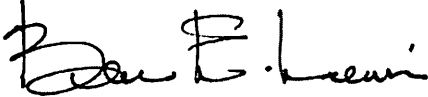


Planning Commission Report
Page 2

Daniel Blanchard	Aye
Jordan Elsbury	Absent
Joshua Garrison	Aye
Jason Porter	Aye

If you have any questions or concerns, please do not hesitate to contact me at your convenience.

Sincerely,



Bruce E. Lewis
City Planner Supervisor – Current Planning Division
City of Jacksonville - Planning and Development Department
214 North Hogan Street, Suite 300
Jacksonville, FL 32202
(904) 255-7820
blewis@coj.net

REPORT OF THE PLANNING AND DEVELOPMENT DEPARTMENT FOR
APPLICATION FOR REZONING ORDINANCE 2022-0528 TO
PLANNED UNIT DEVELOPMENT

AUGUST 18, 2022

The Planning and Development Department hereby forwards to the Planning Commission, Land Use and Zoning Committee and City Council its comments and recommendation regarding Application for Rezoning Ordinance 2022-0528 to Planned Unit Development.

Location: 8365 Dix Ellis Trail, between Dix Ellis Trail and Interstate-95 South

Real Estate Numbers: 152690 3500

Current Zoning Districts: Planned Unit Development (PUD 1974-0982-0538)

Proposed Zoning District: Planned Unit Development (PUD)

Current Land Use Category: Community General Commercial (CGC)

Proposed Land Use Category: Community/General Commercial (CGC) with site specific FLUE Policy 4.4.33.

Planning District: Southeast, District 3

Applicant/Agent: Jason Gabriel, Esq.
Burr Forman LLP
50 North Laura Street, Suite 3000
Jacksonville, FL 32202

Owner: HPT IHG 2 Properties Trust
255 Washington Street, Two Newton Pl
Newton, MA 02458

Staff Recommendation: **APPROVE**

GENERAL INFORMATION

Application for Planned Unit Development 2022-0528 seeks to rezone approximately 3.52± acres of land from Planned Unit Development (PUD 1974-0982-0538) to Planned Unit Development (PUD). The rezoning to a new PUD is being sought in order to convert the existing hotel into 112

multi-family apartment units. According to the submitted written description there will be 60 studio rooms, 24 one bedroom units, and 28 two bedroom units.

There is a companion Land Use Amendment, **2022-0527 (L-5706-22C)**. The proposed LUA requests amending the Future Land Use Map series (FLUMs) for the subject site from Community/General Commercial (CGC) to Community/General Commercial (CGC) with site specific Future Land Use Element (FLUE) Policy 4.4.33. The site specific policy exempts the subject site from the Community/General Commercial Suburban Area Development Characteristic prohibiting ground floor residential uses abutting roadways classified as arterials or higher on the Functional Highway Classification Map and permits single use residential development on 100% of the site.

The current PUD, **1974-0982-0538**, allows for a multitude of uses including business and professional offices, and uses permitted in the now defunct CHT zoning district. The CHT zoning district was intended for service-oriented automotive uses and tourist accommodations and permitted uses such as service stations, hotels, restaurants and retail establishments.

CRITERIA FOR REVIEW

Pursuant to the provisions of Section 656.125 of the Zoning Code, the Planning and Development Department, Planning Commission and City Council (including the appropriate committee) shall evaluate and consider the following criteria of an application for rezoning to Planned Unit Development.

(A) Is the proposed zoning district consistent with the 2030 Comprehensive Plan?

Yes. **Ordinance 2022-0528** has a companion land use application, **Ordinance 2022-0527/ L-5706-22C** that is changing the land use from CGC to CGC with Site Specific Policy 4.4.33 in the Suburban Development Area. The 3.52 acre subject site contains a hotel and is located along the east side of Dix Ellis Trail, an unclassified road, between Dix Ellis Trail and Interstate 95 (I-95) South, a limited access highway.

Community/General Commercial (CGC) is a category intended to provide for a wide variety of retail goods and services which serve large areas of the City and a diverse set of neighborhoods. Uses should generally be developed in nodal and corridor development patterns. Nodes are generally located at major roadway intersections and corridor development should provide continuity between the nodes and serve adjacent neighborhoods in order to reduce the number of Vehicle Miles Traveled. CGC also allows for multi-family residential at densities up to 20 units per acre in the Suburban Area, subject to the provision that residential uses shall not be the sole use and shall not exceed 80 percent of a development.

The site specific policy permits single use residential development on 100 percent of the site at up to 32 units per acre and eliminates the prohibition on ground floor residential abutting roads

classified as arterial or higher. The density of the proposed PUD is consistent with the proposed site specific policy, below.

Proposed FLUE Policy 4.4.33

Pursuant to the authority granted by Sec. 163.3187(1)(b), Florida Statutes, Ordinance 2022-527 for a small scale amendment is approved subject to the following:

To implement Policy 1.1.25 of the 2030 Comprehensive Plan Future Land Use Element, the following shall apply to this small scale land use map amendment:

- Development shall be exempt from the Community/General Commercial Suburban Area Development Characteristic prohibiting ground floor residential uses abutting the roadways classified as arterials or higher on the Functional Highway Classification Map.
- Single use residential development shall be permitted on 100% of the site.
- Single use residential development shall not exceed 32 units per acre and shall be exempt from mixed use requirements.

The amendment allows for the option of single use residential development. The amendment provides an additional location for residential uses, providing sufficient land for future uses that allow for the operation of real estate markets to provide adequate choices for permanent and seasonal residents and businesses. The site is located in close proximity to public transportation and connects to full urban services.

(B) Does the proposed rezoning further the goals, objectives and policies of the 2030 Comprehensive Plan?

Yes. The proposed rezoning to Planned Unit Development is consistent with the 2030 Comprehensive Plan and furthers the following goals, objectives and policies contained herein, including:

Objective 3.1

Continue to maintain adequate land designated for residential uses which can accommodate the projected population and provide safe, decent, sanitary and affordable housing opportunities for the citizens. Protect single-family residential neighborhoods by requiring that any other land uses within single-family areas meet all applicable requirements described in the Development Areas and the Plan Category Descriptions of the Operative Provisions of the 2030 Comprehensive Plan and Land Development Regulations.

The proposed rezoning at the subject site would directly address the projected growth for the surrounding area by providing for a greater variety of housing options for local citizens.

Airport Environment Zone

The site is located within the 500 foot Height and Hazard Zone for the Jacksonville Naval Air Station (NAS Jax). Zoning will limit development to a maximum height of less than 500 feet, unless approved by the Jacksonville Aviation Authority or the Federal Aviation Administration. Uses located within the Height and Hazard Zone must not create or increase the potential for such hazards as electronic interference, light glare, bird strike hazards or other potential hazards to safe navigation of aircraft as required by Section 656.1005.1(d).

Objective 2.5

Support and strengthen the role of Jacksonville Aviation Authority (JAA) and the United States Military in the local community, and recognize the unique requirements of the City's other airports (civilian and military) by requiring that all adjacent development be compatible with aviation-related activities.

(C) Does the proposed rezoning conflict with any portion of the City's land use Regulations?

The written description and the site plan of the intended development meets all portions of the City's land use regulations and furthers their intent by providing specific development standards.

