



Town of _____

Micanopy

_____ Florida

Town of Micanopy Planning and Historic Preservation Board Agenda Correspondence – Staff Recommendation

Applicant: Micanopy Area Cooperative School, Inc. (MACS)

Application No.: SP 25-00 – Preliminary Site Plan Review

Request: Site Plan Approval for new 8,422 sq. ft. school building with supporting infrastructure

Background

The applicant, Micanopy Area Cooperative School, Inc. (MACS), has requested site plan approval to construct an approximately 8,422 sq. ft. school building with related stormwater and utility infrastructure on property located at the southeast corner of County Road 234 and NW Seminary Avenue. The property consists of two parcels (16808-002-000 & 16520-067-001) with split zoning: **C-1 (Commercial)** and **R-2 (Residential)**. Public schools are a permitted use by right in the C-1 district, but require a **Special Use Permit** in the R-2 district.

Materials Provided for Board Review

1. Original Application for Site Plan Development (April 25, 2025)
2. Original Site Plan (June 2025)
3. Modified Site Plan (September 2025)
4. Concurrency Management Review
5. Site Plan Checklist – Third Review (September 23, 2025)
6. Arborist Opinion on Heritage Oak Preservation (September 23, 2025)
7. Planning Review Comments – EDA, the Town's contracted outside planner (October 1, 2025)
8. Modified Site Plan (October 2, 2025) – This plan addresses comments stated but has not been reviewed by the planner.

Analysis

- The proposed school use is consistent with the Town's Comprehensive Plan, which permits schools in both Commercial and Residential Future Land Use categories.
 - A Special Use Permit will be required for the R-2 parcel and should be processed concurrently.
 - Technical issues remain outstanding, including parking space dimensions, hard-surface parking requirements, landscape islands, parcel unification, and required input from the Town Tree Preservation Committee.
 - The Town's arborist requires relocation of the septic drainage system and establishment of a 40-foot Tree Protection Zone around the heritage live oak.
-

Staff Recommendation

Staff recommends that the Planning and Historic Preservation Board **approve the Preliminary Site Plan with conditions** as follows:

1. Applicant must address all comments identified in the **EDA planning review memorandum** dated October 1, 2025. (Modified site plan has been submitted but not reviewed by the planner)
2. Applicant must address all comments identified in the **Third Review Site Plan Checklist** (September 23, 2025), including correcting parking dimensions and combining the two parcels into one unified development site prior to issuance of zoning compliance/building permit. (Modified site plan has been submitted but not reviewed by the planner)
3. Applicant must implement the **arborist's recommendations** regarding the heritage live oak, including relocating all septic drainage components outside a 40-foot radius and installing/maintaining tree protection fencing throughout construction. (Modified site plan has been submitted but not reviewed by the planner)
4. After the applicant has addressed all comments, the **final site plan will undergo a final review by a contracted planner and engineer** before being presented to the PHPB for final review to ensure all LDC requirements have been met.

Upon satisfaction of these conditions, the site plan will be deemed compliant with the Town's Land Development Code and Comprehensive Plan.



Application for Land Use Approval

Date: 04/25/2025

Application Number: _____

Requested Approval

Certificate of Appropriateness ☐

Lot Split ☐

Variance ☐

Re-Zoning ☐

Site Plan Review ☒

Sign ☐

Fence ☐

Tree Removal ☐

Other ☐ _____

Property Owner Name: Micanopy Area Cooperative School Inc.

Property Owner Mailing Address: 802 NW Seminary Ave, Micanopy, FL 32667

Applicant (if other than property owner): JBPRO

Applicant Mailing Address: 3530 NW 43rd Street, Gainesville, FL 32606

Owner/Applicant Telephone: 352 - 375 - 8999 Email tim.boehlein@jbpro.com

Property Tax Parcel Number: 16808-002-000 & 16520-067001 Current Zoning: _____

Property Street Address: 803 NW Seminary Ave, Micanopy, FL 32667

Requested/Proposed Action: To permit the construction of a new building for Micanopy Area Co-Op School along with stormwater and utility infrastructure.

Reason/Justification for this Application: The proposed building will be about 8,422 sq. ft. and will require a stormwater basin and septic tank.

Included With this Application: ☒ Survey ☒ Site Plan ☐ Floor Plan

☐ Elevation Drawings ☒ Construction Drawings ☐ Project Photos

☐ Other: _____

Fee Amount: \$ _____ Date Paid: _____

☐ Cash ☐ Check: Date _____ Number _____

The undersigned property Owner/Applicant understands that this Application becomes a part of the permanent records of the Town of Micanopy; that the information and statements provided herein and documentation provided herewith are correct and true to the best of the undersigned's knowledge and belief, and all such information/documentation is public record; and that any work or other action associated with the approval granted must commence within one year of the date of the issuance of such approval.

Signature of Owner/Applicant: _____

Signature Owner/Applicant

Date

Town of Micanopy

Approval ☐ Conditional Approval ☐ Denied ☐

Comments and/or Conditions:

Planning & Historic Preservation Board: Date: _____

Signature

Printed Name & Title

Town of Micanopy: Date: _____

Signature

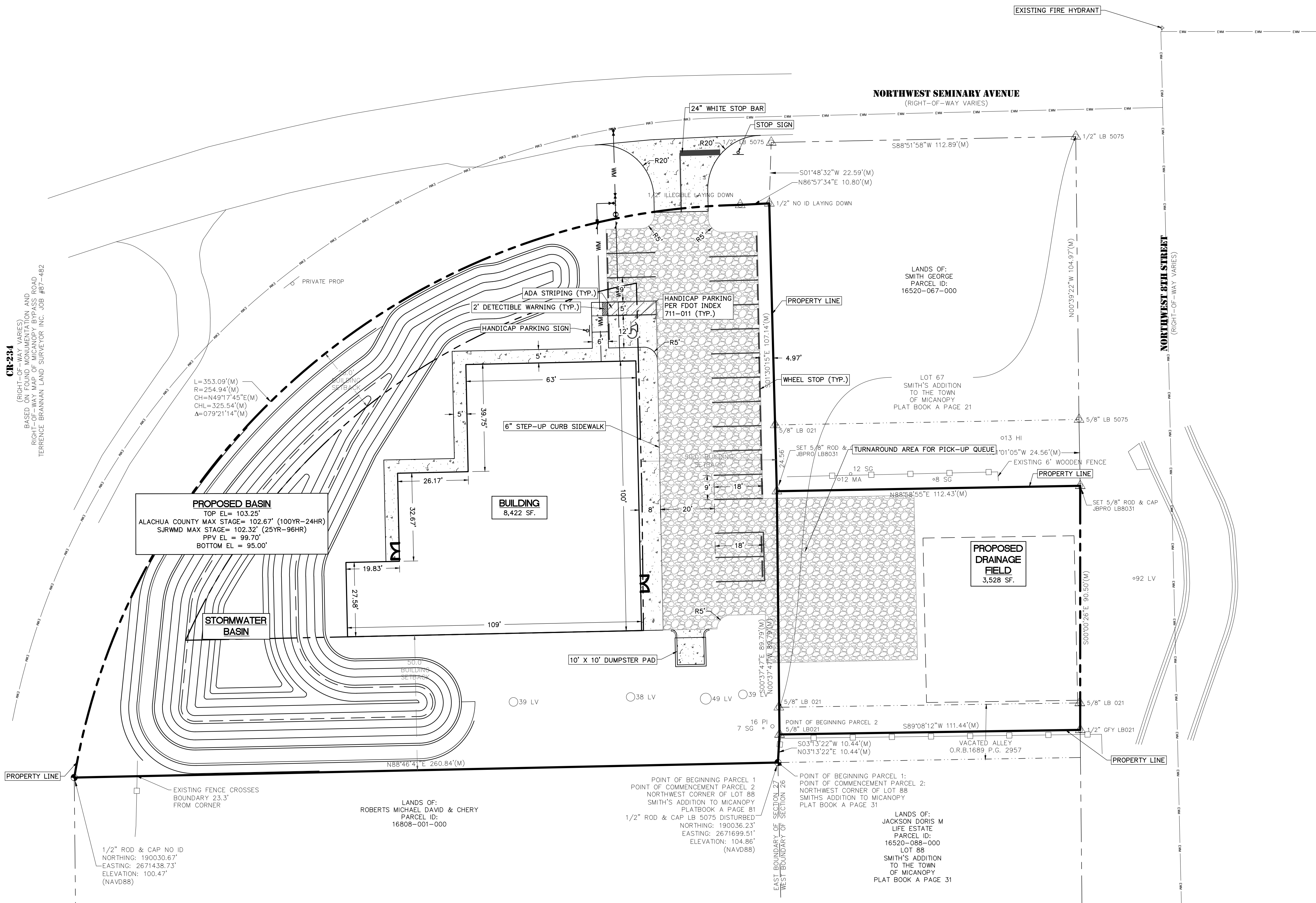
Printed Name & Title



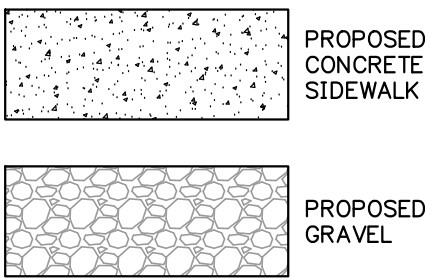
DATE:	AUGUST 2025
	PROJECT NO: 0802-24-001
SHEET NO:	C2.00

[illegible]

CR-234
(SOUTH-TO-NORTH)
BASED ON FOUND MONUMENTATION AND
RIGHT-OF-WAY MAP OF MICANOPY BYPASS ROAD
TERRENCE BRANNAN LAND SURVEYOR INC. JOB #57-482



LEGEND



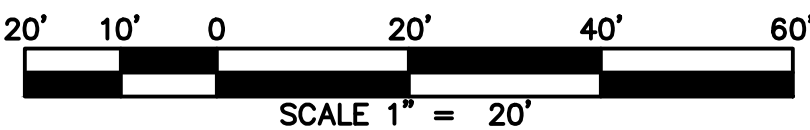
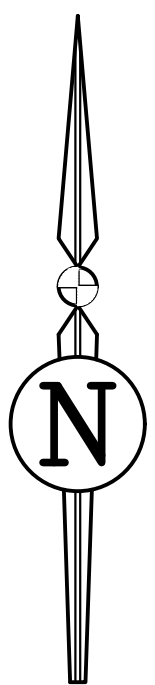
DIMENSION NOTES

- BOUNDARY INFORMATION SHOWN IS BASED ON THE PROJECT SURVEY CONDUCTED BY JBPRO, ON 12-19-2024.
- CONTRACTOR SHALL FAMILIARIZE THEMSELVES WITH THE PROJECT SURVEY AND DESIGN DRAWINGS, AND SHALL VERIFY EXISTING SITE CONDITIONS. ANY APPARENT DISCREPANCIES OR ADDITIONAL PERTINENT INFORMATION SHALL BE BROUGHT TO THE PROJECT ENGINEER'S ATTENTION IMMEDIATELY.
- ALL STRIPING SHALL CONFORM TO FDOT STANDARD INDEX 711-001.
- ALL SIGNAGE TO BE INSTALLED SHALL CONFORM TO MUTCD REQUIREMENTS, 2009 VERSION W/ REV. NO. 1&2, INCORPORATED 2012.

SITE DATA:

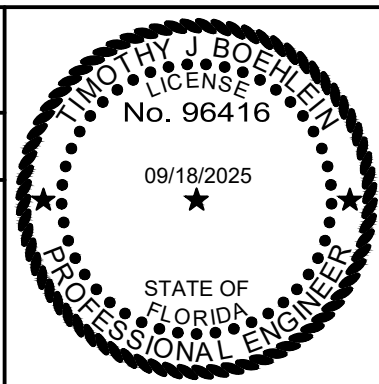
- TAX PARCEL NO.: 16808-002-000 & 16520-067-001
- FUTURE LAND USE: COMMERCIAL AND RESIDENTIAL
- ZONING: R-2 AND C-1
- TOTAL SITE AREA: 1.18± ACRES
- GROSS FLOOR AREA: 8,422± SF.
- PROPOSED DEVELOPMENT AREA: 1.18± ACRES
- SETBACKS: FRONT/ SIDE/ REAR: 25' / 50' / 50'
- PARKING: 17 SPACES
- DEVELOPMENT DATA:

A. TOTAL SITE AREA	± 51,441 SF.	± 1.18 AC.	= 16%
B. TOTAL BUILDING AREA	= 8,422 SF.	= 0.19 AC.	= 25%
C. TOTAL IMPERVIOUS AREA	= 12,830 SF.	= 0.29 AC.	= 38%
D. OPEN AREA	= 19,957 SF.	= 0.46 AC.	= 38%
E. TOTAL STORMWATER AREA	= 10,876 SF.	= 0.25 AC.	= 21%



REVISIONS			
NO.	DATE	DESCRIPTION	DRWN APPR

ENGINEER OF RECORD:		TIMOTHY J. BOEHLEIN, P.E. FLORIDA LICENSE NO. 96416
DATE:		09/18/2025



JBPro
CIVIL ENGINEERING | LAND PLANNING
SURVEYING | CONSTRUCTION SERVICES

3530 NW 43rd Street | Gainesville, Florida 32606
4420 US-1 S, Suite 1 | St. Augustine, Florida 32086
Gainesville: (352) 375-8999 | St. Augustine: (904) 789-8999
Toll Free: (844) Go-JBPro | E-mail: contact@jbpro.com

SHEET TITLE:
DIMENSION PLAN
CLIENT:
MICANOPY AREA COOPERATIVE SCHOOL INC.
MICANOPY, FL

PROJECT:
MACS PRE-K BUILDING EXPANSION

DATE:
SEPTEMBER 2025
PROJECT NO.:
0802-24-001
SHEET NO.:
C2.00

TOWN OF MICANOPY
706 Northeast Chulokka Boulevard
Micanopy, FL 32667-4113
352.466.3121

July 15, 2025

TO: Planning and Historic Preservation Board

FROM: Land Development Regulation Administrator

SUBJECT: Application No. SDP 25-01 (Micanopy Cooperative School, Inc.)

Concurrency Management Assessment
Concerning a Site and Development Plan

The following assessment is provided for the purpose of a binding concurrency determination concerning the demand and residual capacities for public facilities required to be addressed within the Concurrency Management System. This assessment serves as a binding concurrency determination, but does not ensure that facilities which are not owned, operated or permitted by the Town will be available to the property at the time development occurs.

