CITY OF CRESTVIEW

OFFICE OF THE CITY CLERK
P.O. DRAWER 1209, CRESTVIEW, FLORIDA 32536
Phone # (850) 682 - 1560 Fax # (850) 682-8077

February 8, 2021
6:00 PM
Council Chambers

REGULAR COUNCIL MEETING
Revised Agenda

The Public is invited to view our meetings on the City of Crestview Live stream a at https://www.cityofcrestview.org or the City of Crestview Facebook Page. You may submit questions on any agenda item in advance (by 3:00 PM the day of the meeting, please) to cityclerk@cityofcrestview.org.

1. **Call to Order**

2. **Invocation, Pledge of Allegiance**

   2.1. Pastor Edward J Parker, First Church of God in Christ.

3. **Open Policy Making and Legislative Session**

4. **Approve Agenda**

5. **Presentations and Reports**

   5.1. Black History Month Proclamation - Mayor Pro Tem Hayes

   5.2. Strategic Plan Update

6. **Consent Agenda**

7. **Public Hearings / Ordinances on Second Reading**

   7.1. Ordinance 1805 Revised Times of Sale of Alcohol

   7.2. Ordinance 1789 - Land Development Code

8. **Ordinances on First Reading**

9. Resolutions

9.1. Crestview Engineering Standards Manual: an appendix to the new LDC

9.2. Resolution 2021-4 - Annexation Fee Moratorium

9.3. Resolution 2021-06 In Support of Governor Ron DeSantis

10. Action Items

10.1. Hirsch Access Control System

10.2. Contract for Faculties inventory and Operational Assessment

10.3. Purchase of Radio Frequency Identification (RFID) System - Library

10.4. Approval to Engage Panhandle Engineering & Construction Inc.

11. City Clerk Report

12. City Manager Report

13. Comments from the Mayor and Council

14. Comments from the Audience

15. Adjournment

Note: The Presentations section is for items that were submitted by a citizen or group of Citizens no later than the Wednesday 2 weeks prior to the meeting to the Clerk's office for approval. These items will be scheduled under the section titles Presentations and Reports. Supporting documents must be submitted at this time to be on the regular agenda. All Action Item are for staff and elected officials only and must be submitted for approval no later than the Wednesday 10 days prior to the meeting. Those not listed on the regular agenda who wish to address the council should fill out a yellow card. The Card must be submitted to the City Clerk. Speaking time should be three minutes or less, large groups may designate a spokesperson. All remarks should be addressed to the Council as a whole and not to individual members. All meeting procedures are outlined in the Meeting Rules and Procedures brochure available outside the Chambers .If any person decides to appeal any decision made by the City Council with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The City Council of the City of Crestview, Florida does not discriminate upon the basis of any individual's disability status. Anyone requiring reasonable accommodation a s provided for in the American With Disabilities Act to insure access to and participation in the meeting should contact the Office of the City Clerk at (850)682-1560 prior to the meeting to make appropriate arrangements.

Any invocation that is offered before the official start of the City Council meeting shall be the voluntary offering of a private person, to and for the benefit of the City Council. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the City Council or the city staff, and the City is not allowed by law to endorse the religious beliefs or views of this, or any other speaker. Persons in attendance at the City Council meeting are invited to stand during the opening invocation and Pledge of Allegiance. However, such invitation shall not be construed as a demand, order, or any other type of command. No person in attendance at the meeting shall be required to participate in any opening invocation that is offered. A person may exit the City Council Chambers and return upon completion of the opening invocation if a person does not wish to participate in or witness the opening invocation.

CITY OF CRESTVIEW Item # 5.2.

Staff Report

CITY COUNCIL MEETING DATE: February 8, 2021
TYPE OF AGENDA ITEM: Presentation

TO:	Mayor and City Council
CC:	City Manager, City Clerk, Staff and Attorney
FROM:	Jessica Leavins, Administrative Services Director
DATE:	2/3/2021
SUBJECT:	Strategic Plan Update

BACKGROUND:

The City Council acknowledges the value of organized long-range organizational planning. In April 2019 the City entered into a contract with Analytica Strategic and completed the city's current strategic plan. At that time it was decided the plan should be reviewed annually before the adoption of the budget; however, the Covid-19 pandemic lead to the absence of 2020 update.

DISCUSSION:

Staff recommends the update be completed by Analytica Strategic due to the firm's 30 year history of conducting organizational analysis with local government and to ensure consistency with the 2019 strategic plan.

Mr. Marlow is available for planning on March 2nd, 2021. This will be a one day session, with the morning session focused on elected officials and the afternoon session focused on staff.

GOALS & OBJECTIVES

This item is consistent with the goals in A New View Strategic Plan 2020 as follows;
Foundational- these are the areas of focus that make up the necessary foundation of a successful local government.
Financial Sustainability- Achieve long term financial sustainability

Organizational Capacity, Effectiveness & Efficiency- To efficiently & effectively provide the highest quality of public services

Infrastructure- Satisfy current and future infrastructure needs

Communication- To engage, inform and educate public and staff

Quality of Life- these areas focus on the overall experience when provided by the city.
Community Character- Promote desirable growth with a hometown atmosphere

Safety- Ensure the continuous safety of citizens and visitors

Mobility- Provide safe, efficient and accessible means for mobility

Opportunity- Promote an environment that encourages economic and educational opportunity

Play- Expand recreational and entertainment activities within the City

Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

The cost of analysis was included in the 20-21 budget and is estimated not to exceed $2,000.

RECOMMENDED ACTION

Staff respectfully requests the council accept staff recommendations and plan to attend the session.

Attachments

None

CITY OF CRESTVIEW

Item # 7.1.

Staff Report

CITY COUNCIL MEETING DATE: February 8, 2021
TYPE OF AGENDA ITEM: second reading

TO:	Mayor and City Council
CC:	City Manager, City Clerk, Staff and Attorney
FROM:	Barry Henderson, Development Service Director
DATE:	2/3/2021
SUBJECT:	Ordinance 1805 Revised Times of Sale of Alcohol

BACKGROUND:

At the October council meeting, a council member brought forward the subject of modifying the City of Crestview Ordinances to match Okaloosa County for times to sell alcoholic beverages.

This subject was discussed at a presentation to Council at the January 11, 2021 Council meeting. It was then decided to move forward with modifying the times to match the County times.

This item was approved at the January 25, 2021 Council meeting on first reading.

DISCUSSION:

Currently, the City of Crestview does not allow the sale of alcoholic beverages during the week from Monday through Saturday, 4:00 a.m. until 7:00 a.m. the following morning and on Sunday from 4:00 a.m. until 1:00 p.m., except for restaurants that regularly serve full meals from 10:00 a.m. until 4:00 a.m. the following morning.

Okaloosa County recently modified their prohibition to be every day from 4:00 a.m. until 7:00 a.m. This removed the Sunday prohibition. This was partly done in response to the modified hours for Seniors shopping during the height of the Covid-19 outbreak.

This is a comparison of other municipalities:

Okaloosa County	4:00 a.m.	7:00 a.m.	Daily
Destin	4:00 a.m.	7:00 a.m.	Daily
Fort Walton Beach	4:00 a.m.	7:00 a.m.	Daily
Mary Esther	2:00 a.m.	7:00 a.m.	Daily
Niceville	4:00 a.m.	7:00 a.m.	Mon - Sat
	4:00 a.m.	1:00 p.m.	Sunday

GOALS & OBJECTIVES

This item is consistent with the goals in A New View Strategic Plan 2020 as follows;

Foundational- these are the areas of focus that make up the necessary foundation of a successful local government.

Communication- To engage, inform and educate public and staff

Quality of Life- these areas focus on the overall experience when provided by the city.

Safety- Ensure the continuous safety of citizens and visitors

Opportunity- Promote an environment that encourages economic and educational opportunity

Play- Expand recreational and entertainment activities within the City

FINANCIAL IMPACT

This ordinance will have no impact on the current budget.

RECOMMENDED ACTION

Staff respectfully requests the Council approve this ordinance on second reading.

Attachments

None

ORDINANCE: 1805

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, PROVIDING FOR COMPLIANCE WITH STATE OF FLORIDA STATUTE; PROVIDING FOR REVISION TO CITY OF CRESTVIEW CODE OF ORDINANCES CHAPTER 6 - ALCOHOLIC BEVERAGES, SECTION 6-6 - HOURS OF SALE; PROVIDING FOR AUTHORITY; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR LIBERAL INTERPRETATION; PROVIDING FOR REPEAL OF ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH AND PROVIDING FOR AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY COUNCIL OF CRESTVIEW, FLORIDA AS FOLLOWS:

SECTION 1. AUTHORITY. The authority for enactment of this ordinance is Section 166.021, Florida Statutes and Article I, Section 2 of the City Charter.

SECTION 2. REVISION. Chapter 6 - Alcoholic Beverages, Section 6-6 - Hours of Sale shall be modified as follows:

No alcoholic beverages of any kind shall be sold, consumed, served or permitted to be served or consumed in any establishment holding a license under the division of alcoholic beverages and tobacco of the department of business and professional regulation within the corporate limits of the city, except during the time and hours as follows:

(1) ~~Monday through Saturday,~~ Daily 7:00 a.m. until 4:00 a.m. the following morning.
~~(2) Sunday, 1:00 p.m. until 4:00 a.m. the following morning, except that in eating places and restaurants that regularly serve full meals 10:00 a.m. until 4:00 a.m. the following morning.~~

SECTION 3. SEVERABILITY. If any word, phrase, sentence, paragraph or provision of this ordinance or the application thereof to any person or circumstance is held invalid or unconstitutional, such finding shall not affect the other provisions or applications of this ordinance which can be given effect without the invalid or unconstitutional provision or application, and to this end the provisions of this ordinance are declared severable.

SECTION 4. SCIVENER'S ERRORS. The correction of typographical errors which do not affect the intent of this Ordinance may be authorized by the City Manager or the City Manager's designee, without public hearing, by filing a corrected or re-codified copy with the City Clerk.

SECTION 5. ORDINANCE TO BE LIBERALLY CONSTRUED. This ordinance shall be liberally construed in order to effectively carry out the purposes hereof which are deemed not to adversely affect public health, safety, or welfare.

SECTION 6. REPEALER. All Ordinances or parts of Ordinances in conflict herewith be and the same are hereby repealed.

SECTION 7. EFFECTIVE DATE. This ordinance shall take effect immediately upon its adoption.

PASSED AND ADOPTED ON SECOND READING BY THE CITY COUNCIL OF CRESTVIEW, FLORIDA ON THE _____ DAY OF _____, 2020

ATTEST:

_____
ELIZABETH M. ROY
City Clerk

APPROVED BY ME THIS _____ DAY OF _____, 2020.

_____
JB Whitten
Mayor

CITY OF CRESTVIEW Item # 7.2.

Staff Report

CITY COUNCIL MEETING DATE: February 8, 2021
TYPE OF AGENDA ITEM: Ordinance

TO:	Mayor and City Council
CC:	City Manager, City Clerk, Staff and Attorney
FROM:	Trae Duley, Planning Administrator
DATE:	2/3/2021
SUBJECT:	Ordinance 1789 - Land Development Code

BACKGROUND:

The current Land Development Code is based on code written mostly in 1996 and updated sporadically since then. State and federal statutes and regulations have changed many times, as well as planning best-practices.

The multitude of individual updates resulted in a code that is exceedingly difficult to understand and even harder to enforce.

On March 5th of 2020, the City Council and the Local Planning Agency met to discuss a plan to update the Land Development Code. During that meeting, city staff outlined a plan to systematically review and rewrite the LDC. Since then, staff has been working diligently to create a brand-new document to replace the existing LDC. This brand-new document is created from planning best-practices and from lessons learned in other municipalities, as well as our own.

This document follows the recent City SWOT Analysis which details what the citizens and leaders of this City envision for the future of Crestview as well as define the character traits we want to embrace and encourage.

Crestview has not been a small town for many years now, we are a small urban city. Continued growth is coming to this area with no end in sight. Acknowledging that as a fact requires us to set the foundation for properly guiding that urbanization in a way that is sustainable for the long-term health and well-being of our citizens. The result of staff's efforts is hereby attached.

This was heard at first reading and approved at Council on January 25.

DISCUSSION:

Here are some notable changes with the new code. This is not intended to be an exhaustive list, just some of the highlights:

- The scope of the new LDC has been limited to items only related to land development. Items that belong in the Comprehensive Plan have been removed and are covered in the appropriate document. Specifications that are engineering related, such as asphalt density, or stormwater infiltration rates, are being moved to a new document called the *Crestview Engineering Standards Manual*. As a result, the new LDC condenses from 24 chapters to 9.
- Efforts are made to protect the residential neighborhoods from commercial impact, but also to improve

potential commercial development where appropriate.

- The scope of allowances within the commercial zoning has been modified. For example, manufacturing of any kind is currently not allowed except on a small handful of parcels and the majority of those are in residential areas. Light manufacturing has been added to the allowable uses in commercial areas. If a business is manufacturing a particular good that has no impact to the surrounding area (no noise, smell, traffic, etc.) then what good reason is there to say 'no' to potential jobs?
- One item already addressed with the adoption of Chapter 3 is the process by which a new application is processed. If the application meets the qualifications spelled out in the code, then it is processed through and approved by staff. This removes a significant bottleneck that existed previously. Since implementation, staff has noted a tremendously improved process and has heard numerous positive comments from applicants.
- Creation of supplemental standards. These are ‘one off’ scenarios that may not necessarily be something to allow anywhere even within a particular zone without some additional use specific regulations.
- Wording has always been an issue in the past. This new code was carefully written to ensure comprehension by everyone using the code. A chapter was created solely for definitions. This allows for one definition to be created and then used throughout the code.
- Attention was paid to potential development opportunities of existing blighted areas. In the past, one roadblock to developing those areas was inadequate zoning. For example, some areas were zoned low density residential, but the lots were too small to be built on. There was no reason for anyone to develop those parcels. That has been addressed by removing barriers that were preventing development by either rezoning those parcels to an adequate zone, or adjusting the setbacks of the zone so as to improve the use of the parcels across that zone.
- Another issue that has been significantly addressed is multifamily developments. It is very difficult to find an apartment unit in Crestview, and the few that are available are very expensive. This extreme deficiency in supply is due to the lack of appropriately zoned land. This has been addressed, providing significantly more opportunities for multifamily developments.

Multiple conversations with City leadership, staff, outside state agencies, industry experts, and local citizens, property owners, and developers. As a result, some language has been clarified or modified to be more understandable and reasonable while maintaining the intentions and goals of the SWOT analysis and Council leadership.

Some of the updates since this was introduced at the Planning and Development Board level:

* Some clarification was added to the processes outlined in chapter 3.
* Additional information was added to state recording of decisions made.
* Special exceptions were clarified in accordance with recent direction provided by the City Council.
* Administrative waivers were reviewed against needs experienced and intentions of the section.
* Permissible uses were reviewed in the Zoning Districts table (4.06.00). Special care was taken with uses permitted in the Downtown Overlay District.
* Design standards was discussed at length with staff and small adjustments made to facilitate design being consistent with the Florida Building Code throughout the LDC.
* Site lighting was discussed and changes made to that language in several places. Efforts are to ensure adequate lighting for safe and secure developments while not impacting any Eglin missions.

GOALS & OBJECTIVES

This item is consistent with the goals in A New View Strategic Plan 2020 as follows;

Foundational- these are the areas of focus that make up the necessary foundation of a successful local government.

Organizational Capacity, Effectiveness & Efficiency- To efficiently & effectively provide the highest quality of public services

Infrastructure- Satisfy current and future infrastructure needs

Communication- To engage, inform and educate public and staff

Quality of Life- these areas focus on the overall experience when provided by the city.

Community Character- Promote desirable growth with a hometown atmosphere

Safety- Ensure the continuous safety of citizens and visitors

Opportunity- Promote an environment that encourages economic and educational opportunity

Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

This action will have no immediate impact on the City budget.

RECOMMENDED ACTION

Staff respectfully requests the Council approve this ordinance on second reading.

Attachments

1. City of Crestview Land Development Code

ORDINANCE: 1789

AN ORDINANCE CREATING A NEW LAND DEVELOPMENT CODE; REPEALING THE EXISTING CODE; PROVIDING FOR AUTHORITY; PROVIDING FOR FILING WITH THE CLERK OF CIRCUIT COURT OF OKALOOSA COUNTY, THE CHIEF ADMINISTRATIVE OFFICER OF OKALOOSA COUNTY AND THE FLORIDA DEPARTMENT OF STATE; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR LIBERAL INTERPRETATION; PROVIDING FOR REPEAL OF CONFLICTING CODES AND ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY COUNCIL OF CRESTVIEW, FLORIDA AS FOLLOWS:

SECTION 1 – AUTHORITY. The authority for enactment of this ordinance is Chapter 171, Florida Statutes, and Section 2 of the City Charter.

SECTION 2 – NEW LAND DEVELOPMENT CODE. This ordinance hereby enacts a new Land Development Code to implement the goals and objectives of the City of Crestview Comprehensive Plan.

SECTION 3 – REPEAL EXISTING CODE. This ordinance repeals and removes the existing Subpart B - Land Development Code, Chapter 102 - Land Use Regulations in its entirety.

SECTION 4 – FILING. Upon passage, the City Clerk is directed to file a copy of this ordinance with the Clerk of Circuit Court of Okaloosa County and with the Florida Department of the State.

SECTION 5 – SEVERABILITY. If any word, phrase, sentence, paragraph or provision of this ordinance or the application thereof to any person or circumstance is held invalid or unconstitutional, such finding shall not affect the other provisions or applications of this ordinance which can be given effect without the invalid or unconstitutional provision or application, and to this end the provisions of this ordinance are declared severable.

SECTION 6 – SCRIVENER'S ERRORS. The correction of typographical errors which do not affect the intent of this Ordinance may be authorized by the City Manager or the City Manager's designee, without public hearing, by filing a corrected or re-codified copy with the City Clerk.

SECTION 7 – ORDINANCE TO BE LIBERALLY CONSTRUED. This Ordinance shall be liberally construed in order to effectively carry out the purposes hereof which are deemed not to adversely affect public health, safety, or welfare.

SECTION 8 – REPEAL OF CONFLICTING CODES, ORDINANCES, AND RESOLUTIONS. All Charter provisions, codes, ordinances and resolutions or parts of charter provisions, codes, ordinances and resolutions or portions thereof of the City of Crestview, in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

SECTION 9 – EFFECTIVE DATE.- This ordinance shall take effect at the same time as Ordinance Number

1791.

PASSED AND ADOPTED ON SECOND READING BY THE CITY COUNCIL OF CRESTVIEW, FLORIDA ON THE _____ DAY OF _____, 2020.
ATTEST:

_____
ELIZABETH M. ROY
City Clerk

APPROVED BY ME THIS _____DAY OF _____, 2020.

_____
J. B. WHITTEN
Mayor

LAND DEVELOPMENT CODE

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CHAPTER 1
GENERAL ADMINISTRATION

1.00.00 - GENERALLY

1.00.01 - Purpose and Intent

A. The primary purpose of this Land Development Code (LDC) is implementation of the goals and objectives of the City of Crestview Comprehensive Plan (Comprehensive Plan).
B. This LDC is further intended to accomplish the following:
    1. Protecting, promoting, and improving the public health, safety, comfort, order, appearance, convenience, morals, and general welfare;
    2. Guiding and accomplishing coordinated and harmonious development in accordance with the existing and future needs of the City;
    3. Conserving the value of land, buildings, and resources, and protecting landowners from potential adverse impacts of proposed developments;
    4. Protecting the character and maintaining the stability of residential, business, industrial, recreation, and public areas;
    5. Guiding and regulating the growth of the City, concentrating the more intense development in areas of high capability and limiting development in areas of low capability;
    6. Directing and controlling the type, distribution, and intensity of development; and
    7. Being equitable, in terms of consistency, with established regulation and procedures, respecting the rights of property owners while taking into consideration the interests of all the citizens of the City.

1.01.00 - TITLE

This code shall be known as and entitled the "Crestview Land Development Code" and may be referred to as the "LDC."

1.02.00 - AUTHORITY AND JURISDICTION

A. This LDC is enacted pursuant to the requirements and authority of Chapter 163, Part II, F.S., and Chapter 166, F.S.
B. The lands subject to this chapter shall include all area within the corporate limits of the city (and, as applicable, any areas to which the city provides municipal services).

1.03.00 - APPLICABILITY

1.03.01 - Generally

Except as otherwise provided in this LDC:

A. The use of any parcel of land, or any structure, or any combination thereof, within the corporate limits of the City shall be in conformance with the requirements of this LDC.
B. All development shall conform to the standards, criteria, requirements, and procedures of this LDC.
C. This chapter is not intended to repeal, abrogate or interfere with any existing easements, covenants or deed restrictions duly recorded in the public records of the city or the county.

1.03.02 - Exceptions

Previously approved projects that are identified as exempt from the provisions of this LDC are exempt only to the extent of the previous approval and are exempt from the provisions of this LDC only to the extent that such provisions are inconsistent with the prior, unexpired approval. Specific requirements regarding existing, valid development orders and permits are set forth in the appropriate chapters.

1.04.00 - ADMINISTRATIVE RESPONSIBILITY FOR IMPLEMENTATION

(Refer to Chapter 3, 3.03.00 - Administrative Decisions Makers and Enforcement Officers, for further and more specific information pertaining to these and other positions.)

1.04.01 - City Manager

The City Manager is the chief administrative official of the City (see the Crestview Code of Ordinances). For the purposes of this LDC, the City Manager is assigned to administer, interpret, and implement the standards, criteria, and procedures of this LDC where the Community Development Services Director or other specific staff position within the City has not been designated for such action.

