

# Step 1 – Pre-Application

## Part B Completed by DRC Members – Pre-Application DRC Checklist Form

- This form is to be completed by Sarasota County DRC Members for Pre-App Meeting.
- DRC members will note the information required for Step 3 - Formal Application.
- Applicant/Agent should provide information for the Formal Application in the most suitable form, such as narrative descriptions, maps or plans, Development Concept Plan (DCP), reports, or tables. Additional narratives should be attached as a separate sheet.

**Project Name:**

Siesta Key Parking Garage

**Pre-App Meeting Date:**

5/21/2020

**Affordable Housing**

Affordable Housing is required.

N

Y, Based on \_\_\_\_\_ (policy, regulation, stipulation)

Requirements - Staff will provide the latest Area Median Income (AMI) information

At or below 80% AMI: \_\_\_\_\_% of Units      \_\_\_\_\_ # of Units

At or below 100% AMI: \_\_\_\_\_% of Units      \_\_\_\_\_ # of Units

**Air and Water Quality**

Provide the following information in the narrative, maps or DCP:

- Describe existing on-site Recognized Environmental Conditions (per ASTM 1527-13)
- Describe current or historic uses likely to have resulted in environmental contamination.  
*For example: petroleum or home heating oil storage tanks, chemical storage, mixing and application areas, historic landfills or dumps, cattle dipping vats, agricultural or recreational use (e.g. citrus grove or golf course), etc.*
- ESA - Provide an Environmental Site Assessment (ESA) that includes the following information  
\_\_\_\_\_
- Provide an analysis and consistency review of applicable Comprehensive Plan policies.
- Staff comments or additional information required:**

***A quick review of readily available records found no information indicating the possible presence of environmental contamination. Please be mindful of the requirements of Article 9, Section 124-174 of the Unified Development Code in the event that historic uses of the site may have resulted in environmental issues.***

**Environmental Protection**

Provide the following information in the narrative, maps or DCP:

- Existing Land Cover with Florida Land Cover Classification System (FLUCCS) codes.
- Preliminary Listed Species.

## Step 1 – Pre-Application

### Part B Completed by DRC Members – Pre-Application DRC Checklist Form

- Protected Habitat.
- Proposed impacts to Protected Habitat.
- Grand Tree Survey per County Code Section 54-586(4).
- Watercourses (County Code Section 74 - Land Development Regulation). Existing Watercourses shall show a 50-ft buffer, from top of banks on each side of the watercourse, on the DCP.
- Provide an analysis and consistency review of applicable Comprehensive Plan policies.
- Staff comments or additional information required: F**

***The proposed binding site plan does not show space for landscaping or for the required trees pursuant to the Trees Code. Please include the required space need for the required plantings.***

#### **Fire Protection**

Provide the following number of access points on the DCP, based on number of residential units per NFPA 1141 Table 5.1.4.1:

- >100 units – 2 access points
- > 600 units – 3 access points
- Provide turn radius of roadways information.
- Provide cul-de-sac turnaround information.
- Staff comments or additional information required:

***No comments.***

#### **Health**

Based on information in Form Part 1, provide the following information in the narrative, maps or DCP:

- Existing well location.
- Describe the intended disposition of the existing well.
- Existing septic system location.
- Describe the intended disposition of the septic system.
- Staff comments or additional information required:

***No comments.***

#### **Historical Resources**

The parcel contains known archeological sites or historical structures.

**N**

Y, The Florida Master Site File number is \_\_\_\_\_

Provide the following information in the narrative, maps or DCP:

## Step 1 – Pre-Application

### Part B Completed by DRC Members – Pre-Application DRC Checklist Form

- Existing structures, 50 years or older, that will be renovated or demolished.
- Provide an analysis and consistency review of applicable Comprehensive Plan policies.
- Staff comments or additional information required:**

***Special Exception will have no adverse effect to historical resources under Chapter 66.***

#### **Landscape**

Provide the following information in the narrative, maps or DCP:

- Existing on-site vegetation that could be preserved and count towards buffer requirements.
- Existing landscape buffers on adjacent/abutting parcels.
- Buffers - Note required and proposed buffer widths and opacity.
- Fences - Note proposed perimeter wall or fence.
- Staff comments or additional information required:**