SDP 25-01, an application by Micanopy Area Cooperative School, Inc., to construct a school on property with a RESIDENTIAL (R-2) zoning district and a LIMITED COMMERCIAL (C-1) zoning district, in accordance with a site and development plan, dated May 2025, and revised June 2025, to be located on property described, as follows:

Parcel 1:

A parcel of land situate, lying and being located in Sections 26 and 27, Township 11 South, range 20 East, Alachua County, Florida, being more particularly described as follows: Begin at a 1/2" rod & cap stamped "lb5075" lying on the east boundary of section 27 & the west boundary of Section 26, also marking the northwest corner of lot 88 of smith's addition to the Town of Micanopy as recorded in Plat Book A, page 31 of the Public Records of Alachua County, Florida, and run thence south 88 degrees 46 minutes 21 seconds west a distance of 261.62 feet to a 5/8" rod & cap with no identification lying on the southeasterly right-of-way boundary of County Road 234 and marking a point of curve concave to the southeast; thence northeasterly along said curve and right-of-way boundary with a radius of 254.94 feet, through a central angle of 79 degrees 21 minutes 14 seconds, for an arc length of 353.09 feet (the chord of said arc being north 49 degrees 17 minutes 45 seconds east 325.54 feet) to a 1/2" rod with no identification; thence north 86 degrees 57 minutes 34 seconds east a distance of 10.80 feet to a 1/2" rod with no identification lying on the east boundary of Section 27 & the west boundary of Section 26 and the aforesaid plat; thence south 01 degrees 30 minutes 15 seconds east along said west boundary a distance of 107.14 feet to a set 5/8" rod & cap stamped "jbpro lb8031"; thence south 00 degrees 37 minutes 47 seconds east along said boundaries a distance of 89.79 feet to a 5/8" rod & cap stamped "lb021"; thence south 03 degrees 13 minutes 22 seconds west along said boundaries a distance of 10.44 feet to the Point of Beginning.

Containing 0.95 acres, more or less.

Parcel 2:

A parcel of land situate, lying and being located in Sections 26 and 27, Township 11 South, Range 20 east, Alachua County, Florida, being more particularly described as follows: Commence at a 1/2" rod & cap stamped "lb5075" lying on the east boundary of section 27 & the west boundary of section 26, also marking the northwest corner of lot 88 of Smith's addition to the Town of Micanopy as recorded in Plat Book A, page 31 of the Public Records of Alachua County, Florida, and run thence north 03 degrees 13 minutes 22 seconds east along said section boundaries a distance of 10.44 feet to a 5/8" rod & cap stamped "lb021" for the Point of Beginning. from said Point of Beginning run thence along said plat & section boundaries north 00 degrees 37 minutes 47 seconds east a distance of 89.79 feet to a set 5/8" rod & cap stamped "jbpro lb8031"; thence leaving said boundaries run north 88 degrees 58 minutes 55 seconds east a distance of 112.43 feet to a set 5/8" rod & cap stamped "jbpro lb8031" lying on the west right-of-way boundary of Northwest 8th Street; thence south 00 degrees 00 minutes 26 seconds east along said right-of-way a distance of 90.50 feet to a 1/2" rod & cap stamped "gfy lb021"; thence leaving said right-of-way run north 89 degrees 08 minutes 12 seconds west along the south boundary of said lot a distance of 111.444 feet to the Point of Beginning.

Containing 0.23 acres, more or less.

Availability of and Demand on Public Facilities

Potable Water Impact

The site is located within a community potable water system service area. The community potable water system is currently meeting or exceeding the adopted level of service standard for potable water established within the Comprehensive Plan.

The proposed development will result in the construction of 8,422 square feet of school building use on the site.

A school use is estimated to have 1 student per 150 square feet and 1 employee per 20 students + 7 others.

$8,422 \text{ (square feet gross floor area)} / 150 \text{ (square feet gross floor area)} = 57 \text{ students}$ and $57 \text{ (students)} / 20 \text{ (students)} = 3 \text{ (employee)} + 7 \text{ (others)} = 10 \text{ employees}$.

Based upon 15 gallons per students and 22.5 gallons per employees for a school.

$57 \text{ (students)} \times 15 \text{ (gallons of potable water usage per student per day)} = 855 \text{ gallons of potable water usage per day}$.

$10 \text{ (employees)} \times 22.5 \text{ (gallons of potable water usage per employee per day)} = 225 \text{ gallons of potable water usage per day}$.

Therefore, the estimated total potable water usage per day is 1,080 gallons of potable water usage per day ($855 + 225 = 1,080$).

Permitted capacity of the community potable water system = 518,000 gallons of potable water per day.

During calendar year 2024, the average daily potable water usage = 55,596 gallons of potable water per day.

Residual available capacity prior to reserved capacity for previously approved amendment = 462,404 gallons of potable water per day.

Less reserved capacity for previously approved amendment = 0 gallons of potable water per day.

Residual available capacity after reserved capacity for previously approved amendment = 462,404 gallons of potable water per day.

Less estimated gallons of potable water use as a result of this proposed amendment = 1,080 gallon of potable water per day.

Residual capacity after this proposed amendment = 461,325 gallon of potable water per day.

Based upon the above analysis, the potable water facilities are anticipated to continue to meet or exceed the adopted level of service standard for potable water facilities as provided in the Comprehensive Plan, after adding the potable water demand generated by the proposed use of the site.

Sanitary Sewer Impact -

The site is not located within a community centralized sanitary sewer system. Consequently, the uses to be located on the site will be served by individual septic tanks. The individual septic tanks are anticipated to meet or exceed the adopted level of service standard established within the Comprehensive Plan.

The proposed development will result in the construction of 8,422 square feet of school building use on the site.

A school use is estimated to have 1 student per 150 square feet and 1 employee per 20 students + 7 others.

$8,422 \text{ (square feet gross floor area)} / 150 \text{ (square feet gross floor area)} = 57 \text{ students}$ and $57 \text{ (students)} / 20 \text{ (students)} = 3 \text{ (employee)} + 7 \text{ (others)} = 10 \text{ employees}$.

Based upon 11.5 gallons per students and 17.25 gallons per employees for a school use.

$57 \text{ (students)} \times 11.5 \text{ (gallons of sanitary sewer effluent per student per day)} = 656 \text{ gallons of sanitary sewer effluent per day}$.

$10 \text{ (employees)} \times 17.25 \text{ (gallons of sanitary sewer effluent per employee per day)} = 173 \text{ gallons of sanitary sewer effluent per day}$.

Therefore, the estimated total gallons of sanitary sewer effluent per day is 829 gallons of sanitary sewer effluent per day ($656 + 173 = 829$).

Based upon the above analysis, the sanitary sewer facilities are anticipated to continue to meet or exceed the adopted level of service standard for sanitary sewer facilities as provided in the Comprehensive Plan, after adding the sanitary sewer effluent generated by the proposed use of the site.

Solid Waste Impact -

Solid waste disposal is provided for the use to be located on the site at the New River Solid Waste Association Landfill. The level of service standard established within the Comprehensive Plan for the provision of solid waste disposal is currently being met or exceeded.

The proposed development will result in the construction of 8,422 square feet school building on the site.

Based upon 5.5 pounds of solid waste per 1,000 square feet gross floor area of school use per day.

$8.422 (8,422 \text{ square feet gross floor area}) \times 5.5 (\text{pounds of solid waste per } 1,000 \text{ square feet gross floor area per day}) = 47 \text{ pounds of solid waste per day.}$

Based upon the annual projections of solid waste disposal at the sanitary landfill, solid waste facilities are anticipated to continue to meet or exceed the adopted level of service standard for solid waste facilities, as provided in the Comprehensive Plan, after adding the solid waste demand generated by the proposed use of the site.

Drainage Impact -

Drainage facilities will be required to be provided for on site for the management of stormwater. As stormwater will be retained on site, there are no additional impacts to drainage systems as a result of the proposed use of the site. The retention of stormwater on site will meet or exceed the adopted level of service standard established within the Comprehensive Plan.

Recreation Impact -

The proposed development will result in the construction of 8,422 square feet of school building use on the site.

The level of service standards established within the Comprehensive Plan for the provision of recreation facilities are currently being met or exceeded.

The proposed use of the site will not result in additional population. Therefore, recreational facilities are anticipated to continue to meet or exceed the level of service standards established within the Comprehensive Plan after the proposed use of the site.