1.04.02 - Community Development Services Director

The Community Development Services Director, or assignee, is the City staff person designated to issue development orders for expedited development, approve compliance reports, authorize administrative waivers, and other actions required for implementation of this LDC as specifically designated by the Community Development Services Director. The Community Development Services Director shall be responsible for agendas for boards identified in Chapter 3.

1.05.00 - INTERPRETATIONS

1.05.01 - Generally

A. In interpreting and applying the provisions of this LDC, the provisions shall be held to be the minimum requirements for the promotion of the public health, safety, morals, and general welfare of the community.
B. In the interpretation and application of this LDC, all standards, provisions, and requirements shall be liberally construed in favor of the objectives and purposes of the City and shall not be construed to limit or repeal any other powers granted to the City under State law.
C. It is not intended by this LDC to interfere with, abrogate, or annul any easement, covenant, or other agreement between parties.
D. Specific provisions of this LDC shall be followed in lieu of general provisions that may be in conflict with the specific provision.
E. Where provisions of this LDC conflict with other regulations, the more stringent restrictions shall be applied.
F. Where written text and illustrations are in conflict, the written text shall govern.
G. Where necessary, the Community Development Services Director may at his or her sole discretion ameliorate decisions based on elements of this chapter that are determined to significantly hinder development that is consistent with the purpose and intent of this chapter.

1.05.02 - Responsibility for Interpretation

A. In the event that any question arises concerning the application of regulations, standards, definitions, development criteria, or any other provision of this LDC, the Community Development Services Director shall be responsible for interpretation. In the interpretation of this LDC, the Community Development Services Director shall be guided by the requirements of the Comprehensive Plan.
B. Responsibility for interpretation by the Community Development Services Director shall be limited to standards, regulations, and requirements of this LDC, and shall not be construed to include interpretation of any technical codes adopted by reference in this LDC. Interpretation shall not be construed to override the responsibilities given to any commission, board, or official named in other sections or chapters of this LDC.

1.05.03 - Rules for Interpretation of Boundaries

Where uncertainty exists as to the boundaries of any district shown on the official zoning map, the rules set forth in this section shall apply.
A. Where such district boundaries are indicated as approximately following section or quarter section lines, street lines, alley lines, or lot lines, such lines shall be construed to be such boundaries.
B. In unsubdivided property or where a district boundary divides a lot, the location of such boundary, unless the boundary is indicated by dimensions, shall be determined by use of the scale appearing on the official zoning map.
C. Where a district boundary divides the area of a lot unequally, the district classification and regulations of the larger portion shall apply to the remaining smaller portion of the lot.

D. Where any public street or alley is hereafter officially vacated or abandoned, the regulations applicable to each parcel of abutting property shall apply to that portion of such street or alley added thereto by virtue of such vacation or abandonment.
E. In case any further uncertainty exists, the City Council shall interpret the intent of the official zoning map as to the location of such boundaries.

1.05.04 - Rules of Construction

The rules of construction set forth in the Crestview Engineering Standards Manual shall apply to the provisions set forth in this LDC.

1.05.05 - Days; Computation of Time

Throughout this LDC, "day" or "days" means calendar days, except where business days are specifically identified. The method required for the computation of time shall be as set forth in the Crestview Code of Ordinances.

1.06.00 - BOARDS

1.06.01 - Generally

A. The City Council has established the boards identified in this chapter for the purpose of implementing the provisions of this LDC.
B. All procedures pertaining to matters before the boards are set forth in the appropriate chapters of this LDC.
C. The City Clerk shall maintain records for all boards and requirements listed in this Chapter.

1.06.02 - Requirements for All Boards

A. The City Council shall make appointments to boards identified in this chapter, based on the eligibility and board composition requirements, if any, set forth for each board.
    1. Specific rules for each board can be found in Chapter 3 - Administrative Procedures.
B. The City Council shall have authority to revoke any appointment for reasonable cause, including but not limited to, failure to be a resident or qualified elector of the City, conviction of a felony, or conviction of an offense involving moral turpitude while in office.
C. Absences. The City Council shall revoke the appointment of any board member who fails, without good cause, to attend three (3) consecutive regular board meetings, or a total of four (4) regular meetings or special meetings within any twelve (12) month period. The City Clerk shall determine whether an absence is excused.
D. Officers.
    1. At the last regular meeting of each fiscal year, each board shall elect a chairperson and vice chairperson, both of whom shall serve for the subsequent calendar year.
    2. Officers may serve up to two (2) consecutive one (1) year terms.
    3. When the chairperson departs, an election shall be held at the next meeting of the board to elect a new chairperson who shall serve for the remainder of the calendar year.
    4. The chairman shall be responsible for procedures of meetings and hearings and shall take such action as may be necessary to preserve order and the integrity of all proceedings.
    5. The vice Chairperson shall act as Chairperson in the absence of the Chairperson.
E. Meetings, hearings, and workshops.
    1. Each board shall establish a regular meeting day, time, and place.
    2. Special meetings and workshops may be called by the Chairperson or upon the majority vote of members at a regular meeting.
    3. When required, a public hearing may be held during a regular or special meeting, provided that notice has been given in accordance with the requirements set forth in the appropriate section of this code or State Statute.
    4. When a public hearing is a quasi-judicial hearing, the hearing shall comply with the requirements set forth in the appropriate section or State Statute.
    5. If there is no business scheduled for a regular meeting prior to the deadline for applications, the Chairperson may cancel the regularly scheduled meeting.

F. Rules of procedure. A board shall take actions and transact business in conformity with the provisions of applicable State law. A board may adopt additional rules of procedure as needed.

G. Records.
   1. Any decision made by a board shall be recorded and entered into the minutes of the meeting or hearing.
   2. All records shall be public records as set forth by applicable State law.
   3. A board shall keep a record of minutes of meetings and decisions, including recommendations, resolutions, findings, and determinations.

H. The City Clerk shall be responsible for support to boards, including making a record of meetings, providing required notices, providing notices of vacancies to the City Council, providing notices of absences per Section 1.06.02.C, and other such support as may be required for the appropriate conduct of board business.

I. Compensation. All board members serve without compensation. However, where travel is required by the City Council, travel expenses shall be paid in accordance with City policy for travel reimbursement.

1.07.00 - DOCUMENTS REFERENCED

The City shall annually publish a list of documents, codes, and manuals which are adopted for regulation of development within the City in addition to this LDC.

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CHAPTER 2
ACRONYMS AND DEFINITIONS

2.00.00 – GENERAL

Words used in this Land Development Code (LDC) shall be construed according to the common meaning as defined in a standard dictionary, such as the Merriam-Webster Collegiate Dictionary, or other source, such as The Florida Building Code, or the Florida Statutes. Words not defined shall be given their common and ordinary meaning.

For the purpose of this LDC the following terms, phrases, words, abbreviations and their derivations shall have the following meaning herein given.

When not inconsistent with the context, words used in the present tense include the future tense, words in the plural number include the singular number and words in the singular number include the plural number.

The word "shall" is always mandatory and not merely directory.

2.01.00 – ACRONYMS

The following are the most common acronyms used throughout the LDC.

ADA	Americans with Disabilities Act
CRA	Community Redevelopment Agency
DBH (dbh)	Diameter at breast height
DOD	Downtown Overlay District
DO	Development order
DRI	Development of regional impact
EPA	Environmental Protection Agency
ERP	Environmental Resource Permit
FAA	Federal Aviation Administration
FAC	Florida Administrative Code
FBC	Florida Building Code
FCC	Federal Communications Commission
FDEP	Florida Department of Environmental Protection
FDOT	Florida Department of Transportation
FEMA	Federal Emergency Management Agency
FIRM	Flood Insurance Rate Map
FLUM	Future Land Use Map
FS	Florida Statutes
ITE	Institute of Transportation Engineers
LDC	Land development code
LOS	Level of service
NEC	National Electric Code

NGVD	National Geodetic Vertical Datum
PUD	Planned Unit Development
ROW	Right-of-way
USACOE	United States Army Corps of Engineers

2.02.00 – DEFINITIONS

Abut - To physically touch or border upon, or to share a common property line.

Access - A way or means of vehicular or pedestrian approach to provide physical entrance to a property.

Accessory Dwelling - A secondary dwelling unit established in conjunction with and clearly subordinate to a principle dwelling, whether part of the same structure as the principle dwelling or a detached dwelling. Accessory dwellings may be called helpers quarters, guest quarters, mother-in-law suites, granny flats, or other similar terms, all having the same meaning as "accessory dwelling."

Accessory Sign - A permanent ground or building sign that is permitted under this Code as incidental to an existing or proposed use of land. Accessory signs advertise only the business located on the premises and is synonymous with the term on-site signs.

Accessory Use or Building - A subordinate use or building customarily incidental to the principle building or use and which is on the same lot or parcel of ground as the principle building or use.

Accessway - The principal means of ingress and egress to a parcel of land from a public right-of-way.

Addition (to an Existing Building) - Any walled and roofed expansion to the perimeter of a building in which the addition is connected by a common loadbearing wall other than a firewall. Any walled and roofed addition which is connected by a firewall or is separated by independent perimeter loadbearing walls is new construction.

Adjacent to A Protected Environmentally Sensitive Area - Any location within 500 feet of the boundary of any protected environmentally sensitive area, whether the location is on or off the development site.

Administrative Permit - Official city document which is issued after the effective date of this chapter which authorizes the commencement of construction or land alteration without need for further application and approval. Administrative permits include all types of construction permits.

Adult Congregate Living Facility - A type of residential care facility, defined in F.S. Chapter 400.

Adverse Effects - Any modifications, alterations, or effects or waters, associated wetlands, or shore lands, including their quality, quantity, hydrology, surface area, species composition, or usefulness for human or natural uses which are or may potentially be harmful or injurious to human health, welfare, safety or property, to biological productivity, diversity, or stability or which unreasonably interfere with the reasonable use of property, including outdoor recreation. The term includes secondary and cumulative as well as direct impacts.

Adversely Affected Person - Any person who is suffering or will suffer an adverse effect to an interest protected or furthered by the local government comprehensive plan, including but not limited to: interests related to health and safety; police and fire protection services; densities or intensities of development; transportation facilities; recreational facilities, equipment, or services; and environmental or natural resources. The alleged adverse effect may be shared in common with other members of the community at large but must exceed in degree the general interest in community good shared by all persons.

Advertising - Sign copy intended to directly or indirectly promote the sale or use of a product, service, commodity, entertainment, or real or personal property.

Agricultural Activity - Any farming and forestry operation affecting land or waters such as site preparation, clearing, fencing, contouring, soil preparation, plowing, planting, harvesting, construction of access roads, extraction of stumps and submerged logs, and placement of bridges and culverts.

Alter or Alteration - Work done on a stormwater management system other than that necessary to maintain the system's original design and function.

Alteration of a Watercourse - A dam, impoundment, channel relocation, change in channel alignment, channelization, or change in cross-sectional area of the channel or the channel capacity, or any other form of modification which may alter, impede, retard or change the direction and/or velocity of the riverine flow of water during conditions of the base flood.

Alternative Site - One or more separate locations within the search ring at which a provider could place its antenna to serve substantially all of the area intended to be served by the site requiring special exception. Alternative sites must be available to the provider on commercially reasonable terms.

Anchor, Anchored - As defined in the Florida Building Code

Animated Sign - A sign that flashes or moves or otherwise changes at intervals more frequently than once each six (6) seconds.

Antenna - Any exterior apparatus designed for the sending and/or receiving of electromagnetic waves for telephonic, radio, television, or personal wireless services.

Appeal - A request for a review of an interpretation from staff by the appropriate party of any provisions of this LDC

Applicant - The person(s) filing the application, the representative of the person(s) filing the application, or the attorney representing the person(s) filing the application.

Application - The application form and supporting documents and, where the context so requires, the variance requested by the application, or special exception required by the application, or the administrative action or interpretation being reviewed by the application.

Appurtenant Structure - A structure which is on the same parcel of property as the principal structure to be insured under the federal flood insurance program and where the use is incidental to the use of the principal structure.

Aquifer - An underground formation, group of formations, or part of a formation that is permeable enough to transmit, store or yield usable quantities of water.

Archaeological Site - A property or location which has yielded or may yield information on the city's and local area's history or prehistory. Archaeological sites are evidenced by the presence of artifacts and features indicating the past use of a location by people.

Architectural Planter - A permanent container within which plantings may be placed to meet the requirements of this article.

Area of Shallow Flooding - A designated AO or VO zone on a community's flood insurance rate map (FIRM) with base flood depths from one to three feet where a clearly defined channel does not exist, where the path of flooding is unpredictable and indeterminate, and where velocity flow may be evident.

Area of Special Flood Hazard - The land in the floodplain within a community subject to a one percent or greater chance of flooding in any given year.

Arena, Auditorium, or Stadium - An open, partially enclosed or fully enclosed facility primarily used or intended for commercial spectator sports or entertainment. Typical uses include convention and exhibition halls, sports arenas, and amphitheaters.

Artisan Studio - A workplace for a person skilled in an applied art.

As-Built Plans - The amended site development plans specifying the locations, dimensions, elevations, capacities and capabilities of structures or facilities as they have been constructed.

ASCE 24 - A standard titled Flood Resistant Design and Construction that is referenced by the Florida Building Code. ASCE 24 is developed and published by the American Society of Civil Engineers, Reston, VA.

Associated Wetlands - Any wetland that is adjacent or contiguous to waters, or which has a direct hydrologic connection to waters.

Awning Sign - Any sign attached to, in any manner, or otherwise made a part of any awning or awning-like structure which projects beyond a building or extends along and projects beyond the wall of the building, generally designed and constructed to provide protection from the weather.

Banner Sign - A sign constructed of cloth, paper, or other non-rigid material, with or without frames, and secured at both ends. Flags are not banners.

Base Flood - A flood having a 1-percent chance of being equaled or exceeded in any given year. [Also defined in FBC, B, Section 1612.2.] The base flood is commonly referred to as the "100-year flood" or the "1-percent-annual chance flood."

Base Flood Elevation - The elevation of the base flood, including wave height, relative to the National Geodetic Vertical Datum (NGVD), North American Vertical Datum (NAVD) or other datum specified on the Flood Insurance Rate Map (FIRM). [Also defined in FBC, B, Section 1612.2.]

Basement - The portion of a building having its floor subgrade (below ground level) on all sides. [Also defined in FBC, B, Section 1612.2.]

Bench Sign - Any sign painted on or attached to a bench.

Beneficial Functions of a Protected Environmentally Sensitive Area - Those functions, described in the conservation element of the comprehensive plan, that justify designating an area as environmentally sensitive.

Board - Any group established by the City Council for the purposes of implementing the provisions of this LDC, as per the provisions of section 1.06.00.

Breakaway Wall - A wall that is not part of the structural support of the building and is intended through its design and construction to collapse under specific lateral loading forces without causing damage to the elevated portion of the building or the supporting foundation system.

Buffer Area - The terms "buffer area," "buffer yard" "buffer zone" and "buffer strip" are synonymous to each other as utilized within this article. It is the designated area between different zoning districts.

Building - Any structure built for support, shelter, or enclosure for any occupancy or storage.

Building Face - The furthest extent of any exterior wall of a building

Building Line - The line marking the furthest extent of any extension of each building face

Building Official - The officer or other designated authority charged with the administration and enforcement of the Florida Building Code, or a duly authorized representative. [Also defined in FBC, B, Section 1612.2.]

Building Permit - An official document or certificate issued by the community which authorizes performance of specific activities that are determined to be compliant with the Florida Building Code.

Building Sign - A sign displayed upon or attached to any part of the exterior of a building which projects no more than 12 inches from the building wall to which there are attached, including walls, windows, doors, parapets, marquees, and roof slopes of greater than 45 degrees that form a side of a building or unit.

Canopy Sign - Any message or copy incorporated into or affixed to a canopy attached to a building or walkway.

Capital Improvement - Land acquisition, right-of-way acquisition, site improvements, engineering fees, permitting fees, building and equipment, but excludes maintenance and operation.

Chairman - The chairperson of any board as elected by the board, as per the provisions in section 1.06.00

Changeable Copy Sign - A sign that is designed so that characters, letters, or illustrations can be changed or rearranged without altering the face or the surface of the sign.

Clearing - The removal of trees and brush from a substantial part of the land but shall not include mowing of grass.

Code - The Codified Ordinances of the City of Crestview, Florida, unless otherwise designated.

Commercial Vehicle - Any vehicle whether motor-driven or towed, and used constructed or equipped for the transportation of goods, wares, merchandise, tools, or equipment in the trade, commerce or industry. The following vehicles shall be excluded from the effect of this LDC: Passenger vehicles including station wagons, SUVs, and vehicles constructed for recreational purposes or other non commercial purposes, vehicles used by governmental agencies for official business, and vehicles which are or may be required to be similarly identified by State or Federal law

Commercially Developed Parcel - A parcel of property on which there is at least one walled and roofed structure used, or designed to be used, for other than residential or agricultural purposes.

Commissary - A public food service establishment licensed by the division or a food establishment permitted by the department of agriculture and consumer services, which is utilized by a mobile food dispensing vehicle for the purpose of providing all required support services, including potable water and wastewater disposal that are not available on the mobile food dispensing vehicle. (61-C-0001 FAC.)

Common Open Space - An area of land, or an area of water, or combination of land and water within the area of a subdivision which is designed and intended for the use or enjoyment by residents of the subdivision in common. Common open space may contain such recreation structures and improvements as are desirable and appropriate for the common benefit and enjoyment of residents of the subdivision.

Comprehensive Plan - An ordinance adopted pursuant to the Florida Growth Management Act to manage development and growth of the city.

Computations of Area of Individual Signs - The area of a sign face (which is also the sign area of a wall sign or other sign with only one face) shall be computed by the area of the smallest square, circle, rectangle, triangle, or geometric figure that will encompass the extreme limits of the writing, representation, emblem, or other display, together with any material or color forming an integral part of the background of the display, or used to differentiate the sign from the backdrop or structure against which it is placed, also including any supporting framework, bracing, decorative fence, or wall. Integral decorative or architectural features of buildings and structures shall not be considered in the computation of the area of the individual sign.

Computations of Area of Multifaced Signs - The sign area for a sign with more than one face shall be computed by adding together the area of all sign faces visible from any vantage point. When two identical sign faces are placed back to back, so that both faces cannot be viewed from any one point at the same time, and when such sign faces are part of the same structure, the sign area shall be computed by the measurement of one of the faces.

Concurrency - A condition where specified facilities and services have or will have the necessary capacity to meet the adopted level of service standard at the time of impact of the development project.

Conditional Letter of Map Revision (CLOMR) - A formal review and comment as to whether a proposed flood protection project or other project complies with the minimum NFIP requirements for such projects with respect to delineation of special flood hazard areas. A CLOMR does not revise the effective Flood Insurance Rate Map or Flood Insurance Study; upon submission and approval of certified as-built documentation, a Letter of Map Revision may be issued by FEMA to revise the effective FIRM.

Copy - The linguistic or graphic content of a sign.

Corner Lot - A lot abutting upon two (2) or more streets at a street intersection, or abutting upon two (2) adjoining and deflected lines of the same street and thereby forming an interior angle of less than 135 degrees.

Cottage Industry - The creation or assembly of products in a home-based setting rather than a factory.

CRA - Community Redevelopment Agency

Cross-Access - A vehicular and/or pedestrian connection between abutting properties which permits the exchange of trips between the two adjacent sites without the need to use the public street system.

Crown - The main point of branching or foliage of a tree or plant.

Crown Spread - The distance measured across the greatest diameter of a plant.

Cultural or Historic Resource - Any prehistoric or historic district, site, building, object, or other real or personal property of historical, architectural, or archaeological value. The properties may include, but are not limited to, monuments, memorials, Native American habitations, ceremonial sites, abandoned settlements, artifacts or other objects with intrinsic historical or archaeological value, or any part thereof relating to the history, government, and culture of the city, the state, or the nation.

DBH - Diameter at breast height. "Breast height" is defined to be 54 inches above the surface of the ground at the base of the plant or tree. In the case of a tree with multiple main stems, the diameter shall be the sum of the diameters of the stems.

De Minimis - A matter so minor as to be disregarded.

Dedication - The deliberate appropriation of land by its owner for any general and public use, reserving to such owner no other rights than such as are compatible with the full exercise and enjoyment of the public use to which the property has been devoted.

Demolition - The tearing down or razing of 25 percent or more of a structure's external walls.

Density or Gross Density - The total number of dwelling units by the total site area, less the public right-of-way.

Design Flood - The flood associated with the greater of the following two areas: [Also defined in FBC, B, Section 1612.2.]

1. Area with a floodplain subject to a 1-percent or greater chance of flooding in any year; or
2. Area designated as a flood hazard area on the community's flood hazard map, or otherwise legally designated.

Design Flood Elevation - The elevation of the "design flood," including wave height, relative to the datum specified on the City's legally designated flood hazard map. In areas designated as Zone AO, the design flood elevation shall be the elevation of the highest existing grade of the building's perimeter plus the depth number (in feet) specified on the flood hazard map. In areas designated as Zone AO where the depth number is not specified on the map, the depth number shall be taken as being equal to 2 feet. [Also defined in FBC, B, Section 1612.2.]

Detention - The collection and storage of surface water for subsequent controlled discharge at a rate which is less than the rate of inflow.

Developed Area - The portion of a plot or parcel of land, excluding public right-of-way, upon which a building, structure, pavement, landscape material, or other improvements have been placed.

Developer - Any person, excluding the city and its agencies, who engages in or proposes to engage in a development activity either as the owner or as the agent of an owner of property.

Development - Any man-made change to improved or unimproved real estate, including but not limited to, buildings or other structures, tanks, temporary structures, temporary or permanent storage of equipment or materials, mining, dredging, filling, grading, paving, excavations, drilling operations or any other land disturbing activities.

Development Agreement - A document complying with the requirements of Section 163.3220-.3243, F.S.

Development of Regional Impact - Development that impacts on infrastructure, concurrency, the environment or other considerations beyond the political jurisdiction in which development occurs.