Pursuant to the provisions of Section 656.341(d) of the Zoning Code, the Planning and Development Department, Planning Commission and City Council (including the appropriate committee) shall evaluate and consider the following criteria for rezoning to Planned Unit Development district:

(1) Consistency with the 2030 Comprehensive Plan

In accordance with Section 656.129 Advisory recommendation on amendment of Zoning Code or rezoning of land of the Zoning Code, the subject property is within the following functional land use categories as identified in the Future Land Use Map series (FLUMs): Community/General Commercial.

There is a companion Application for Small-Scale Land Use Amendment to the Future Land use Map Series L-5706-22C (Ordinance 2022-0527) that seeks to amend the property to CGC with a site specific policy. The Planning and Development Department finds that the proposed PUD is consistent with the 2030 Comprehensive Plan, as evaluated in Criteria (B).

(2) Consistency with the Concurrency Mobility and Management System

Pursuant to the provisions of Chapter 655 Concurrency and Mobility Management System of the Ordinance Code, the development will be required to comply with all appropriate requirements of the Concurrency and Mobility Management System (CMMSO) prior to development approvals. Therefore, the applicant/agent/owner will need to apply for Concurrency/Mobility for this proposed project prior to permitting/plan submittal with the City of Jacksonville.

(3) Allocation of residential land use

This proposed Planned Unit Development intends to convert the existing hotel/motel to 112 multi-family apartment units. This proposed development will not exceed the projected holding capacity reflected in Table L-20, Land Use Acreage Allocation Analysis For 2030 Comprehensive Plan's Future Land Use Element, contained within the Future Land Use Element (FLUE) of the 2030 Comprehensive Plan.

(4) Internal compatibility

This proposed PUD is consistent with the internal compatibility factors. An evaluation of the internal compatibility of a proposal Planned Unit Development shall be based on the following factors:

The existence or absence of, and the location of open spaces, plazas, recreational areas and common areas: Pursuant to the 2030 Comprehensive Plan, all multi-family developments of 100 units or more shall provide a minimum of one hundred fifty (150) square feet per unit; accordingly, the proposed 112 units will require approximately 16,800 square feet of recreational/open space. This will be met by the existing and aggregate amenity facilities and open space on the subject property.

The use of existing and proposed landscaping: Open space and landscaping has been developed, as this property was previously used as a hotel. The applicant intends to keep the landscaping as it currently exists, otherwise, landscaping will be provided in accordance with the requirements set forth in Part 12 of the Zoning Code; provided, however, that any required uncomplimentary buffer may overlap with the building setbacks.

Traffic and pedestrian circulation patterns: The subject site is approximately 3.52 acres and is accessible from Dix Ellis Trl, an unclassified facility. The subject site is to the south of Baymeadows Rd that is currently operating at 26.6% of capacity. This segment of Baymeadows Rd has a maximum daily capacity of 39,492 vehicles per day (vpd) and average daily traffic of 10,495 vpd.

This PUD is a companion to a pending small-scale land use application L-5706-22C (2022-527). Per the written description, the applicant indicates a maximum of 112 multi-family units (ITE Code 220), which could produce 755 daily vehicular trips.

Comments from Traffic & Engineering include:

- Pursuant to Policy 4.1.2 of the Transportation Element of the 2030 Comprehensive Plan. An ADA compliant sidewalk shall be required on the frontage of Dix Ellis Trail.

The use and variety of building setback lines, separations, and buffering: Each building shall be a minimum of twenty (20) feet from the Property boundaries. The existing setbacks between buildings will remain. Encroachments by sidewalks, driveways, parking, signage, utility

structures, retention ponds, fences, street/park furniture, HVAC units, and other similar improvements shall be permitted within the minimum building setbacks.

The use and variety of building sizes and architectural styles: The project will be the redevelopment of an existing hotel/motel so the multi-family dwelling units will consist of 60 studio units, 24 one bedroom units, and 28 two bedroom units.

(5) External Compatibility

Based on the written description of the intended plan of development and site plan, the Planning and Development Department finds that external compatibility is achieved by the following:

The type, number and location of surrounding external uses: The proposed development is located in a mixed-use area with commercial properties as the prevailing use. Allowing for the redevelopment of the subject site will complement the neighboring commercial uses by providing a mixed-variety of land uses and promote residential urban infill within the Baymeadows area.

The Comprehensive Plan and existing zoning on surrounding lands: The adjacent uses, zoning and land use categories are as follows:

Adjacent Property	Land Use Category	Zoning District	Current Use
North	CGC	PUD 1974-0982-0538	Motel
South	CGC	PUD 1974-0982-0538	Office
East	CGC	CCG-1	Interstate-95, hotels
West	CGC	PUD 2001-0228-E PUD 1996-0017-E	Office, vacant space

(6) Intensity of Development

The proposed development is consistent with the proposed CGC functional land use category and will convert the existing hotel/motel to 112 multifamily apartment units. The PUD is appropriate at this location because it will support the existing offices, service establishments and contribute to the variety of housing products within the area.

The availability and location of utility services and public facilities and services: The subject site will be serviced by JEA for city water and sewer—with existing water and force mains located along Dix Ellis Trail.

School Capacity:

Based on the Development Standards for impact assessment, the 3.52± acre proposed PUD rezoning has a development potential of 112 single-family units. The proposed development was analyzed in accordance with the adopted level of service standards (LOS) for school capacity as established in the Interlocal Agreement (ILA) and the Public Schools and Facilities Element. The

ILA was entered into in coordination with the Duval County Public School System (DCPS) and the other municipalities within Duval County.

School concurrency LOS is the methodology used to analyze and to determine whether there is adequate school capacity for each school type (elementary, middle, and high school) to accommodate a proposed development. The LOS (105% of permanent capacity) is based on Concurrency Service Areas (CSAs), not the closest school in the area for elementary, middle and high schools, as well as on other standards set forth in the City of Jacksonville School Concurrency Ordinance.

In evaluating the proposed residential development for school concurrency, the following results were documented:

School Impact Analysis
PUD 2022-0528

Development Potential: 112 Residential Units

School Type	CSA	2021-22 Enrollment/CSA	Current Utilization (%)	New Student/ Development	5-Year Utilization (%)	Available Seats CSA	Available Seats Adjacent CSA 3&5
Elementary	4	5,363	79%	13	89%	867	2,245
Middle	4	3,915	80%	5	71%	601	497
High	4	924	72%	8	74%	112	624
Total New Students				26			

Total Student Generation Yield: 0.250

Elementary: 0.125

Middle:

0.051

High:

0.074

The analysis of the proposed residential development does not reveal any deficiency for school capacity within the CSA.

Public School Facilities Element

Policy 2.3.2

The City will coordinate with DCPS to establish plan review procedures to manage the timing of Future Land Use Map amendments and other land use decisions so that these decisions coordinate with adequate school capacity.

Policy 2.3.3

The City will take into consideration the DCPS comments and findings on the availability of adequate school capacity in the evaluation of comprehensive plan amendments, and other land use decisions as provided in Section 163.3177(6)(a), F.S. and development of regional impacts as provided in 1380.06, F.S

Objective 3.2

Adopted Level of Service (LOS) Standards

Through the implementation of its concurrency management systems and in coordination with the DCPS, the City shall ensure that the capacity of schools is sufficient to support new residential developments at the adopted level of service (LOS) standards within the period covered in the five-year schedule of capital improvements and the long-range planning period. These standards shall be consistent with the Interlocal Agreement agreed upon by the DCPS, the City and the other municipalities. Minor deviations to the LOS standards may occur, so long as they are limited, temporary and with scheduled capacity improvements, school capacity is maximized to the greatest extent feasible.

