

**WRITTEN DESCRIPTION**  
**EPISCOPAL SCHOOL OF JACKSONVILLE PUD**  
**March 22, 2023**

**I. PROJECT DESCRIPTION**

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

The Episcopal School of Jacksonville (ESJ) campus is currently located upon a 43.81± acre site within the northeast quadrant of Atlantic Boulevard and the Hart Bridge entrance (under the expressway ramps). The campus is bounded by the St. Johns River to the north, Atlantic Boulevard to the south, the Hart Bridge to the west, and St. Elmo Drive to the east. ESJ, which provides a private school education for grades 6 through 12, has occupied the majority of the site for the past 50 years. The largest portion of the site has been owned by the Episcopal Church since the early 1900's and designated for use by the church for charitable, religious or educational purposes. PUD modifications were approved in 1997 (Ordinance 1997-0834), which unified the campus under one zoning designation (PBF-2 and RLD-G converting to PUD), and 2012 (Ordinance 2012-0425), which established PUD zoning for the headmaster property. The net result of the PUDs unified the educational facilities with the converted residential buildings along St. Elmo Drive (now functioning as ESJ administration offices), accounted for better traffic circulation with a new middle school drop off area and allowed for additional parking underneath the Hart Bridge. The most recent PUD modifications were approved by Ordinance 2018-759, which adopted new signage plans and allowed for construction of an entry pavilion within the right-of-way provided certain negotiated conditions were satisfied. Among the conditions was a requirement that a public access sidewalk be installed on the City right-of-way, on the west side of St. Elmo Drive for the entire length between Atlantic Boulevard and the middle school drop-off/pick-up site. Ordinance 2018-759 was later amended through Minor Modification 2021-19 to revise the site plan to show a weather shelter on-site in lieu of the original proposed entry pavilion within the right-of-way and to clarify that conditions tied to such construction within the right-of-way were no longer applicable.

This PUD is filed to include newly acquired property at 1471 St. Elmo Drive (RE 129534 0000) in the PUD, allow for the St. Elmo Drive sidewalk to be located outside the right-of-way, and to reflect now existing and anticipated campus improvements. The improvements include a new science and student life center identified as building number 42 on the attached conceptual site plan and a new ceramics building at 1404 St. Elmo identified as building number 32 on the attached conceptual site plan. The new property at 1471 St. Elmo Drive will be used for administrative school uses and/or residential uses. The outstanding conditions adopted in Ordinance 2018-759, as modified, is set out below, and the condition pertaining to the St. Elmo Drive sidewalk is updated to provide that it may be located outside the right-of-way. The following is applicable to this PUD:

1. The development shall be subject to the Transportation Planning Division memorandum dated November 30, 2018, or as otherwise approved by the Planning and Development Department. The recommended conditions from the memorandum are:

- a. Access to the Site via Atlantic Boulevard must be subject to FDOT access management guidelines.
  - b. All comments or conditions made by the Transportation Planning Division or Traffic Engineering Division are required PUD/Zoning conditions of the Transportation Planning Division unless otherwise waived in writing by the Chief of Transportation Planning Division or waived by Planning Commission, LUZ Committee, or City Council.
  - c. Pursuant to Policy 4.1.5 of the Transportation Element of the 2030 Comprehensive Plan, the applicant must provide for the convenient and safe access by and securing of bicycles on site. The bicycle parking must be consistent with the requirements outlined in Part 6 of the Zoning Code.
2. Prior to the first final inspection within any phase of development, the owner or their agent shall submit to the Planning and Development Department for its review and approval either (a) an affidavit documenting that all conditions to the development order have been satisfied, or (b) a detailed agreement for the completion of all conditions to the development order.
  3. ESJ has agreed to incorporate the following terms and conditions, with all work to be completed at the sole cost and expense of ESJ:
    - a. Not more than two (2) monument signs along Atlantic Boulevard and one (1) monument sign along Highland Avenue at the entrance to the school shall be permitted of up to a maximum of one hundred (100) square feet in area, and six (6) feet in height, each.
    - b. Detailed instructions shall be routinely issued to any private security guards employed by ESJ to clarify their scope of duty. ESJ shall supply a copy of the security guard instructions, and any subsequent updates, via email to the secretary of Live Oak Manor Neighborhood Association.
    - c. ESJ shall routinely communicate with parents regarding the approved traffic route for accessing the campus, traffic safety, and consideration of the neighborhood. Copies of all such communications shall be supplied via email to the secretary of the Live Oak Manor Neighborhood Association.
    - d. At least one meeting annually, prior to the beginning of each school year, shall be hosted by ESJ with the neighborhood residents to discuss any upcoming events, new construction, or changes to the school operation and to address any ongoing concerns. Additional meetings, as the request of the Live Oak Manor Neighborhood Association, or at the request of ESJ, shall be scheduled as needed to address any concerns by either party. These meetings are to be held at a mutually agreeable time upon request by either party.

