

# PLANNING COMMISSION

## STAFF REPORT

### Department of Growth Management



<b>MEETING DATE:</b>	February 22, 2023
<b>PROJECT:</b>	Pinellas Drive Offices Preliminary Development Plan
<b>APPLICANT:</b>	Jared Thompson
<b>PROJECT NUMBER:</b>	DP-09-22-017433
<b>PROJECT MANAGER:</b>	Dan Frazier Principal Planner Department of Growth Management

**REQUEST:** The Applicant, Jared Thompson of Moore Civil Consulting, LTD, on behalf of the property owner, Jake Reed of University Investments, Inc., is requesting approval of a Preliminary Development Plan. The project consists of the construction of three office buildings totaling 12,600 S.F., associated driveways, parking areas, and bioretention areas (Attachment 1).

**INTRODUCTION:** This property is zoned Buckwalter PUD and consists of approximately 1.5 acres, identified by tax map number R610 022 000 1143 0000 and located at 8241 Pinellas Drive in Parcel C-2 of the Buckwalter Commons Phase 1 Master Plan. (Attachments 2 and 3).

**BACKGROUND:** This application is for a preliminary development plan located within the Buckwalter PUD and is subject to the standards set forth in the Buckwalter PUD Development Agreement and Concept Plan, and the Buckwalter Commons Phase 1 Master Plan, as applicable (Attachment 4).

Staff comments on the Preliminary Development Plan were reviewed at the January 4, 2023, Development Review Committee meeting (Attachment 5). The Applicant provided a response to comments and revised site plans (Attachments 6 and 4, respectively).

**REVIEW CRITERIA & ANALYSIS:** The Planning Commission shall consider the criteria set forth in Section 3.10.3.A of the Unified Development Ordinance in assessing an application for a Preliminary Development Plan. The applicable criteria are provided below followed by Staff Finding(s) based upon review of the application submittals to date.

- 1. Section 3.10.3.A.1. Conformance with the applicable provisions provided in Article 5, Design Standards.**

*Finding. The property lies within the Buckwalter PUD and therefore is not subject to the Design Standards set forth in Article 5 of the UDO.*

2. **Section 3.10.3.A.2.** The proposed development shall be in conformance with any approved Development Agreement, PUD Concept Plan, PUD Master Plan, Subdivision Plan, or any other agreements or plans that are applicable.

*Finding. Town Staff finds that the preliminary development plan is in conformance with the Buckwalter PUD Development Agreement and Concept Plan and the Buckwalter Commons Phase 1 Master Plan.*

3. **Section 3.10.3.A.3.** If the proposed development is associated with a previously approved Master Plan, then the traffic and access plans shall adhere to the previously approved traffic impact analysis or assessment, where applicable. If an application is not associated with a previously approved PUD Master Plan, then a traffic impact analysis shall be required at final development plan submittal.

*Finding. The proposed development is within the Buckwalter PUD and Parcel C-2 of the Buckwalter Commons Phase 1 Master Plan. A comprehensive traffic impact study and master plan was developed for the overall Buckwalter Tract and included in the Concept Plan approved by the Town of Bluffton in April 2000. In addition, a Trip Generation Analysis Memo was provided as Exhibit K in the Buckwalter Commons Phase 1 Master Plan. This traffic memo included three specific recommended responsibilities for the Parcel 2 Developer as it relates to Parcel C-2 access (Pinellas Drive) to Buckwalter Parkway. The three recommended intersection improvements were constructed prior to this application, and no additional improvements are required.*

4. **Section 3.10.3.A.4.** The proposed development must be able to be served by adequate public services, including, but not limited to, water, sanitary sewer, roads, police, fire, and school services. For developments that have the potential for significant impact on infrastructure and services, the applicant shall be required to provide an analysis and mitigation of the impact on transportation, utilities, and community services.

*Finding. Beaufort-Jasper Water and Sewer Authority (BJWSA) will be the water and sewer service provider for this project. Prior to final development plan approval, staff will require BJWSA approval to ensure the design meets their requirements.*

*Finding. Letters from the agencies providing public services will be required at time of Final Development Plan submittal per the Applications Manual.*

5. **Section 3.10.3.A.5.** The phasing plan, if applicable, is logical and is designed in a manner that allows each phase to fully function independently regarding services, utilities, circulation, facilities, and open space, irrespective of the completion of other proposed phases.

*Finding. The project is proposed to be completed in a single phase of construction.*

**6. Section 3.10.3.A.6. The application must comply with applicable requirements in the Applications Manual.**

*Finding. The application has been reviewed by Town Staff and has been determined to be complete.*

**PLANNING COMMISSION ACTIONS:** The Planning Commission has the authority to take the following actions with respect to the application as authorized by Section 2.2.6.C.5 of the UDO:

1. Approve the application as submitted;
2. Approve the application with conditions; or
3. Deny the application as submitted.

**RECOMMENDATION:** Should the Planning Commission choose to approve the application with conditions, Town staff finds that the following conditions should be met prior to final development plan approval to be in accordance with the requirements of Section 3.10.3.A:

1. Provide a minimum width of 5 feet for all sidewalks.

**ATTACHMENTS:**

1. Application and Narrative
2. Vicinity Map
3. Buckwalter Commons Phase 1 Master Plan
4. Site Development Plans
5. DRC Comments and Original Site Development Plans
6. Response to DRC Comments