Policy 3.1.1

The LOS standards set forth herein shall be applied consistently for the purpose of implementing school concurrency, including determining whether sufficient school capacity exists to accommodate a particular development application, and determining the financial feasibility of DCPS Five-Year Capital Facilities Plan and the City’s Capital Improvement Plan.

Supplemental School Information:

The following additional information regarding the capacity of the assigned neighborhood schools was provided by the Duval County School Board. This is not based on criteria utilized by the City of Jacksonville School Concurrency Ordinance.

SCHOOL	CONCURRENCY SERVICE AREA	STUDENTS GENERATED	SCHOOL CAPACITY (Permanent/ Portables)	CURRENT ENROLLMENT 20 Day Count (2021/22)	% OCCUPIED	4 YEAR PROJECTION
Beauclerc ES #230	4	13	1,041	660	63%	75%
Alfred Dupont MS #66	4	5	1,071	701	65%	71%
Atlantic Coast HS #268	5	8	2,443	2,388	98%	95%

- Does not include ESE & room exclusions
- Analysis based on a maximum 112 dwelling units – 2022-0528

(7) Usable open spaces plazas, recreation areas.

Pursuant to the 2030 Comprehensive Plan, all multi-family developments of 100 units or more shall provide a minimum of one hundred fifty (150) square feet per unit; accordingly, the proposed 112 units will require approximately 16,800 square feet of recreational/open space. This will be met by the existing and aggregate amenity facilities and open space on the subject property.

(8) Impact on wetlands

Development which would impact wetlands will be permitted in accordance with local, state, and federal requirements.

(9) Listed species regulations

No wildlife survey was required as the project is less than the 50-acre threshold.

(10) Off-street parking including loading and unloading areas.

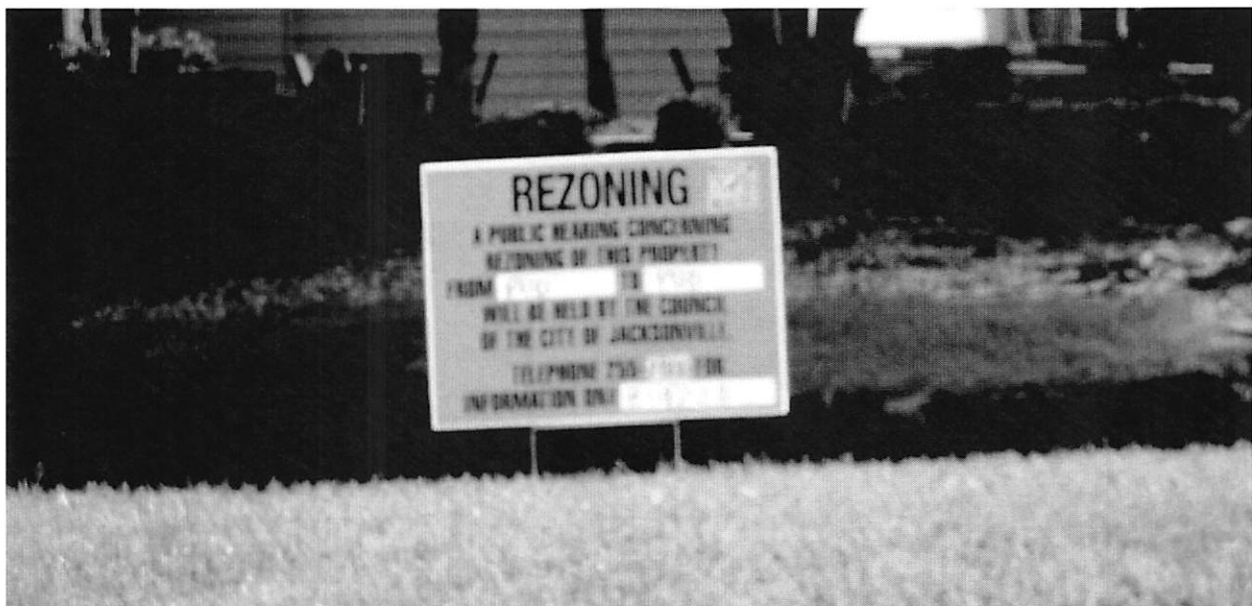
According to the submitted written description, the applicant will be providing 113 parking spaces, as that is what is currently existing on the subject property.

(11) Sidewalks, trails, and bikeways

External sidewalks segments exist along Dix Ellis Trail.

SUPPLEMENTARY INFORMATION

Upon visual inspection of the subject property on **August 11, 2022** the Planning and Development Department, the Notice of Public Hearing signs **were** posted.



RECOMMENDATION

Based on the foregoing, it is the recommendation of the Planning and Development Department that Application for Rezoning Ordinance 2022-0528 be **APPROVED** with the following exhibits:

1. The original legal description dated April, 25, 2022.
2. The original written description dated March 25, 2022.
3. The original site plan dated March 11, 2022.



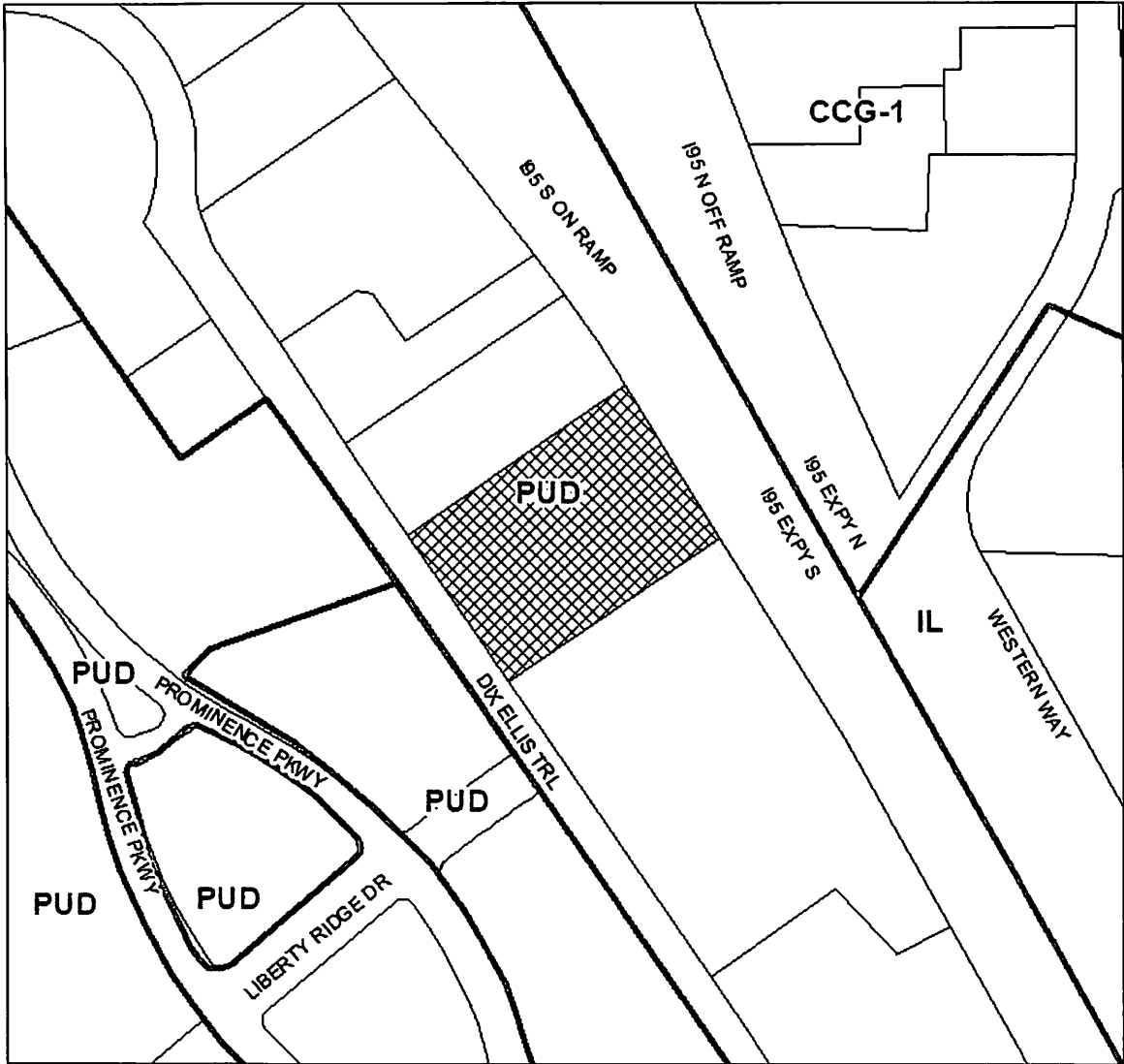
Source: Planning & Development Dept, 08/11/2022