- e. Any building to be constructed at the intersection of Munnerlyn Drive and St. Elmo Drive shall be designed so that the primary vehicle access shall be from Munnerlyn Drive, and a right only exist shall be permitted onto St. Elmo Drive.

- B. Project Name: Episcopal School of Jacksonville.
- C. Project Agent: Driver, McAfee, Hawthorne & Diebenow, PLLC.
- D. Project Engineer: Almond Engineering.
- E. Current Land Use Designation: PBF, RPI, and LDR.
- F. Current Zoning District: PUD (Ordinance 2018-759, as modified) and RLD-60.
- G. Requested Zoning District: PUD.
- H. Real Estate Number(s): 129688 0020, 129512 0010, 129524 0000, 129693 0000, 129467 0000, 129629 0000, and 129534 0000 (the "Property").

## **II. QUANTITATIVE DATA**

- A. Total Acreage: 43.81± acres.
- B. Total amount of non-residential floor area: 15.23 acres.
- C. Total amount of recreation and open space: 25 acres.
- D. Total amount of land coverage of all buildings and structures: 15.23 acres.

## **III. STATEMENTS**

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

This PUD adopts the provisions and applicable conditions from Ordinance 2018-759 and Minor Modification 2021-19 with the following exceptions:

- 1. A public access sidewalk shall be installed on the west side of St. Elmo Drive within or outside the right-of-way, and running from Atlantic Boulevard the entire length of St. Elmo Drive to the middle school drop-off/pick-up site, and it shall meet the City's sidewalk standard.
  - 2. This PUD includes the property at 1471 St. Elmo Drive.
  - 3. An updated site plan reflecting now existing and anticipated campus improvements is provided.
- 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 continued operation and maintenance of the areas and functions described herein and facilities which are not to be provided, operated or maintained by the City will be the sole responsibility of the owner of the Property

#### **IV. USES AND RESTRICTIONS**

##### **A. Permitted Uses:**

1. Institutions, including middle and secondary schools, colleges and universities.
2. Private clubs.
3. Art galleries, libraries, museums and community centers.
4. Homes for the aged or orphans, including professional offices associated therewith, and similar uses.
5. Parks, playgrounds and playfields or recreational or community structures meeting the performance standards and development criteria set forth in Part 4.
6. Churches, including a rectory or similar uses, meeting the performance standards and development criteria set forth in Part 4.
7. Nursing homes.
8. Essential services, including water, sewer, gas, telephone, radio and electric, meeting the performance standards and development criteria set forth in Part 4.
9. Medical offices, medical clinics and pharmacies.
10. Cemeteries.
11. Hospice facilities.

##### **B. Permissible Uses by Exception:**

1. Private utilities.
2. Care centers meeting the performance standards and development criteria set forth in Part 4.
3. Off-street parking lots meeting the performance standards and development criteria set forth in Part 4.

##### **C. Permitted Accessory Uses and Structures: As permitted in Section 656.403.**

##### **D. Restrictions on Use:**

1. While under the ownership of Episcopal, the seven single family dwellings on St. Elmo Drive will not be structurally altered on the exterior, and no building construction will be undertaken to change the existing residential character of St. Elmo Drive without a modification to the approved PUD. In the event any of the single family dwellings on St. Elmo Drive are used for classrooms, students will be required to enter the dwellings from a rear entrance. This section shall not apply to 1471 St. Elmo.

2. The single family structure at 1471 St. Elmo has been demolished because of its deteriorating condition. While under the ownership of Episcopal, another structure may be built at the parcel or other parcels on St. Elmo so long as the new structure resembles a single family home, does not exceed a two-story build, and utilizes architecture consistent and compatible with the previous structure. If such a structure is built on St. Elmo, it may only be used for administrative school uses or for residential uses.
3. Episcopal has designated a picnic area on the Site Plan for limited use for non-school functions. This designated picnic area, which will include the school's playing fields, tennis courts and swimming pool, will also be used for school functions. Hours of use of the picnic area for non-school picnic functions will be restricted to 10:00 a.m. to 5:00 p.m., with clean up completed by 7:00 p.m. No animal or fairground-type rides will be permitted within the picnic area.