- 1. A local street buffer is required along Old Stickney Point Road and Peacock Road providing a 0.1 opacity and 6-foot width.***
- 2. An arterial/collector street buffer is required along Stickney Point Road, which requires a 10' wide buffer in accordance with Article 8, Section 124-122***
- 3. Buffering and screening of service function areas (which includes dumpsters, mechanical equipment, trash compaction, loading areas, recycling, roof-top equipment and other service function areas) shall be provided in accordance with Article 8, Section 124-123(g)(2).***

#### **Parks and Recreation**

Provide the following information in the narrative, maps or DCP:

- Describe how park and recreation needs for future residents will be met.
- Describe if park and recreation facilities be open to the general public or as private amenities.
- Describe who will be responsible for park and recreation maintenance.
- Provide an analysis and consistency review of applicable Comprehensive Plan policies.
- Staff comments or additional information required:

***No comments.***

## Step 1 – Pre-Application

### Part B Completed by DRC Members – Pre-Application DRC Checklist Form

#### Planning

Provide the following information in the narrative, maps or DCP:

- RZ – Describe rezoning request based on Unified Development Code Sections 124-39(c).
- SE – Describe special exception request based on Unified Development Code Sections 124-43(c) and 124-43(c)(2)b.**
- CAP – Describe designation and Conditions for Development Approval that affect or may be revised.
- 2050 Village/Open Space RMA – Provide information based on Unified Development Code Section 124-271.
- Open Space – Note the required and proposed open space based on Unified Development Code Section 124-76.
- Stipulations
  - Proposed revisions to existing stipulations (Word format, strike-through and underline).
  - Proffered new stipulations.
- Provide an analysis and consistency review of applicable Comprehensive Plan Policies.
- Staff comments or additional information required:**

#### Current Planning

- 1. Incorporate Transportation Planning's comments regarding construction plan review into your site design for the binding development concept plan in order to avoid any major modification issues.**
- 2. Access to parking garage from Stickney Point Road will be restricted to exit only.**
- 3. A neighborhood workshop is required as stated in the Sarasota County Unified Development Code (UDC) Article 5 Section 124-39(c)(2). The neighborhood workshop request form and related documents are available online @ [https://www.scgov.net/government/planning-and-development-services/pds-documents/-folder-467#docan7346\\_11284\\_6990](https://www.scgov.net/government/planning-and-development-services/pds-documents/-folder-467#docan7346_11284_6990).**
- 4. Follow the requirements for a Rezone/Special Exception Application, as described on the forms and UDC Article 5, Sections 124-39 & 124-43.**
- 5. Please follow the requirements of the Development Concept Plan Checklist, as described on the forms.**
- 6. Include a detailed narrative with your application explaining your proposed use. Explain the history of land use and zoning of the subject and nearby properties. Explain how the proposed use is compatible with existing and planned nearby uses. Clearly identify the size and location of all existing and proposed structures, those to remain and those to be removed or newly built. Describe proposed areas to be used for events, access, parking and open space.**
- 7. Provide a list of applicable Comprehensive Plan policies. Provide specific details of the development that demonstrates consistency with applicable policy, and/or how each policy is advanced or**

## Step 1 – Pre-Application

### Part B Completed by DRC Members – Pre-Application DRC Checklist Form

*implemented by the request. Describe how the proposed development is consistent with the Future Land Use Map designation.*

8. *Provide signature(s) of the current owner(s) or appropriate signature authority and disclosure on the Ownership Disclosure forms. Provide contract purchaser information and signature(s).*
9. *Applications forms and instructions are available online @ [https://www.scgov.net/government/planning-and-development-services/pds-documents/-folder-464#docan7346\\_11284\\_6990](https://www.scgov.net/government/planning-and-development-services/pds-documents/-folder-464#docan7346_11284_6990).*
10. *Applicants may request an appointment to review the application materials before submittal.*
11. *Submit complete application as follows:*
  - *One (1) paper copy with Section divides*
  - *Electronically (PDF and Word files) on a CD*
  - *Entire application as one document, except for Neighborhood Workshop*
  - *Individual files, as deemed necessary*
  - *Ensure the legal description is provided as a stand-alone file in Microsoft Word*
12. *Schedule an appointment to submit application by calling the Planning office at 941-861-5244 or emailing [planner@scgov.net](mailto:planner@scgov.net). Applications cannot be accepted without an appointment.*

Long Range Planning

See SE for Hotel comments

#### **SCAT (Sarasota County Area Transit)**

The proposed project is on a planned transit route.

