**f) Location, area, and use of all other portions of the site.**

**Compliant:** Sheet G-2 of the site plan indicates that the location, area, and use of all other portions of the site not aforementioned will remain in an undisturbed buffer totaling 1.36 acres.

**h) The location, size, and character of any common open space, and the form of organization proposed to own and maintain any common open space.**

**Not applicable:** Common open space is not required or proposed due to the non-residential use of the property.

**i) The proposed location, general use, number of floors, height, and the net and gross floor area for each building to include outside display areas, and, where applicable, the number, size, and type of dwelling or transient units.**

**Compliant:** Sec. 54-160 of the LDC establishes dimensional regulations for the B-2 district. These requirements are listed below, followed by what is proposed by the applicant on sheet C-2 of the site plan.

Schedule of dimensional requirements and provisions

	Required	Provided
<b>Setbacks</b>		
<i>Front</i>	25'	25'
<i>Side</i>	10'	10'
<i>Rear</i>	10'	10'
<i>Corner</i>	25'	25'
<b>Lot Width</b>	100'	~360'
<b>Height</b>	30'	25.5'
<b>Number of Floors</b>	NA	1

j) *Location, type, and size of vehicular entrances to the site.*

Division 3, Transportation Design Standards of the LDC establishes minimum requirements applicable to the development transportation system, including access management. The standards are listed below.

- 1) Location of access points on both sides of the road where applicable.

**Compliant:** One access point is required and is provided for on the site plan.

- 2) Distances to neighboring constructed access points, median openings, traffic signals, intersections, and other transportation features on both sides of the property.

**Compliant:** Sheet C-2 of the proposed site plan indicates the distance from the centerline of the proposed access to the centerline of the nearest adjacent roadway.

- 3) Number and direction of lanes to be constructed on the driveway, plus striping plans.

**Compliant:** Section 54-523 requires two lanes, and two lanes are provided for on the proposed driveway into the site. The direction of lanes to be constructed on the driveway and striping plan is provided for in the site plan.

- 4) Section 54-522(g) of the LDC establishes driveway width requirements, which require a minimum of ten feet in width for each lane.

**Compliant:** The proposed driveway is in compliance with the associated requirement, providing for twelve-foot-wide driveway lanes.

- 5) All planned transportation features (such as auxiliary lanes, signals, etc.).

**Compliant:** The site plan shows two 24" white thermoplastic stop bars as a component of the driveway design features on sheet C-2. It is recommended that a stop sign is added for vehicles exiting the site.

- 6) Trip generation data or appropriate traffic studies.

**Compliant:** The applicant has provided trip generation data and a traffic / turn lane analysis as a component of the submittal, which was reviewed for compliance by a transportation engineer.

- 7) A detailed description of any requested variance and the reason the variance is requested.

**Not Applicable:** No variances have been requested as a part of this submittal.

- 8) Section 54-522(a)(1) states that the preferred type of access for non-residential development with less than 300 parking spaces is from a Collector roadway.

**Compliant:** The applicant has provided FDOT comments recommending access from Felix Street due to spacing minimums. Furthermore, the City is in agreement with the proposed access.

- 9) Section 54-522(e) states that access to nonresidential uses shall not be through an area designed, approved, or developed solely for residential use.

**Compliant:** The City has determined that the surrounding area does not classify as solely for residential use.

- 10) Section 54-522(f)(1) of the LDC requires that adjacent commercial or office developments that are major traffic generators shall provide a cross access drive and pedestrian access to allow circulation between sites.

**Compliant:** The City has determined that a cross access drive will not be necessary to connect to the eastern adjacent commercial property.

- 11) Section 54- 522(l)(3) states Collector and local residential streets shall connect with surrounding streets to permit the convenient movement of traffic between residential neighborhoods or facilitate emergency access and evacuation.

**Compliant:** The proposed access is along existing Felix St, which connects to the Mahan Dr on the north and W Washington St on the south.

- 12) Section 54-495 states that the parking plan must be so arranged that each automobile may be placed and removed from the parking space assigned thereto and taken to and from the property without the necessity of moving any other automobile to complete the maneuver and that no access or egress way shall be closer than 30 feet to an existing street intersection. Additionally, the length of driveways shall be designed in accordance with the anticipated storage length for entering and exiting vehicles to prevent vehicles from backing into the flow of traffic on the public street or causing unsafe conflicts with on-site circulation.

**Compliant:** The applicant has provided a sufficient truck-turn exhibit as a component of the submittal / resubmittal.

- 13) The proposed development may also be subject to all applicable requirements of Sec. 54-523 of the LDC, which outlines street design standards for new development, specifically the required right-of-way (ROW) as established by Table 54-523.