Development or Development Activity - The following list are a variety of examples showing the scope and intention of this definition. This list is not exhaustive and is intended to be examples of scope:

1. Construction, clearing, filling, excavating, grading, paving, dredging, mining, drilling or otherwise significantly disturbing the soil of a site.
2. Building, installing, enlarging, replacing or substantially restoring a structure, impervious surface, or water management system, and including the long-term storage of materials.
3. Subdividing land into two or more parcels.

4. A tree removal for which authorization is required under this chapter.
5. Erection of a permanent sign unless expressly exempted by this chapter.
6. Alteration of a historic property for which authorization is required under this chapter.
7. Changing the use of a site so that the need for parking is increased.
8. Construction, elimination or alteration of a driveway onto a public street.

Development Order - Development order means, after the effective date of this chapter, the final authorization of a development project, the authorization which must be granted prior to issuance of a administrative permit as defined for purposes of this chapter. The development order authorizes the project, whereas the administrative permit authorizes specific components of the project, such as building construction, parking lot installation, landscaping, and the like. For purposes of this chapter the development plan approval is the development order.

Direct Hydrologic Connection - A surface water connection which, under normal hydrological conditions, occurs on an average of thirty (30) or more consecutive days per year. In the absence of reliable hydrologic records, a continuum of wetlands may be used to establish a direct hydrologic connection.

Directional Sign - A sign located on premises to identify exits, entrances, driveways, or off-street parking.

Discharge or Discharge Point - The point of outflow of water from a project, site, aquifer, drainage basin, or facility.

District - A geographically definable area, urban or rural, possessing a significant concentration, linkage, or continuity of sites, buildings, structures, objects, or areas, which are united historically or aesthetically by plan or physical development. A district may be comprised of individual resources which are separated geographically but are linked by association or history.

Division - The Division of Hotels and Restaurants of the Florida Department of Business and Professional Regulations.

Double Frontage Lot - A lot having two (2) non-adjoining property lines abutting upon a street.

Drainage - Surface water runoff; the removal of surface water or groundwater from land by drains, grading or other means which include runoff controls.

Drip Line - The outer perimeter of the crown of a plant or tree.

Dwelling Unit - A single housing unit providing complete, independent living facilities for one housekeeping unit, including permanent provisions for living, sleeping, eating, cooking and sanitation.

Dwelling, Duplex - A single building containing two (2) contiguous and independent dwelling units separated by a common wall and sharing a common roof and foundation.

Dwelling/Multiple Family - A structure containing three (3) or more dwelling units attached to each other by walls, garages, carports, utility rooms, breezeways, etc. or conventional dwelling units, whether attached or detached from each other, which share a single deeded lot. Each dwelling unit of the multiple family structures may be located on one (1) deeded lot or may be on separately deeded lots. Multifamily dwellings include structures commonly called garden apartments, apartments, and condominiums.

Dwelling/Single-Family - A structure containing a single dwelling unit, detached from other dwelling units by horizontal or vertical space with no connection provided by walls, garages, carports, utility rooms, breezeways, etc.

Easement - An interest in land owned by another which entitles its holder to a specific use or enjoyment.

Electric Sign - Any sign containing electric wiring.

Elevated Building - A non-basement building built to have the lowest floor elevated above the ground level by means of fill, solid foundation perimeter walls, pilings, columns (posts and piers), shear walls, or breakaway walls.

Elevation (Geography) - Vertical distance to a point or object from sea level or some other datum, as specified within the LDC.

Elevation (Structures) - A drawing showing the vertical elements of a building, either exterior or interior, as a direct projection to a vertical plane.

Encroachment - The advancement or infringement of fill, excavation, buildings, permanent structures or other development into a flood hazard area which may impede or alter the flow capacity of riverine flood hazard areas.

Erect a Sign - To construct, reconstruct, build, relocate, raise, assemble, place, affix, attach, create, paint, draw, or in any other way bring into being or establish; but it shall not include any of the foregoing activities when performed as an incident to the change of message, or routine maintenance.

ERU (Sewer) - Equivalent residential unit of sewer usage

ERU (Water) - Equivalent residential unit of potable water usage

Ex Parte - An oral and/or written communication with a decision-maker regarding an application for development approval which occurred prior to the quasi-judicial hearing at which the decision-maker is to consider such application. An ex parte communication includes a private site visit to the property that is the subject of the application for development approval.

Existing - The average condition immediately before development or redevelopment commences.

Existing Building and Existing Structure - Any buildings and structures for which the "start of construction" commenced before July 27, 1976. [Also defined in FBC, B, Section 1612.2.]

Existing Construction - Any structure for which the start of construction commenced before enactment of this article which establishes the area of special flood hazard.

Existing Manufactured Home Park or Subdivision - A manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed before July 27, 1976.

Expansion to an Existing Manufactured Home Park or Subdivision - The preparation of additional sites by the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads).

Facade - That portion of a building encompassing the area extending in a generally vertical plane from the ground to the highest point of the building, marquee, or canopy and extending in a horizontal plane between the vertical ends of the structure.

Facade Area - The area within a two-dimensional geometric figure coinciding with the edges of the walls, windows, doors, parapets, marquees and roof slopes of greater than 45 degrees that form a side of a building or unit. Except roof slopes of greater than 45 degrees that are above a roof slope of less than 45 degrees and form the roofline of the building shall not be considered as a facade area.

Farmers Market - A group of vendors principally involved in the sale of locally produced and grown fruits, vegetables, meats, prepared foods, and art and crafts.

Feepayer - A person who is obligated to remit or who has remitted all, or a portion of the impact fee described herein.

Finished Floor Elevation - The top of a floor surface of an enclosed area in a building (including basement) i.e. top of slab in concrete slab construction or top of wood flooring in wood frame construction measured from the mean sea level.

Flag - A sign made of fabric or other similar non-rigid material supported or anchored along only one edge or supported or anchored at only two (2) corners.

Flood Damage-Resistant Materials - Any construction material capable of withstanding direct and prolonged contact with floodwaters without sustaining any damage that requires more than cosmetic repair. [Also defined in FBC, B, Section 1612.2.]

Flood Hazard Area - The greater of the following two areas: [Also defined in FBC, B, Section 1612.2.]

1. The area within a floodplain subject to a 1-percent or greater chance of flooding in any year.

2. The area designated as a flood hazard area on the community's flood hazard map, or otherwise legally designated.

Flood Hazard Boundary Map (FHBM) - An official map of a community, issued by the Federal Emergency Management Agency, where the boundaries of the areas of special flood hazard have been defined as zone A.

Flood Insurance Rate Map (FIRM) - The official map of the City on which the Federal Emergency Management Agency has delineated both special flood hazard areas and the risk premium zones applicable to the City. [Also defined in FBC, B, Section 1612.2.]

Flood Insurance Study (FIS) - The official report provided by the Federal Emergency Management Agency that contains the Flood Insurance Rate Map, the Flood Boundary and Floodway Map (if applicable), the water surface elevations of the base flood, and supporting technical data. [Also defined in FBC, B, Section 1612.2.]

Flood or Flooding - A general and temporary condition of partial or complete inundation of normally dry land from: [Also defined in FBC, B, Section 1612.2.]

1. The overflow of inland or tidal waters.
2. The unusual and rapid accumulation or runoff of surface waters from any source.

Floodplain - Land which will be inundated by floods known to have occurred or reasonably characteristic of what can be expected to occur from the overflow of inland or tidal waters and the accumulation of runoff of surface waters from rainfall.

Floodplain Administrator - The office or position designated and charged with the administration and enforcement of the provisions of Section 5.05.00 of this LDC (may be referred to as the Development Administrator).

Floodplain Development Permit or Approval - An official document or certificate issued by the City, or other evidence of approval or concurrence, which authorizes performance of specific development activities that are located in flood hazard areas and that are determined to be compliant with Section 5.05.00 of this LDC.

Floodway - The channel of a river or other riverine watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height. [Also defined in FBC, B, Section 1612.2.]

Floodway Encroachment Analysis - An engineering analysis of the impact that a proposed encroachment into a floodway is expected to have on the floodway boundaries and base flood elevations; the evaluation shall be prepared by a qualified Florida licensed engineer using standard engineering methods and models.

Floor - The top surface of an enclosed area in a building (including basement), i.e. top of slab in concrete slab construction or top of wood flooring in wood frame construction. The term does not include the floor of a garage used solely for parking vehicles.

Floor Area Ratio (FAR) - A measurement of the intensity of development on a site. The floor area ratio is the relationship between the total floor area of all buildings on a site and the gross site area. The FAR is calculated by adding together the floor areas of all floors except mechanical areas and parking areas and dividing this total by the gross site area. FAR = Total building floor area divided by total lot area.

Florida Building Code - The family of codes adopted by the Florida Building Commission, including: Florida Building Code, Building; Florida Building Code, Residential; Florida Building Code, Existing Building; Florida Building Code, Mechanical; Florida Building Code, Plumbing; Florida Building Code, Fuel Gas.

Food Code - This term as used in chapters 61C-1, 61C-3 and 61C-4, F.A.C., means paragraph 1-201.10(B), chapter 2, chapter 3, chapter 4, chapter 5, chapter 6, chapter 7, and sections 8-103.11 and 8-103.12 of the Food Code, 2009 Recommendations of the United States Public Health Service/Food and Drug Administration including Annex 3: Public Health Reasons/Administrative Guidelines; Annex 5: Conducting Risk-based Inspections, herein adopted by reference. A copy of the food code, as adopted by the division, is available on the division's Internet website www.MyFloridaLicense.com/dbpr/hr. A copy of the entire Food Code is available on the U.S. Food and Drug Administration Internet website. Printed copies of the entire food code are available through the National Technical Information Service, 5301 Shawnee Road, Alexandria, VA 22312.

Food Establishment - As utilized in the Food Code, this term shall apply to public lodging establishments and food service establishments as defined in F.S. Chapter 509, according to the context of the applicable rule language.

Foundation - The site built supporting parts upon which the manufactured home is placed, whether constructed to encompass the perimeter of the home or in the form of piers and including all exterior materials required to physically screen, veneer or shield.

Frontage - The length of the property line of any one (1) premises parallel to and along a public right-of-way, excluding alleyways.

Functionally Dependent Facility - A facility which cannot be used for its intended purpose unless it is located or carried out in close proximity to water, such as a docking facility or port facility necessary for the loading and unloading of cargo or passengers, shipbuilding, ship repair, or seafood processing facilities. The term does not include long-term storage, manufacture, sales, or service facilities.

Functionally Dependent Use - A use which cannot perform its intended purpose unless it is located or carried out in close proximity to water, including only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and ship repair facilities; the term does not include long-term storage or related manufacturing facilities.

Governmental Sign - A sign that directs and guides traffic to include signs for announcing government related facilities, activities, and public service announcements.

Grade - The established average level of ground exclusive of mounds and berms.

Gross Acreage - The total number of acres within the perimeter boundaries of a development site.

Gross Density or Density - The total number of dwelling units divided by the total site area, less public right-of-way.

Gross Floor Area - The floor area within the inside perimeter of the exterior walls of the building under consideration, exclusive of vent shafts and courts, without deduction for corridors, stairways, ramps, closets, the thickness of interior walls, columns or other features. The floor area of a building, or portion thereof, not provided with surrounding exterior walls shall be the usable area under the horizontal projection of the roof or floor above. The gross floor area shall not include shafts with no openings or interior courts.

Ground Cover - Natural mulch or low-growing plants other than deciduous varieties installed to form a continuous cover over the ground.

Ground Sign - A sign that is supported by one (1) or more columns, upright poles, or braces extended from the ground or from an object on the ground, or that is erected on the ground, where no part of the sign is attached to any part of a building.

Groundwater - Water beneath the surface of the ground whether or not flowing through known and definite channels.

Harmful to Minors - With regard to sign content, any description or representation, in whatever form, of nudity, sexual conduct or sexual excitement, when it:

1. Predominately appeals to the prurient, shameful or morbid interest of minors in sex;
2. Is patently offensive to contemporary standards in the adult community as a whole with respect to what is suitable sexual material for minors;
3. Taken as a whole, lacks serious literary, artistic, political or scientific value.

The term "harmful to minors" shall also include any non-erotic word or picture when it is patently offensive to contemporary standards in the adult community as a whole with respect to what is suitable for viewing by minors; and taken as a whole, lacks serious literary, artistic, political or scientific value.

Highest Adjacent Grade - The highest natural elevation of the ground surface prior to construction next to the proposed walls or foundation of a structure.

Historic Resource - Any prehistoric or historic district, site, building, object, or other real or personal property of historical, architectural, or archaeological value. These properties or resources may include, but are not limited to, monuments, memorials, Indian habitations, ceremonial sites, abandoned settlements, engineering works, architectural interiors, artifacts, or other objects with intrinsic historical or archaeological value, or any part thereof, relating to the history, government, and culture of the City.

Historic Structure - Any structure:

1. That is listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
2. Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
3. Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or
4. Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:
    a. By an approved state program as determined by the Secretary of the Interior; or
    b. Directly by the Secretary of the Interior in states without approved programs.

Historical Site - Any place, building, or district of historical, architectural or archaeological significance or value which has been officially identified in the National Register of Historic Places, or by the State Division of Archives, History and Records Management or by the City.

Illegal Sign - Any sign not conforming to or provided an exception by this article.

Illuminated Sign - A sign which contains a source of light or which is designed or arranged to reflect light from an artificial source including indirect lighting, neon, incandescent lights, and backlighting and shall also include signs with reflectors that depend upon automobile headlights for an image.

Impact Fee - A fee levied for development to help defray costs associated with the impact of development upon existing services.

Impervious Surface - A surface which has been compacted or covered with a layer of material so that it is highly resistant to infiltration by water. The term includes most conventionally surfaced streets, roofs, sidewalks, parking lots, and similar structures.

Improvement - Any manmade, immovable item which becomes part of, is placed upon, or is affixed to real estate.

Interior Area - The entire parcel to be developed, exclusive of the front perimeter landscape area.

Interstate Highway I-10 Corridor Sign - A sign constructed within 1,000 feet of the nearest edge of the right-of-way of Interstate I-10.

Itinerant Vending Operations - A term used that generally refers to the itinerant vending categories as a whole, with respect to certain site requirements or components of an itinerant vending use.

Itinerant Vendor - Any and all persons, firms and corporations, as well as their agents and employees, who engage in the temporary and/or transient business which offers services, merchandise, wares, goods, and/or other articles for purchase from one or more stationary or mobile locations and who, for the purpose of carrying on such business may rent, lease, hire, or otherwise occupy a space in any building, structure or occupy any area on a lot or parcel of land or who occupies a vehicle, self-propelled or otherwise, through which any services, merchandise, wares, goods, and/or other articles, may be traded, bartered, sold, offered for sale, or exhibited for sale within the city.

Junkyard - Premises or portions thereof used for the storage or sale of used and discarded materials, including but not limited to paper, rags, metal, building materials, appliances, household furnishings, machinery, vehicles, equipment, or parts thereof. The storage for a period of two or more months of two or more wrecked or partly dismantled motor vehicles, parts of dismantled motor vehicles, or the sale of parts thereof, not capable of or not

intended to be restored to highway operating condition shall also constitute a junkyard. For the purposes of this chapter, such uses as automobile reclaiming businesses, automotive wrecking businesses, automotive salvage businesses and recycling centers shall be considered junkyards.

Labor Intensive Transportation - Signage, striping of roadways, installation of sidewalks, recreational or bicycle lanes, sidewalk ramps and other facilities designed for the handicapped, or to otherwise provide safe and convenient nonmotorized traffic circulation in conjunction with motorized traffic.

Land - The earth, water, air, above, below, or on the surface.

Land Development Regulations - Any ordinance, foundation documents, rules and regulations adopted to carry out the goals, objectives and policies of the comprehensive plan.

Landmark - A building, structure, or location of architectural, archaeological, or historic significance to Crestview and which meets one (1) or more of the criteria for designation. A landmark may include an historical site which was the location of a significant historical event. References to landmarks shall include any or all designated landmarks, landmark sites, and archaeological sites.

Landowner - The legal or beneficial owner or owners of land

Landscape Plan - The placement of landscape material including, but not limited to, trees, shrubs, vines, lawn grass, ground cover, landscape water features, and nonliving durable material commonly used in landscaping, including, but not limited to, rocks, pebbles, sand, landscape fabric, brick pavers, earthen mounds, but excluding impervious surfaces for vehicular use. Fifty percent of such area shall be living material.

Legal Advisor - The city attorney or other attorney appointed by the city council to serve in the capacity of legal advisor to the Board of Adjustment of the City of Crestview.

Letter of Map Amendment (LOMA) - An amendment based on technical data showing that a property was incorrectly included in a designated special flood hazard area. A LOMA amends the current effective Flood Insurance Rate Map and establishes that a specific property, portion of a property, or structure is not located in a special flood hazard area.

Letter of Map Change (LOMC) - An official determination issued by FEMA that amends or revises an effective Flood Insurance Rate Map or Flood Insurance Study. Letters of Map Change include:

Letter of Map Revision (LOMR) - A revision based on technical data that may show changes to flood zones, flood elevations, special flood hazard area boundaries and floodway delineations, and other planimetric features.

Letter of Map Revision Based on Fill (LOMR-F) - A determination that a structure or parcel of land has been elevated by fill above the base flood elevation and is, therefore, no longer located within the special flood hazard area. In order to qualify for this determination, the fill must have been permitted and placed in accordance with the City's floodplain management regulations.

Light-Duty Truck - As defined in 40 C.F.R. 86.082-2, any motor vehicle rated at 8,500 pounds Gross Vehicular Weight Rating or less which has a vehicular curb weight of 6,000 pounds or less and which has a basic vehicle frontal area of 45 square feet or less, which is:

1. Designed primarily for purposes of transportation of property or is a derivation of such a vehicle, or
2. Designed primarily for transportation of persons and has a capacity of more than 12 persons; or
3. Available with special features enabling off-street or off-highway operation and use.

Living Unit - Any temporary or permanent unit utilized for human habitation.

Lot - The latest fractional part of subdivided lands having limited fixed boundaries, and an assigned number, letter, or other name through which it may be identified. The word "lot" shall include the words "plot," "parcel," or "tract."

Lot Depth - The distance measured in a mean direction of the side lines of the lot from the midpoint of the front line to the midpoint of the opposite rear line of the lot.

Lot Line - A line that marks the boundary of a lot.

Lot Line, Front - Any lot line that abuts a public right of way

Lot Line, Side - Any lot line that intersects a front lot line

Lot Line, Rear - Any lot line that is not a front or side lot line

Lot Width - The horizontal distance between the side lot lines measured at the median point between the foremost point and the rearmost point of the side lot lines.

Lot/Interior - A lot other than a corner lot, and abutting one (1) street. Alleys shall not be considered as streets.

Lowest Floor - The floor of the lowest enclosed area of a building or structure, including basement, but excluding any unfinished or flood-resistant enclosure, usable solely for vehicle parking, building access or limited storage provided that such enclosure is not built so as to render the structure in violation of the Florida Building Code or ASCE 24. [Also defined in FBC, B, Section 1612.2.]

Macro Telecommunications Facilities - Those which are located on existing buildings, poles or other existing support structures and which project more than three feet above the top of the structure but no more than ten feet above the roof line, parapet or top of the structure. Macro telecommunication facilities may exceed the height limitation specified for the zoning district.

Maintenance - Action taken to restore or preserve the original design and function of any development or improvement

Major Arterial - U.S. Highway 90 and S.H. 85, within the city limits.

Major Deviation - A deviation other than a minor deviation from a final development plan.

Manufactured Home - A structure, transportable in one or more sections, which is eight (8) feet or more in width and greater than 400 square feet, and which is built on a permanent, integral chassis and is designed for use with or without a permanent foundation when attached to the required utilities. The term "manufactured home" does not include a "recreational vehicle" or "park trailer." [Also defined in 15C-1.0101, F.A.C.]

Manufactured Home Park or Subdivision - A parcel (or contiguous parcels) of land divided into two (2) or more manufactured home lots for rent or sale.

Manufactured Housing - A structure having the following features or characteristics, which is:

1. Mass-produced in a factory;
2. Designed and constructed for transportation to a site for installation and use when connected to required utilities;
3. Either an independent, individual building or a module for combination with other elements to form a building on the site.

Manufactured/Modular Building - A structure fabricated in an offsite manufacturing facility for installation or assembly as a finished building or as part of a finished building on the building site. This shall include, but not be limited to, residential, commercial, institutional, storage and industrial structures. The building must bear an insignia of approval certifying that it is built in compliance with the requirements of the Florida Manufactured Building Act of 1979.

Market Value - The price at which a property will change hands between a willing buyer and a willing seller, neither party being under compulsion to buy or sell and both having reasonable knowledge of relevant facts. As used herein, the term refers to the market value of buildings and structures, excluding the land and other improvements on the parcel. Market value may be established by a qualified independent appraiser, Actual Cash Value (replacement cost depreciated for age and quality of construction), or tax assessment value adjusted to approximate market value by a factor provided by the Property Appraiser.

Marquee - A structure projecting from and supported by a building which extends beyond the building line or property line and fully or partially covers a sidewalk, public entrance or other pedestrian way.

Message - Any wording, logo or other representation that, directly or indirectly, names, advertises or calls attention to a business, product, service or other activity.

Micro Irrigation (Low Volume) - The frequent application of small quantities of water directly on or below the soil surface, usually as discrete drops, tiny streams, or miniature sprays through emitters placed along the water delivery pipes (laterals). Micro irrigation encompasses a number of methods or concepts including drip, subsurfaces, bubbler, and spray irrigation, previously referred to as trickle, low volume, or low flow irrigation.

Micro Telecommunications Facilities - Those which are located an existing buildings, poles or other existing support structures where antennae do not project more than three feet above the top of the structure and there are no more than six antennae per site.

