


## MEMORANDUM

TO: City of Marianna Planning & Zoning Board  
FROM: Kay Dennis, Director   
DATE: September 26, 2022  
SUBJECT: Request Approval of a Major Development Order to Construct a Fleet Maintenance Facility

### **Project Description**

Owner: Jackson County School District  
P.O. Box 5958  
Marianna, FL 32447

Applicant: Donofro Architects  
P.O. Box 861  
Marianna, FL 32447

General Location: 3807 Caverns Road  
Parcel Identification Number: 19-5N-09-0000-0050-00A1  
Latitude/Longitude: 30.812776/ -85.175972

Parcel Size: The parcel total approximately 83.27 acres.

Existing Use: The property owned by the Jackson County School District is currently used for a K-8 educational facility. The State of Florida approved the land use of Public/Institutional on March 6, 2017 and the zoning designation was approved on March 7, 2017.

Existing Zoning: Public/Institutional (P/U)

Future Land Use Designation: Public/Institutional (P/U)

Public Hearing Requirements: A display ad appeared in the Jackson County Floridan on September 24, 2022 and the site was posted with change of use notification on September 19, 2022.

**SYNOPSIS:** The applicant is proposing a 10,500 square foot Fleet Maintenance facility on the northwest corner of the 83.27-acre site within the City. The total impervious surface area is 108,759 square feet, which is approximately 3% of the total site. The existing school facility and related infrastructure covers approximately 754,584 square feet which is 21% of the location. The complete development as submitted covers 24% of the parcel.

### **Executive Summary**

Compatibility with Adjacent Land Uses: The developer is requesting a major development order to construct a K-8 educational facility. The character and nature of the surrounding area is a mix

of residential, agricultural, office, light manufacturing and public/institutional. The proposed development is compatible with adjacent land uses. (See Figure 1 for information on adjacent properties)

<b>FIGURE 1. ADJACENT LAND USE/ZONING</b>			
	<b>Existing Use</b>	<b>Existing FLUM Designation</b>	<b>Existing Zoning Designation</b>
<b>North</b>	Recycling Center, Vacant	Industrial, Public/Institutional and Industrial Special Treatment Area  Jackson County Public	Industrial, Public Institutional and Industrial Special Treatment Area
	Day Care, Vacant		
	Warehouses, Light		
	Manufacturing, Document Storage Office, County Fire Station, State Assisted Residential Facility		
<b>South</b>	Single-Family Residential and a Package Store	Jackson County Residential	n/a
<b>East</b>	Agricultural Land and Single Family Residential	Jackson County AG-2	n/a
<b>West</b>	Public Health Department	Jackson County Recreation and Public	n/a

Consistency with the Comprehensive Plan: *Marianna Comprehensive Plan, Future Land Use Element, Policy 1.1.4(d)* states the intent of the Public/Institutional Future Land Use district is to “provide areas for education facilities, public buildings and grounds, churches, institutions, cemeteries and other similar uses.” Development within the Public/Institutional land use district must provide a minimum of 10 percent open space and building heights must be no more than 70 feet tall. The plans for the proposed facility indicate 76% open space will be provided and the structure height will be approximately 45 feet tall, which is consistent with *Marianna Comprehensive Plan, Future Land Use Element, Policy 1.1.4(d)*.

According to the *Soil Survey of Jackson County, Florida*, the proposed site appears to be comprised of Chipola Loamy Sand with 5-8 percent (*United States Department of Agriculture Soil Conservation Service & University of Florida Institute of Food and Agricultural Sciences and Agricultural Experiment Stations Soil Science Department*). Subsoil permeability is rapid and the water table is below six feet. The proposed site is consistent with the provisions of the *Marianna Comprehensive Plan, Future Land Use Element, Policy 1.1.5.*

In accordance with *Marianna Comprehensive Plan, Future Land Use Element, Policy 1.9.2*, the proposed development will not cause facilities or services to fall below the adopted level of service standards. Public facilities necessary to service the development are available.