- N
- Y
- Transit facilities are required based on \_\_\_\_\_
- Transit facilities are not required. Describe in the narrative whether proposed transit facilities are being considered.
- Staff comments or additional information required:

*At the time of the application submittal, staff requests a meeting with the applicant to discuss transit facilities, including providing a transit shelter. Please contact either Sarah Blanchard at 941-677-5001, or myself at 941-861-1026.*

# Step 1 – Pre-Application

## Part B Completed by DRC Members – Pre-Application DRC Checklist Form

### Schools (Contact 941-927-9000 x 69052)

- Submit a School Impact Analysis Application for a School Concurrency Review  
<https://www.sarasotacountyschools.net/Page/2428>
- Staff comments or additional Information required:

**No Comments.**

### Site & Development

- Staff comments or additional information required:

**Please comply with all Unified Development Code (UDC) submittal standards outlined in Article 12, Section 124-230 for Site and Development Plan submittals.**

### Stormwater (Drainage)

Provide the following information in the narrative, maps or DCP:

The proposed project is located in the following FEMA Flood Hazard Area. Show on the DCP.

- |                                       |                             |
|---------------------------------------|-----------------------------|
| <input checked="" type="checkbox"/> X | <input type="checkbox"/> AH |
| <input type="checkbox"/> A            | <input type="checkbox"/> VE |
| <input type="checkbox"/> AE           |                             |

The proposed project is located in the following watershed.

- |   |                                       |
|---|---------------------------------------|
| <input type="checkbox"/> Sarasota Bay                       | <input type="checkbox"/> Myakka River |
| <input type="checkbox"/> Little Sarasota Bay                | <input type="checkbox"/> Braden River |
| <input type="checkbox"/> Lemon Bay                          | <input type="checkbox"/> Coastal      |
| <input checked="" type="checkbox"/> <b>Dona/Roberts Bay</b> |                                       |

The site is located in a local community flood hazard area (CFHA).

- N
- Y

- Locate the stormwater management facilities on the DCP.**
- Provide an analysis and consistency review of applicable Comprehensive Plan policies.**

**Public Works Element, Chapter 12 –  
Watershed Management: Water Policy 1.2.2  
Water Policy 1.3.1  
Water Policy 1.3.2  
Water Policy 1.3.5  
Future Land Use Element, Chapter 7:  
Future Land Use Policy 1.2.5**

**Must be consistent at time  
of site development**

## Step 1 – Pre-Application

### Part B Completed by DRC Members – Pre-Application DRC Checklist Form

Staff comments or additional information required:

1. *Please complete a stormwater management plan which includes treatment and provides control to stormwater runoff that originates within the development, or that flows onto or across the development from adjacent lands. Per Sarasota County Guidelines, use 100-year, 24-hour storm design for stormwater calculations. All other County regulation stormwater calculations, implementation, and illustrations are required for the Sarasota County Unified Development Code (UDC). In addition, please include the previously approved drainage plan for site project with Site Development submission. 1.5 times treatment is required for developments with direct discharge to tidal waters.*
2. *Clearly indicate existing and proposed development improvements for this site on all sheet plans. Submission should also include site totals for pervious and impervious areas (existing and proposed), on the site and development and construction plans. Stormwater facilities also need to be discussed in report narrative.*
3. *Please provide an extended narrative supporting confidence in the underground stormwater system to adequately perform during the 100-year/24-hour design storm event. Sarasota County Stormwater strongly recommends for the design of the stormwater system to include attenuation volumes in storage capacity. Such a design will provide relief to development concerns by Sarasota County Development Review Staff members.*
4. *If considering the use of Low Impact Development techniques for reducing stormwater runoff and providing stormwater management, please refer to the Sarasota County Low Impact Development (LID) Guidance Document (Updated May 2015) for applications and requirements. The LID guidance document can be found and downloaded by searching key words “Low Impact Development Guidance Document” on the Sarasota County Website, [www.scgov.net](http://www.scgov.net).*
5. *Please include all documentation for proposed underground stormwater vault system, including materials from manufacturer.*
6. *Please maintain historic drainage patterns and inflow/discharge points for the site.*
7. *Please clearly label all buffers and easements on the construction plans.*
8. *SWFWMD should be contacted for a permit.*