**Compliant:** The proposed plan provides the required pavement width within the existing ROW.

- 14) Section 54-523(b) requires that Sidewalks shall be provided along local and collector streets on one side of the roadway and designed in accordance with city standards and policies.

**Compliant:** The applicant proposes sidewalk connections along the southern perimeter along W Washington St, and north to the site's entrance along Felix St.

**k) Location, type, size, and height of fencing, retaining wall, and screen planting where required under the provisions of this chapter.**

Per Sec. 54-194 of the LDC, the following landscape buffer regulations will be required when adjacent to an uncomplimentary land use:

- 1) A buffer strip of at least 20 feet in width along the property line where such conflict exists.
- 2) A ratio of one tree for each 12½ linear feet of common boundary, with a minimum of 75 percent shade trees.
- 3) A continuous visual screen at least eight feet in height at maturity, formed by two rows of shrub material, or existing natural vegetation which provides a continuous visual screen, running the entire length of all common boundaries.

**Compliant:** The applicant has provided sufficient buffer material along the site perimeter.

**l) All off-street parking, loading space, and walkways, indicating type of surfacing, size, angle and width of stalls and aisles, together with schedule showing the number of parking spaces provided and the number required by the provisions of this chapter.**

- 1) Sec. 54-491 and Sec. 54-492 of the LDC state that a maximum of 80% of the front, street side or street rear yards may be used for off-street parking. Parking area surfaces shall not extend closer than five feet to any abutting side or rear property line.

**Compliant:** Sheet C-2 of the site plan depicts the location of off-street parking for the proposed development, which shows parking setbacks greater than 25' from the property line, and the vehicular and parking area as 14% of the total site area.

- 2) Sec. 54-502 of the LDC requires one parking space per each 300 square feet for the associated zoning district and use, which equates to 35.4 required parking spaces.

**Compliant:** The site plan proposes a total of 36 spaces for the development shown on Sheet C-2.

- 3) Sec. 54-493 of the LDC requires that all parking spaces provided shall not be less than nine feet in width and 19 feet in length.

**Compliant:** Sheet C-2 of the site plan shows parking dimensions of 9 feet in width and 20 feet in length and compliant with this requirement.

- 4) Sec. 54-494 of the LDC requires that all handicapped parking spaces shall be 12 feet in width by 19 feet in length. There shall be one space provided per each 25 parking spaces, requiring a total of 2 handicap parking spaces for the development.

**Compliant:** Sheet C-7 of the site plan depicts the accessible parking details and provides for handicap parking at the dimensions of 12 feet in width and 20 feet in length. Additionally, the site plan provides for a total of 2 handicap spaces.

- 5) Sec. 54-501 of the LDC requires 1 loading berth for buildings with gross floor areas of 4,000-24,999 sq. ft.

**Compliant:** The applicant has included revised parking calculations on sheet C-2 of the attached plans.

- 6) Sec. 54-500 of the LDC requires that off-street parking facilities shall be surfaced with hard, dustless materials and that bumper stops shall be required in all instances.

**Compliant:** The applicant indicates bumper stops for all parking spaces.

- 7) Sec. 54-500 of the LDC requires that parking stall angles at 90 degrees shall provide an aisle width at a minimum of 22 feet.

**Compliant:** The site plan proposes an aisle width of 36 feet.

**m) All proposed signs and exterior lighting.**

**Compliant:** The location of all proposed signs and exterior lighting are shown in the site plan and architectural drawings, in compliance with code requirements.

**n) Provisions for the adequate disposition of natural and stormwater in accordance with the adopted design criteria and standards of the city, indicating the location, size, type and grade of ditches, catch basins, and pipes and connections to the existing drainage system.**

**Compliant.** The applicant has provided a drainage plan as a component of the site plan submittal and is compliant with the LDC for level of service regarding stormwater runoff and water quality. The pond infiltration rate must be verified by a certified geotechnical engineer once the pond has been excavated per the approved plans.

**o) Provisions for the adequate control of erosion and sedimentation, indication the proposed temporary and permanent control practices and measures that will be implemented during all phases of clearing, grading, and construction.**

**Compliant.** The site plan submittal includes outlet control in the pond, as well as a rip rap check dam. The pond infiltration rate must be verified by a certified geotechnical engineer once the pond has been excavated per the approved plans.

**p) A landscape plan indicating the location, type, size, and description of all proposed landscape materials, including the limits and/or extent of tree removal and/or tree protection.**

Sec. 54-195 of the LDC details landscaping requirements for yards abutting public streets and requires that the proposed development provides a minimum depth of green area at 10% of the total lot depth. Desktop calculations appear to show the proposed development satisfying this requirement, though exact determinations are not shown and should be provided for on the landscape plan.