Traffic Impact -

The road network serving the site is currently meeting or exceeding the level of service standards required for traffic circulation facilities as provided in the Comprehensive Plan.

The proposed development will result in the construction of 8,422 square feet of school building use on the site.

Summary of Trip Generation Calculations for Charter Elementary School Use.

A charter elementary school use is estimated to generate 0.16 trips per p.m. peak hour per student.
 $57 \text{ (students)} \times 0.16 \text{ (p.m. peak hour trips per student)} = 10 \text{ p.m. peak hour trips.}$

Existing p.m. peak hour trips 517 p.m. peak hour trips.

The following table contains information concerning the assessment of the traffic impact on the surrounding road network by the proposed use of the site.

Level of Service	Existing PM Peak Hour Trips	Existing Level of Service	Reserved Capacity PM Peak Hour Trips for Previously Approved	Development PM Peak Hour Trips	PM Peak Hour Trips With Development	Level of Service with Development
Southeast C.R. 234	517a	C	0	10	527	C

a 2023 Annual Traffic Count Station Data, Alachua County Public Works.

Sources: Trip Generation, Institute of Transportation Engineers, 11th Edition, 2021.
Quality/Level of Service Handbook, Florida Department of Transportation, 2023.

Based upon the above analysis and an adopted level of service standard of "C" with a capacity of 1,310 p.m. peak hour trips, the road network serving the site is anticipated to continue to meet or exceed the level of service standard provided in the Comprehensive Plan after adding the number of trips associated with the proposed use of the site.

Affordable Housing

The change in land use is not anticipated to have a negative impact on the affordable housing stock.

Surrounding Land Uses

The existing land use of the site is vacant land. The site is bounded on the north by institutional land use and residential single-family land use, on the east by residential single-family land use, on the south by residential single-family land use and on the west by agricultural forest land use.

Historic Resources

According to the Florida Division of Historical Resources, Master Site File, dated 2025, there are no known historic resources on the site.

Flood Prone Areas

According to the Federal Emergency Management Agency, Digital Flood Insurance Rate Map dated, 2021, the site is not located within a flood prone area.

Wetlands

According to the Water Management Geographic Information Systems wetlands data layer, dated 2007, the site is not located within wetlands.

Minerals

According to Florida Department of Environmental Protection, Florida Geological Survey, Digital Environmental Geology Rock and Sediment Distribution Map data layer, dated November 28, 2018, the site is comprised of clayey sand.

Soil Types

According to the U.S. Department of Agriculture, Natural Resources Conservation Service, Soil Survey Geographic Database, dated 2021, the site is comprised of approximately 70 Newnan sand and 30 percent Sparr fine sand.

Newnan sand soils are nearly level, somewhat poorly drained soil is in small to relatively large areas in the flatwoods. Slopes are nearly level to slightly convex and range from 0 to 2 percent.

Newnan sand has slight limitations for building site development and severe limitations for septic tank absorption fields.

Sparr fine sand are nearly level, somewhat poorly drained soil is in relatively small areas on slight rises of the flatwoods and on nearly smooth to slight convex slopes of the gently rolling uplands. Slope ranges from 0 to 2 percent.

Sparr fine sand has severe limitations for building site development and severe limitations for septic tank absorption fields.

High Aquifer Groundwater Recharge

According to the Areas of High Recharge Potential to the Floridan Aquifer, prepared by Advanced Geospatial, Inc., dated 2008, and the Alachua County Department of Growth Management, dated 2014, the site is located in an area of high aquifer vulnerability.



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2009 NW 67th Place, Gainesville, FL 32653-1603 • 352.955.2200

July 15, 2025

Ms. Sara S. Samario
Town Administrator
Town of Micanopy
706 Northeast Chulokka Boulevard
Micanopy, FL 32667-4113

TRANSMITTED VIA ELECTRONIC MAIL

RE: Application No. SDP 25-01 (Micanopy Area Cooperative School, Inc.)

Concurrency Management Assessment
Concerning a Site and Development Plan

Dear Sara:

Please find enclosed the above referenced concurrency management assessment.

If you have any questions concerning this matter, please do not hesitate to contact Sandra Joseph, Senior Planner, at 352.955.2200, ext. 111.

Sincerely,

Scott R. Koons, AICP
Executive Director

Enclosure

SRK/sj

xc: Kiersten Ballou, Esq., Attorney
Patty Polk, Deputy Clerk
S. Scott Walker, Esq., Town Attorney

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Dedicated to improving the quality of life of the Region's citizens,
by enhancing public safety, protecting regional resources,
promoting economic development and providing technical services to local governments.

Sara Samario

From: Sara Samario
Sent: Tuesday, September 23, 2025 1:07 PM
To: Kyle Willems, PE
Cc: Patty Polk; Brenda Maynard; Tim Boehlein, PE; A. Derek Folds; Sandra Joseph
Subject: MACS Site Plan – Septic Drainage Relocation to Protect Heritage Live Oak

Hi Kyle,

Thanks again for speaking with me and the Town's arborist earlier. Following that call, I need to confirm the Town's direction regarding the heritage live oak on the MACS site.

- The proposed septic drainage field is currently shown within the critical root zone of the heritage live oak.
- Per the Town arborist's recommendation, **all septic drainage components and any construction activities must be located a minimum of 40 feet from the base (trunk) of this tree.**
- The tree is estimated to be **150–200 years old**, and preserving its root zone is a priority for the Town.

Required next steps

1. **Revise the site plan** to relocate the septic drain field, trenches, tanks, laterals, and any associated utilities **entirely outside the 40-foot radius** from the trunk.
2. Add a **Tree Protection Note** to the plans stating:

“A 40-foot Tree Protection Zone (TPZ) is established around the heritage live oak. No grading, trenching, excavation, soil compaction, stockpiling, staging, equipment/vehicle traffic, root cutting, or material storage is permitted within the TPZ. Install high-visibility tree protection fencing at the TPZ boundary prior to any site work and maintain it until final stabilization.”

3. Show the **TPZ fencing line** and a **detail** on the plans.
4. Coordinate any necessary **utility reroutes** to avoid the TPZ.

Thanks for your help on this—our goal is to keep the project moving while protecting this significant tree.

Sara

Sara S. Samario, ICMA-CM
Town Administrator
Town of Micanopy
706 NE Chokolka Blvd, PO Box 137
Micanopy, FL 32667
(352) 466-3121
www.MicanopyTown.com

TOWN OF MICANOPY
PRELIMINARY SITE PLAN CHECKLIST

APPLICATION NO. SP 25-00 (Micanopy Area Cooperative School, Inc.) Third Review

DATE September 23, 2025

The preliminary site plan required to be submitted by the requirements of this land development code shall include the following elements from Section 10.2.9.B and D of the land development code, where applicable. If any of the following items are inapplicable to a proposed development, such item may be omitted, provided the applicant identifies in writing any missing item and includes a brief explanation of why it is inapplicable. The Planning and Historic Preservation Board may nonetheless require that missing information be provided if the Board finds it applicable:

- ☐ 1. All plans shall be drawn to a scale a scale of 1 inch equals 100 feet, unless the Planning and Historic Preservation Board or Town Administrator determines that a different scale is sufficient or necessary for proper review of the proposal.
- ☐ 2. The sheet size shall be 24 inches by thirty-six 36 inches. A 3/4- inch margin shall be provided on all sides except for the left binding side where a two-inch margin shall be provided.
- ☒ 3. If multiple sheets are used, the sheet number and total number of sheets must be clearly indicated on each.
- ☐ 4. The front cover sheet of each plan shall include:
 - ☒ a. A general vicinity or location map drawn to scale (both stated and graphic) showing the position of the proposed development in the section(s), township and range together with the principal roads, city limits, and/or other pertinent orientation information.
 - ☒ b. A complete legal description of the property.
 - ☒ c. The name, address and telephone number of the owner(s) of the property. Where a corporation or company is the owner of the property, the name and address of the president and secretary of the entity shall be shown.
 - ☒ d. Name, business address, and telephone number of those individuals responsible for the preparation of the drawing(s).
 - ☒ e. Each sheet shall contain a title block with the name of the development, stated and graphic scale, a north arrow, and date.
 - ☒ f. The plan shall show the boundaries of the property with a metes and bounds description reference to section, township and range, tied to a section or quarter-section or subdivision name and lot number(s).
 - ☒ g. The area of the property shown in square feet and acres.
- ☐ 5. Eight (8) copies of the submittals shall be required.