## Step 1 – Pre-Application

### Part B Completed by DRC Members – Pre-Application DRC Checklist Form

#### **Transportation (Public Works Mobility)**

Provide the following information in the narrative, maps or DCP:

- Provide proof of legal access to a public roadway, where no direct access is available.
- Provide a Traffic Impact Study criteria and methodology per R98-169.
  - Paper copy (\_\_\_\_\_ # of copies)
  - Electronic copy (CD)
- Provide a Traffic Impact Analysis Study.
  - Paper copy (\_\_\_\_\_ # of copies)
  - Electronic copy (CD)
- Provide an analysis and consistency review of applicable Comprehensive Plan policies.
- Staff comments or additional information required:

***No comment on the special exception.***

***The following comments are provided for the site development completeness review if the special exception is approved:***

- 1. To reduce traffic conflicts and improve pedestrian safety it is required to limit the driveway connection at Stickney Point Road to exit only (egress). Transportation issues regarding an entrance (ingress) at this location include stacking of vehicles onto the sidewalk and roadway due activity at the ticket dispenser, vehicles crossing Stickney Point Road at the median opening may block the northeast bound traffic on Stickney Point Road, and there is no turn-around provided for vehicles to exit the parking garage if it is full or a motorist decides not to park in the garage.***
- 2. The driveway access connection at Old Stickney Point Road may remain as both an entrance (ingress) and exit (egress) location.***
- 3. Please provide details of the parking layout within the parking garage, how traffic operates within the parking garage and how pedestrians travel within the garage.***
- 4. An operational traffic analysis is required if the parking garage is developed in conjunction with the Siesta Key Resort Hotel. Operational details for the garage and hotel will be covered in one traffic impact study. Please contact Transportation Planning at 941-861-0925 to set up a methodology meeting before conducting the analysis.***

## Step 1 – Pre-Application

### Part B Completed by DRC Members – Pre-Application DRC Checklist Form

#### Utilities (Potable Water, Wastewater/ Sewer, Reclaimed Water)

Provide the following information in the narrative, maps or DCP:

##### Potable Water

The distance to the nearest potable water line is: \_\_\_\_\_

- Provide a letter of availability from proposed provider.

##### Wastewater

The distance to the nearest wastewater line is: \_\_\_\_\_

- Provide a letter of availability from proposed provider.

##### Reclaimed Water

The distance to the nearest reclaimed water line is: \_\_\_\_\_

- Provide a letter of availability from proposed provider.
- Provide an analysis and consistency review of applicable Comprehensive Plan policies.
- Staff comments or additional information required:

**No comments.**

#### Zoning

Provide the following information in the narrative, maps or DCP:

- Planned Districts modifications– Provide proposed modifications to Zoning Regulations or Land Development Regulations standards. Reference regulation section, proposed new standards and justification for modification.
- Planned District – Provide evidence of Unified Control, per Unified Development Code Section 124-40(b)(1).
- Conservation Subdivision – Provide a draft Conservation Easement Agreement.
- Staff comments or additional information required:**

- 1. Street yard setback is a minimum 25' for buildings over 35' in SKOD unless it can be demonstrated during the Special Exception process that the building is compatible with surrounding properties and designed for pedestrian scale, etc. as set forth in Article 7, Section 124-102(b)(4)j.2.***
- 2. A separate site lighting permit will be required in accordance with Article 8, Section 124-126.***

## Step 1 – Pre-Application

### Part B Completed by DRC Members – Pre-Application DRC Checklist Form

#### **Overview of Applications Required**

This proposed development will require an application for the following:

- RZ (Rezoning Petition)
- SE (Special Exception)**
- CPA (Comprehensive Plan Amendment)
  - Map
  - Text
- CAP (Critical Area Plan)
  - New CAP
  - Map Amendment
  - Text Amendment
- DOCC (Development of Critical Concern)

#### **Development Concept Plan (DCP) Requirement**

- Binding**
- Non-Binding