Pursuant to *Marianna Comprehensive Plan, Future Land Use Element, Policy 1.9.3*, the proposed development rendering and plans appear to be compatible and complementary to the surrounding land uses. The proposed development is consistent with the *City of Marianna Comprehensive Plan*.

Zoning Requirements: The developer is requesting a major development order to construct a fleet maintenance facility and related infrastructure. Proposed development meets lot area, lot width, building height, density and intensity requirements as set forth in *City of Marianna Code, Land Development Code, Section 4-1.7 (8)* (see Figure 2).

<b>FIGURE 2. ZONING CONSISTENCY</b>			
	<b>Zoning Provision</b>	<b>Required</b>	<b>Proposed</b>
<b>Min. Lot Size</b>	LDC 4-1.7(8)(d)(i)	4,000 square feet	Approximately 3,627,241.2 square feet
<b>Front Building Setback</b>	LDC 4-1.7(8)(d)(iv)	20 feet from road right-of-way	Approximately 40' Russell Road
<b>Side Building Setbacks</b>	LDC 4-1.7(5)(d)(iv)	10 feet from side lot lines when abutting a Residential or Mixed Use Zoning Districts	Approximately 10 feet from Russell Road
<b>Rear Building Setback</b>	LDC 4-1.7(5)(d)(iv)	10 feet from rear property line when abutting Commercial or Public/Institutional Zoning Districts and 20 feet when abutting a Residential or Mixed Use Zoning District	Approximately 30 feet from rear property line

<b>Parking Setbacks</b>	LDC 4-3.4(1)(a)	10 feet from front and 4 feet from side and rear property lines	Approximately 10 feet from the front, approximately 4 feet from the northern side and rear.
<b>Maximum Building Height</b>	LDC 4-1.7(5)(d)(ii)	70 feet	Approximately 45 feet
<b>Maximum Intensity</b>	LDC 4-1.7(5)(d)(v)	No more than 90%	24%

Site Access/Traffic Impacts: Pursuant to *Marianna City Code, Land Development Code, Section 4-6.3(2) & 4-6.5(1)*, Caverns Road (SR166) is a “Urban Minor Arterial” roadway, with a right-of-way width of 100 feet, and Russel Road is a “Local Street,” with a right-of-way width of 24 feet. Developments located on “Urban Minor Arterial” and “Local Streets” are evaluated for future land use impacts by a peak hour Level of Service (LOS) D (*Marianna Comprehensive Plan, Traffic Circulation Element, Policy 2.2.3*). According to *Transportation Planning Handbook, 2<sup>nd</sup> Edition*, Level of Service is determined by estimating the traffic delay for motor vehicles attributed to entering intersections (*Institute of Transportation Engineers, 1999, 215*). Developments reaching average daily traffic volumes 90 percent of peak operating conditions will be considered as having a level of service deficiency (*Marianna Comprehensive Plan, Traffic Circulation Element, Policy 2.10(b)*). Panhandle Engineering reviewed approved the site traffic’s affect on nearby road levels of service.

Parking and Traffic Circulation: *Marianna City Code, Land Development Code, Section 4-6.8(2)* addresses parking within the City of Marianna. There is not a specific classification for a fleet maintenance facility. The applicant is proposing six regular and one program accessible parking space. Bus parking is planned for grassed areas. The program accessible spaces must be a minimum of 20 feet long x 12 feet wide with five feet wide aisles “conspicuously outlined in blue paint and ... posted and maintained with a permanent, above grade sign bearing the international symbol of handicap accessibility and the caption ‘Parking by Disabled Permit Only’” (*Marianna City Code, Land Development Code, Section 4-6.11(2)(5)(4)*). Regular parking spaces shall be a minimum of 200 square feet (20 feet deep by ten feet wide) (*City of Marianna Code, Land Development Code Section 4-6.8 (3)(b)*). Staff finds that the proposed number of automobile parking spaces is ample for the use.

Pursuant to *Marianna City Code, Land Development Code, Section 4-6.8(3)(f)* the proposed parking area must be constructed and maintained to control dust from continuous use, “eliminate surface water, or be constructed of pervious, dustless material so as to allow for percolation.” The applicant has requested a variance. If the variance is not approved, plans must be submitted to City staff for review and approval prior to job initiation.