Aerial view of the subject property, facing north.



Source: Planning & Development Dept, 08/11/2022

View of the subject property from Dix Ellis Trail.



<p>REQUEST SOUGHT:</p> <p>FROM: PUD</p> <p>TO: PUD</p>	<p>LOCATION MAP:</p>	<p>0 100 200 400 Feet</p> <p>COUNCIL DISTRICT: 11</p>
<p>ORDINANCE NUMBER ORD-2022-0528</p>	<p>TRACKING NUMBER T-2022-4220</p>	<p>EXHIBIT 2 PAGE 1 OF 1</p>

City of Jacksonville, Florida



ONE CITY. ONE
JACKSONVILLE.

Lenny Curry, Mayor

City Hall at St. James
117 W. Duval St.
Jacksonville, FL 32202
(904) 630-CITY
www.coj.net

MEMORANDUM

DATE: August 10, 2022

TO: Kaysie Cox, City Planner II
Current Planning Division

FROM: Thalia Fusté, City Planner I
Transportation Planning Division

SUBJECT: Transportation Review: 8365 Dix Ellis PUD 2022-0528 (L-5706-22C)

Upon review of the referenced application and based on the information provided to date, the Transportation Planning Division has the following conditions:

- Pursuant to Policy 4.1.2 of the Transportation Element of the 2030 Comprehensive Plan. An ADA compliant sidewalk shall be required on the frontage of Dix Ellis Trail.

Application For Rezoning To PUD

Planning and Development Department Info

Ordinance # 2022-0528 **Staff Sign-Off/Date** KPC / 06/28/2022
Filing Date 07/11/2022 **Number of Signs to Post** 1
Hearing Dates:
1st City Council 08/24/2022 **Planning Commission** 08/18/2022
Land Use & Zoning 09/07/2022 **2nd City Council** 09/13/2022
Neighborhood Association BAYMEADOWS COMMUNITY COUNCIL; BETTER BAYMEADOWS, INC.
Neighborhood Action Plan/Corridor Study N/A

Application Info

Tracking # 4220 **Application Status** PENDING
Date Started 04/14/2022 **Date Submitted** 04/19/2022

General Information On Applicant

Last Name GABRIEL **First Name** JASON **Middle Name** R
Company Name
 BURR FORMAN LLP
Mailing Address
 50 NORTH LAURA STREET, SUITE 3000
City JACKSONVILLE **State** FL **Zip Code** 32202
Phone 9042327211 **Fax** 904 **Email** JGABRIEL@BURR.COM

General Information On Owner(s)

Check to fill first Owner with Applicant Info

Last Name CORPORATE **First Name** CORPORATE **Middle Name**
Company/Trust Name
 AVIA JAX LIBERTY RIDGE LLC
Mailing Address
 180 N UNIVERSITY AVE NO 200
City PROVO **State** UT **Zip Code** 84601
Phone **Fax** **Email**

Property Information

Previous Zoning Application Filed For Site?

If Yes, State Application No(s) 1974-0982

Map RE#	Council District	Planning District	From Zoning District(s)	To Zoning District
Map 152690 3500	11	3	PUD	PUD

Ensure that RE# is a 10 digit number with a space (##### #)

Existing Land Use Category

CGC

Land Use Category Proposed?**If Yes, State Land Use Application #**

5706

Total Land Area (Nearest 1/100th of an Acre) 3.52**Development Number****Proposed PUD Name** 8365 DIX ELLIS TRAIL PUD**Justification For Rezoning Application**

CONVERTING HOTEL BUILDINGS, INFRASTRUCTURE AND USES THAT ARE AT THE END OF THEIR ECONOMIC LIFECYCLE TO UPDATED CONTEMPORARY MULTIFAMILY USES. INFILL COMMERCIAL DEVELOPMENT FULFILLING CURRENT NEEDS FOR QUALITY HOUSING IN THE AREA.

Location Of Property**General Location**

DIX ELLIS TRAIL

House #	Street Name, Type and Direction	Zip Code
8365	DIX ELLIS TRL	32256

Between Streets

DIX ELLIS TRAIL and I-95 SOUTH

Required Attachments For Formal, Complete application

The following items must be labeled as exhibits and attached to application in the order prescribed below. All pages of the application must be on 8½" X 11" paper with provision for page numbering by the staff as prescribed in the application instructions manual. Please check each item below and the PUD Check List for inclusion of information required.

- Exhibit 1** : A very clear, accurate and legible legal description of the property that must be only and entirely placed on the JP&DD formatted forms provided with the application package. The legal description may be either lot and block or metes and bounds.
- Exhibit A** : Property Ownership Affidavit – Notarized Letter(s).
- Exhibit B** : Agent Authorization - Notarized letter(s) designating the agent.
- Exhibit C** : Binding Letter.
- Exhibit D** : Written description in accordance with the PUD Checklist and with provision for dual page numbering by the JP&DD staff.
- Exhibit E** : Scalable site plan with provision for dual page numbering by the JP&DD staff drawn at a scale large enough to clearly indicate the following: (a) North arrow and scale; (b) Property lines and dimensions of the site; (c) Building locations and building lot coverage; (d) Parking area; (e) Required Landscaped Areas; (f) All ingress and egress locations (driveways, alleys and easements) within 660 feet; (g) Adjacent streets and rights-of-way; (h) jurisdictional wetlands; and (i) existing site conditions and improvements that will be undisturbed.
- Exhibit F** : Land Use Table
- Exhibit G** : Copy of the deed to indicate proof of property ownership.

Supplemental Information

Supplemental Information items are submitted separately and not part of the formal application

- Exhibit H** : Aerial Photograph.

- Exhibit I** Listed Species Survey (If the proposed site is greater than fifty acres).
- Exhibit J** Other Information as required by the Department (i.e.-*building elevations, *signage details, traffic analysis, etc.).
- Exhibit K** Site Location Map.