## V. DESIGN GUIDELINES

### A. Lot Requirements:

1. Minimum lot area: 7,000 square feet.
2. Minimum lot width: 70 feet.
3. Minimum front yard: 20 feet.
4. Minimum side yard: 10 feet.
5. Minimum rear yard: 10 feet.
6. Maximum height of structures: 50 feet; provided, that height may be unlimited where all required yards are increased by one foot for each three feet of building height or fraction thereof in excess of 50 feet.
7. Maximum lot coverage by all buildings: 35 percent.

### B. Ingress, Egress and Circulation:

1. *Parking Requirements.* A minimum of 496 parking spaces, including 7 bus spaces, shall be provided for the Property. There shall be no restriction on the maximum number of spaces provided. Back-out parking shall be permitted along the western boundary of St. Elmo Drive, subject to review and approval by the City. To the extent required by Section 316.195(3), Florida Statutes, City Council approved such back-out parking in the right-of-way pursuant to Ordinance 2018-759.
2. *Vehicular Access.* Vehicular access will be primarily by the surrounding right-of-way as depicted on the site plan. Episcopal will minimize large deliveries using St. Elmo Drive, Live Oak Drive, Live Oak Lane and Highlands Avenue by designating Munnerlyn Drive as the primary delivery point. UPS and other normal residential-type delivery services may continue to make deliveries to the campus where needed. Access to the picnic area

for caterers and activity set up will be via Munnerlyn Drive. No parking on St. Elmo Drive, Live Oak Drive or Live Oak Lane will be permitted for picnic functions. Parking for picnics will be designated for Munnerlyn Drive and under the Hart Bridge. Overflow parking for picnics will be available in the sophomore and faculty parking lots.

3. *Pedestrian Access.* Pedestrian access shall be provided by means of existing sidewalks along Atlantic Boulevard and within the ESJ campus. A public access sidewalk shall be installed on the west side of St. Elmo Drive, within or outside the right-of-way, and running from Atlantic Boulevard the entire length of St. Elmo Drive to the middle school drop-off/pick-up site, and it shall meet the City's sidewalk standard.

C. Signs:

1. Existing campus signage will be permitted to remain. The existing monument sign along Atlantic Boulevard may be relocated to another location on site. ESJ is proposing to erect several new campus signs including a large entrance sign at the intersection of Munnerlyn Drive and St. Elmo Drive. In addition to the large ground based ESJ monument sign, additional signage will include architecturally enhanced campus wayfinding and directional signage. ESJ can also erect, as needed, campus flag poles at various locations on campus. A conceptual signage plan is filed as Exhibit J to the PUD application. In general, the new signage will be as follows:

- a. Main Monument Signage

- i. Quantity: 1
- ii. Description: Cast stone panel in brick wall
- iii. Panel Size: 4'-0" High x 8'-6" Wide
- iv. Wall Height: 7'-0"

- b. Wayfinding Signage at Weather Shelter

- i. Quantity: 2
- ii. Description: Double-sided wood sign
- iii. Panel Size: 2'-6" High x 7'-6" Wide
- iv. Overall Height: 10'-10"

- c. School Seals

- i. Quantity: 2
- ii. Description: Cast stone seals in brick wall
- iii. Seal Size: 4'-6" High x 3'-0" Wide
- iv. Wall Height: 7'-0"

- d. Upper & Middle School Signage

- i. Quantity: 2
- ii. Description: Ground mounted (double-sided pylon or monument) sign
- iii. Panel Size: 3'-0" High x 4'-6" Wide
- iv. Overall Height: 10'-10"

- e. Wayfinding signs for buildings
  - i. Quantity: 1 per building
  - ii. Description: Two-sided pylon sign
  - iii. Panel Size: 3'7" High x 1'7" Wide
  - iv. Overall Height: 8'10"

COJ standard Traffic Control Signage (stop signs, yield, one way, do not enter, etc.) will be allowed to be mounted to architecturally enhanced poles matching the campus architectural theme.

- 2. Directional signage may be erected, as needed, at the entrances to the campus (Munnerlyn Drive and St. Elmo Drive entrance and Highlands Avenue entrance) and throughout the campus. Directional signs shall not exceed 4 square feet in area and 4 feet in height.