In accordance with *City of Marianna Code, Land Development Code, Section 4-6.8(4)(d)*, the developer will provide two 20-foot wide driveway connections. Staff finds proposed driveways width meets City requirements.

Pursuant to *Marianna Comprehensive Plan, Traffic Circulation Element, Policy 2.2.1*, proposed parking area must utilize “directional striping; fire and safety lanes; medians to separate vehicular and pedestrian traffic; minimum number of parking spaces; acceptable drainage of parking lots; access between commercial parking lots to reduce vehicles from unnecessary roadway access, and prohibiting site obstructions at all access points to parking lots.” Plans indicate stop bars and stop signs. Directional arrows must be included on pavement prior to issuance of the certificate of occupancy.

Landscaping & Buffering: The site has 304,840 square feet of vehicular use area, 25,600 square feet of which is proposed grass parking. Pursuant to *Marianna City Code, Land Development Code, Section 4-3.4* any vehicular use or parking area over 10,000 square feet must have one large (over 600 square foot) interior landscape island for every 10,000 square feet of area. In addition, *Marianna City Code, Land Development Code, Section 4-3.4* requires planting islands a minimum of nine feet wide with at least one shade tree between every ten to fifteen spaces to avoid long rows of parked cars. Applicant is requesting a variance from both of these requirements. If the variances are not approved, landscaping plans must be submitted for staff’s review and approval.

The area of the site being developed has approximately 690 linear feet of frontage. *Marianna City Code, Land Development Code, Section 4-3.4* requires one tree on the site for every 50 feet of street frontage, for a total of 14 trees. Applicant is providing twenty Crepe Myrtles across the front of the development, which meets City requirements.

Pursuant to *Marianna City Code, Land Development Code, Sec. 4-3.4(2)*, visual buffers around parking areas must be included 70 percent solid materials and have a minimum height of 24 inches at the time of final inspection and 42 inches within a year. Applicant is requesting a variance from parking buffering requirements. All landscaping, including seeding/sodding must be completed prior to final inspection.

Pursuant to *Marianna City Code, Land Development Code, Sec. 4-3.5*, the applicant must provide regular maintenance of the facility to include, mowing, pruning, replacement of dead plant material and proper fertilizing. Landscaping must be maintained for the life of the development and shall not interfere with on- or off-site driver vision (which must be indicated on the plans). The applicant has requested a variance from this requirement, specifically related to irrigation plans and/or water provisions for landscaping. If the variance is not granted, applicant must submit an irrigation plan for review and approval by the City of Marianna.

Utilities: Proposed development will utilize City water, sewer and natural gas services, thereby meeting requirements of *Marianna Code, Land Development Code, Sec. 4-4.4(7) and 4-5.1(2), & Marianna Comprehensive Plan, Future Land Use Element, Policies 1.1.3, 1.3.4, 1.4.2 and 1.11*. The Public Works Director has reviewed the development and recommended approval.

In accordance with *Marianna City Code, Sec. 70-102*, all new structures must be constructed with finished-floor-elevations a minimum of 6” above the street or manhole cover. Prior to installation of foundation, an inspection of elevation must be conducted and passed by City of Marianna staff. Fill should be layered in 6-8” layers and compacted with a pneumatic or mechanical tamp to meet proctor requirements. A compaction test may be required at the discretion of the Building Official or Public Works Director to ensure proctor requirements are met. Fill should be leveled over the site to avoid slopes and ditches around the proximity of building under construction and side parcel boundaries.

Solid Waste: A 12 foot by 12 foot dumpster pad is located on the northeast side of the development surrounded by a six-foot-tall shadowbox fence with gate, which meets City requirements (*Marianna City Code, Land Development Code, Section 4.5.1(5)*).