Minor Deviation - A deviation from a final development plan that falls within the following limits and that is necessary in light of technical or engineering considerations first discovered during actual development and not reasonably anticipated during the initial approval process:

1. Alteration of the location of any road, walkway, landscaping or structure by not more than five feet.
2. Reduction of the total amount of open space by not more than five percent, or reduction of the yard area or open space associated with any single structure by not more than five percent; provided that such reduction does not permit the required yard area or open space to be less than that required by this code.

Minor Replat - The subdivision of a single lot or parcel of land into two lots or parcels, or the subdivision of a parcel into two or more lots solely for the purpose of increasing the area of two or more adjacent lots or parcels of land, where there is no roadway, drainage or other required improvements, and where the resultant lots comply with the standards of this code.

Mobile Food Dispensing Vehicle - Any vehicle that is a public food service establishment and that is self-propelled or otherwise movable from place to place and includes self-contained utilities, including, but not limited tom gas, water, electricity, or liquid waste disposal.

Mobile Food Vendor - Any itinerant vendor, which travels by self-propelled or non-self-propelled vehicle, trailer, wagon, or any other conveyance, from place to place, or from street to street, carrying, conveying or transporting edible goods, such as meats, fish, vegetables, fruit, or other, which are sold, offered for sale, and/or exhibited for sale. The term mobile food vendor includes but is not limited to the terms lunch wagon, cart, ice cream truck, mobile food truck and others.

Mobile Home - A structure fabricated prior to June 15, 1976, and transportable in one (1) or more sections, which is eight (8) feet or more in width and which is built on an integral chassis and designed to be used as a one-family dwelling when connected to the required utilities.

Monopole tower - A telecommunications tower consisting of a single pole, constructed without guy wires or ground anchors.

Monument Sign - A sign, which is attached to a self-supporting structure and is not attached or affixed in any way to a building or other structure.

Multifamily Dwelling - any residential structure containing two or more separate dwelling units.

Multiple-Occupancy Complex - a commercial use, i.e., any use other than residential or agricultural, consisting of a parcel of property, or parcel of contiguous properties, existing as a unified or coordinated project, with a building or buildings housing more than one occupant.

National Geodetic Vertical Datum (NGVD) (As Corrected In 1929) - A vertical control used as a reference for establishing varying elevation within the floodplain.

Natural Systems - Systems which predominantly consist of or are used by those communities of plants, animals, bacteria and other flora and fauna which occur indigenously on the land, in the soil or in the water.

Net Acreage - The total number of acres within the perimeter boundaries of a PUD excluding areas devoted to streets, rights-of-way, easements, lakes, public and private open space and recreation areas.

New Construction - For the purposes of administration of Section 5.05.00 and the Florida Building Code, structures for which the "start of construction" commenced on or after July 27, 1976, and includes any subsequent improvements to such structures.

New Manufactured Home Park or Subdivision - A manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or after July 27, 1976.

Nonresidential - Any building or structure or portion thereof that is not classified residential in accordance with the Florida Building Code, Building (Residential Group R or Institutional Group I) and ASCE 24. [Also see definition in ASCE 24.]

Object - A material thing of functional, aesthetic, cultural, historical, or scientific value that may be, by nature of design, movable, yet related to a specific setting or environment.

Occupant (Occupancy) - A commercial use, i.e., any use other than residential or agricultural.

Ordinary Maintenance - Work which does not require a construction permit and that is done to repair damage or to prevent deterioration or decay of a building or structure or part thereof as nearly as practicable to its condition prior to the damage, deterioration, or decay.

Original Appearance - The appearance (except for color) which, to the satisfaction of the director (preservation planner), closely resembles the appearance of either (1) the feature on the building as it was originally built or was likely to have been built, or (2) the feature on the building as it presently exists so long as the present appearance is appropriate, in the opinion of the planning director, to the style and materials of the building.

Outdoor Advertising Sign - A permanent ground sign meeting the structural requirements of the Florida Building Code, attached to which is a sign face the bottom of which is at least 20 feet above the ground, and which is at least 200 square feet in size. Outdoor advertising signs advertise businesses not located on the premises and is synonymous with the term off-site sign.

Owner - The person in who is vested the fee ownership, dominion, or title of property.

Parcel - A unit of land within legally established property lines.

Park Trailer - A transportable unit which has a body width not exceeding fourteen (14) feet and which is built on a single chassis and is designed to provide seasonal or temporary living quarters when connected to utilities necessary for operation of installed fixtures and appliances. [Defined in 15C-1.0101, F.A.C.]

Peddler - Any person who carries from place to place any goods wares or merchandise which may be sold, is exhibited for sale, and may or may not be immediately delivered, or bartered the same, shall be deemed to be a peddler. All persons who do not keep a regular place of business, open at all times during regular business hours and at the same place, who shall offer for sale goods, wares and merchandise, shall be deemed peddlers under this article. All persons who keep a regular place of business, open at all times in regular business hours and at the same place, who shall, elsewhere than at such regular place of business, personally or through their agents, offer for sale or sell and, at the time of such offering for sale, deliver goods, wares and merchandise, shall also be deemed peddlers as above.

Permanent - Designed, constructed and intended for more than short term use.

Person - Any individual, group of individuals, corporation, partnership, association, or any other entity, including state and local governments and agencies.

Plan - Any plan or set of plans illustrating or defining the proposed development of land

Planned Mixed Development District (PMDD) - An area of land devoted by its owner to development as a single entity for a number of dwelling units, and/or commercial uses in accordance with a plan which does not necessarily comply with the provisions of this ordinance with respect to lot size, lot coverage, setbacks, off-street parking, bulk or type of dwelling, density and other regulations.

Planned Unit Development (PUD) - A parcel or combination of contiguous parcels designed and developed as a single, integrated unit rather than as an aggregate of individual lots or buildings, with design flexibility from the development standards applicable to the zoning district.

Planting Area - Any area designed for landscape material installation having a minimum of 50 square feet and a minimum depth as measured perpendicular to the adjacent property line, of five feet, and consisting of suitable growing medium with proper drainage.

Plat - A map or drawing depicting the division of lands and lots, blocks, parcels, tracts, or sites, and streets.

Pole Sign - A freestanding sign that is not attached or affixed in any way to a building or other structure. The sign must have a concealed means of support equal to a minimum of thirty (30) percent of the overall sign width.

Pollutant - Any substance, contaminant, noise, or manmade or man-induced alteration of the chemical, physical, biological, or radiological integrity of air or water in quantities or at levels which are or may be potentially harmful or injurious to human health or welfare, animal or plant life, or property, or which unreasonably interfere with the enjoyment of life or property, including outdoor recreation.

Portable Sign - Any sign which is manifestly designed to be transported by trailer or on its own wheels, including such signs even though the wheels may be removed and the remaining chassis or support structure converted to an A- or T-frame sign and attached temporarily or permanently to the ground.

Premises - A parcel of land consisting of a lot, tract, parcel, other unit, or combinations thereof, recorded in the public records of Okaloosa County.

Principal Use or Building - The main or primary purpose for which a structure or lot is designed, arranged, or intended or for which it may be occupied or maintained.

Projecting Sign - A sign attached to and supported by a building or other structure and which extends at any angle there from.

Protected Environmentally Sensitive Area - An environmentally sensitive area designated for protection in the conservation element of the city comprehensive plan.

Protected Tree - Native (indigenous) trees protected and identified by species and size in section 6.08.09.

Protected Wellhead - Those wellheads with a permitted capacity of 100,000 gpd or more.

Public Food Service Establishments - As defined in F.S. § 509.013(5), are licensed in accordance with the following classifications and requirements:

Non-seating:

1. Permanent. Permanent non-seating establishments are classified as those fixed public food service establishments for which the sole service provided is intended as take-out or delivery, or which do not otherwise provide accommodations for consumption of food by guests on the premises, or premises under the control of the operator. For the purposes of this section, establishments located at food courts and malls are classified in this manner as long as seating is not provided within the premises of the establishment itself.
2. Mobile food dispensing vehicle. Mobile food dispensing vehicles are classified as any vehicle mounted public food service establishments which are self-propelled or otherwise movable from place to place and include self-contained utilities, such as gas, water, electricity and liquid waste disposal.
3. Caterer. Caterers are classified as any public food service establishments where food or drink is prepared for service elsewhere in response to an agreed upon contract for a function or event. The term includes catering kitchens. For the purpose of this rule, the term "caterer" does not include those establishments licensed pursuant to F.S. Chapter 500 or F.S. Chapter 381, or any other location where food is provided or displayed for sale by the individual meal. A licensed public food service establishment that also provides catering services is not required to hold a separate catering license from the division. Caterers must meet all applicable standards of a public food service establishment as provided in rules 61C-1.004, 61C-4.010 and 61C-4.023, F.A.C. Separate independent caterers utilizing the equipment or premises of a licensed

public food service establishment are deemed operators as defined by section F.S. § 509.013(2), of such public food service establishment and subject to all applicable requirements of law and rule.

Temporary public food service establishments and vendors:

1. Temporary public food service establishments are classified as those establishments operated at temporary food service events as defined in F.S. § 509.013(8). If upon inspection the temporary public food service establishment does not meet minimum sanitation standards as provided in chapters 61C-l and 61C-4, F.A.C., food service operations shall be discontinued until corrections are complete and verified by the division of hotels and restaurants of the department of business and professional regulation.
2. Public food service establishments that have a current license may operate one facility at a temporary event as part of the existing license. Each additional facility operated by the same licensee must acquire a separate temporary food service event license.

Rate - Volume per unit of time.

Reader Board - A sign with letters that can be changed or rearranged to display a message that is attached to a permitted permanent accessory ground sign. May be a sign with electronic automatic changeable copy.

Real Estate Sign - A sign on premises that are offered for sale or lease.

Recreational Vehicle - A vehicle, including a park trailer, which is: [Defined in section 320.01(b), F.S.)

1. Built on a single chassis;
2. Four hundred square feet or less when measured at the largest horizontal projection;
3. Designed to be self-propelled or permanently towable by a light-duty truck; and
4. Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

Redevelopment - The demolition or removal of the principal structure or more than 50 percent of the impervious surface of a site. Redevelopment also applies to properties or structures undergoing a change of occupancy or which are being reoccupied after being vacant for six months or more.

Regulatory Floodway - The channel of a river or other watercourse and the adjacent land areas that must be unobstructed in order to discharge the base flood without increasing the water surface elevation of that flood more than one foot at any point.

Remove - To relocate, cut down, damage, poison, or in any other manner destroy or cause to be destroyed, a tree.

Retention - The collection and storage of water runoff without subsequent surface discharge to surface waters.

Right-of-Way (ROW) - Land dedicated, deeded, used or to be used, for a street, alley, walkway, boulevard, drainage facility, access for ingress, egress, or other purpose.

Roof Sign - A sign erected over or on the roof, or extending above the roof line, which is dependent upon the roof, parapet or upper walls of any building, or portion thereof, for support.

Roofline - A horizontal line intersecting the highest point or points of a roof.

Runoff - Water which is not absorbed by the soil or landscape to which it is applied and flows from the area.

Runoff Coefficient - The ratio of the amount of rain which runs off a surface to that which falls on it, a factor from which runoff can be calculated.

Sandwich or Sidewalk Sign - A moveable sign not secured or attached to the ground constructed in such a manner as to form an "A" or a tent-like shape, hinged or not hinged at the top.

Search Ring - The geographic area in which a provider's antenna is intended to be located to serve the provider's coverage area.

Sediment - The mineral or organic particulate material that is in suspension or has settled in surface waters or groundwaters.

Setback - A perpendicular measurement made from all property lines where contstruction of the principal structure is prohibited

Shade Tree - Any species of tree identified in section 6.08.09 that is well-shaped, well-branched and well-foliated, which normally grows to an overall height of at least 25 feet and normally develops an average mature spread of crown greater than 20 feet in the city.

Shrub - A woody perennial plant differing from a perennial herb by its persistent and woody stems and from a tree by its low stature and habit of branching from the base.

Sidewalk or Sandwich Sign - A moveable sign, no greater than six square feet, not secured or attached to the ground or any building or structure and displayed in or proximate to areas of pedestrian traffic.

Sign - Any writing, pictorial presentation, number, illustration, or decoration, banner or pennant, or other device which is used to announce direct attention to, identify, advertise, or otherwise make anything known. The term "sign" shall not be deemed to include the terms "building" or "landscaping," or any architectural embellishment of a building not intended to communicate information.

Sign Face - The part of a sign that is or may be used for copy.

Sign Face Area - The area of any regular geometric shape which contains the entire surface area of a sign upon which copy may be placed.

Sign Structure - Any construction used or designed to support a sign.

Significant Adverse Effect - Any modification, alteration, or effect upon a protected environmentally sensitive area which measurably reduces the area's beneficial functions as delineated in the conservation element of the city comprehensive plan.

Single-Family Dwelling - A structure containing one dwelling unit, and not attached to any other dwelling unit by any means.

Site - Any tract, lot or parcel of land or combination of tracts, lots, or parcels of land which are in one (1) ownership, or are contiguous and in diverse ownership where development is to be performed as part of a unit, subdivision, or project.

Site (Archaeological) - The location of a significant event, activity, building, structure, or archeological resource where the significance of the location and any archeological remains outweighs the significance of any existing structures.

Site Plan - A drawing, to scale, which accurately depicts the property and proposed improvements.

Sketch Plan - An informal plan indicating the salient existing features of a site and its surroundings, and the general layout of a proposed development.

Snipe Sign - Any sign of any material whatsoever that is attached in any way to a utility pole, tree, or any object located or situated on any public road rights-of-way, easements, or alleys.

Solicitation - A request, directly or indirectly, for money, property, financial assistance, or any other thing of value on the plea or representation that such money, property, financial assistance, or other thing of value or a portion of it will be used for a charitable or sponsor purpose or will benefit a charitable organization or sponsor. The term includes, but is not limited to, the following methods of requesting or securing the promise, pledge, or grant of money, property, financial assistance, or any other thing of value:

1. Making any oral or written request;
2. Making any announcement to the press, on radio or television, by telephone or telegraph, or by any other communication device concerning an appeal or campaign by or for any charitable organization or sponsor or for any charitable or sponsor purpose;
3. Distributing, circulating, posting, or publishing any handbill, written advertisement, or other publication that directly or by implication seeks to obtain any contribution; or

4. Selling or offering or attempting to sell any advertisement, advertising space, book, card, coupon, chance, device, magazine, membership, merchandise, subscription, sponsorship, flower, admission, ticket, food, or other service or tangible good, item, or thing of value, or any right of any description in connection with which any appeal is made for any charitable organization or sponsor or charitable or sponsor purpose, or when the name of any charitable organization or sponsor is used or referred to in any such appeal as an inducement or reason for making the sale or when, in connection with the sale or offer or attempt to sell, any statement is made that all or part of the proceeds from the sale will be used for any charitable or sponsor purpose or will benefit any charitable organization or sponsor.

A solicitation is considered as having taken place regardless of whether the person making the solicitation receives any contribution. A solicitation does not occur when a person applies for a grant or an award to the government or to an organization that is exempt from federal income taxation under section 50l(a) of the Internal Revenue Code and described in section 501(c) of the Internal Revenue Code and is duly registered with the department.

Solicitor - Any person, firm, or corporation as well as their agents and employees, who engage in any means of request, directly or indirectly, for money, property, financial assistance, or any other thing of value on the plea or representation that such money, property, financial assistance, or other thing of value or a portion of it will be used for a charitable purpose or will benefit a charitable organization or sponsor. The term shall also include, but is not limited to, taking or attempting to take orders for the sale of goods, wares or merchandise, subscriptions or personal property of any nature whatsoever for future delivery, or for services to be furnished or performed in the future, whether or not such individual has, carries or exposes for sale a sample of such sale or whether he is collecting advance payments on such sale or not; distributing, circulating, posting, or publishing any handbill, written advertisement, or other publication that directly or by implication seeks to obtain any contribution shall also be included in this term.

Special Flood Hazard Area - An area in the floodplain subject to a one (1) percent or greater chance of flooding in any given year. Special flood hazard areas are shown on FIRMs as Zone A, AO, A1-A30, AE, A99, AH, V1-V30, VE or V. The term also includes areas shown on other flood hazard maps, if such maps are adopted by the City of Fort Walton Beach or otherwise legally designated. [Also defined in FBC, B Section 1612.2.]

Start of Construction - The date of issuance for new construction and substantial improvements to existing structures, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement, or other improvement is within 180 days of the date of the issuance. The actual start of construction means either the first placement of permanent construction of a building (including a manufactured home) on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns.

Permanent construction does not include land preparation (such as clearing, grading, or filling), the installation of streets or walkways, excavation for a basement, footings, piers, or foundations, the erection of temporary forms or the installation of accessory buildings such as garages or sheds not occupied as dwelling units or not part of the main buildings. For a substantial improvement, the actual "start of construction" means the first alteration of any wall, ceiling, floor or other structural part of a building, whether or not that alteration affects the external dimensions of the building. [Also defined in FBC, B Section 1612.2.]

Statuary - Any three-dimensional, man-made representation of a plant, animal or other thing intended primarily to attract attention and not intended or used to entertain or amuse customers of the business of which the statuary belongs or is part.

Stormwater - The flow of water which results from, and that occurs immediately following, a rainfall.

Stormwater Management System - The system, or combination of systems, designed to treat stormwater, or collect, convey, channel, hold, inhibit, or divert the movement of stormwater on, through and from a site.

Stormwater Runoff - The portion of stormwater that flows from the land surface of a site either naturally, in manmade ditches, or in a closed conduit system.

Street - A public or private right-of-way for vehicular traffic, including highways, thoroughfares, lanes, roads, ways and boulevards. Where access to a parcel is a two-way drive within a parking facility, the two-way drive shall be considered the street and signage located abutting the entrance side only of the drive.

Structure - Anything constructed, installed, or portable, the use of which requires a location on a parcel of land. It includes a movable structure while it is located on land which can be used for housing, business, commercial, agricultural, or office purposes either temporarily or permanently. "Structure" also includes fences, billboards, swimming pools, poles, pipelines, transmission lines, tracks, and advertising signs. Specifically excluded from the definition of "structure" are canvas or vinyl covers up to 120 square feet in area.

Substantial Damage - Damage of any origin sustained by a building or structure whereby the cost of restoring the building or structure to its before-damaged condition would equal or exceeds fifty (50) percent of the market value of the building or structure before the damage occurred. [Also defined in FBC, B Section 1612.2.]

Surface Water - Water above the surface of the ground, whether or not flowing through definite channels, including the following:

1. Any natural or artificial pond, lake, reservoir, or other area which ordinarily or intermittently contains water, and which has a discernible shoreline;
2. Any natural or artificial stream, river, creek, channel, ditch, canal, conduit, culvert, drain, waterway, gully, ravine, street, roadway, swale or wash in which water flows in a definite direction, either continuously or intermittently, and which has a definite channel, bed or banks; or
3. Any wetland.

Survey - A sketch or survey prepared by a registered land surveyor and certified within the last 90 days prior to the date of application.

Swimming Pool - As used in this article, the term "swimming pool" is hereby defined as a permanent receptacle for water or an artificial pool of water, having a depth, at any point, of more than two feet, intended for the purpose of immersion or a partial immersion therein of human beings, and including all pertinent equipment.

Telecommunications Facilities - Antennae, towers and related accessory structures either individually or together.

Temporary - Designed, constructed and intended to be used on a short-term basis.

Temporary Food Service Event - Any event of 30 or fewer consecutive days in duration, advertised and recognized in the community, where food is prepared, served, or sold to the general public.

Temporary Sign - An attached on-premises sign made of non-rigid materials and intended to be displayed for a limited time period.

Tower - A structure, such as a lattice tower, guy tower or monopole tower, constructed as a free-standing structure or in association with a building, other permanent structure or equipment, on which is located one or more antennae intended for transmitting or receiving analog, digital, microwave, cellular, telephone, personal wireless service or similar forms of electronic communication. The term includes microwave towers, common carrier towers, and cellular telephone towers.

Tree - Any self-supporting, woody plant of a species which normally grows to an overall height of at least 12 feet and normally develops an average mature spread of crown greater than 12 feet in the city.

Tree Protection Zone - A circular zone around each protected tree defined as follows:

1. If the dripline is less than six feet from the trunk of the tree, the zone shall be that area within a radius of six feet around the tree.
2. If the dripline is more than six feet from the trunk of the tree, but less than 20 feet, the zone shall be that area within a radius of the full dripline around the tree.
3. If the dripline is 20 feet or more from the trunk of the tree, the zone shall be that area within a radius of 20 feet around the tree.

Tree Removal - Any act which causes a tree to die within a period of two years, such acts including, but not being limited to:

1. Cutting;
2. Inflicting damage upon a root system by machinery, storage of materials, or soil compaction;
3. Changing of the natural grade above or below a root system or around the trunk;
4. Inflicting damage on a tree;
5. Permitting infection or pest infestation;
6. Excessive pruning; or
7. Paving with concrete, asphalt or other impervious material within such proximity as to be harmful to a tree.

Unit - That part of a multiple-occupancy complex housing one occupant.

Use - The specific purpose, activity, or function for which land, a building, a lot, a sign, or a structure is intended, designated, arranged, occupied, or maintained.

Variance - A grant of relief from the requirements of Section 5.05.00, or the flood load and flood resistant construction requirements of the Florida Building Code, which permits construction in a manner that, would not otherwise be permitted by this LDC or the Florida Building Code.

Vehicle Sign - A sign affixed to or painted on the surface of a transportation vehicle, including automobiles, trucks, boats, and trailers.

Vehicular Use Area - Any ground surface area, excepting public rights-of-way, used by any type of vehicle, whether moving or at rest, for the purpose of, including, but not limited to, driving, parking, loading, unloading, storage or display, such as, but not limited to, new and used car lots, activities of a drive-in nature in connection with banks, restaurants, service or filling stations, grocery or convenience stores, and other vehicular uses under, on, or within buildings.