- ✓ 6. Unless a format is specifically called for below, the information required may be presented textually, graphically, or on a map, plan, aerial photograph, or by other means, whichever most clearly conveys the required information. It is the responsibility of the developer to submit the information in a form that allows ready met.
- ✓ 7. A legal description of the property under review for site plan approval
8. Site conditions information, including:
- ✓ a. A topographic map of the site of a scale a scale of 1 inch equaling no more than 100, showing at least five-foot contours in residential zones and two-foot contours in the 100 year flood prone areas.
- ✓ b. Generalized soil types in the project area and in the surrounding area, if significantly different from the project area.
- ✓ c. A scaled plan indicating the type and location of existing vegetation, including a written statement indicating the approximate size and location of major tree groupings as described in Article VI. Aerial and on-site photographs may be used to show vegetation.
- ✓ d. A preliminary sedimentation control plan shall be submitted indicating the manner by which on-site generated sediment will be retained. The plan shall assure that sediment volume from the development leaving the property shall not be increased above the level existent prior to the beginning of construction activity.
9. A site condition map including:
- ✓ a. A general location map showing the relationship of the site to such external facilities as streets, residential areas, commercial facilities and recreation/open space areas.
- NO b. The location of all existing public streets, rights-of- way, easements and other reservations of the land in the area of the property in question, means of ingress and egress to all such properties, off-street parking, loading and service areas, if any, for or on such properties and any screening or buffers on such properties and the nature and type thereof.
- According to Section 6.01.03 of the Land Development Code, vehicle parking spaces (stalls) shall be a minimum of nine feet in width and 20 feet in length. However, the dimensions of the proposed parking spaces on the site plan shows a width of nine feet and a length of 18 feet. The site plan needs to be revised to change the length of the parking spaces from 18 feet to 20 feet.*
- ✓ c. The location, size and capacity of all existing utilities, including existing fire hydrant locations.
- ✓ d. The location of all water holding or carrying facilities, natural or man-made, including creeks, ponds, sinkholes, ditches, culverts, storm sewers, and the direction of surface flow.

<u>✓</u>	10. A dimensional site development plan of professional quality drawn at a suitable scale, but not smaller than one-inch equals 60 feet. A smaller scale for very large land area (over 40 acres in size) may be accepted upon approval of the Planning and Historic Preservation Board showing:
<u>✓</u>	a. The name of the person or firm who prepared the plans, the name of the developer, the name of the proposed project or development, a north arrow and date.
<u>✓</u>	b. The location of all proposed streets, driveways or other facilities designed to accommodate vehicular movement in the development and points of ingress and egress, parking areas including the exact number of spaces and loading and service areas (location of dumpsters and any utility buildings) and a traffic impact analysis of projected trip generation, including methods of circulation for the development.
<u>✓</u>	c. The location and dimensions of all proposed buildings and structures to be included in the development:
<u>✓</u>	i. The location and dimensions of all proposed buildings and structures to be included in the development:
<u>N/A</u>	ii. For residential development, indicating the exact number of dwelling units classified by numbers of bedrooms (number of one bedroom units, number of two bedroom units, etc.).
<u>✓</u>	d. Dimensions of all yard setbacks and open spaces.
<u>N/A</u>	e. Location of all open space and recreation areas, planned with attention to their adequacy in terms of size and placement, their effect on privacy of adjacent living areas and their relationship to community-wide open spaces and recreation facilities.
<u>✓</u>	f. The manner of drainage of the property, showing the manner of drainage of all impervious surfaces (including roofs of buildings) and all green areas, including all control devices such as storm sewers and retention or detention facilities.
<u>✓</u>	g. The percentage of the site that will be covered by buildings and structures and the percentage that will be covered by streets, drives, parking and loading areas.
<u>✓</u>	h. A grading plan including all finished elevations and contours.
<u>N/A</u>	i. The exact location of all public use easements.
<u>✓</u>	j. The exact location of all utility services, including connection points to the main systems and fire hydrant locations.
<u>N/A</u>	k. A development timetable, if project is to be constructed in phases.
<u>✓</u>	l. A sedimentation plan indicating the manner by which anticipated sediment and debris, generated within the confines of the development, will be retained on site (examples: hay bales, sediment traps, berms, etc., as appropriate to the situation).

✓

m. Information about the type and location of existing vegetation, including a written statement indicating the approximate size and location of major tree groupings and all individual trees with a trunk diameter of twelve (12) inches or more at a point four and one-half (4 1/2) feet above ground level. Aerial and on- site photographs may be used to show vegetation

Review Comment:

The subject site is comprised of two separate parcels, 168808-002-000 and 16520-067001. In order to locate the proposed development on the subject site, the applicant will need to combine both parcels into one unified parcel prior to the issuance of a certificate of zoning compliance and building permit.



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September 23, 2025

Ms. Sara S. Samario
Town Administrator/Clerk
Town of Micanopy
P.O. Box 137
Micanopy, FL 32667-0137

TRANSMITTED VIA ELECTRONIC MAIL

RE: Application No. SP 25-00 (Micanopy Area Cooperative School, Inc.)

Checklist Third Review Concerning a Preliminary Site Plan

Dear Sara:

Please find enclosed a checklist concerning the above referenced revised preliminary site plan.

The applicant should correct the deficiency noted on the checklist regarding the length of the proposed parking spaces before any further processing of the application. Additionally, prior to the issuance of a certificate of zoning compliance and building permit, parcels, 168808-002-000 and 16520-067001 need to be combined into one unified development site.

If you have any questions concerning this matter, please do not hesitate to contact Sandra Joseph, Senior Planner, at 352.955.2200, ext. 111.

Sincerely,

Scott R. Koons, AICP
Executive Director

Enclosure

xc: Kiersten Ballou, Esq., Attorney
Patty Polk, Deputy Clerk
S. Scott Walker, Esq., Town Attorney

Enclosure

SRK/sj

I:\2025\micanopy\sdp 25-01_micanopy area cooperative school inc\sp 25-00_micanopy area cooperative school inc_preliminary site plan third review.docx

Dedicated to improving the quality of life of the Region's citizens,
by enhancing public safety, protecting regional resources,
promoting economic development and providing technical services to local governments.

October 1, 2025

Sara Samario
Town Administrator
Town of Micanopy

RE: Planning Review – Micanopy Area Cooperative School (MACS) Site Plan

Ms. Samario:

Per your request, this letter serves as an outside planning review of the current MACS Site Plan currently under review by the Town of Micanopy.