D. Landscaping:

- 1. The Property shall be developed in accordance with Part 12 Landscape Regulations of the Zoning Code; provided, however, ESJ will be allowed to provide additional landscaping beyond the required minimum for campus beautification.
- 2. Landscaping and a six-foot high wooden fence will be placed along Live Oak Lane adjacent to the baseball field and along the east side and south side of the sophomore parking area.

E. Recreation and Open Space:

Recreation and open space shall be provided as required by Recreation and Open Space Element of the 2030 Comprehensive Plan.

F. Utilities

Existing public utility services (water, sewer, and electricity) will continue to be provided for the site, and for any future improvements.

G. Wetlands

Wetlands will be permitted according to local, state and federal requirements.

**1. JUSTIFICATION FOR PLANNED UNIT DEVELOPMENT CLASSIFICATION FOR THIS PROJECT**

The proposed project allows for renovation of a beloved facility which offers unique educational and recreational opportunities as well as encourages tourism to and volunteerism in the community. 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 in that:

- A. The project is more efficient than would be possible through strict application of the Zoning Code;
- B. The project is compatible with surrounding land uses and will improve the characteristics of the surrounding area;
- C. The project will promote the purposes of the City of Jacksonville 2030 Comprehensive Plan as follows:
  - 1. The project furthers the following goals, objectives and policies of the Recreation and Open Space Element of the 2030 Comprehensive Plan:
    - a. Objective 2.2. The City’s Land Development Regulations, through the Subdivision Ordinances or other Ordinances, shall ensure the provision of open space by private enterprise.
    - b. Policy 2.2.1. The City shall require that all new non-residential land uses . . . provide a minimum of 10% of the property in open space.
  - 2. The project furthers the following goals, objectives and policies of the Future Land Use Element of the 2030 Comprehensive Plan:
    - a. Policy 1.1.12. Promote the use of Planned Unit Developments (PUDs) . . . 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.
    - b. Policy 1.1.13. Ensure that mixed and multi-use projects enhance, rather than detract from, the character of established developed areas by requiring site plan controlled zoning such as PUDS. . . .
    - c. Policy 1.1.16. Require mitigation of adverse land use impacts on adjacent uses during development and redevelopment through . . . enhancement of transportation connections.
    - d. Objective 1.3. Continue to improve coordination between transportation and land use planning efforts in order to optimize transportation system capacity and promote high quality site designs.
    - e. Goal 3. 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.
    - f. Policy 3.1.12. The City shall protect residential neighborhoods from cut-through non-residential traffic by providing appropriate traffic control mechanisms (e.g. cul-de-sacs, signalization, four-way stop signs).

3. The project furthers the following goals, objectives and policies of the Transportation Element of the 2030 Comprehensive Plan:
  - a. Policy 2.1.10. The Public Works Department shall be responsible for coordinating all construction scheduling within the public right-of-way to minimize its impact to traffic flow. The Public Works Department will coordinate with the Florida Department of Transportation in order to minimize the impact to traffic flow on City streets that may result from construction on the State Highway System.
  - b. Goal 5. The traffic circulation system shall be operated in a manner which values the safety of citizens as being of equal importance to efficiency and expedience of design and materials.
  - c. Policy 11.3.5. The City shall determine any required operational improvements for ingress, egress and other factors that affect safe and convenient on-site traffic flow for proposed developments through the site plan review process.

## EXHIBIT F

### Episcopal School of Jacksonville Planned Unit Development

#### Land Use Table

Total gross acreage	<u>43.81</u> Acres	<u>100</u> %
Amount of each different land use by acreage		
Single family	<u>0</u> Acres	<u>0</u> %
Total number of dwelling units	<u>0</u> D.U.	
Multiple family	<u>0</u> Acres	<u>0</u> %
Total number of dwelling units	<u>0</u> D.U.	
Commercial	<u>0</u> Acres	<u>0</u> %
Industrial	<u>0</u> Acres	<u>0</u> %
Other land use	<u>6.92</u> Acres	<u>16</u> %
Active recreation and/or open space	<u>30.95</u> Acres	<u>75.56</u> %
Passive open space	<u>0</u> Acres	<u>0</u> %
Public and <u>private</u> right-of-way	<u>5.91</u> Acres	<u>14.44</u> %
Maximum coverage of buildings and structures	<u>15.32</u> Acres	<u>35</u> %

The land use estimates in this table reflect the current campus build-out and proposed entry pavilion. Future build-out is subject to change within the allowable densities and intensities of use, as set forth in the PUD Written Description. The maximum coverage by buildings and structures is subject to the PUD Written Description.