Public Hearings And Posting Of Signs

No application will be accepted until all the requested information has been supplied and the required fee has been paid. Acceptance of a completed application does not guarantee its approval by the City Council. The applicant will be notified of public hearing dates on this application upon the filing of the application. The applicant or authorized agent **MUST BE PRESENT** at the public hearings. The required **SIGN(S)** must be **POSTED** on the property **BY THE APPLICANT** within 5 days after the filing of an application. The sign(s) may be removed only after final action of the Council and must be removed within 10 days of such action.

The applicant must also pay for the required public notice stating the nature of the proposed request which is required to be published in an approved newspaper **AT LEAST 14 DAYS IN ADVANCE OF THE PUBLIC HEARING**. (The Daily Record - 10 North Newnan Street, Jacksonville, FL 32202 • (904) 356-2466 • Fax (904) 353-2628) Advertising costs are payable by the applicant directly to the newspaper and the applicant must furnish **PROOF OF PUBLICATION** to the Planning and Development Department, 214 North Hogan Street, Ed Ball Building, Suite 300, Jacksonville, Florida, 32202, prior to the public hearing.

Application Certification

I, hereby, certify that I am the owner or the authorized agent of the owner(s) of the property described herein, that all answers to the questions in this application and all information contained in the material attached to and made a part of this application, are accurate and true to the best of my knowledge and belief. I also attest that all required information for this rezoning application is completed and duly attached in the prescribed order. Furthermore, if the package is found to be lacking the above requirements, I understand that the application will be returned for correct information.

Agreed to and submitted

Filing Fee Information

- 1) Rezoning Application's General Base Fee:** \$2,269.00
- 2) Plus Cost Per Acre or Portion Thereof**
 - 3.52 Acres @ \$10.00 /acre:** \$40.00
- 3) Plus Notification Costs Per Addressee**
 - 6 Notifications @ \$7.00 /each:** \$42.00
- 4) Total Rezoning Application Cost (Not to Exceed \$15,000.00):** \$2,351.00

NOTE: Advertising Costs To Be Billed to Owner/Agent

ORDINANCE

Legal Description

LEGAL DESCRIPTION

April 25, 2022

THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE COUNTY OF DUVAL, STATE OF FLORIDA, AND IS DESCRIBED AS FOLLOWS:

All that tract or parcel of land containing 3.52 acres more or less situated, lying and being in Section 56, Township 3 South, Range 27 East, Jacksonville, Duval County, Florida, and being more particularly described as follows:

Commence at the centerline intersection of Baymeadows Road and Interstate Route 95; thence run South 89°44'01" West along the centerline of Baymeadows Road for a distance of 717.54 feet to a point; thence run South 00°15'59" East for a distance of 90.00 feet to a point on the South right-of-way margin of Baymeadows Road and the end of the limited access right-of-way margin of said Interstate Route 95; thence run South 79°37'08" East along the West right-of-way margin of Interstate Route 95 for a distance of 321.57 feet to a point; thence run South 62°51'26" East along said right-of-way margin for a distance of 182.53 feet to a point; thence run South 60°42'46" West for a distance of 48.49 feet to a point; thence run South 29°17'14" East for a distance of 20.00 feet to a point; thence run North 60°42'46" East for a distance of 51.51 feet to a point back on the West right-of-way margin of Interstate Route 95; thence run South 37°51'49" East along said right-of-way margin for a distance of 892.18 feet to a point, thence continue South 31°48'59" East for a distance of 94.09 feet to a point said point being the True Point of Beginning; thence continue South 31°48'59" East along said right-of-way margin for a distance of 325.36 feet to a point; thence run South 55°29'37" West for a distance of 463.61 feet to a point on the East right-of-way margin of Dix Ellis Trail; thence run North 34°30'23" West along said right-of-way margin for a distance of 325.00 feet to a point; thence run North 55°29'37" East for a distance of 478.88 feet to a point and back to the True Point of Beginning.

Land containing 153154.59 sq. ft. and 3.52 acres.

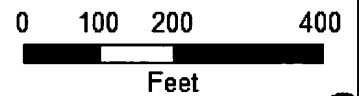
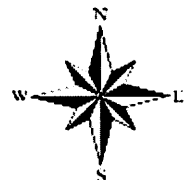
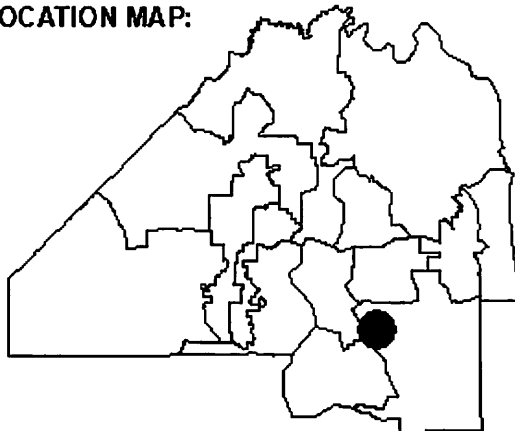


REQUEST SOUGHT:

FROM: PUD

TO: PUD

LOCATION MAP:



COUNCIL DISTRICT:

11

TRACKING NUMBER

T-2022-4220

**EXHIBIT 2
PAGE 1 OF 1**

EXHIBIT D

PUD Written Description

8365 Dix Ellis Trail PUD

March 25, 2022

I. PROJECT DESCRIPTION

- A. Number of acres, location of site, existing use, surrounding uses, types of businesses, proposed uses:

The Applicant proposes to rezone approximately 3.52± acres of property (the “Property”) from Planned Unit Development (PUD) to PUD. The subject property is located in the southwest quadrant of Baymeadows Road and I-95 (near the I-95 south on-ramp), at 8365 Dix Ellis Trail and is more particularly described in the legal description attached as Exhibit 1 to this application.

The proposed development is consistent and comparable to the planned and permitted development in the area. The Property is located in the southwest quadrant of Baymeadows Road and I-95 (near the I-95 south on-ramp), a major interstate/arterial node. The surrounding land use categories include CGC to the North, South and East, MU to the West and LI to the Southeast. The surrounding zoning is CCG-1, PUD (Freedom Commerce Center DRI) and IL. The Property is located in a developed area with a mix of hotel, office and retail commercial uses, as well as light industrial uses nearby (to the east, on the other side of I-95). The existing structures have been in place since 1986 and will remain. The proposed PUD includes specific design and site planning features complementary to the surrounding uses and general character of the area and increases the mixed use character of this predominantly commercial node by adding a multifamily use. Therefore, the proposed PUD is compatible in both intensity and density with the surrounding zoning districts and property uses.

The existing PUD Ordinance 1974-0982-0538 was approved for a mix of uses on the property and surrounding area which included hotel/motel uses, and the Property is developed with 112 hotel rooms under the Sonesta Suites hotel flag. The purpose of this rezoning is to convert the existing buildings and facilities to a total of 112 multifamily apartment units which will include a tentative mix of units as follows: 60 studio rooms, 24 one bedroom dwellings and 28 two bedroom dwellings. This mix of units is subject to modification or change by the Applicant, with administrative review and approval by the Planning and Development Department.