Vines - Any of a group of woody or herbaceous plants which may climb by twining or which normally require support to reach mature form.

Visual Screen - A barrier of living or nonliving landscape material put in place for the purpose of separating and obscuring from view those areas so screened.

Wall Sign - A sign, painted on an exterior wall, or a separate structure which is approximately parallel to and supported by a wall or other enclosure, and protrudes no more than six (6) inches from the wall surface.

Water Body - Any natural or artificial pond, lake, reservoir, or other area with a discernable shoreline which ordinarily or intermittently contains waters.

Water or Waters - This term means, but is not limited to, water on or beneath the surface of the ground or in the atmosphere, including natural or artificial watercourses, streams, rivers, lakes, ponds, or diffused surface water and water percolating, standing, or flowing beneath the surface of the ground.

Water Use Zone - A grouping of sprays, sprinklers, or micro irrigation emitters so that they can be operated simultaneously by the control of one (1) valve according to the water requirements of the plants used.

Waterbody or Surface Waterbody - Any natural or artificial pond, lake, reservoir, or other area which ordinarily or intermittently contains water and which has a discernible shoreline.

Watercourse - A river, creek, stream, channel, or other topographic feature in, on, through, or over which water flows at least periodically.

Water's Edge or Wetland's Edge - The water's or wetland's edge shall be determined by whichever of the following indices yields the most landward extent of waters or wetlands:

1. The boundary established by the average annual high water mark;
2. The landward boundary of hydric soils; or
3. The landward boundary of wetland vegetation, based on the wetland vegetation index.

Waters of the State - Includes, but is not limited to, rivers, lakes, streams, springs, impoundments, wetlands, and all other waters or bodies of water, including fresh, brackish, saline, tidal, surface, or underground waters.

Wellhead Protection Area - A diameter of 200 feet around a well site where no other land use is permitted.

Wetlands - Areas saturated by surface water or groundwater at a frequency and duration sufficient to support, and that under normal circumstances do support, a dominance of vegetation adapted for life in saturated soil conditions. Wetlands covered under this chapter shall include the following:

1. Areas within the dredge and fill jurisdiction of the State Department of Environmental Protection.
2. Areas within the jurisdiction of the U.S. Army Corps of Engineers, as authorized by Section 404, Clean Water Act of section 10, River and Harbor Act.
3. Areas within the jurisdiction of the Northwest Florida Water Management District.
4. Areas identified by the state natural areas inventory.

Window Sign - A sign affixed or applied to the exterior of a window, or located on the inside of a window or within ten (10) feet of a window or enclosed structure, and which is visible from the street or building exterior through a window or other opening.

Yard - An open space on the same lot with a building, unoccupied and unobstructed from the ground upward, except by fences, trees, or shrubbery or as otherwise provided in this LDC.

Yard, Front - The area between the front building line and the front lot line

Yard, Rear - The area between the rear building line, and the rear lot line

Yard, Side - The area between a side building line, and the side lot line

Zone of Exclusion - All land within a 200-foot radius of an existing or designated protected wellhead. No development activities shall take place in the zone of exclusion.

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CHAPTER 3
ADMINISTRATIVE PROCEDURES

3.00.00 - GENERALLY

3.00.01 - Purpose

The purpose of this Section is to establish the standards and procedures for review of proposed development within the City of Crestview. This section also provides the development review processes that implement the goals, objectives, and policies of the City of Crestview Comprehensive Plan and the other regulations of this Land Development Code.

3.00.02 - Classification of Development Review Procedures

A. All development applications are subject to review requirements outlined in this Section.
B. Development applications are classified according to the decision-making authority for each type of application, as set forth below.
   1. Administrative. The following development applications shall be treated as administrative decisions:
      a. Zoning or Flood Zone Verification Letters
      b. Administrative Interpretations & Similar Use Determinations
      c. Lot Splits and lot line adjustments
      d. Special Exception Uses
      e. Administrative Waivers
      f. Development Orders
      g. Administrative Permits
      h. Temporary Use Permits
      i. Business Tax Receipts
      j. Minor Re-plats
      k. Alcohol Beverage License Review
      l. Appeals of Administrative Decisions
   2. Quasi-judicial. The following shall be treated as quasi-judicial decisions:
      a. Variances
      b. Vacations - ROW/Easement/Lot/Plat
      c. Conceptual Plats
      d. Final Plats
      e. PUDs and PUD Amendments - Major
      f. Zoning Changes (Rezoning)
      g. Appeals of Quasi-Judicial Decisions
   3. Legislative. The following shall be treated as legislative decisions:
      a. Annexations
      b. LDC Text Amendments
      c. Future Land Use Map Amendments
      d. Comprehensive Plan Amendments
      e. Appeals of Legislative Decisions

3.00.03 - Development Approval Process

Table 3.00.03 shows the development review process, the decision-making authority for each type of development approval, and the appeal authority for each type of decision.

Table 3.00.03 - Development Approval and Required Notice

Decision Maker			Recommendation	Decision Maker	Required Notice			Recording
PA	Planning Administrator				Posted	Mailed	Published	
DIR	Director of Community Development Services							
PDB	Planning and Development Board							
CC	City Council							
CRT	Okaloosa County Clerk of Court							
CDS	Community Development Services							
Clerk	City Clerk							
Application Type								
Administrative	a	Zoning or Flood Zone Verification Letters		PA				CDS
	b	Administrative Interpretations & Similar Use Determinations	PA	DIR				CDS
	c	Lot Splits and lot line adjustments		PA				CRT
	d	Special Exception Uses [1]	PA	DIR	X	X	X	Clerk
	e	Administrative Waivers	PA	DIR				CDS
	f	Development Orders	PA	DIR	X			Clerk
	g	Administrative Permits		PA				CDS
	h	Temporary Use Permits		PA				CDS
	i	Business Tax Receipts		PA				Clerk
	j	Minor Re-plats		PA				CRT
	k	Alcohol Beverage License Review		PA				Clerk
	l	Appeals of Administrative Decisions [2]	DIR	PDB / CC / CRT			X	Clerk
Quasi-Judicial	a	Variances	DIR	PDB	X	X	X	Clerk
	b	Vacations – ROW/Easement/Lot/Plat	PDB	CC	X		X	Clerk
	c	Conceptual Plats	PDB	CC	X			CDS
	d	Final Plats	PDB	CC				CRT
	e	PUDs and PUD Amendments - Major	PDB	CC	X			Clerk
	f	Zoning Changes (Rezoning)	PDB	CC	X	X	X	Clerk
	g	Appeals of Quasi-Judicial Decisions [3]	PDB	CC / CRT			X	CRT
Legislative	a	Annexations	PDB	CC	X	X	X	CRT
	b	LDC Text Amendments	PDB	CC			X	Clerk
	c	Future Land Use Map Amendments	PDB	CC	X	X	X	Clerk
	d	Comprehensive Plan Amendments	PDB	CC			X	Clerk
	e	Appeals of Legislative Decisions [4]	CC	CRT			X	CRT

[1] Special Use Exceptions: more information can be found at 3.04.04.
[2] Appeals of Administrative Decisions: more information can be found at 9.03.00.
[3] Appeals of Quasi-Judicial Decisions: more information can be found at 9.03.00.
[4] Appeals of Legislative Decisions: more information can be found at 9.03.00.

3.00.04 - Application Timeline Table

Table 3.01.00.2 defines the application timelines for each application type.

Table 3.01.00.2 - Application Timelines[5] [6]

Application Types	Application Received	Determine Completeness	Response to Applicant	Applicant Resolve Deficiencies	Technical Review	Response to Applicant	Applicant Revisions[7]	Resubmittal[8]	Resubmittal Review[9]	Approval or Denial - or move to PDB & Council	Minimum Days	Maximum Days
Supplemental Standards	Day 1	Days 2-3	Day 4	Days 5-19	Days 20-34	Day 35	Days 36-50	Day 51	Days 52-66	Day 67	15	67
Special Exception Uses	Day 1	Day 2	Day 3	Day 4	Days 5-7	Day 8	Days 9-11	Day 12	Days 13-15	Day 16	10	16
Development Order	Day 1	Days 2-4	Day 5	Days 6-20	Days 21-35	Day 36	Days 37-67	Day 68	Days 69-83	Day 84	15	84
Variances	Day 1	Day 2	Day 3	Day 4	Days 5-7	Day 8	Days 9-11	Day 12	Days 13-15	Day 16	10	16
Vacations - ROW/Easement/Plat	Day 1	Day 2	Day 3	Day 4	Days 5-7	Day 8	Days 9-11	Day 12	Days 13-15	Day 16	10	16
Conceptual Plat	Day 1	Days 2-3	Day 4	Days 5-19	Days 20-34	Day 35	Days 36-50	Day 51	Days 52-66	Day 67	15	67
Final Plats	Day 1	Day 2-3	Day 4	Days 5-19	Days 20-34	Day 35	Days 36-50	Day 51	Days 52-66	Day 67	15	67
Planned Unit Development	Day 1	Days 2-4	Day 5	Days 6-20	Days 21-51	Day 52	Days 53-113	Day 114	Days 115-145	Day 146	70	146
Zoning Changes	Day 1	Day 2	Day 3	Day 4	Days 5-7	Day 8	Days 9-11	Day 12	Days 13-15	Day 16	10	16
Annexations	Day 1	Day 2	Day 3	Day 4	Days 5-7	Day 8	Days 9-11	Day 12	Days 13-15	Day 16	10	16
LDC Text Amendments	Day 1	Day 2-3	Day 4	Days 5-19	Days 20-34	Day 35	Days 36-50	Day 51	Days 52-66	Day 67	15	67
Future Land Use Maps Amendments	Day 1	Day 2	Day 3	Day 4	Days 5-7	Day 8	Days 9-11	Day 12	Days 13-15	Day 16	10	16
Comprehensive Plan Amendments	Day 1	Days 2-3	Day 4	Days 5-19	Days 20-34	Day 35	Days 36-50	Day 51	Days 52-66	Day 67	15	67

Staff will provide a process calendar upon request to include all relevant dates and deadlines.

3.00.05 - Application submittals

A. Unless otherwise indicated by a specific provision of this Chapter, the applicant for a development order, permit, or approval under this Code must be the owner of the property that is the subject of the application or a duly authorized agent of the owner. An applicant who is a contract purchaser must provide proof that the applicant is an authorized agent for the property owner.

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[5] The Director may extend review periods by notifying the applicant in writing prior to the due date.
[6] The applicant may request an extension to a time period by submitting the request in writing. The request may be approved or denied at the discretion of the Director.
[7] Subsequent resubmittals will follow the same number of days as stated in the above table.
[8] Subsequent resubmittals will follow the same number of days as stated in the above table.
[9] Subsequent resubmittals will follow the same number of days as stated in the above table.

1. For applications to vacate any portion of a platted subdivision, the Homeowners Association (HOA) must provide their approval in writing.
2. Unless otherwise indicated by a specific provision of this Chapter or another City ordinance or regulation, applications for development orders, permits and approvals under this Chapter shall be submitted to Community Development Services.

B. Applications shall contain all information required for the type of application being submitted and shall include all plans, data and supporting documentation as required under this code or specified within the application form(s).
C. Community Development Services shall establish application forms and submittal requirements for all development applications referenced in this Article.
D. Proof of Public Notice shall be required in accordance with Table 3.02.01.
E. Applications for various approvals and permits may be submitted for concurrent or simultaneous review.
    1. Development order applications and permit applications may be submitted upon adoption of an annexation ordinance but will not be approved until the Comprehensive Plan amendment and zoning change ordinances are adopted.
F. The Community Development Services Director shall have the discretion to require a PDB review of a development order application, or administrative permit review for development of buildings, structures, improvements and installations when the director or the City Attorney deems that such review is necessary to protect due process or in cases where a conflict may exists.

3.00.06 - Pre-application meetings

A. Pre-application meetings are required for all Subdivision Development and Planned Unit Development (PUD) applications.
    1. All other applications for development do not require a pre-application meeting. However, they are highly encouraged.
B. Upon request of an applicant, the Director or designee, may schedule a pre-application meeting with applicants and appropriate City staff, for the purpose of reviewing a proposed development prior to the formal submission of an application.
C. The pre-application meeting shall be informal, and its purpose shall be to discuss the proposals, views, and concepts of the applicant. The purpose is also to discuss whether any additional information will be required.
    1. Failure of staff to identify any required permits, procedures, or improvements at a pre-application meeting shall not relieve the applicant of any such requirements or constitute waiver of the requirement by the decision-making body.
D. At the pre-application meeting staff will:
    1. Review the proposed project and any preliminary plans with the applicant.
    2. Discuss and inform the applicant about the zoning requirements relevant to the proposal, information necessary for an application, and the approval process(es) for the development. This does not preclude the department from requesting additional information or waiving certain requirements for information later during the review process.
    3. Advise the applicant whether the proposed project conforms to the Comprehensive Plan or the requirements of this Chapter.
E. Any recommendations or determinations reached during pre-application meetings are purely advisory and shall not be binding.

3.00.07 - Fees Required

Each applicant for a development order, permit, approval, variance or appeal under this Article shall be required to pay any application fee(s) as established in the Comprehensive Fee Schedule.

3.00.08 - Complete Applications Required

No application for a development order, permit, approval, variance or appeal under this Article shall be accepted or reviewed by staff that does not include all required application materials and the required application fee(s). The burden of providing complete and accurate information required by Community Development Services for each type of application shall be on the applicant.

3.00.09 - Determination of Completeness

A. When an application for development order, permit, approval, variance or appeal is submitted, the Planning Administrator, or designee, where applicable, shall determine whether the application is complete and in conformance with this Land Development Code and Comprehensive Plan.
B. All applications shall be reviewed for completeness within ten days of receipt. If the application does not meet the requirements of this Article, the department shall notify the applicant or agent in writing, to include electronic messaging, stating the additional information required or the modification(s) necessary for conformance with the code.
C. No further action shall be taken on any application unless and until the additional information is submitted and determined to be complete by the administrator.
D. If the deficiency has not been remedied within sixty days of receipt of notice thereof, the application shall be automatically voided, and the Planning Administrator shall return the application to the applicant.
E. Review. When an application for development order, permit, approval, variance or appeal is determined to be complete, the department shall notify the applicant, and commence review and processing of the application in accordance with this Code.

3.00.10 - Review for Sufficiency and Code Requirements

A. Once an application is determined to be complete, City staff shall review the application, consult with other agencies, issue comments to the applicant, consult with the applicant as necessary, and determine if the application and supporting materials are sufficient to proceed forward.
B. Sufficiency determination timelines will vary dependent upon the application type.
C. For the purposes of this section, "sufficiency" shall constitute an analysis of the application to ascertain if the application:
    1. Meets the stated objective requirements of the Comprehensive Plan, this Code, and the City Code of Ordinances; and
    2. Includes the necessary analysis and information, in sufficient detail, to enable the decision-making body or official to make the necessary determinations under the Comprehensive Plan and this Code.
    3. The sufficiency and code requirements set forth herein shall be used by the City to evaluate the demands created on public services and facilities by a proposed development, as required by this code and the Comprehensive Plan, to ensure level of service standards. The following public services and facilities shall be evaluated:
        a. Potable water;
        b. Sanitary Sewer;
        c. Stormwater and Drainage facilities;
        d. Environmentally sensitive lands;
        e. Parks and open space;
        f. Police and Fire protection;
        g. Solid waste;
        h. Transportation facilities.
D. If an application is determined to be insufficient, staff shall notify the applicant or agent in writing, to include electronic messaging, stating the additional information required or the modification(s) necessary.
E. No further action shall be taken on an application which is determined to be insufficient until the insufficiencies are resolved. If the insufficiencies have not been remedied within sixty days, the Planning Administrator may void the application.

3.00.11 - Decision Making

A. Administrative approvals. Upon determination that an application and all supporting information are sufficient to render a decision, the Planning Administrator, or designee, shall prepare a report and recommendation to the Director. The Director shall take administrative action required by this code and approve the application, approve the application with conditions, or deny the application.

B. Quasi-judicial and Legislative approvals. Upon determining that an application and all supporting information are sufficient to render a decision and any inadequacies have been resolved, the Director or designee shall prepare a report and recommendation to the appropriate decision-making or recommending body.

3.00.12 - General Review Procedure

A. General Requirements for all applications.
   1. Applications for orders, permits or approvals shall be submitted on forms supplied by the Department and any required supporting documentation, plans, or materials required by this Code or specified within the application form(s).
   2. Applications shall include any required fee(s) as established by the City Council.
   3. Incomplete applications will not be accepted.
B. Withdrawal of applications. An applicant may withdraw an application at any time by submitting a letter of request to the department or providing testimony of the requested withdrawal in a public hearing.
C. Effective date. All permits shall take effect on the day following the expiration of any appeal period as provide in this Code.
D. Reliance on permits during pendency of appeals. Any action(s) taken by a permittee during the pendency of an administrative or quasi-judicial appeal shall be at the sole risk of the permittee.

3.01.00 - PLANNING AND DEVELOPMENT BOARD

Pursuant to and in accordance with F.S. § 163.3174 and the Local Government Comprehensive Planning and Land Development Regulation Act, as amended, the City Council finds that land use planning and a continuity of growth management within the City benefits the public's health, safety, and welfare.

The City Council further finds that this public purpose can best be achieved by establishing the Planning and Development Board, which is established and designated as the Local Planning Agency (LPA) for the City of Crestview.

3.01.01 - Powers and Duties

A. Pursuant to and in accordance with F.S. § 163.3174 of the Local Government Comprehensive Planning and Land Development Regulation Act, the City Council finds that there is a public purpose in coordinating the planning of the City with the Okaloosa County School Board.
B. The Planning and Development Board/Local Planning Agency (hereinafter Board or PDB) shall have the authority and responsibility to review land use in the City and evaluate planning and regulatory methods and systems for resolving physical, economic, social, environmental and fiscal issues. The City Council directs the Board to carry out functions and powers identified in this Land Development Code.
   1. The Board shall use the power and authority conferred upon it by this Land Development Code (LDC) to further its stated public purposes.
C. The Board shall receive and hear appeals in cases involving the LDC.
D. The Board shall receive and hear applications for special exceptions/uses and variances to the terms of this LDC, and grant relief where authorized under this LDC. The Board shall also hear, determine and decide appeals, reviewable interpretations, applications or determinations made by an administrative official in the enforcement of this LDC, as provided herein.
E. The Board shall have any other powers or duties delegated by the City Council.

3.01.02 - Membership, Vacancy, Compensation

A. Membership. The Board shall consist of five core members. All members shall be residents of the City and will be appointed by a majority vote of the City Council. The term of office for each member shall be three years, or until a successor is appointed. Terms of office shall commence on the first day of March of the year in which appointed.
B. Ex Officio Members. In addition to the five members, there may be two ex officio members. One may be selected by the Okaloosa County School Board and one may be selected by the Commander at Eglin Air Force Base. Each ex officio member may participate in all discussions of the Board in the same manner and to the same extent as the other members of the Board. The ex officio member may not vote. Each ex officio member may serve at the sole discretion of their represented agency.

C. Alternate Members. In addition to the five members, two alternate members may be appointed by a majority vote of the City Council to serve as alternates for the term of one year, or until a successor is appointed. Alternate members shall be residents of the City. Alternate members shall substitute for absent members on a rotating basis. When substituting for an absent member, an alternate member may vote and participate in all discussions of the Board in the same manner and to the same extent as the other members of the Board. When not substituting for an absent member(s), alternate members shall not vote on any matter, but may participate in all discussions in the same manner and to the same extent as the other members. Board members and alternate members shall be subject to any forfeiture of office provisions of the Crestview Code of Ordinances. Whenever a vacancy occurs on the Board, the City Council shall fill the vacancy for the remainder of the term as soon as practicable after the vacancy occurs.

D. Vacancies. If a vacancy occurs on the Board as the result of a resignation, death, or removal of a member, the senior alternate member shall temporarily fill such vacancy without action by the City Council, until the City Council appoints a successor regular member. In the event both alternates have served for the same continuous period of time then the alternate who is next scheduled to substitute for an absent regular member according to the rotation schedule shall temporarily fill the vacancy until the City Council appoints a successor. In the event that the alternate member dies, resigns, is removed, or becomes a member, the City Council shall promptly appoint a qualified person to the unexpired term of the alternate.
    1. In the event a vacancy occurs on the Board; an alternate member may apply to be a regular member in the same manner as other applicants. In the event an alternate member is appointed as a regular member, then such appointment shall simultaneously terminate such person's position as an alternate member. In that event, the City Council may then appoint another person to fill the resulting alternate member vacancy.

E. Attendance. In the event any member should miss three meetings in a 12-month period without justification, they shall be considered as resigned from the board. In that event, the City Council may then appoint another person to fill the resulting vacancy.
    1. Alternate members may be allowed to miss up to five meetings in a 12-month period without justification.
    2. In the event of an absence of any member, the Chairman of the Board shall determine if Staff had any contact with the absent member providing the reason for the said absence. With that information the Chairman shall ask for a motion and to excuse or not excuse the absence.

F. Compensation. Members of the Board shall receive no salary for their services but may receive such travel and other expenses while on official business for the City as are made available by the City Council for these purposes.

3.01.03 - Meetings, Quorum, Required Vote

A. Meetings. The Board shall schedule and hold at least one public hearing each month unless there is no business to transact. The Board shall also meet at the call of the chairperson and other times as may be determined by a majority of the Board.

B. Quorum
    1. Three voting members of the Board shall constitute a quorum for the transaction of business. A smaller number may act only to adjourn meetings for lack of a quorum.
    2. The affirmative vote of a simple majority of the quorum shall be required to pass any action of the Board.
    3. A member who is present shall vote unless disqualified.