Drainage: Any time the amount of impervious surface area is increased, development plans submitted for review must address stormwater quality and quantity standards set forth in *Marianna City code, Land Development Code, Sec. 4-5.1(4) & Marianna Comprehensive Plan, Infrastructure Element, Policies, Section C and Intergovernmental Coordination Element, Policy 7.6.2*. In addition, all developments must obtain a stormwater permit from FDEP and/or Northwest Florida Water Management District for proposed stormwater drainage system (*Marianna Comprehensive Plan, Intergovernmental Coordination Element, Policy 7.6.2*). Pursuant to *Marianna Comprehensive Plan, Concurrency Management System*, the City shall require all developers submitting applications for development permits to provide as part of the overall development site plan a drainage and grading plan, which provides a minimum of a drainage/grading plan, with finished topographic contours, existing and proposed drainage structures, impervious surface, and proposed treatment facilities. The applicant has submitted stormwater plans and calculations signed and sealed by a Florida licensed engineer, which have been reviewed and approved by the City’s consultant engineer. The proposed development has multiple stormwater facilities. The project will be addressing existing onsite drainage issues. The applicant has applied for permits with the State of Florida. A copy of all related permits must be submitted to the City of Marianna for placement in the file prior to issuance of the development order. All sodding in and around the stormwater facility must be in place prior to issuance of the certificate of occupancy.

The developer will be utilizing erosion control methods during the construction process meeting the requirements of *Marianna City Code, Land Development Code, Section 4-5.1(4)(c)*.

Fire Fighting Issues: Pursuant to *N.F.P.A. 101; Florida Building Code; Life Safety Code, Chapter 16 & 17; and Marianna City Code, Fire Code, Sec. 26*, the Marianna Fire Department has reviewed the project and recommends issuance of a development order.

Environmental Concerns: Pursuant to *Marianna City Code, Land Development Code, Sec. 4-4.4(3)*, “development in the floodplain shall be restricted to conservation, recreation, residential or public purposes only.” Ninety percent of the proposed site is located in Zone “X”, which is

defined as “[a]n area determined to be outside the 100- and 500-year flood plain”, and ten percent is in Zone “A”, which is defined as “[a]n area inundated by 100-year flooding, for which BFEs have been determined” (*Federal Emergency Management Agency (FEMA) Federal Insurance Rate Map (FIRM) Panel 12063C325D*). Designated wetlands are located on the site, but there do not appear to be near the area of development. The site is not located on the Chipola River (*City of Marianna Wetlands Map, Florida Game and Fresh Water Fish Commission, 1985-89 Landsat thematic mapper imagery*).

Signage: Staff is not in receipt of any sign applications at this time. Any proposed freestanding or building signs, require submission of a separate development order application for review and approval by the City of Marianna prior to installation.

Lighting: All proposed lighting “shall be located and installed so that no direct or indirect light falls upon adjacent residential properties” or roadways (*Marianna City Code, Land Development Code, Sec. 4-1.8(2)(b)*). The applicant has provided a site lighting plan, which appears to meet this requirement. Site lighting must be designed and oriented to prevent glare impacts on drivers utilizing Caverns Road, Russell Road, SR 71, as well as nearby residential developments.

#### **Staff Determination**

Approval is conditioned upon the following:

1. Development shall remain consistent with approved specific plans, drawings, renderings and documentation submitted. Any modifications will require approval by the City.
2. Developer must obtain all necessary permits from the City of Marianna (EPCI).
3. Construction and other debris must be cleaned up prior to final inspection and issuance of certificate of occupancy.
4. Developer shall not block or utilize the Russell Road right-of-way for construction purposes.
5. Site lighting must be designed and oriented to prevent glare impacts on drivers utilizing SR 71, Caverns Road, Russel Road and nearby residential units (*Marianna City Code, Land Development Code, Sec. 4-1.8(2)(b)*).
6. Developer shall call 811 to schedule line locates at least two days in advance of beginning demolition/construction. Also, contact City of Marianna Public Works at 850-482-4129 two days (48 hours) following the call to 811 to ensure all City Utility locates have been completed.