In order to comply with the Comprehensive Plan Future Land Use Element provisions: (1) limiting multifamily development within the CGC future land use category to a maximum of eighty percent of a development, (2) prohibiting ground floor residential development abutting arterials roadways, and (3) limiting multi-

family development to a maximum of twenty units per acre, a companion small scale land use amendment seeking a site specific policy addressing these three issues has also been submitted. The tracking number is 5684. No new vertical development is proposed. A conceptual site plan of the proposed redevelopment is attached to this application (the "Site Plan").

- B. Project Name: 8365 Dix Ellis Trail PUD
- C. Project Engineer/Planner: Anderson Whalen & Associates
- D. Project Developer: PEG Companies
- E. Project Agent: Burr Forman LLP
- F. Current Land Use Category: CGC / Suburban Area
- G. Current Zoning District: PUD
- H. Requested Zoning District: PUD
- I. Real Estate Number: 152690-3500

II. QUALITATIVE DATA

- A. Total Acreage: 3.52 acres +/-
- B. Total number of dwelling units: 112
- C. Land Coverage of All Buildings and Structures/Nonresidential Floor Area: The impervious surface ratio will not exceed 85%.

III. STATEMENTS

- A. How does the proposed PUD differ from the usual application of the Zoning Code?

The PUD differs from the usual application of the Zoning Code in the following respects: it binds the Applicant and successors to the PUD Written Description and PUD Conceptual Site Plan; it provides for site-specific design standards and criteria; and it permits a unique and creative approach to the planning and development of the Property.

- B. Describe the intent for the continued operation and maintenance of those areas and functions described herein and facilities which are not to be provided, operated or maintained by the City.

The Property is privately owned and will remain so. The common areas and infrastructure will be maintained by the owner and/or an owners' association and/or a management company.

C. Policy 1.1.10 Statement:

A residential density limit of 32 dwelling units per acre has been placed on this property as a result of Future Land Use Element (FLUE) Policy 1.1.10A. This density limit can only be changed through application for a rezoning (administrative and minor modifications to increase the density are not permitted) and the requirements of FLUE Policy 1.1.10A must be applied to determine the appropriateness of any increase in residential density.

IV. USES AND RESTRICTIONS

A. Permitted Uses:

1. Multi-family dwellings.
2. Hotel/motel rooms.
3. Amenities including but not limited to cabana/clubhouse, pool, recreation/ball courts, health/exercise facility, business/conference center, business and leasing offices, and similar uses.
4. Essential services including roads, water, sewer, gas, telephone, stormwater management facilities, radio, television, electric, marine and land communication devices, small satellite dishes, and similar uses subject to performance standards set forth in Part 4 of the City of Jacksonville Zoning Code.
5. Home occupations meeting the performance standards and development criteria set forth in Part 4 of the Zoning Code.
6. Commercial retail sales and service establishments.
7. Commercial, recreational and entertainment facilities.
8. Professional and business office uses.
9. Churches, including a rectory or similar uses.
10. Private clubs.
11. A restaurant which includes the retail sale and service of all alcoholic beverages including liquor, beer or wine for on-premises consumption.
12. An establishment or facility which includes the retail sale of all alcoholic beverages including liquor, beer or wine for off-premises consumption.
13. Day care centers and care centers meeting the performance standards and development criteria set forth in Part 4. 11. Hospital, nursing homes, assisted living facilities, group care homes, housing for the elderly or orphans and similar uses.

14. Cellular towers, communication antennas and communication towers as described in Part 15 of the Zoning Code are permitted.

B. Permitted accessory uses and structures.

Accessory uses and structures are allowed as permitted in Section 656.403 of the Zoning Code; provided, however, that the yard and setback restrictions of Section 656.403(a) do not apply to such uses and structures. In addition, accessory uses and structures may be located within any required uncomplimentary buffer.

V. DESIGN GUIDELINES

A. Lot Requirements

1. Minimum lot requirement (width and area): 3.5 acres
2. Minimum lot width: None, except as otherwise required for certain uses
3. Maximum lot coverage: None, except as otherwise required for certain uses
4. Minimum front yard: Zero feet (0')*
5. Minimum side yard: Zero feet (0')*
6. Minimum rear yard: Zero feet (0')*
7. Maximum height of structures: Sixty feet (60')**

*The existing setbacks between buildings will remain. Encroachments by sidewalks, driveways, parking, signage, utility structures, retention ponds, fences, street/park furniture, HVAC units, and other similar improvements shall be permitted within the minimum building setbacks.

**As provided in Section 656.405 of the City of Jacksonville Zoning Code, spires, cupolas, antennas, chimneys and other appurtenances not intended for human occupancy may be placed above the maximum heights provided for herein.

B. Ingress, egress and circulation

1. Access: As shown on the Site Plan, access to the Property will be available via Dix Ellis Trail. Interior circulation drives will be privately owned and maintained by the owner and/or an owners' association and/or a management company and may be gated. Any alterations or changes to the final location and design of the access points or interior access drives is subject to the administrative review and approvals of the Planning and Development Department.
2. Pedestrian Circulation: External sidewalks segments exist along Dix Ellis Trail.

3. **Parking and Loading Requirements.** The proposed unit mix of 112 multi-family dwelling units will require a minimum of 113 total parking spaces. The existing hotel use has 113 parking spaces.

Maintenance of Common Areas and Infrastructure. The common areas and infrastructure will be maintained by the owner and/or an owners' association and/or a management company.

C. Signs

On the Dix Ellis Trail frontage there shall be permitted at least one (1) double-sided monument sign up to eight (8) feet in width and up to eight (8) feet in height in the location as generally depicted on the Site Plan. Any monument signs may be either internally or externally illuminated. Other signs shall be allowed on the Property including building and wall signage, including but not limited to a building sign near the lobby entrance to the main building on the Property that is up to eight (8) feet in width and up to five (5) feet in height. Real estate signs, directional signs and construction signs in compliance with Part 13 of the Zoning Code shall be permitted. Temporary signs for models units are also permitted. Wall signs not exceeding ten (10) percent of the square footage of the occupancy frontage or respective side of a building abutting a public right-of-way or approved private street are permitted within the PUD. One under the canopy sign per occupancy not exceeding a maximum of eight square feet in area is permitted; provided, any square footage utilized for an under the canopy sign shall be subtracted from the allowable square footage that can be utilized for wall signs.

Because the signs discussed above are architectural elements of the PUD, intended to be compatible with and complementary to the buildings in the PUD, they may be located in structures or frames that are part of the architecture of the project. Accordingly, the area of such signs shall be computed on the basis of the smallest regular geometric shape encompassing the outermost individual letter, words, and numbers on the sign and shall not include the frame or surrounding mount.

D. Landscaping

The Property is already developed with open space and landscaping; accordingly such open space and landscaping shall be located on the Property as it currently exists and as generally depicted on the Site Plan. Otherwise, landscaping will be provided in accordance with the requirements set forth in Part 12 of the Zoning Code; provided, however, that any required uncomplimentary buffer may overlap with the building setbacks. In addition, accessory structures may be located within any required uncomplimentary buffer. The landscaped areas will allow for the inclusion of native or ornamental vegetation, trees, and shrubs, fencing and irrigation. Landscape standards shall be applied within the PUD without regard to property ownership boundaries which may exist among individual uses.