C. Officers. The Board shall annually elect a chairperson and a vice-chairperson from among its members. All officers shall be elected for one-year terms and shall be eligible for re-election.

3.01.04 - Staff, Attorney

A. Staff. Community Development Services shall provide staff support as necessary to the planning functions of the Board, provide secretarial support for the Board in the execution of its duties, and record and transcribe in summary form, the minutes of all Board meetings.

B. Staff shall keep minutes of all meetings and records of all transactions and deliberations. Such minutes and records shall be filed in the appropriate offices of the City and shall be public records.

C. Attorney. The City Attorney shall serve as legal counsel to the Board.

3.01.05 - Rules and Records

A. The Board shall adopt its own rules of procedure as deemed necessary; provided such rules shall not be contrary to the spirit and intent of the Land Development Code, to the policies of the City, or to the requirements of the State.
B. All meetings of the Board shall be open to the public.
C. The Board shall set up rules of procedure to monitor and oversee the effectiveness and status of the Comprehensive Plan in order to make any recommendations to the City Council for revisions to the Comprehensive Plan, consistent with the intent and purpose of the Land Development Code.

3.02.00 - PUBLIC NOTICE AND HEARINGS

3.02.01 - Public Notice Requirements

A. Public Hearing Notice Requirements
    1. Required notice of public hearings. When required by this code, notice of public hearings shall be provided by publication of an advertisement in a newspaper of general circulation, mailed notice to surrounding property owners, or posting of the development site pursuant to the requirements of this section.
        a. Table 3.02.01 summarizes the public hearing notice requirements for the administrative, quasi-judicial and legislative applications under this Code.
B. Website posting. When required by this code, notices of public hearings for development applications may be posted on the City of Crestview website. Failure to post an action on the City website shall not constitute a violation of noticing requirements. In addition, information about public notice and public hearings may be posted by the City on social media outlets.
C. Publication. When required by this code, publication of advertisements for public hearings shall meet the minimum requirements outlined in the various sections of Florida Statutes pertaining to individual application types and at least ten days prior to any quasi-judicial hearing taking up an application type not governed by Florida Statutes.
D. Posting. When required by this code, the application site shall be posted with a notice of the public hearing on a sign provided by Community Development Services at least fourteen days in advance of the first public hearing.
    1. The number and placement of public notice signs shall be determined by the administrator.
    2. The signs shall be removed by the applicant or the City after a final decision.
    3. Application types requiring Administrative decision shall require posting, on-site, at least 14 days prior to the final decision.
    4. When the Director determines an application requires quasi-judicial review, the on-site posting shall be considered satisfied if not removed until after a final decision.
E. Mailed notice. When required by this code, notice of a public hearing on a proposed development application shall be mailed to all owners of real property within three hundred feet of the boundary line of the subject property, whose names and addresses are listed on the latest published ad valorem tax records of the Okaloosa County Property Appraiser.
F. Content. Generally, all public hearing notices shall contain the following information:
    1. The scheduled date, time, and location of the hearing(s);
    2. A general layman's description of the nature of the matter to be addressed;
    3. The address of the property or parcel identification number when an address has not been assigned;
    4. That persons may appear and be heard;
    5. That written comments filed with the department will be entered into the record;
    6. That the hearing may be continued as necessary;
    7. A telephone number and contact for more information;
    8. The case number or title of the ordinance under consideration, if applicable; and
    9. Such additional information as may be required pursuant to this code or applicable law for specific types of development approval.
G. Timing of mailed notice. Notice shall be mailed a minimum of twenty-one days prior to the date set for the first public hearing by first class mail. A copy of the notice shall be available for public inspection during

regular business hours at Community Development Services. If the application includes simultaneous or concurrent actions, such as annexation, future land use map amendment and a rezoning, the notice may include all actions.

H. Electronic Notice. Community Development Services may, as a courtesy, send an electronic notice to any person(s) or organization(s) in the City, or to any governmental, public, or quasi-public organization(s) regarding any matter that may affect the interests of that person or organization, or on any matter on which any such person or organization has requested notice.
   1. The failure of the Department to send such notice or the failure of any resident or property owner to receive such courtesy notice shall not affect the validity of the public notice requirements.

I. Exceptions to Mailing and Posting. The mailing and posting notice requirements shall not apply to a land use map amendment initiated by the Council, in response to a judicial order or compliance agreement as described by Florida Statutes.

J. Continued or Rescheduled Meetings. Notice of subsequent hearings shall be mailed and published in accordance with this section for:
   1. Any hearing for which the PDB, Community Development Services Director, City Manager, or City Attorney determines new notice should be provided, because of the time elapsed from the original notice, to correct any defect, or apprise affected parties of significant changes to the application as originally noticed;
   2. Any hearing continued to an unspecified date, time, and place; or
   3. Any hearing where such new notice is required pursuant to applicable law or this Code.

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Table 3.02.01 - Development Application Notice Requirements

Application Type	Notice and Timing Requirements		
	Posted Notice	Mailed Notice	Published Notice
Special Exception Uses	Posted at least fourteen days prior to the public hearing.	Sent first-class at least ten days prior to the public hearing	Published at least ten days prior to public hearing.
Development Orders	Property posted at least fourteen days prior to decision.	N/A	N/A
Appeals of Administrative Decisions	N/A	N/A	Published at least ten days prior to public hearing.
Variances	Property posted at least fourteen days prior to the public hearing.	Sent first-class at least ten days prior to the public hearing	Published at least ten days prior to public hearing.
Vacations - ROW/Easement/Lot/Plat	Property posted at least fourteen days prior to decision.	N/A	Published in conformance with Florida Statutes.
Conceptual Plats	Property posted at least fourteen days prior to decision.	N/A	N/A
Planned Unit Developments	Property posted at least fourteen days prior to decision.	N/A	N/A
Zoning Changes (Rezoning)	Property posted at least fourteen days prior to the public hearing.	Sent first-class to all property owners within three hundred feet, twenty-one days prior to first public hearing.	Published in conformance with Florida Statutes
Appeals of Quasi-Judicial Decisions	N/A	N/A	Published at least ten days prior to public hearing.
Annexations	Property posted at least fourteen days prior to the public hearing.	Sent first-class to all property owners within three hundred feet, twenty-one days prior to first public hearing.	Published in conformance with Florida Statutes
LDC Text Amendments	N/A	N/A	Published in conformance with Florida Statutes
Future Land Use Maps Amendments	Property posted at least fourteen days prior to the public hearing.	Sent first-class to all property owners within three hundred feet, twenty-one days prior to first public hearing.	Published in conformance with Florida Statutes
Comprehensive Plan Amendments	N/A	N/A	Published in conformance with Florida Statutes
Appeals of Legislative Decisions	N/A	N/A	Published at least ten days prior to public hearing.

3.02.02 - Public Hearing Requirements and Procedures.

A. Scheduling for consideration. When an application is deemed sufficient pursuant to this LDC, the department shall schedule a public hearing(s). No application shall be scheduled for consideration by the Planning and Development Board (PDB), or City Council until either:
   1. All deficiencies have been resolved; or
   2. The applicant has, in writing, asked to proceed notwithstanding the unresolved deficiencies, guaranteed that any insufficiencies will be resolved prior to development order issuance, and indicate that he or she is fully aware that approval is not guaranteed.

B. Public Hearing Procedures.
   1. General. All public hearings shall be open to the public. Members of the public, with standing, shall be permitted to testify at all public hearings.
   2. The applicant may withdraw an application by requesting such withdrawal in writing prior to the commencement of the hearing or by withdrawing the application on the record at the start of the public hearing.
   3. Record of hearings. The City Clerk, or designee shall attend all hearings, and the City will whenever possible record (audio, video, or both) all hearings. The City shall retain the original recording(s) in accordance with the laws of the State of Florida, and, if requested, provide a duplicate of the recording(s).
   4. Official file. All written communication received by the decision-making body or staff concerning an application, by the public, and all other documents pertaining to the application shall be filed in the official project file, which shall be maintained by staff.
      a. The Comprehensive Plan, the City Code of Ordinances, and the Land Development Code shall be deemed to be part of the official file. The official file shall be available for inspection during normal business hours.
   5. Order of public hearings. The hearing shall, to the extent possible, be conducted as follows:
      a. The Council President / Mayor shall open the Public Hearing.
      b. The City Clerk shall read into the record the ordinance or resolution title and number, or the applicant's name, file number, and the subject matter to be decided if there is no ordinance or resolution.
      c. For quasi-judicial hearings, the applicant, staff, and all parties with standing and requesting to speak or present evidence or both at the hearing, shall be collectively sworn in by an oath or affirmation by the City Attorney.
      d. The applicant may waive their right to a quasi-judicial or evidentiary hearing if the applicant agrees with staff's recommendation and no one from the audience wishes to speak for or against the application.
      e. The decision-making body may then vote on the item, rule on the matter or make a recommendation, based upon the staff report and any other materials contained within the official file.
         (1) Regardless of a waiver by the applicant, a public hearing shall be held for all decisions requiring an ordinance or resolution.
      f. If there is a quasi-judicial hearing, the order of the presentation shall be as follows, unless the Chair / Mayor determines to proceed in a different order, taking proper consideration of fairness and due process:
         (1) Staff shall make presentation, including offering any documentary evidence, and introduce any witnesses.
         (2) Staff shall have the responsibility of presenting the case on behalf of the city. The staff report shall be made available to the applicant and the decision-making body no later than five business days prior to the quasi-judicial hearing. Staff shall present a brief synopsis of the application; introduce any additional exhibits from the official file that have not already been transmitted to the City Council with the agenda materials, summarize the issues, and make a recommendation on the application. Staff shall also introduce any witnesses to provide testimony at the hearing.
         (3) Public comment. Participants with standing, in opposition to or in support of the application shall make their presentation in any order as determined by the Chair / Mayor. The Chair / Mayor may

set time limits for testimony when deemed appropriate. All participants with standing will be afforded an opportunity to speak.

(4) Public at large. The general public, those members without standing in the quasi-judicial proceedings, shall be afforded the opportunity to speak on the subject. Each member of the general public wishing to speak shall present their argument in less than three minutes.

(5) For hearings on quasi-judicial matters only, the applicant may cross-examine any witness and respond to any testimony presented.

(6) For hearings on quasi-judicial matters only, staff may cross-examine any witness and respond to any testimony presented.

(7) The Chair / Mayor may choose to allow participants to respond to any testimony if he or she deems the response to be essential in ensuring fairness and due process.

(8) Members of the Planning and Development Board or City Council may ask any questions of the staff, applicant, and participants.

(9) Final argument may be made by the applicant, related solely to the evidence in the record.

(10) Final argument may be made by the staff, related solely to the evidence in the record.

(11) For good cause shown, the PDB or City Council may grant additional time to any of the above time limitations.

(12) The Chair or Mayor shall keep order, and without requiring an objection, may direct a party conducting the direct examination or the cross-examination to stop a particular line of questioning that, in the sole judgment of the Chair or Mayor merely harasses, intimidates, or embarrasses the individual testifying or being cross-examined; is unduly repetitious, is not relevant; or is beyond the scope of the application or, in the case of cross-examination, is beyond the scope of the testimony by the individual being cross-examined. If the party conducting the direct examination or cross-examination continues to violate directions from the Chair or Mayor to end a line of questioning deemed improper as set forth herein, the Chair or Mayor may terminate the direct examination or the cross-examination.

(13) The PDB or City Council may, on its own motion or at the request of any person, continue the hearing to a fixed date, time, and place. The applicant shall have the right to one continuance; however, all subsequent continuances shall be granted at the sole discretion of the PDB or City Council.

g. Decisions. For all quasi-judicial hearings in which a decision is made regarding an application for any development order or administrative permit, the decision to approve or deny shall be based on the application meeting all applicable requirements of the Comprehensive Plan, the City Code of Ordinances, and the Land Development Code, based on the entirety of the record before the PDB or City Council. The PDB or Council decisions must be based upon competent substantial evidence in the record.

6. Rules of Evidence for quasi-judicial hearings.
   a. The decision-making body shall not be bound by the strict rules of evidence and shall not be limited only to consideration of evidence which would be admissible in a court of law.
   b. The Chair or Mayor may exclude evidence or testimony that is not relevant, material, or competent or testimony which is unduly repetitious or defamatory.
   c. The Chair or Mayor, with the advice of the City Attorney, will determine the relevancy of evidence.
   d. Matters relating to an application's consistency with the Comprehensive Plan, the City Code of Ordinances, or the Land Development Code will be presumed to be relevant and material.
   e. Hearsay evidence may be used for the purpose of supplementing or explaining other evidence, but it shall not be sufficient by itself to support a finding unless it would be admissible over objection in court.
   f. Documentary evidence may be presented in the form of a copy of the original, if available. A copy shall be made available to the decision-making body and to the staff no later than three business days prior to the hearing on the application. Upon request, the applicant and staff shall be given an opportunity to compare the copy with the original. Oversized exhibits shall be copied and reduced for convenient record storage.

g. Only the applicant, an authorized representative of the applicant, staff, and the decision-making body shall be entitled to conduct cross-examination when testimony is given, or documents are made part of the record.
h. The City Attorney shall represent the decision-making body and advise it as to procedures to be followed.
i. The PDB or City Council shall take judicial notice of all state and local laws, ordinances, and regulations and may take judicial notice of such other matters as are generally recognized by the courts of the State of Florida.
j. Supplementing the record after the quasi-judicial hearing is prohibited, unless specifically authorized by an affirmative vote of the decision-making body, or authorized under the following conditions:
(1) The supplementation occurs after a quasi-judicial hearing is continued but prior to final action being taken on the application or appeal.
(2) If a question is raised by the PDB or City Council at the hearing which cannot be answered at the hearing, the party to whom the question is directed will submit the requested information in writing to the City Clerk and the decision-making body after the quasi-judicial hearing, with copies to the other parties, provided the hearing has been continued or another hearing has been scheduled for a future date and no final action has been taken by the decision-making body. The information requested will be presented to the decision-making body at least two business days prior to the time of the continued hearing.
(3) All parties and participants shall have the same right with respect to the additional information as they had for evidence presented at the hearing.

7. Final decision. The City Council shall reach a written decision without unreasonable or unnecessary delay. A copy of the decision shall be provided to the City Clerk for transmission to the applicant, if the applicant is not the City, a copy shall be provided to the Director of Community Development Services and the City Attorney.
8. The Record. All evidence admitted into the record at the hearing, the official file, and the adopted development order, ordinance, or resolution of the City Council or the written decision shall be maintained by the City Clerk and/or Community Development Services.
9. Adjournment. The Chairperson, upon a vote of the majority present may adjourn a hearing to a date certain without the necessity of additional notice. Adjournment to an uncertain date shall require notice as required for the original hearing and by this Land Development Code.
10. Deferrals. If a hearing is concluded, but action is deferred until a future date, formal notice shall not be required prior to action being taken.
11. Joint hearings. Where deemed necessary, joint hearings may be conducted after proper public notice. In such instances, public notice need only be given by one public body, which shall be the City Council in instances where it is one of the hearing bodies.
12. Regularly scheduled public hearing dates. The City Council may establish regular dates for public hearings on zoning amendments. Such dates, if established by the City Council, shall not prevent the City Council from scheduling additional public hearings whenever such public hearings are deemed necessary.
13. Reading of ordinances. Except for ordinances initiated by the City Council which rezone a parcel or parcels of land involving ten or more contiguous acres, or change permitted, special exception, or prohibited use categories in zoning districts, all ordinances shall be read, either by title or in full, on two separate days at a duly noticed public hearing of the City Council.
14. The printed agenda for the meeting at which the quasi-judicial hearing is scheduled to take place shall identify the hearing as quasi-judicial and indicate where copies of the procedures that apply may be obtained.

C. Decisions under this Article.
1. When this Article authorizes the Community Development Services Director, the PDB or City Council to make decisions under this Chapter, that decision shall be made pursuant to this Code of Ordinances and shall make the decision based on whether the application complies with this Article and any regulations authorized by this Code, and will protect the public's health, safety, and welfare.

2. Unless otherwise indicated in a provision of this Article, the Community Development Services Director, PDB, or City Council may approve the application, deny the application, or approve the application subject to conditions as stated in subsection (d) below.
3. Unless otherwise stated in this Article, or unless a different condition is attached to a development order, permit or approval, development orders, permits and approvals granted under this Article are not affected by changes in ownership or tenancy of the property. However, notice of ownership change and a copy of the deed shall be required.

D. Conditions on Approvals.
1. The Community Development Services Director, PDB, or City Council may attach conditions to any quasi-judicial order, permit or approval under this Chapter, provided the condition is required to bring the development proposed in the application into compliance with the requirements of the Comprehensive Plan or this LDC.
2. The Community Development Services Director, PDB or City Council may also attach conditions to any quasi-judicial development order, permit or approval under this Code, provided the condition is necessary to minimize or ameliorate potential adverse impacts of the development proposal.
    a. Such conditions shall be reasonably related to the actual or potential impact(s) of the specific use, activity, or structure in question.

E. Appeals.
1. Review by the Director. Applicants for administrative orders, permits and approvals may request a formal review by the Community Development Services Director, within seven days of the date the administrative decision was made. The request for review shall be accompanied by the approval or denial document, a detailed explanation of the reason(s) proposed for reversal of decision, required fees and any relevant documents related to the review as determined by the Planning Administrator. Upon formal request for review, the Administrator shall review the relevant standards and present a written finding to the Community Development Services Director.
    a. The request for review shall be considered by the Community Development Services Director within ten days of submittal of a complete request.
    b. The Community Development Services Director may consult with the City Attorney's office on the matter.
    c. The Director shall provide a written determination to affirm the staff decision, grant the relief requested in the review, with or without conditions, or respond to the applicant or respective manager for further information, documentation, or proceedings. The written determination by the Director shall be the final administrative decision.
2. Appeals of Community Development Services Director decisions (Administrative Appeal). An applicant desiring to appeal a decision of the Community Development Services Director, shall, within ten days from the date of such decision, file a written Notice of Appeal with Community Development Services. The appeal shall then be heard by the PDB, acting as the Board of Adjustment, at a regularly scheduled meeting, provided there is sufficient time to review the appeal and provide the required public notice.
    a. A staff or Director's recommendation is not a decision and is not appealable.
3. Appeals from decisions of the City Council or PDB. An action to review any decision of the City Council or PDB under these regulations may be taken by any person or persons aggrieved by such decision by presenting to the Circuit Court a petition for issuance of a Writ of Certiorari, duly certified, setting forth that such decision is illegal, in whole or in part, certifying the grounds of the illegality, provided same is done in the manner and within the time provided by Florida Rules of Appellate Procedure.
4. Stay of proceedings. An appeal shall stay all proceedings in the matter appealed from until the final disposition of the appeal by the City Council or PDB. The pendency of an appeal shall toll all time periods applicable to the decision which is subject to appeal until final disposition of the appeal by the City Council or PDB with regard to the appeal.
5. Record. The record to be considered in the appeal shall include any application, exhibits, appeal papers, written objections, waivers, or consents considered by staff, the PDB, or City Council, as well as transcripts and recordings taken at a public hearing, the PDB or City Council minutes, and resolutions or ordinances showing the decision or action being appealed. The record shall also include the record made as a result

of any prior applications for development approval on the same property. The City Clerk shall identify all exhibits used at the hearing. All exhibits so identified or introduced shall be a part of the City record.

3.03.00 - ADMINISTRATIVE DECISION MAKERS AND ENFORCEMENT OFFICERS

A. City Manager. The City Manager is the chief executive officer for the City of Crestview with ultimate authority over the implementation of these regulations. The City Manager has the authority to delegate his or her authority to City staff as necessary for the effective administration and enforcement of these regulations.

B. Department of Community Development Services. Community Development Services is the City department charged with administration and enforcement of the Land Development Code.

C. Community Development Services Director. The Community Development Services Director is responsible for the administration of these regulations. Specifically, the Community Development Services Director is responsible for final approval of Development Order applications and construction authorization. The Community Development Services Director shall have administrative responsibility to interpret the Land Development Code.

D. Public Services Director. The Public Services Director is charged with the development and maintenance of the City's Code relating to the provision of services including, Potable Water, Sanitary Sewer, Drainage, Recreation and Transportation and implementation related to City maintained facilities. The Public Services Director may establish Engineering Design Standards relating to the design and construction of improvements that consume or otherwise utilize City services.

E. Building Official. The Building Official is responsible for the implementation of various building codes adopted pursuant to the Florida Building Code and other applicable state statutes. The Building Official issues building permits and certificates of occupancy, upon a determination by the City of compliance of permit applications with the City regulations and any prior approvals by the City.

F. Planning Administrator. The Planning Administrator is responsible for duties under this Code or as assigned by the Community Development Services Director. The Planning Administrator shall be responsible for receiving and reviewing for completeness and sufficiency and for coordinating review of applications for Subdivision and Planned Unit Development approvals, Development Order applications and for coordinating review of said applications, review and approval of Administrative Permits, Zoning Compliance Certificates, and other forms of development.

G. Compliance Administrator. The Compliance Administrator is responsible for the enforcement of the City of Crestview's Code of Ordinances, Florida Statute 162 and various state statutes. The Compliance Administrator issues Notices of Violation, Correction Notices, Stop Work Orders, Notices of Hearing, Notices of Compliance, and Notices of Non-Compliance to both the public and private sectors regarding violations of the Land Development Code, Code of Ordinances and various state statutes.