7. The owner will be responsible for all damages, if any, to any street, or any City owned infrastructure resulting from the demolition.
8. In accordance with *Marianna City Code, Sec. 70-102*, all new structures must be constructed with a finished floor elevation a minimum of 6” above the street or manhole cover. Prior to installation of foundation, an inspection of elevation must be conducted and passed by City of Marianna staff. Fill should be layered in 6-8” layers and compacted with a pneumatic or mechanical tamp to meet proctor requirements. A compaction test may be required at the discretion of the Building Official or Public Works Director to ensure proctor requirements are met. Fill should be leveled over the site to avoid slopes and ditches around the proximity of the building under construction and side parcel boundaries.
9. Pursuant to *Marianna City Code, Land Development Code, Sec. 4-3.5*, the applicant must provide regular maintenance of the facility to include, mowing, pruning, replacement of dead plant material and proper fertilizing. Landscaping and fencing (for buffering purposes) must be maintained for the life of the development and shall not interfere with on- or off-site driver vision (which is indicated on the plans).
10. The applicant has requested a variance from *Marianna City Code, Land Development Code, Sec. 4-6.8(3)*. If the variance is not approved, plans must be submitted to City staff for review and approval prior to job initiation.
11. Applicant is requesting a variance from *Marianna City Code, Land Development Code, Sec. 4-3.4*. If the variances are not approved, landscaping plans must be submitted for staff’s review and approval.
12. Pursuant to *Marianna City Code, 70-102*, prior to installation of foundation, an inspection of elevation must be conducted and passed by City of Marianna staff. Fill should be layered in 6-8” layers and compacted with a pneumatic or mechanical tamp to meet proctor requirements. A compaction test may be required at the discretion of the Building Official or Public Works Director to ensure proctor requirements are met. Fill should be leveled over the site to avoid slopes and ditches around the proximity of building under construction and side parcel boundaries.
13. Any proposed freestanding or building signs require separate review and approval by the City of Marianna prior to installation.
14. The proposed dumpster enclosure must be installed with a gate that obscures the dumpster area prior to final inspection and issuance of certificate of occupancy (*Marianna City Code, Land Development Code, Section 4.5.1(5)*).



15. The applicant must provide a revised landscaping plan for review and approval by City Planning staff prior to issuance of the certificate of occupancy.
16. All landscaping must be completed prior to final inspection and issuance of certificate of occupancy.
17. All disturbed areas must be seeded or sodded. Grass must be established prior to issuance of certificate of occupancy.
18. All sodding in and around the stormwater facility must be in place prior to issuance of the certificate of occupancy.
19. E911 address must be placed on structure where clearly visible from the right-of-way prior to final inspection. The numbers must be in Arabic and must be at least 6" in height by 1.5" in length and in a contrasting color from the structure ***(Marianna City Code, Sec. 18-230)***.
20. Prior to final inspection the Developer will provide at least one program accessible parking space near the building entrance a minimum of 20' long x 12' wide with a 5' wide aisle "conspicuously outlined in blue paint and ...posted and maintained with a permanent, above grade sign bearing the international symbol of handicap accessibility and the caption 'Parking by Disabled Permit Only'" and six regular parking spaces (10' wide x 20' long) ***(Marianna City Code, Land Development Code, Sec. 4-6.8(4) and 4-6.11)***.
21. Directional pavement markings must be painted prior to certificate of occupancy ***(Marianna Comprehensive Plan, Traffic Circulation Element, Policy 2.2.1)***.
22. Development must pass an inspection by the EPCI, the City of Marianna Municipal Development, Fire and Public Works Departments before issuance of certificate of occupancy. All site improvements must be completed prior to final inspection for issuance of certificate of occupancy.
23. Applicant will sign a Development Order in a form provided by the City of Marianna Municipal Development Department, which will include all approval conditions. The Development Order will expire twelve months after the date of issuance.

**Recommended Motions in Order of Staff Preference:**

1. I move to recommend approval of the Major Development Order for Jackson County School District Fleet Maintenance Facility subject to the conditions addressed in the staff report dated September 26, 2022.
2. I move to table the development for further study.
3. I move to recommend approval to the City Commission without conditions addressed in staff report dated September 26, 2022.
4. I move to recommend denial of the Major Development Order for the Major Development Order for Jackson County School District Fleet Maintenance Facility to the City Commission.

# SITE LOCATION MAP