E. Recreation and Open Space

Pursuant to the Comprehensive Plan, particularly the Recreation and Open Space Element (Policy 2.2.5) all multi-family developments of 100 units or more shall provide a minimum of one hundred fifty (150) square feet per unit; accordingly, the proposed 112 units will require approximately 16,800 square feet of recreational/open space. This will be met by the existing and aggregate amenity facilities and open space on the Property.

F. Architectural Design Elements

Dumpsters, propane tanks, and similar appurtenances in each parcel shall be kept behind substantially opaque enclosures composed of the same material and painted the same color as the structures located on the parcel, such that the dumpster, propane tank, or similar appurtenance is screened from view from surrounding roadways and adjacent properties.

G. Lighting

Lighting within the PUD shall be designed and installed to localize illumination onto the Property and to minimize unreasonable interference or impact on adjacent uses.

H. Stormwater Retention.

Stormwater facilities will be provided in accordance with all applicable regulations.

I. Utilities

Electric utility, water and sewer services will be provided by the JEA.

J. Conceptual Site Plan

The configuration of the development as depicted in the Site Plan is conceptual and revisions to the Site Plan, including the internal circulation, may be required as the proposed development proceeds through final engineering and site plan review, subject to the review and approval of the Planning and Development Department. The building locations and roadways shown on the Site Plan are schematic and may change prior to development subject to the review and approval of the Planning and Development Department.

K. Temporary Uses & Structures

Temporary leasing office and/or construction trailer(s) shall be allowed to be placed on site and moved throughout the site as necessary.

L. Modifications / Amendments

Amendments to this approved PUD district may be accomplished by administrative modification, minor modification, or by the filing of a rezoning application pursuant to Section 656.341 of the City of Jacksonville Zoning Code. PUD amendments, including

administrative modification, minor modifications, or rezonings, may be sought for individual parcels or access points within the PUD.

M. Wetlands

The Property is not located on a designated wetland. Any development which impacts wetlands will be permitted in accordance with applicable local, state and federal requirements.

VI. JUSTIFICATION FOR PUD CLASSIFICATION FOR THIS PROJECT

The proposed project is consistent with the general purpose and intent of the City of Jacksonville 2030 Comprehensive Plan and Land Use Regulations. The proposed project will be beneficial to the surrounding neighborhood and community.

A. Is more efficient than would be possible through strict application of the Zoning Code;

The PUD will permit the re-use of the Property to provide needed multi-family residential dwellings in the area. The proximity of this site to the Baymeadows Road and I-95 cross-section and the density of mixed uses in the general area will provide an appropriate selection of residential amenities to that region. The residential density of the PUD is within the contemplated density outlined in the 2030 Comprehensive Plan for Suburban Areas with this proximity to Urban Areas in commercial districts.

B. Is compatible with surrounding land uses and will improve the characteristics of the surrounding area;

The proposed development is consistent and comparable to the planned and permitted development in the area. The Property is located in the southwest quadrant of Baymeadows Road and I-95 (near the I-95 south on-ramp), a major interstate/arterial node. The surrounding land use categories include CGC to the North, South and East, MU to the West and LI to the Southeast. The surrounding zoning is CCG-1, PUD (Freedom Commerce Center DRI) and IL. The Property is located in a developed area with a mix of hotel, office and retail commercial uses, as well as light industrial uses nearby (to the east, on the other side of I-95). The existing structures have been in place since 1986 and will remain. The proposed PUD includes specific design and site planning features complementary to the surrounding uses and general character of the area and increases the mixed use character of this predominantly commercial node by adding a multifamily use. Therefore, the proposed PUD is compatible in both intensity and density with the surrounding zoning districts and property uses.

The Site Plan attached as Exhibit "E" addresses access and circulation within the site. Access to the site will be available from Dix Ellis Trail and may be gated. Internal circulation will be provided by approved private roads. The PUD contains special provisions for signage, landscaping, sidewalks, parking, and other issues relating to the common areas and vehicular and pedestrian traffic. Architectural design guidelines within the PUD provide that buildings, structures and signage within the Property are constructed and painted with materials which are

aesthetically compatible and that dumpsters or similar appurtenances are screened from view from surrounding roadways and adjacent properties.

C. Will promote the purposes of the City of Jacksonville 2030 Comprehensive Plan.

In order to comply with the Comprehensive Plan Future Land Use Element provisions: (1) limiting multifamily development within the CGC future land use category to a maximum of eighty percent of a development, (2) prohibiting ground floor residential development abutting arterials roadways, and (3) limiting multi-family development to a maximum of twenty units per acre, a companion small scale land use amendment seeking a site specific policy addressing these three issues has also been submitted. The tracking number is 5684. No new vertical development is proposed. Property is located within the CGC - Suburban Area land use category according to the Future Land Use Map of the 2030 Comprehensive Plan. The proposed development is consistent with the following objectives and policies of the Future Land Use Element of the 2030 Comprehensive Plan, among others: 1.1.12, 1.1.13, 1.1.20, 1.1.22, 1.1.25, 1.2.4, 1.2.9, 2.10, 3.1.6, and 3.1.11.

Specifically, the PUD is consistent with the general purpose and intent of the City of Jacksonville 2030 Comprehensive Plan and Land Use Regulations, and specifically contributes to:

1. Objective 1.1 of the Future Land Use Element of the 2030 Comprehensive Plan – Ensure that the type, rate, and distribution of growth in the City results in compact and compatible land use patterns, an increasingly efficient urban service delivery system and discourages proliferation of urban sprawl through implementation of regulatory programs, intergovernmental coordination mechanisms, and public/private coordination.
2. Policy 1.1.8 of the Future Land Use Element of the 2030 Comprehensive Plan – Ensure that all future development and redevelopment meets or exceeds the requirements of all Land Development Regulations, including, but not limited to zoning, subdivision of land, landscape and tree protection regulations, and signage, as established and adopted by the City, State of Florida and the federal government, unless such requirements have been previously waived by those governmental bodies.
3. Policy 1.1.10 of the Future Land Use Element of the 2030 Comprehensive Plan – Gradual transition of densities and intensities between land uses in conformance with the provisions of this element shall be achieved through zoning and development review process.
4. Policy 1.1.12 of the Future Land Use Element of the 2030 Comprehensive Plan – Promote the use of Planned Unit Developments (PUDs), cluster developments, and other innovative site planning and smart growth techniques in all commercial, industrial and residential plan categories, in order to allow for appropriate combinations of complementary land uses, and innovation in site planning and design, subject to the standards of this element and all applicable local, regional, State and federal regulations.
5. Policy 1.1.16 of the Future Land Use Element of the 2030 Comprehensive Plan – Require mitigation of adverse land use impacts on adjacent uses during development and redevelopment

through: a. Creation of like uses; b. Creation of complementary uses c. Enhancement of transportation connections; d. Use of noise, odor, vibration, and visual/aesthetic controls; and/or e. Other appropriate mitigation measure such as requirement for buffer zones and landscaping between uses.

6. Objective 1.2 of the Future Land Use Element of the 2030 Comprehensive Plan – Manage the use of land in the City by approving new development and redevelopment only if necessary public facilities are provided concurrent with the impacts of development. Ensure the availability of adequate land suitable for utility facilities necessary to support proposed development. Verify prior to development order issuance that all new development and redevelopment will be served with potable water, wastewater, solid waste disposal, stormwater management facilities, and parks that meet or exceed the adopted Levels of Service established in the Capital Improvements Element.