Background

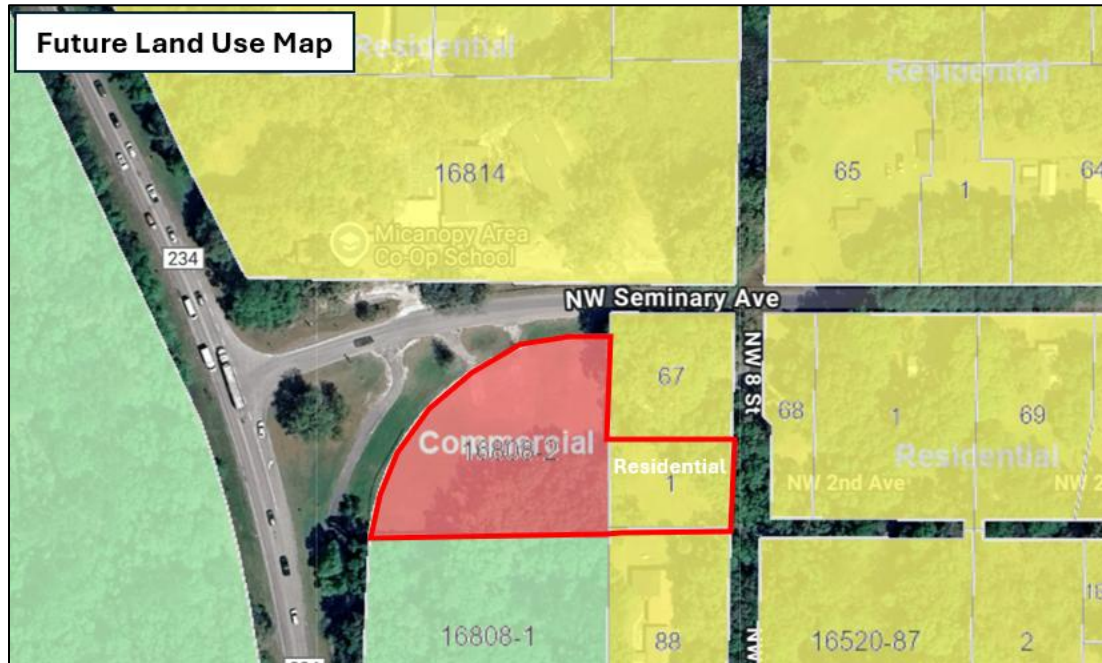
The project site is located at the southeast corner of County Road 234 and NW Seminary Avenue and is approximately 1.18 acres in size, according to the survey provided by the applicant. The site includes two parcels 16808-002-000 & 16520-067-001, which are owned by Micanopy Area Cooperative School, Inc. Both parcels are currently vacant.

Existing site conditions of the immediate area are illustrated on the exhibit below:



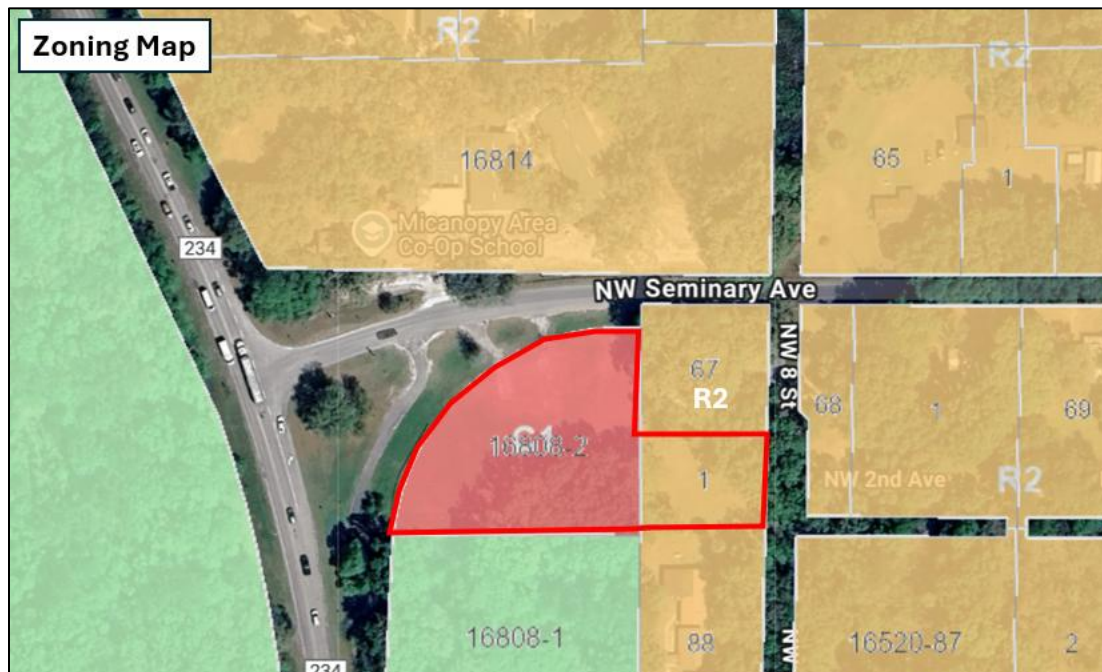
Future Land Use Map Designation

Parcel 16808-002-000 has a Commercial Future Land Use Map designation and 16520-067-001 has a Residential Future Land Use map designation, as shown on the following exhibit:



Zoning District

Parcel 16808-002-000 is within the C-1 zoning district and 16520-067-001 is within the R-2 zoning district, as shown on the following exhibit:



Analysis

Below is a summary analysis of the proposed use in relation to the Comprehensive Plan and Land Development Code (Comprehensive Plan and Land Development Code language is shown in blue font):

Comprehensive Plan

As previously stated, the project site has a split of future land use map designations – Commercial and Residential. The Comprehensive Plan Future Land Use Element (FLUE) and Public Schools Facilities Element (PSFE) include policies that relate to public schools in both the Commercial and Residential future land use designations:

Future Land Use Element

Policy 1.16.1 Public educational facilities are an allowable use within the following future land use categories: Residential and Commercial.

Public Schools Facilities Element

Policy 3.1.2 Future Land Use Map to Designate Land Use Classifications Where Schools Are Permitted.

Schools shall be permitted in Residential and Commercial land use categories within the Town except as restricted by Policy 3.1.3.

Policy 3.1.3 Schools Prohibited in Specified Areas.

The following areas shall be avoided when locating future educational facilities in the Town:

- 1. Environmentally sensitive areas.*
- 2. Existing or designated industrial districts (except for vocational schools).*
- 3. Any area where the nature of existing or proposed adjacent land uses would endanger the safety of students or decrease the effective provision of education.*

Summary: The Comprehensive Plan considers a public school as a permitted use. The prohibited areas indicated in Policy 3.1.3 do not appear to be applicable here as the property is not located in an environmentally sensitive area, not in or around industrial districts and the adjacent uses would not endanger the safety of students or decrease effective provision of education.