H. Floodplain Administrator. The Floodplain Administrator shall serve as required to administer and implement the floodplain management regulations set forth in Chapter 3. As required by FEMA, the floodplain administrator shall have the following duties:

1. Review local development permits to assure sites are reasonably safe from flooding;
2. Review all local development permits to assure that the permit requirements of Section 5.05.00 have been satisfied;
3. Require copies of additional Federal, State, or local development permits, especially as they relate to Sections 161.053; 320.8249; 320.8359; 373.036; 380.05; 381.0065; and Chapter 553, Part IV, Florida Statutes, be submitted along with the local development permit application and maintain such permits on file with the development permit;
4. Notify adjacent communities, the Florida Division of Emergency Management - State Floodplain Management Office, the Northwest Florida Water Management District, FEMA, and other Federal and/or State agencies with statutory or regulatory authority prior to any alteration or relocation of a watercourse;
5. Notify FEMA within six (6) months when new technical or scientific data becomes available to the community concerning physical changes affecting flooding conditions so that risk premium rates and flood plain management requirements will be based on current data;
6. Assure that the flood-carrying capacity within the altered or relocated portion of any watercourse is maintained;

7. Verify and record the actual elevation (in relation to mean sea level) of the lowest floor (A-Zones) of all new and substantially improved buildings, in accordance with Section 5.05.00;
8. Verify and record the actual elevation (in relation to mean sea level) to which the new and substantially improved buildings have been flood-proofed, in accordance with Section 5.05.00;
9. Review certified plans and specifications for compliance. When flood proofing is utilized for a particular building, certification shall be obtained from a registered engineer or architect certifying that all areas of the building, together with attendant utilities and sanitary facilities, below the required elevation are water tight with walls substantially impermeable to the passage of water, and use structural components having the capability of resisting hydrostatic and hydrodynamic loads and the effects of buoyancy in compliance with Section 5.05.00;
10. Interpret the exact location of boundaries of the areas of special flood hazard. When there appears to be a conflict between a mapped boundary and actual field conditions, the floodplain administrator shall make the necessary interpretation;
11. When base flood elevation data and floodway data have not been provided in accordance with Section 3.05.00, the floodplain administrator shall obtain, review and reasonably utilize any base flood elevation and floodway data available from a Federal, State, or any other source, in order to administer the provisions of Section 5.05.00;
12. Coordinate all change requests to the FIS, FIRM, and FBFM with the requester, State, and FEMA; and
13. Where base flood elevation is utilized, obtain and maintain records of lowest floor and flood proofing elevations for new construction and substantial improvements in accordance with Section 5.05.00.

3.04.00 - SPECIFIC REVIEW PROCEDURES - ADMINISTRATIVE ORDERS, PERMITS AND APPROVALS

A. The following sections outline the various application types and approvals which shall be reviewed, considered and either approved, approved with conditions, or denied through administrative decision. Administrative decisions shall be made by the Community Development Services Director.
B. At the Director's discretion, when he or she finds a discrepancy in the code or a special condition of the application, may forward any application to the PDB for additional review and decision.

3.04.01 - Zoning Verification Letter or Flood Verification Letter

A. Purpose and Intent.
   1. Zoning Verification Letter. To provide an official determination of the zoning of specific property.
   2. Flood Zone Verification Letter. To provide an official determination of the FEMA Flood zone, as shown on the Flood Insurance Rate Map (FIRM) for specific property.
B. Review Criteria.
   1. The Department will review the applicable City records, maps, and any supporting information and issue a Zoning or Flood Zone verification letter.
   2. Verification letters are valid for the date upon which they are issued and may be subject to change.
   3. Zoning verification letter issuance shall require payment of an administrative fee as established by City Council.

3.04.02 - Administrative Interpretations and Similar Use Determinations

A. Purpose and Intent.
   1. To determine whether a proposed use, activity, or site design complies with the comprehensive plan.
   2. To interpret specific comprehensive plan policies.
   3. To interpret whether a proposed use, activity, or site "design" complies with the LDC.
   4. To determine how specific code requirements may apply to a site or a development proposal when application of such requirements is not explicitly set forth in the LDC.
   5. To interpret the application of conditions of approval.
   6. To determine whether a proposed use that is not otherwise classified as permitted, or permitted by special use exception, in a zoning district or is not currently defined in this code, may be classified as a similar use.
B. Review Criteria.

1. To determine whether a proposed use activity or site design complies with specific provisions of the comprehensive plan and is in keeping with the spirit and intent of the comprehensive plan.
2. Consistency with the Land Development Code.
3. Whether the proposed use or activity complies with required policies and procedures.

C. Similar Use Determinations.
1. Interpretation of Similar Uses. Notwithstanding the Zoning district requirements of this LDC, the Director may determine that a specific proposed use may be allowed as a permitted or as a special exception use in a specific zoning district(s).
2. Similar Use Determination Process.
a. A similar use determination may be issued if all of the following findings can be made:
(1) The characteristics and activities associated with the proposed use are similar to those of one or more of the allowed uses listed in the zoning district and will not involve a greater level of activity, population density, intensity, traffic generation, parking, dust, odor, noise, or similar impacts than the uses listed in the zoning district; and
(2) The proposed use will meet the purpose and intent of the zoning district that applies to the location of the use; and
(3) The proposed use is consistent with the goals, objectives, and policies of the Comprehensive Plan; and
(4) The proposed use is not listed a permitted, permitted with specific regulations, supplemental standards, or special exception use in another zoning district.
b. If a similar use determination is approved, the Director shall expedite a recommendation to the PDB establishing the use to be a permitted use or special exception use. The department shall prepare a text amendment to this ordinance to include the use in the appropriate district, along with any appropriate use regulations.

3.04.03 - Lot Splits and Lot line Adjustments

A. Purpose and Intent
1. To provide standards for the split of lots and tax parcels along existing platted lot or parcel lines or for the adjustment of a common property line between two parcels.
2. To provide standards for the split of lots or tax parcels that do not require a replat.
3. To provide for the split of property when the lot split does not require approval as a new subdivision plat or replat.
4. To provide an expedited path to creating up to two separate parcels from one existing parcel.

B. General Requirements
1. All divisions of land in the City shall occur only as a new subdivision plat, a replat, or a lot split. A lot split that does not meet the requirements of this chapter is deemed a subdivision or a replat and shall be defined and processed as set forth in the Subdivision regulations of this Code.
2. No lot split or lot line adjustment shall be recognized by the City, no lot that is a part thereof shall be sold, and no building permit shall be issued unless the lot split or lot line adjustment has been approved by the City prior to recording in accordance with the requirements of this Article.
3. Any child parcel resulting from the lot split of any parent parcel shall not be split until one (1) year has passed since the original parent parcel split took place.

C. Review Criteria and Standards. The Planning Administrator, where appropriate, will review applications for lot splits and lot line adjustments to establish and/or determine the following:
1. Whether the resulting lot split creates nonconforming lots and structures.
2. Whether the result will split a portion of a designed site from the rest of such site.
3. Ensure that the lot split or lot line adjustment does not create split zoning on a parcel.

D. Application Requirements. The following documents shall be included with the necessary forms as required by the department:
1. A survey prepared by a licensed professional surveyor indicating the legal description of the parent parcel, legal descriptions of all child parcels, boundaries, dimensions, easements, restrictions or agreements affecting the property, rights-of-way, utilities, location of existing buildings, and other pertinent information including wetland boundaries.

a. The survey shall be signed, sealed, dated, and certified to the City.
2. The Deed for the property.

E. Approval and recording. Community Development Services shall review the proposed lot split for compliance with the criteria set forth in this LDC. Once approved, the applicant may proceed with the lot split and record the lot split with the Okaloosa County Property Appraiser.
1. A Lot Split Certificate shall be issued upon approval.
a. Approval shall expire within one (1) year of issuance if not recorded.

3.04.04 - Special Exception Uses and Supplemental Standards

A. Purpose and Intent.
1. The intent of this section is to permit Special Exception uses which are essential to, or would promote the public health, safety, or welfare in one or more zoning districts, but which might impair the integrity and character of the zoning district or an adjoining district, such that restrictions or conditions on location, size, extent, and character of performance may be imposed in addition to those standards already imposed in the Land Development Code.

B. General.
1. No variances shall be granted that would reduce or eliminate minimum requirements for special exception uses.
2. The PDB shall prescribe appropriate supplemental standards coincidental with the special exception use. All such conditions shall be added to the Supplemental Standards in Chapter 7 of this Land Development Code.
3. Upon approval, a Special Use will be added to Table 4.06.00.
4. The proposed use shall comply with all requirements of the underlying zoning district(s), the Land Development Code, and all other applicable law.

C. Standards and Criteria. The following standards shall apply to all applications for special exception uses. The Community Development Services Director shall submit a report and recommendation to the PDB based on these standards.
1. The proposed Special Use's consistency with the Comprehensive Plan.
2. The proposed Special Use's consistency with the underlying zoning district.

3.04.05 - Administrative Waivers

A. Purpose and Intent.
1. To grant relief from the strict application of the Land Development Code requirements to allow for minor waivers.
2. Any relief granted from the strict application of this Land Development Code shall not violate any goals, objectives, or policies of the adopted Comprehensive Plan.
3. The need for the proposed waiver is due to the unusual or unique physical shape, configuration, existing lots, or other physical condition of the development site. These special conditions are not generally applicable to other lands, structures, or buildings in the same zoning district;
4. The special conditions are not the result of actions of the property owner and are not based solely on a desire to reduce development costs;

B. Scope. Administrative Waivers may be granted only for the following:
1. Setback requirements where the setback is not decreased by more than ten percent in the applicable zoning district and the encroachment does not extend into an easement, right-of-way, or is an encroachment over the property line for a zero-lot line required site.
2. Reduction in the overall required parking by ten percent.
3. Landscaping or buffers. Up to a ten percent reduction in the width of required buffers or the required number of trees and shrubs.
4. Preservation of Vegetation. A deviation from the following regulations to accommodate the preservation of existing protected tree(s):
a. Up to five percent of a required setback; or
b. Up to five percent of the required parking spaces.
5. Minor sign deviations as set forth in the sign regulations of this code.

6. Maximum lot coverage. Up to a ten percent increase in the maximum percentage of lot coverage by impervious surfaces, provided the applicant submits calculations by a Florida Registered Professional Engineer showing that the conveyance system for the contributing drainage basin can accommodate the additional stormwater run-off, where applicable.
    a. A property owner may also add retention storage on-site to compensate for the additional runoff in situations where they propose to exceed the maximum.
    b. All such calculations and drainage plans must be approved by the City Public Services Department prior to issuance of any building permits.
7. Minor deviations in lot width, depth, or area up to 10%.

C. Review Criteria. An Administrative Waiver may be approved based on the following criteria:
1. The proposed deviation will not result in development that is inconsistent with the intended character of the applicable zoning district.
2. The normally required code standard(s) is determined to significantly inhibit development of the site.
3. The deviation will not impede the ability of the project or site to adequately provide for service areas and other development features for the project.
4. Access for service and emergency vehicles will not be impeded.
5. The proposed deviations will result in a building and site design of equal or superior quality.
6. The impacts of the waiver are otherwise addressed.

D. Effective date of approval. A deviation shall take effect upon signed approval by the Community Development Services Director.

E. If an Administrative Waiver is not approved, the applicant may subsequently apply for a Variance through the PDB.

3.04.06 - Development Orders

A. Applicability. The procedures contained in this Section are applicable to all projects involving land development, including Site Development Plans. Also included are projects which involve the construction of any facility, the expansion of a site through acquisition or lease, alteration or conversion of an existing site or structures, or the change of use of a site or structure where the site or structure does not meet the current standards or criteria of these regulations.
1. The provisions of this Section, where appropriate, are to be applied to on-site and off-site development activity.
2. No land development activity (including land clearing, excavation, or placement of fill) shall commence without obtaining the appropriate approvals and permits required by this code.

B. Exceptions. The requirements of this section do not apply to:
1. Single-family dwellings; or
2. Duplex dwellings on existing platted lots.
3. General upkeep or cleaning of debris and dead vegetation.

C. Plan Preparation. A professional engineer registered in the state of Florida shall design all required improvements such as streets, drainage systems, water and sewage facilities, etc.
1. All plans, drawings, reports, and calculations shall be prepared, signed, and sealed by the appropriate licensed professional, such as engineers, architects, landscape architects, professional surveyors and mappers, or attorneys, registered in the state of Florida.
2. Other specialized consultants, such as environmental consultants, structural engineers, archaeologists, etc., may be required to assist in the preparation of the plans, drawings, reports, or other documents required for application submittals.

D. General Plan Requirements. All site development plans submitted in conjunction with application for a Development Order shall include, at minimum, the following components as applicable:
1. A signed and sealed survey showing the location of existing property and rights-of-way lines, both for private and public property.
2. The location of streets, sidewalks, airports, railroads, buildings, transmission lines, sewers, bridges, culverts, drainpipes, water mains, fire hydrants, and any other public or private easements.
3. Any land rendered unusable for development purposes by easements, deed restrictions or other legally enforceable covenants or limitations.

4. All watercourses, water bodies, floodplains, wetlands, important natural features, wildlife areas, soil types and vegetative cover on or adjacent to the site.
5. The location of environmentally sensitive lands as designated by the US Army Corp of Engineers.
6. The existing land use, future land use and zoning district of the lands involved in the development.
7. The location of the proposed development as well as the intensity and/or density of the proposed development.
8. A parking circulation plan that includes onsite traffic flow, points of ingress and egress and any planned public or private roads, rights-of-way, pedestrian ways, bicycle paths or transportation facilities.
9. A traffic study showing the and impacts from the development on nearby roadways.
10. Any existing and proposed stormwater management systems on the site and proposed linkage, if any, with existing or planned public stormwater management systems. As well as all calculations that were used in design of the management facilities.
11. A stormwater management plan during construction.
12. The proposed location and sizing of potable water and wastewater facilities to serve the proposed development.
13. Proposed open space areas on the development site and types of activities proposed to be permitted on such open space areas.
14. Lands to be dedicated or transferred to a public or private entity and the purposes for which the lands will be held and used.
15. A description of how the development will mitigate or avoid potential conflicts between land uses to include a description of any buffering and transitions.
16. Architectural elevations of all buildings sufficient to convey the basic architectural intent of the proposed improvements.
17. The total project area and total disturbed area.
18. A map of vegetative cover including the location and identity, by common name, of all protected trees.
19. A topographic map with one foot contours of the site clearly showing the location, identification and elevation of benchmarks, including at least one benchmark for each major water control structure.
20. The location of any underground or overhead utilities, culverts and drains on the property and within one hundred feet of the proposed development boundary.
21. Area and percentage of total site to be covered by impervious surfaces.
22. Grading and erosion control plans, specifically including perimeter grading.
23. Construction phase lines.
24. Building plans showing the location, dimensions, gross floor area and proposed use of buildings.
25. Building setback distances from property lines, abutting rights-of-way and all adjacent buildings and structures.
26. The location, dimensions, type, composition and intended use of all ancillary structures.
27. The location and specifications of any proposed garbage dumpsters.
28. Cross sections and specifications of all proposed pavement.
29. Typical and special roadway and drain sections and summaries of quantities.
30. Plan and profiles of each proposed street, including private streets, at a horizontal scale of 50 feet or less to the inch, and a vertical scale of 5 feet or less to the inch, with existing and proposed grades indicated. These profiles must show proposed sanitary sewers, swales, water mains, and storm sewers with grades, length, and sizes indicated for each.
31. Information sufficient to determine compliance with the landscape and tree protection regulations of this Chapter.
32. The location, accompanied by all necessary drawings, construction plans, wiring plans, etc., of all proposed signs.
33. The proposed number, minimum area and location of lots, if the development involves a subdivision of land.
34. All lots shall be numbered either by progressive numbers or in blocks progressively numbered or lettered except that blocks in numbered additions bearing the same name may be numbered consecutively throughout several additions.
35. All interior excluded parcels shall be indicated and labeled accordingly.

36. All contiguous property shall be identified by development title, plat book and page, or if the land is un-platted it shall be so designated.
37. The total number and type of residential units categorized according to number of bedrooms.
38. The total number of residential units per gross acre.
39. Location of onsite wells, if any, and wells within 200 feet of any property line, if any.
40. Restrictions pertaining to the type and use of existing or proposed improvements, waterways, open spaces, buffer strips and the like shall require the establishment of restrictive covenants and such covenants shall be submitted with the final development plan for recordation.
41. If the development includes private streets, an ownership and maintenance association document shall be submitted with the final development plan and the dedication contained on the development plan shall clearly indicate the roads and maintenance responsibility to the association without recourse to the city or any other public agency.
42. If the development is to be phased for any reason, a master plan for the entire project shall be submitted with the development plan for the first phase or phases for which approval is sought. In addition, a schedule indicating approximate development phasing, including the sequence for each phase, shall be included.
43. The manner in which historic and archaeological sites on or near the site will be protected.

E. Review Process. The application review and approval process for Administrative approvals of development plans shall be in accordance with the application, review, and decision procedures as outlined above. Development Order application approval shall generally adhere to the following process:
1. A complete application is submitted by the applicant;
2. Staff determines sufficiency and compliance through coordinated departmental review;
3. Once sufficiency and compliance with the City's Comprehensive Plan and Land Development Code is established the Planning Administrator shall issue a final report to the Director;
4. This report shall include the following:
    a. Proof of completeness;
    b. All plans and related documents;
    c. All staff comments and reports;
    d. A staff recommendation based on the approval criteria as outlined in subsection 102-29.7(f); and
    e. All public comment received relating to the proposed development.

F. Criteria. The Director may approve, approve with conditions, or deny the application, after consideration and review of the following:
1. The development, as proposed, conforms to the comprehensive plan and is consistent with the recommendations of any applicable PUD Concept Plan, Conceptual Plats, or master plans which have been approved or accepted by the City Council;
2. The proposed development plans, landscape plans, engineering plans, lighting plans, and other required plans conform or will conform with all applicable City codes, any engineering design standards, and other standards as set forth in this code;
3. The development will efficiently use or will not unduly burden or deteriorate levels of service standards for the drainage, water, sewer, solid waste disposal, education, recreation, or other necessary public facilities existing, being constructed or are planned and budgeted for construction in the area;
4. The development provides sufficient on-site storm water management improvements to meet state water quality and flood protection standards;
5. The development will efficiently use or will not unduly burden or affect public transportation facilities, including public transit, public streets, roads, and highways which have been planned and budgeted for construction in the area,
6. The development provides necessary and adequate vehicular circulation, pedestrian access, ingress and egress, and is configured in a manner to minimize hazards and impacts on adjacent properties and adjacent rights-of-way.
7. The Public Services Director may require utility, drainage or other easements be accepted by City Council and recorded in the public records prior to approval of a Development Order application or administrative permit.

8. Projects that involve a vacation of plat or release of easement may have review or approval withheld until such vacation or release of easement has been approved or recorded, as determined by the Director.
9. The Director may attach any reasonable conditions, safeguards, limitations, or requirements to the approval of a plan which are found necessary and consistent with this section and to carry out the purposes of this Code and the Comprehensive Plan.
10. The Director, may at his or her discretion, forward any application to the PDB for approval or review and recommendation to City Council.

G. Final Approval. After a final development order has been issued, the applicant may, within 12 months of the issuance of the final development order, apply for the necessary construction and/or administrative permits. Following any required appeal period, the city shall issue the necessary permits if the proposed construction is consistent with the final development order.
   1. If the application for a construction permit deviates from the final development plan the Director shall notify the applicant within five working days of the permit application.

H. Effect of Plan Approval. Approved site development plans are valid for 12 months from the date of approval. If a Development Order extension has not been obtained prior to the expiration date, the approval expires and becomes null and void.
   1. The issuance of a Development Order shall serve as authorization for an applicant to apply for construction and administrative permits only.
   2. An applicant may apply for a one-year extension for good cause. Such an extension may be granted for any plan approved after the effective date of this ordinance and two years prior to adoption. The extension request must be filed prior to the expiration date of plan approval. If the project is within a PUD, or a phased development, the expiration of plan approvals may differ, as established in the original approval.

I. Pre-construction Meeting. At the discretion of the Director, Building Official, or an Administrator, the applicant may be required to schedule a preconstruction meeting where representatives of the developer, the City, contractors, and franchise utilities shall discuss the construction of the planned improvements. No work shall take place prior to the preconstruction meeting when one is required.

J. Development Order Amendments
   1. Site Development Plan Amendments. Plan amendments include changes to projects which impact multiple aspects of the development, may affect multiple plans, and will require multiple departmental reviews to evaluate the proposed amendment to the plan(s).
      a. The amendment process may not be used to substantively modify the scheme of development as originally approved.
      b. Proposed amendments that impact PUD approval criteria or conditions must receive approval of an amendment to the PUD prior to receiving approval.
      c. Amendments may apply to projects that are currently under review, projects under construction or phased projects that have yet to be completed.
      d. The applicant shall submit a letter of intent, the applicable fee, the amended plan(s) and any other documentation required to review the proposed amendment.
      e. The Director shall determine if the proposed changes to the plan can be processed as an amendment, qualify for a lesser review process or require a a complete review as equivalent to the original review process.
      f. Site Development Plan Amendments are subject to additional review and processing fees.
   2. Limited Review Revisions to an approved plan while under construction may be approved in writing by the Planning Administrator, where applicable, provided such revisions fully conform to all existing City regulation.
      a. The limited review process shall be utilized when the proposed plan revisions meet the following:
         (1) Does not affect the projects minimum technical requirements of this Code;
         (2) Does not require review by multiple staff or departments;
         (3) Does not change the gross square footage of a building by more than ten percent;
         (4) Does not adversely impact compliance with the approved plan; and
         (5) The proposed revision will not alter the required infrastructure and improvements necessary to serve the project.

b. The Planning Administrator, where applicable, will determine if the revision requires an approved plan revision or if the revision can be shown on the As-built Drawings.

3. Changes that exceed the criteria or the scope of a limited review as specified in this subsection or, as determined by the Planning Administrator, where applicable, may be processed as an amendment or as a full review in accordance with this section.

3.04.07 - Administrative Permits

A. Certain buildings, structures, improvements, and installations are either exempted by the Florida Building Code from building permit issuance or are required to meet the additional standards of this Land Development Code. Therefore, such buildings, structures, improvements and installations shall be subject to the various development review processes and/or the zoning compliance certificate standards contained in this Article.