Sec. 66-86 of the LDC details interior landscaping requirements for off-street parking areas and is listed as follows:



- 1) A minimum of five percent of the total developed area, less building area, of any parcel of property which comes within the provisions of this article shall be devoted to landscape development.

**Compliant:** Total landscaped areas on the site are shown at around 76% of the property.

- 2) Trees shall be placed within interior planting areas such that the total number of trees provided in the interior planting areas, along the perimeter, and adjacent to public rightsof-way shall be equal to one tree for every 5,000 square feet of paved area.

**Compliant:** With around 21% or 30,498.0984 sq. ft. of the site covered by impervious material, a total of seven trees are required. In addition to preserving the natural vegetation along the eastern and northern areas of the property, the applicant is proposing to plant an additional 37 trees along the perimeter of the vehicle use are (VUA) and southern and western boundaries of the site.

Sec. 54-500(3) of the LDC outlines landscaping requirements as a component of parking lot design criteria. All applicable requirements are listed as follows.

- 1) A ten-foot-wide strip of land along the entire front perimeter of a site, located between the front property line and any vehicular use area, shall be landscaped. Width of sidewalks shall not be included within the ten-foot-wide front perimeter landscape area.

**Compliant:** The applicant has included a revised landscape plan in compliance with this requirement.

- 2) A six-foot-wide strip of land along the entire side and rear perimeter of a site, located between the side and rear property lines and any vehicular use area, shall be landscaped, except that where a perimeter landscape area is between a side or rear property line and a vehicular use area used as an accessway, only a four-foot-wide strip of land shall be required to be landscaped.

**Compliant:** The applicant has included a revised landscape plan in compliance with this requirement.

Sec. 54-500(3) of the LDC also details landscape material requirements in perimeter landscape areas, which are listed below.

- 1) The total tree requirement within the perimeter landscape areas shall be determined by using a ratio of one tree for each 25 linear feet of required landscape perimeter area, or major portion thereof, with no less than 75 percent of said trees being shade trees. All trees shall be provided at least 133 square feet of planting area each. This provision is not intended to require trees to be equally spaced 25 feet apart. Creating design and spacing is encouraged.

**Compliant:** The applicant has provided a revised landscape plan indicating sufficient measurements for the above requirement.

- 2) Grass or other ground cover shall be placed on all areas within all perimeter landscape areas not occupied by other landscape material or permitted accessways.

**Compliant:** Not including the undisturbed buffer space, the applicant has provided for grass to be planted on all perimeter landscape areas not occupied by other landscape material.

- 3) A visual screen shall be placed within required perimeter setback landscape areas, running the entire length of such areas except for permitted accessways. The visual screen shall consist of landscape materials sufficient to provide, at a minimum, an opaque, continuous screen at least 30 inches high at maturity.

**Compliant:** Tree types and heights at maturity are provided in the Tree and Shrub list on Sheet L-1.

Sec. 54-500 of the LDC also provides for interior landscaping requirements for vehicle use areas (VUAs).

- 1) In vehicular use areas within the interior of a site, one 400-square-foot planting area shall be required for every 5,000 square feet of vehicular use area, or major portion thereof, and at least three two-inch, or two three-inch, caliper shade trees together with other landscape material shall be planted within each such planting area. Interior planting areas shall be located to most effectively relieve the monotony of large expanses of paving and contribute to orderly circulation of vehicular and pedestrian traffic and shall be no less than 12 feet in width, exclusive of curbing.

**Compliant:** Five planting areas will be required for the proposed 0.47 acres or 20,473 square feet of vehicular use area. Five planting areas are proposed with at least two three-inch shade trees and other landscape materials as shown on the landscape plan on sheet L-1.

- q) *An analysis of the projected impact of the new development on public facilities including the amount of traffic generated by the project and its affect on surrounding streets, and the amount of water and sewer capacity required.*

**Compliant:** The applicant has submitted a Traffic / Turn Lane Analysis and a Water and Sewer Capacity Analysis, both of which were reviewed by engineering staff.

- r) *Identification of all protected trees on the site or in the right of way that may be disturbed by the project. Protected trees are identified in Chapter 54 Article XIV of the City of Monticello Land Development Code.*

**Compliant:** All trees shown on the existing conditions plan are Protected Trees per Sec. 54760. The applicant has submitted a tree removal application as a component of the submittal package.

- s) *Any additional data, plans or specification which the applicant believes is pertinent and will assist in clarifying the application.*

1. It is recommended that the applicant provides a site plan narrative report to explain how all applicable criteria of the LDC will be met.