The Comprehensive Plan (PSFE) also includes policy language (below) regarding the evaluation of placement of schools:

OBJECTIVE 3.2 Encourage Schools as Focal Points of Community Planning and Design

Policy 3.2.2 Location of Elementary and Middle Schools

Elementary and middle schools are encouraged to locate:

- 1. Within existing or proposed residential areas or neighborhood activity centers, and*
- 2. Near existing or designated public facilities such as parks, recreational areas, libraries, and community centers to facilitate the joint use of these areas.*

Policy 3.2.4

Evaluation of Potential School Sites

Potential school sites shall be consistent with the following school siting standards, to the extent practicable:

- 1. The location of schools proximate to urban residential development and contiguous to existing school sites, and which provide potential focal points for community activities, including opportunities for shared use and co-location with other community facilities*
- 2. The location of elementary schools proximate to and, within walking distance of the residential neighborhoods served;*
- 3. Elementary schools should be located on local or collector streets,*
- 4. Middle and high schools should be located near arterial streets;*
- 5. Compatibility of the school site with present and future land uses of adjacent property considering the safety of students or the effective provision of education.*
- 6. Whether existing schools can be expanded or renovated to support community redevelopment and revitalization, efficient use of existing infrastructure, and the discouragement of urban sprawl;*
- 7. Site acquisition and development costs;*
- 8. Safe access to and from the school site by pedestrians, bicyclists and motor vehicles;*
- 9. Existing or planned availability of adequate public facilities and services to support the School;*
- 10. Environmental constraints that would either preclude or render infeasible the development or significant expansion of a public school on the site;*
- 11. Adverse impacts on archaeological or historic sites listed in the National Register of Historic Places or designated by the Town as a locally significant historic or archaeological resource;*
- 12. The proposed location is consistent with the local government comprehensive plan, storm water management plans, or watershed management plans;*
- 13. The proposed location is not within a velocity flood zone or floodway, as delineated on pertinent maps identified or referenced in the applicable Comprehensive Plan or Land Development Code;*
- 14. The proposed site can accommodate the required parking, circulation and queuing of vehicles; and*
- 15. The proposed location lies outside the area regulated by Section 333.03, Florida Statutes, as amended, regarding the construction of public educational facilities in the vicinity of an airport.*

Summary: The proposed school location appears to comply with the applicable locational requirements summarized above. Specifically, the site is located adjacent to a paved local and collector street, is proximate to existing residential development areas and an existing school site, no known environmental/archaeological or historical resources are located on site, stormwater management is proposed on-site to accommodate proposed runoff, is not located in a flood zone, on-site parking and circulation is provided and public facilities are available.

Land Development Code

Zoning Districts

As previously stated, the project site has a split of zoning districts – C-1 and R-2. The Land Development Code (below) includes zoning regulations related to public schools, including where and how schools are permitted and other design standards:

Section 2.02.04 Commercial, Mixed-Use Districts: C-1 and C-2

A. Purpose

- 1. C-1 Limited Commercial District. The C-1 district is intended for general retail and commercial or office service activities. Businesses in this category require locations that are convenient to automotive and pedestrian traffic. Higher density residential uses are permitted. Single-family structures or duplexes may be permitted.*

B. Uses Permitted by Right in C-1

- 4. Public and private elementary, middle, and high schools.*

Section 2.02.03 Residential Districts: R-1 and R-2

A. Purpose.

- 2. The R-2 district is designed primarily to accommodate single family detached residential uses (other than mobile homes) at densities to be determined by the availability of public water and central sewer facilities.*

C. Uses Permitted by Special Use Permit

- 1. Public and private elementary, middle, and high schools.*

Summary: The proposed school use is identified as a permitted use by right in the C-1 zoning district and requires a Special Use Permit approval in the R-2 zoning district. Since a portion of the project site is within the R-2 zoning district, a Special Use Permit (SUP) application is required for review by the Town. The SUP application is typically reviewed and processed concurrently with the Site Plan application. The required SUP application process and requirements for submittal are listed below:

Special Use Permit

10.5 SPECIAL USE PERMITS

10.05.01 Generally. Where the use regulations of this Code provide that a given use must be authorized by a Special Use Permit, the procedures in this section shall be followed.

10.05.02. Application and Submittals. An applications shall be filed with the Town on a form available from the Town. In addition, a Site Plan meeting the requirements of this Article shall be submitted, unless the Planning and Historic Preservation Board specifically finds that due to the nature of the special use requested, a site plan is not required.

10.05.03. Review by Planning and Historic Preservation Board. The Town shall place the application on the next available agenda of the Planning and Historic Preservation Board allowing time for notice and staff review of the application. The Planning and Historic Preservation Board, with Town Commission approval, may refer the matter to a consultant engineer or planner for a report on whether the proposal

meets the requirements of this Code. The Planning and Historic Preservation Board shall hold a quasi-judicial hearing on the matter pursuant to the procedures set forth herein. The Planning and Historic Preservation Board may approve the application, approve the application with conditions, or deny the application.

10.05.04. Standards. The Planning and Historic Preservation Board shall apply the following standards in the review of special permit applications, in addition to any specific standards in this Code for the particular special use:

- A. That the proposed use and associated development is consistent with the Town of Micanopy Comprehensive Plan, and complies with all required regulations and standards of this Land Development Code and other applicable regulations.*
- B. That the proposed use or development will have general compatibility and harmony with the uses and structures on adjacent and nearby properties.*
- C. That necessary public infrastructure is available to the proposed site and that the requirements of concurrency management have been fulfilled by the proposed use or development.*
- D. That the proposed use or development will have screening and buffers of such dimension, type and character to improve the compatibility and harmony with adjacent and nearby properties.*

10.05.05 Review of Planning and Historic Preservation Board Decision. Review of the decision of the Planning and Historic Preservation Board on a Special Use Permit may be requested as provided in herein. If no review is requested, the decision of the Planning and Historic Preservation Board shall be final. It is the intent that such review be a prerequisite to certiorari review by a circuit court.

Summary: The Special Use Permit will be evaluated based on the standards indicated in Sec. 10.05.04, which include compliance with the Comprehensive Plan, required regulations in the Land Development Code, compatibility with surrounding properties (including buffering and screening, as appropriate), and provision of necessary public infrastructure. The applicant should address these issues as part of the application.

Use Specific Standards

The Town's Land Development Code includes use specific standards (below) for public schools that must be adhered to:

Section 4.02.13 Private Schools / Charter Schools

4.02.13. PRIVATE SCHOOLS / CHARTER SCHOOLS.

A. Dimensional requirements.

- 1. Minimum lot area shall be the minimum lot area required for the specific zoning district where allowed plus one (1) acre for every one hundred (100) students (or fraction thereof), except where the lot size is five (5) acres or more, based on building code capacity.*

2. Minimum yard setbacks:

a. Front: Twenty-five (25) feet.

b. Rear: Twenty (20) feet.

Except where the yard abuts property which is in a residential district or which is shown for residential use on the land use element of the comprehensive plan: Fifty(50) feet.

c. Side:

i. Interior: Twenty (20) feet. Except where the yard abuts property which is in a residential district or which is shown for residential use on the land use element of the comprehensive plan: Fifty (50) feet.

