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MEMORANDUM

TO: Howey-in-the-Hills Development Review Committee
CC: J. Brock, Town Clerk
FROM: Thomas Harowski, AICP, Planning Consultant
SUBJECT: The Reserve Final Subdivision Plan Phase 1
DATE: February 1, 2022

The Reserve development is initiating the final subdivision plan for the first phase of residential development. They have applied for a pre-application to review the plan and procedural requirements. The planning comments are as follows:

The procedure for review and approval of the final subdivision plan requires a review by the Development Review Committee, consideration by the Town's Planning Board and final approval by the Town Council. Approval by the Town Council will enable the applicant to initiate construction of the first phase of the project improvements. Refer to the attached flow chart for a graphic summary of the process, and Section 4.05.13 begins the discussion of the process and plan requirements in the land development code.

The specific requirements for the plan submittal are presented in Section 4.05.20 and 4.05.21 of the land development code. The submittal requirements are detailed here, and it will help with the review if the submittal includes a summary of where the requested information is found in the submittal package. So far as the number of plan sets are concerned the applicant should submit one electronic copy and three paper sets of plans. Please note:

- The submittal package will need to include the final subdivision plan (items A – HH) along with the following elements:
 - Storm water drainage calculations
 - Hydraulic model for the water system
 - Hydraulic model for the re-use system
 - Lift station calculations
 - Off-site utility plans for water and sewer extensions
 - Landscape plans including irrigation and any hardscape
- An environmental assessment including threatened and endangered species (the sand skink and gopher tortoise are likely considerations). The environmental assessment also needs to include a formal wetlands determination.

- The tree survey and tree preservation requirements were discussed in a teleconference and summarized in a memo from TMH Consulting dated January 24, 2022. If there are any questions remaining about the tree protection and tree removal program, please bring them forward.
- Required permit applications include:
 - FDEP (water and sewer)
 - SJRWMD (environmental and storm water)
 - ACOE if applicable
 - FDOT (SR 19 improvements)
 - Lake County (Number Two Road improvements)
- An application for school concurrency is required. The project is exempt for school impact fees, but it still needs to comply with school concurrency standards.
- A notice of the plan submittal is sent to TECO for natural gas systems. Please coordinate with TECO to determine whether natural gas can be included in the utility package and included in the design. (The contact we have is Rebecca Lee and the e-mail address is rvswanson@tecoenergy.com)
- A review of the traffic study notes that improvements to Number Two Road are not included in the study. It is likely that Lake County will require improvements and at a minimum additional right-of-way dedication. Please coordinate with Lake County on Number Two Road and include their recommendations in the submittal.
- The study needs to include trip generation from the Four Seasons (Lake Hills) development.
- Per the MPO study guidelines, the report needs to include Mitigation Strategies. The intersection of SR 19 & CR 48 will fail in the future PM Peak Hour condition. The intersection of SR 19 & Central Ave. will fail in the future AM & PM Peak Hour conditions. The study needs to include an analysis of the future improvements needed to get the intersections to an acceptable LOS.
- The Town needs to look a fair-share allocation of cost for anticipated improvements to traffic signals on SR 19 or other related traffic improvement not entirely tied to the project. The Lake Hills project which is now advancing in the development review process will have an equal impact on the system with The Reserve based on anticipated project size and components. The Town will expect the applicant's cooperation as we examine available options. (Refer to Section 10.03.)



TOWN OF HOWEY-IN-THE-HILLS FINAL SUBDIVISION PLAN REVIEW PROCESS