7. Policy 2.2.8 of the Future Land Use Element of the 2030 Comprehensive Plan – Encourage the redevelopment and revitalization of run-down and/or under-utilized commercial areas through a combination of regulatory techniques, incentives and land use planning. Adopt redevelopment and revitalization strategies and incentives for private reinvestment in under-utilized residential and/or commercial areas where adequate infrastructure to support redevelopment exists.

8. Goal 3 of the Future Land Use Element of the 2030 Comprehensive Plan – To achieve a well balanced and organized combination of residential, non-residential, recreational and public uses served by a convenient and efficient transportation network, while protecting and preserving the fabric and character of the City’s neighborhoods and enhancing the viability of non-residential areas.

9. Objective 3.1 of the Future Land Use Element of the 2030 Comprehensive Plan – Continue to maintain adequate land designated for residential uses which can accommodate the projected population and provide safe, decent, sanitary and affordable housing opportunities for the citizens. Protect single-family residential neighborhoods by requiring that any other land uses within single-family areas meet all applicable requirements described in the Development Areas and the Plan Category Descriptions of the Operative Provisions of the 2030 Comprehensive Plan and Land Development Regulations.

10. Policy 3.1.17 of the Future Land Use Element of the 2030 Comprehensive Plan – The City shall, through Land Development Regulations, require higher density residential development and supporting commercial facilities to locate on major arterial or collector roads used for mass transit routes, and in proximity to major employment areas in order to ensure the efficient use of land, public facilities, and services, and transportation corridors.

11. Objective 3.2 of the Future Land Use Element of the 2030 Comprehensive Plan – Continue to promote and sustain the viability of existing and emerging commercial and industrial areas in order to achieve an integrated land use fabric which will offer a full range of employment, shopping, and leisure opportunities to support the City’s residential areas.

12. Objective 6.3 of the Future Land Use Element of the 2030 Comprehensive Plan – The City shall accommodate growth in Jacksonville by encouraging and facilitating new infill development and redevelopment on vacant, bypassed and underutilized land within areas that already have infrastructure, utilities, and public facilities, while addressing the needs of City residents.

EXHIBIT F

PUD Name

8365 Dix Ellis Trail PUD

Land Use Table

Total gross acreage	3.52 Acres	100 %
Amount of each different land use by acreage		
Single family	Acres	%
Total number of dwelling units	D.U.	
Multiple family	3.52 Acres	100 %
Total number of dwelling units	112 D.U.	
Commercial	Acres	%
Industrial	Acres	%
Other land use	Acres	%
Active recreation and/or open space	0.39 Acres	11 %
Passive open space	0.84 Acres	24 %
Public and private right-of-way	Acres	%
Maximum coverage of buildings and structures	62,290.8 Sq. Ft.	40 %



Availability Letter

Tyler Phelps

4/25/2022

180 N University Ave #200

Provo, Utah 84601

Project Name: AVIA JAX Liberty Ridge LLC

Availability #: 2022-1663

Attn: Tyler Phelps

Thank you for your inquiry regarding the availability of Chilled Water, Electric, Reclaim, Sewer, Water. The above referenced number in this letter will be the number JEA uses to track your project. Please reference this number when making inquiries and submitting related documents.

Point of Connection:

A summary of connection points for requested services are identified on the following page. JEA recognizes Connection Point #1 as the primary point of connection (POC); however, a secondary, conditional POC will be listed if available. JEA assumes no responsibility for the inaccuracy of any service connection portrayed on a JEA utility system record drawing. JEA requires field verification in the form of a Level A SUE of all POCs prior to any plan approval to ensure connection availability. Please note the Special Conditions stated in each section contain pertinent information and additional requirements as well as further instructions. In the event the point of connection is located within a JEA easement located on private property not owned by applicant, applicant shall be responsible to obtain a temporary construction easement (TCE) from the third party owner providing applicant with the right to construct the utilities. **The TCE will need to be provided by JEA prior to setting up a pre-construction meeting.**

Main Extensions and/or Offsite Improvements:

For all utilities located in the public Right of Way or JEA easement, the new WS&R utilities shall be dedicated to JEA upon completion and final inspection, unless otherwise noted. **It shall be the applicant's responsibility to engage the services of a professional engineer, licensed in the State of Florida.** All WS&R construction shall conform to current JEA Water, Sewer & Reuse Design Guidelines which may be found at:

https://www.jea.com/engineering_and_construction/water_and_wastewater_development/reference_materials/

Reservation of Capacity:

This availability response does not represent JEA's commitment for or reservation of WS&R capacity. In accordance with JEA's policies and procedures, commitment to serve is made only upon JEA's approval of your application for service and receipt of your payment of all applicable fees.

A detailed overview of the process can be found at JEA.com. This document along with other important forms and submittal processes can be found at

Sincerely,

 Susan West
westsr@jea.com
(904) 665-7980

Availability Number: 2022-1663

Request Received On: 4/22/2022

Availability Response: 4/25/2022

Prepared by: Susan West

Expiration Date: 04/24/2024

Project Information

Name: AVIA JAX Liberty Ridge LLC

Address: 8365 DIX ELLIS TRL, JACKSONVILLE, FL 32256

County: Duval County

Type: Chilled Water,Electric,Reclaim,Sewer,Water

Requested Flow: 28000

Parcel Number: 152690 3500

Location:

Description: Existing Sonesta Suites Extended Stay Hotel to be retrofitted to a multifamily building.

Potable Water Connection

Water Treatment Grid: South Grid

Connection Point #1: Existing 8 inch water main onsite

Connection Point #2: Existing 12 inch water main along Dix Ellis Trail

Water Special Conditions: Connection point not reviewed for site fire protection requirements. Private fire protection analysis is required. If onsite mains are utilized, JEA Real Estate to confirm ownership of mains and that appropriate easements are in place. Development Group to review and approve continued usage of onsite mains based on the proposed improvements.

Sewer Connection

Sewer Grid: Arlington East

Connection Point #1: Existing 8 inch gravity sewer main onsite

Connection Point #2: Existing 8 inch gravity main along Dix Ellis Trail

Sewer Special Conditions: If onsite mains are utilized, JEA Real Estate to confirm ownership of mains and that appropriate easements are in place. Development Group to review and approve continued usage of onsite mains based on the proposed improvements.

**Reclaimed Water
Connection**

Reclaim Grid: N/A

Connection Point #1:

Connection Point #2:

Reclaim Special Conditions: JEA does not anticipate having reclaim water in this area in the foreseeable future.

Electric Availability:

Electric Special Conditions: The subject property lies within the geographic area legally served by JEA. JEA will provide electric service as per JEA's most current Rules and Regulations.

General Conditions: Point of connection location(s) to be field verified by developer during project design. If needed, a development meeting may be scheduled prior to submitting a plan set through the SagesGov portal. Copies of reference drawings may also be requested using the SagesGov portal.

Request As-Built drawings and/or GIS maps by going to Step 1 in Sages. Request a Hydrant Flow Test by going to Step 1 in Sages. Request a Development Meeting with the water/wastewater team by going to Step 2 in Sages. If you need representative from Subsequent steps you need the electric or real estate team please indicate that on your application. Don't forget to to take to get service: upload your utility layout with your application. Submit your plans for water/waste water review by Step 2 in Sages. If your project requires the submittal of Deeds, Easements, Plats, Temporary Construction Easements and/or Hold Harmless Agreements, you can submit them by accessing Step 3 in Sages.