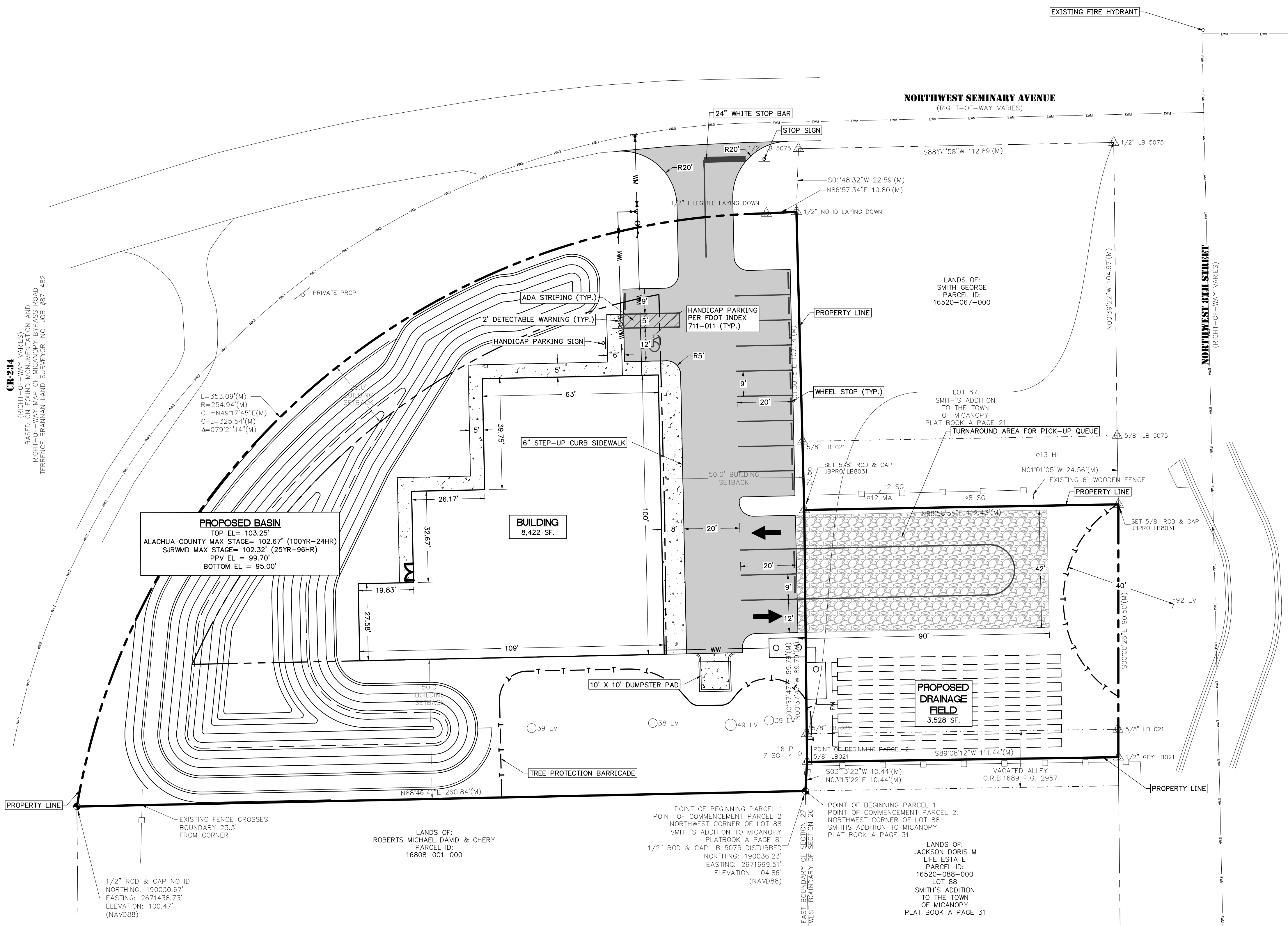
ii. Road: Twenty-five (25) feet.

3. Maximum building height: Thirty-five (35) feet.

Summary: The applicant must demonstrate that the proposed school complies with the above-referenced specific use standards. Regarding Sec. 4.02.13(A)(1), the minimum lot area /student calculation should be considered based on the entirety of the project site (since the Specific Use standards apply for the entire site), which includes the total of both the commercial and residential areas (approx. 1.18 acres). When considering only the 0.95 acre (41,382 square foot) commercial portion of the site (no student allowance given for the residential portion of the site), up to 72 students are permitted (Calculation: 41,382 SF – 10,000 SF (minimum lot size) = 31,382, divided by 435 SF (per student) = 72 students).

Site Plan Review Comments

1. These comments are based on a review of the Dimension Plan (Sht. C2.00) dated September, 2025, which eliminated parking on the residential portion of the property, is the most recently dated plan sheet. The full plan set (with previous parking lot design) is dated June 2025. Please provide updated full plan sheet based on the September 2025 design.
2. Parking Space Location: Sec. 06.01.03(B)(5) requires a minimum distance separation from the front right-of-way line to any interior parking space is 20 feet.
3. Parking Space Dimensions: Sec. 06.01.03(F) requires a minimum parking space depth of 20 feet.
4. Hard Surface Parking: Sec. 06.01.03(C)(1) requires hard surface parking. The proposed plan proposes gravel, which is not a hard surface, per Sec. 06.01.03(C)(1). Also, this project does not appear to qualify as eligible to propose non hard-surface per Sec. 06.01.03(C)(2).
5. Landscape Island: Sec. 6.02.05(B)(1) requires a landscape island every 10 spaces.
6. Tree Preservation Committee: Sec. 06.02.05(D)(4)(k) requires a landscape plan with written comments from the Town Tree Preservation Committee.
7. Please refer to additional planning review comments provided by the NCFRPC, dated September 23, 2025.
8. This review is based on Town Code and Comprehensive Plan requirements only and does not include an opinion on state statute applicability related to charter schools.



CR-234
(SOUTH-TO-NORTH)
BASED ON FOUND MONUMENTATION AND
RIGHT-OF-WAY MAP OF MICANOPY BYPASS ROAD
TERRENCE BRANNAN LAND SURVEYOR INC. JOB #57-482

LEGEND

PROPOSED
CONCRETE
SIDEWALK

PROPOSED
GRAVEL

PROPOSED
ASPHALT

- DIMENSION NOTES
1. BOUNDARY INFORMATION SHOWN IS BASED ON THE PROJECT SURVEY CONDUCTED BY JBPRO. ON 12-19-2024.

2. CONTRACTOR SHALL FAMILIARIZE THEMSELVES WITH THE PROJECT SURVEY AND DESIGN DRAWINGS, AND SHALL VERIFY EXISTING SITE CONDITIONS. ANY APPARENT DISCREPANCIES OR ADDITIONAL PERTINENT INFORMATION SHALL BE BROUGHT TO THE PROJECT ENGINEER'S ATTENTION IMMEDIATELY.

3. ALL STRIPING SHALL CONFORM TO FDOT STANDARD INDEX 711-001.

4. ALL SIGNAGE TO BE INSTALLED SHALL CONFORM TO MUTCD REQUIREMENTS, 2009 VERSION W/ REV. NO. 1&2, INCORPORATED 2012.

- SITE DATA:
1. TAX PARCEL NO.:

16808-002-000 & 16520-067-001
2. FUTURE LAND USE:

COMMERCIAL AND RESIDENTIAL
3. ZONING:

R-2 AND C-1
4. GROSS FLOOR AREA:

8,422± SF.
5. SETBACKS: FRONT/ SIDE/ REAR:

25'/ 50'/ 50'
6. PARKING: 13 SPACES
7. DEVELOPMENT DATA:

A. TOTAL MACS SITE AREA

= 6.97 AC.

B. TOTAL PROJECT AREA

= 1.18 AC.

C. TOTAL BUILDING AREA

= 0.19 AC. = 16%

D. TOTAL IMPERVIOUS AREA

= 0.29 AC. = 25%

E. OPEN AREA

= 0.46 AC. = 38%

F. TOTAL STORMWATER AREA

= 0.25 AC. = 21%

20' 10' 0 20' 40' 60'

SCALE 1" = 20'

REVISIONS

NO.	DATE	DESCRIPTION	DRWN	APPR

ENGINEER
OF RECORD:

TIMOTHY J. BOEHLEIN, P.E.
FLORIDA LICENSE NO. 96416

CIVIL ENGINEERING | LAND PLANNING
SURVEYING | CONSTRUCTION SERVICES

3530 NW 43rd Street | Gainesville, Florida 32606
4420 US-1 S, Suite 1 | St. Augustine, Florida 32086

Gainesville: (352) 375-8999 | St. Augustine: (904) 789-8999
Toll Free: (844) Go-JBPro | E-mail: contact@jbpro.com

SHEET TITLE:

DIMENSION PLAN

CLIENT:

MICANOPY AREA COOPERATIVE SCHOOL INC.
MICANOPY, FL

PROJECT:

MACS PRE-K BUILDING EXPANSION

DATE:

OCTOBER 2025

PROJECT NO.:

0802-24-001

SHEET NO.:

C2.00