B. An administrative permit is required for all development that does not necessitate the issuance of a development order or that is not otherwise exempted by this Land Development Code. In instances where the Florida Building Code requires building permit issuance, an administrative permit may not be issued but a site development review will occur concurrent with the building review. The Community Development Services Director, or designee will determine which divisions and departments will participate in the review of building permits and administrative permits.

C. Applicability. An administrative permit shall be required for the following development types and/or instances of construction, improvements and installations.
   1. Land Clearing and Protected Tree Removal;
   2. Home Occupations;
   3. Minor non-residential additions and site improvements which create less than 2,200 sq.ft. of impervious surface area, or that create more than 2,200 sq. Ft. of impervious surface area but do not increase the parking requirement or impact on City services;
   4. Other similar minor developments, as determined by the Community Development Services Director, or designee.

D. Staff Approval. An administrative permit application shall be approved provided all departmental reviewers have accepted the plans and/or accepted the plans with conditions.

E. Review. The applicant for an administrative permit shall be notified in writing, to include electronic messaging, of any deficiencies in their application within seven (7) days of submittal.
   1. Staff shall act upon complete and sufficient applications for site administrative permits within seven (7) calendar days from the date of a complete application submittal.

F. Administrative Permit Approvals.
   1. All approvals will be issued in compliance with the approved plans, if applicable, and may contain relevant conditions of the associated plan approval.
   2. If the proposed construction or alteration conforms with all applicable provisions of this Code and all other applicable laws, staff shall issue an administrative permit or other construction authorization.
   3. If the proposed construction or alteration fails to conform, staff shall deny the application and shall deliver written notice, to include electronic messaging, to the applicant stating the reason for denial.

G. Effect of Approval, Expiration, and Extensions. A site development order shall expire six months from the date of issuance unless the permitted improvements are under construction and have passed a required inspection within the thirty days prior to the expiration of the approval. Erosion control inspections, if applicable, will not extend the expiration date.
   1. An approval may be extended for an additional ninety days. Failure to either pass a required inspection or request an extension within the ninety-day period provided, will result in the expiration of the approval.
   2. Thereafter, a new approval will be required to continue construction.

3.04.08 - Temporary Use Permits

A. Purpose and Intent. To authorize the temporary uses and activities which do not exceed specific time frames.

B. General Standards.
   1. Only uses listed below, or otherwise approved as temporary uses in Article VII, may be allowed as temporary uses.

2. Each temporary use shall be evaluated by Community Development Services for compliance with the standards and conditions set forth in this LDC and the applicable zoning district.
3. A temporary use permit shall take effect at the time of permit issuance and is in effect only for the specific time-period established in the temporary use approval.

C. Review Criteria. When considering an application for a temporary use, the Community Development Services Director or Community Recreation and Enrichment Services Director, as appropriate, shall consider whether and the extent to which:
1. The temporary use is consistent with the purposes, goals, objectives, and policies of the Comprehensive Plan;
2. The temporary use complies with all relevant and appropriate portions of Article VI and any established Development Standards;
3. The temporary use is not incompatible with the character of the immediate surrounding area;
4. The design, duration, and hours of operation of the temporary use minimizes adverse impacts on nearby properties, including visual and noise impacts;
5. Whether the use complies with all relevant standards related to health, sanitation, and transportation;
6. The temporary use complies with all other applicable provisions of this Code;
7. Any permanent structures used in conjunction with a temporary use must comply with the requirement for adequate public facilities; and
8. Whether any public safety detail will be necessary.

D. Allowable temporary uses. The following temporary uses shall require a permit:
1. Firework, pumpkin, and Christmas tree sales, to include a sales office.
2. Outdoor display of merchandise.
3. Temporary Storage Containers.
4. Temporary Off-Site Vehicle Sales.
5. Tents for other than Special Events.
6. Other events not named but similar to those enumerated in this subsection.

E. Outdoor Display of Merchandise
1. Purpose and Intent.
   a. To provide standards and criteria for review and approval of outdoor display of merchandise.
   b. To provide reasonable limitations or special conditions for outdoor display to address, minimize, or ameliorate potential impacts of the use on surrounding property and for the protection of the public health, safety, and welfare.
2. General Requirements.
   a. Outdoor display of merchandise is prohibited in all residential districts, except within the Agricultural zoning district for approved fruit and/or vegetable sales.
   b. Unless otherwise permitted, outdoor display of merchandise in the C-1 and C-2 districts is prohibited, except on improved property in accordance with the following standards:
   c. The following items may be displayed in conjunction with an existing licensed business location which retails these items: boats; new or used cars by auto dealerships or auto rental companies; bicycles; motorcycles; garden equipment such as lawnmowers; landscaping nursery items displayed by a nursery business; tires at auto repair businesses; and temporary uses authorized by this code.
   d. In addition to outdoor display listed above, the outdoor displays of fruit, vegetables, flowers, jewelry, books or antiques are allowed in the C-1, C-2, and in the mixed-use zoning district in conjunction with an approved commercial use, as an approved Temporary use.
   e. These restrictions shall not apply to approved Special Events.
      (1) If such displays are placed on a public sidewalk or right-of-way during a special event, such displays shall comply with the following regulations:
         (a) Displays may be placed on the public sidewalk only directly in front of the lawfully existing business which retails the items being displayed.
         (b) At no time shall a display create a hazard for pedestrian or vehicular traffic.
      (2) Displays shall be placed on tables, shelves and/or racks that are moved indoors or off-site during any hours the business is not open or the duly approved event is not permitted.

f. All other outdoor display of merchandise must be approved by the City Manager or designee following review at a public meeting.

3.04.09 - Minor Re-Plat

A. A minor plat shall be defined as modifying only the geometry of the lots of an existing platted subdivision within the limitations of the existing zoning and future land use designations.
B. Where development involves a minor replat as defined by this Chapter, the City may issue an administrative permit without requiring an application review process and a final development order.
C. Developers shall be required to record the minor replat in the official county records at no expense to the city and provide a copy to the city.
D. Prior to approval of a minor replat by the Planning Administrator, or designee, the following standards shall be met:
    1. Each proposed lot must conform to the requirements of this chapter and adopted ordinances of the city.
    2. If any lot abuts a street right-of-way that does not conform to the design specifications provided in this chapter, the owner may be required to dedicate one-half the right-of-way width necessary to meet the minimum design requirements.

3.04.10 - Periodic Inspection Required; Correction of Deficiencies

A. Authorized City Staff, the City Engineer, and utility inspectors shall periodically inspect all phases of construction of streets, drainage improvements and utility installations including those improvements which are not to be dedicated to the public but are subject to this chapter. The City official will immediately call to the attention of the developer, or the developer's engineer, any nonconforming work or deficiencies in the work.
B. Correction of deficiencies in the work is the responsibility of the developer.
    1. It is the responsibility of the developer's contractor to schedule the appropriate inspections as identified on the approvals or permits.
    2. Duly authorized representatives shall have the right to enter upon the property for the purpose of inspecting the quality of materials and workmanship and reviewing the construction of required improvements during the progress of such construction.

3.04.11 - Final Inspection and Certificate of Occupancy

A. Prior to the issuance of a Certificate of Occupancy an As-built Survey and Certification of Completion must be submitted which identifies and specifies the locations, dimensions, elevations, capacities, and capabilities of the infrastructure and facilities as they have been constructed.
B. Upon completion of all improvements required under the approved plans or phase thereof, an inspection must be performed by the developer's engineer and the landscape architect, where applicable. Upon finding the development to be completed and in substantial compliance with the approved plans, the engineer and landscape architect must each submit a letter of substantial compliance along with an As-built Survey to the City, together with certified building as-built drawings.
C. No final inspection will be performed by the City until the letter(s) of substantial compliance and As-built Survey have been accepted.
    1. The letter(s) of substantial compliance shall include a description of any minor changes as shown on the As-built Survey.
    2. The letter must certify that the project was completed in accordance with the plans approved and attached to the Development Order or any addendums to the Development Order.
    3. The letter must be signed and sealed by the Project Engineer of record for the project.
D. Only minor changes which do not substantially affect the technical requirements of the approved plans and this code are to be indicated on the As-built Survey.
E. Letters of substantial compliance shall be digitally signed and sealed in PDF format.
    1. Substantial compliance requires that the development, as determined by an on-site inspection by a professional engineer, is completed to all the specifications of the approved plans and that any deviation between the approved plans and actual as-built construction is so inconsequential that, on the basis of accepted engineering practices, it is not significant enough to be shown on the As-built Survey.

F. The respective professionals shall prepare and submit to the City, a digitally signed and sealed As-built Survey, in PDF format, of the completed project improvements. The As-Built Survey shall be provided for the complete civil engineering and landscape features of the project
G. The As-built survey shall be the complete set of approved plans which show strikethrough and markup of the as-built information obtained from direct field observation, survey, or contractor "as-built" drawings. Topographic surveys will not be accepted.
H. Upon acceptance of the letter of substantial compliance and As-built Survey, City staff shall perform final inspections.
I. If the final inspections reveal that the development or phase is in substantial compliance with the approved plans, a Certificate of Occupancy will be issued.
J. If the final inspections reveal that the development or phase thereof is not in substantial compliance with the approved plans, a list of all deviations will be forwarded to the engineer. All deviations must be corrected prior to re-inspection. A new letter of substantial compliance may be required prior to re-inspection. Re-inspection fees will be charged for each re-inspection in accordance with the adopted fee schedule and must be paid prior to receiving a Certificate of Occupancy.
K. Projects involving permits or approvals issued by County, State, or Federal agencies shall provide evidence that the respective agencies have approved, accepted, or certified that the improvements or work subject to their review has been satisfactorily completed and are ready for use or to be placed into service, prior to Certificate of occupancy issuance.
L. Turnover of developer installed improvements. Projects that include construction of improvements that will be turned over to the City for ownership and maintenance must also provide a complete package of turnover documents, acceptable to the City, as required by the Director of Public Services.
    1. Improvements shall be conveyed to the City by bill of sale in a form satisfactory to the City Attorney, together with such other evidence as may be required by the City that the improvements proposed to be transferred to the City are free of all liens and encumbrances.
    2. Turnover documents must be provided to the Director of Public Services with the submittal of a Certification of Substantial Completion and As-built Survey.
    3. Improvements constructed pursuant to this Section may not be placed into service or otherwise utilized until the Director of Public Services has authorized such use.
M. Ongoing compliance. A development project must remain in compliance with the approved development plans, including all conditions, after a letter of certificate of occupancy has been issued by the City. This requirement applies to any property covered by the development plan, whether or not it continues to be owned by the original developer. For purposes of determining compliance, the development plan as approved and constructed, or subsequently amended in accordance with this section, will control.
    1. The standards applicable to review for compliance purposes will be based upon the regulations in effect at the time the of plan approval and any applicable amendment, or revision was constructed.

3.04.12 - Stop Work Orders for Site Development

A. The Director shall have authority to stop work if improvements not authorized in approved plans are being installed or upon failure of the applicant or his engineer to coordinate the construction of the required improvements so as to minimize activities which may have adverse impacts on surrounding property.
    1. Authority. Whenever the Director finds any work regulated by this code being performed in a manner either contrary to the provisions of this code or dangerous or unsafe, the Director is authorized to issue a stop work order.
    2. Issuance. The stop work order shall be in writing and shall be given to the owner of the property involved, to the owner's agent, or to the person doing the work. Upon issuance of a stop work order, all work on the construction site shall immediately cease. The stop work order shall state the reason for the order, and the conditions under which the cited work will be permitted to resume.
    3. Unlawful continuance. Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be subject to penalties as prescribed by law.

3.04.13 - Violation of an Approved Development Plan

A. Where construction is commenced for improvements not authorized by an approved development plan, the applicant will be issued a stop work order until an application to amend or correct the respective plan approval has been submitted and approved.
    1. An application to amend or correct an approved development plan after construction has commenced in violation of the original approval will be charged an application fee equal to four times the original application base fee.
    2. The Director shall have the sole discretion to waive the above fee.
B. Submittal of the application and payment of the application fee does not protect the applicant from the remedies described in this Code. Any of these forms of relief can be sought or maintained by the City until the problem is abated.
C. Failure to maintain a development in compliance with an issued and approved Development Order and/or Certificate of Occupancy, constitutes a violation of this Code.

3.04.14 - Phased Projects

A. Development projects may be split into phases to accommodate the development plans and schedules of the developer.
B. Development projects may be required by the City to be split into phases to in order to maintain adopted level of service standards.
C. Site Development Plans. The phasing plan shall show all required facilities, infrastructure, and buildings, if applicable, on the entire development site that is covered by the Development Order application.
D. If more than one building is covered by the development plan and the developer does not intend to receive certificates of occupancy (CO) for all the buildings at one time, a separate Site Administrative Permit or written construction authorization will be required for each build or buildings to receive a CO apart from the other buildings.
E. A certificate of compliance for streets, utilities, parking areas, and drainage serving each building(s) will be required from the engineer of record prior to the City performing final inspection and closing that phase of the project and prior to receiving a certificate of occupancy from Community Development Services.
F. If a final inspection is requested for only a portion of a development, that portion must be an approved phase of the development in accordance with the approved Phased Site Development Plan.

3.04.15 - Guarantees and Sureties

A. Applicability. The provisions of this section apply to all proposed developments in the city, including private road subdivisions. Nothing in this section shall be construed as relieving the developer or applicant of any requirement relating to concurrency or maintenance of levels of service as may be required by this chapter or the Comprehensive Plan.
    1. This section does not modify any existing agreements between a developer and the city for subdivisions platted and final development orders granted prior to the effective date of this chapter.
B. Improvements, agreements required. The approval of any Development Order application shall be subject to the developer providing assurance that all required improvements, including, but not limited to, storm water and drainage facilities, streets and roadways, water and sewer lines and appurtenances, parking facilities, sidewalks, curbs, gutters, markers, monuments, open space and recreation facilities, shall be satisfactorily constructed according to the approved development plan. The following information shall be provided:
    1. A written agreement that all improvements, whether required by this chapter or constructed at the developer's option, shall be constructed in accordance with the standards and provisions of this chapter.
        a. The term of the agreement indicating that all required improvements shall be satisfactorily constructed within the period stipulated. The term shall not exceed five years from the recording of the plat or thirty percent occupancy of the development, whichever comes first.
    2. The projected total cost for each improvement. Cost for construction shall be determined by:
        a. An estimate prepared and provided by the applicant's engineer; or
        b. A copy of the executed construction contract;
    3. Specification of the public improvements to be made and dedicated together with the timetable for making improvements;

4. Agreement that, upon failure of the applicant to make required improvements (or to cause them to be made) according to the schedule for making such improvements, the city shall utilize the security provided in connection with the agreement.
5. Provision of the amount and type of security provided to insure performance.
6. Provisions that the amount of the security may be reduced periodically as construction proceeds and improvements are made.

C. Amount and type of security.
1. The City Manager shall be responsible for determining the adequacy of the security proposed to be provided by the developer.
   a. Security requirements may be met but are not limited to the following:
      (1) Cash in the form of cashier's check or certified check;
      (2) Provision of an interest-bearing certificate of deposit in honor of the city with interest payable to the city; or
2. Irrevocable letter of credit. The amount of security shall be 120 percent of the total construction costs for the required developer-installed improvements (public and private). The amount of security may be reduced commensurate with the completion and final acceptance of required improvements. In no case, however, shall the amount of the security be less than 120 percent of the cost of completing the remaining required improvements.
3. Completion of improvements. When improvements are completed, final inspection shall be conducted and corrections, if any, shall be completed before final acceptance by the city. The recommendation for final acceptance shall be made upon receipt of a certification of project completion by the city engineer.
   a. As required improvements are completed and accepted, the developer may apply for release of all or a portion of the security consistent with the requirements above.
4. Maintenance of improvements.
   a. A maintenance agreement and security shall be provided to assure the city that all required improvements shall be maintained by the developer according to the requirements of this chapter relating to roads, streets, stormwater drainage, open space and recreation areas.
   b. The period of maintenance shall be for a period of 18 months.
   c. The maintenance period shall begin with the acceptance by the city of construction of the improvements.
5. The security shall be in an amount equal to 15 percent of the construction cost of the improvements and shall be in effect for a period of not less than 24 months.
6. Whenever proposed development provides for the creation of facilities or improvements which are not proposed for dedication to the city, a legal entity shall be created that shall be responsible for the ownership and maintenance of such facilities and/or improvements.
7. When the proposed development is to be organized as a condominium under the provisions of Florida Statutes, common facilities and property shall be conveyed to the condominium association pursuant to that law.
8. When no condominium is to be organized, an owner's association shall be created, and all common facilities and properties shall be conveyed to that association.
9. No Development Order shall be issued for a development for which an owner's association is required until the association is established, and proof thereof filed with the Director of Community Development Services.
10. An organization established for the purpose of owning and maintaining common facilities not proposed for dedication to the city shall be created by covenants running with the land. Such covenant shall be included with the final plat. Such organization shall not be dissolved, nor shall it dispose of any common facilities or open space by sale or otherwise without first offering to dedicate the same to the city.

3.05.00 - SPECIFIC REVIEW PROCEDURES - QUASI-JUDICIAL PERMITS AND APPROVALS

The following sections outline the various application types and approvals which shall require quasi-judicial proceedings. The Public hearing processes outlined in Section 3.02.02 shall apply.

3.05.01 - General Requirements

Effective Date. Final decisions for quasi-judicial permits shall take effect on the date the Order for the application in question is recorded in the public record.

3.05.02 - Variances

A. General.
   1. A variance may be sought from any bulk, area, or dimensional standard contained this LDC.
   2. Nonconforming use of neighboring lands, structures, or buildings in the same district, and permitted use of land, structures, or buildings in other districts, shall not be considered grounds for the issuance of a variance.

B. Approval Criteria. In order to authorize a variance, the PDB must find that the application meets all of following criteria:
   1. That special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not applicable to other lands, structures, or buildings in the same zoning district;
   2. That the special conditions and circumstances do not result from the actions of the applicant;
   3. That granting the variance requested will not confer on the applicant any special privilege that is denied by these regulations to other lands, buildings, or structures in the same zoning district;
   4. That literal interpretation of the provisions of the regulations would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district under the terms of these regulations and would cause or impart unnecessary and undue hardship on the applicant;
   5. That the variance granted is the minimum variance that will make possible the reasonable use of the land, building, or structure;
   6. That granting the variance will not change the use to one that is not permitted in the zoning district or different from other land in the same district; and
   7. That the granting of the variance will be in harmony with the general intent and purpose of these regulations, and that the variance will not be injurious to the area involved or otherwise detrimental to the public welfare.

C. Effect of Approval. An approved variance shall run with the land.

3.05.03 - Vacations of Plats, Easements, and Rights-Of-Way

A. Purpose and Intent.
   1. The purpose and intent of this section is to provide procedures for City Council to vacate rights-of-way, easements, and plats pursuant to authority granted under Florida law. The City Council may adopt ordinances vacating plats in whole or in part of subdivisions within the corporate limits of the city, returning the property covered by such plats either in whole or in part into acreage for the purpose of taxation, or vacating public rights-of-way, public easements, or other property in response to applications filed from adjoining property owners.

B. General.
   1. The city may retain an easement for utilities or drainage over any vacated right-of-way and that no use may be made of vacated right-of-way which will be inconsistent with or interfere with the retained easement. The party seeking vacation of a plat, city street, alley, other right-of-way, public easement, or other property must show or submit the following:
      a. A completed application on forms provided by Community Development Services.
      b. Petitioner has title to the tract or parcel of land covered by the plat or portion of the plat of which vacation is sought, unless the petitioner is the City of Crestview;
      c. Letter of approval from Okaloosa County, if applicable;
      d. Letter of approval from affected telephone companies;
      e. Letter of approval from affected cable companies; and
      f. Letter of approval from any other affected utility companies (e.g., water, sewer);
      g. If a Vacation is being sought, the signatures of all abutting property owners consenting to such a vacation.
   2. Applicants requesting to vacate rights-of-way or easements shall provide a recent boundary survey or survey sketch of the property prepared by a registered surveyor showing the area to be vacated and provide a complete legal description(s). The survey or sketch shall show all pavement and all utility and

drainage facilities, including water, sewer, cable lines, utility poles, swales, ditches, manholes, and catch basins. Separate drawings and legal descriptions are required for each vacation area when right-of-way and easement configurations differ.

C. Standards and Criteria. Applications for vacations shall be reviewed in accordance with the following criteria:
   1. Whether the plat, easements, or rights-of-way are required by the City for any future transportation, access, water management, or public utility purposes.
   2. Whether any required easements are necessary to accommodate the vacation of any plat, easement, or right-of-way.
   3. If alternate routes are required or available that do not cause adverse impacts to surrounding areas.
   4. If the closure of a right-of-way negatively affects areas utilized for vehicles to turn around and exit an area.
   5. Whether local utility providers have given consent to the vacation of the plat, easements, or rights-of-way. The local utility providers may require additional easements or relocation of existing utilities facilities to complete the vacation.

D. Additional Procedures and Requirements. In addition to the standard notice requirements required by this Code, the following additional notice requirements apply for vacations:
   1. If the parcel to be vacated includes an alley, all property owners serviced by the alley and all property owners serviced by a connecting alley shall be noticed.
   2. Adoption and recording of resolution and ordinance. After public hearing, the City Council may approve an application for a vacation if it determines there is no reasonably foreseeable public use for the vacated area. Approval of a vacation shall be by resolution or ordinance. The City may retain easements for utilities or drainage in and upon the vacated area. Upon adoption of the resolution vacating the plat or portion thereof, the City Clerk shall furnish to the petitioner a certified copy thereof and the petitioner shall cause the same to be recorded in the public records of the county and shall return a copy, showing the recording information, to Community Development Services.
   3. Effect. The adoption and recording of a vacation shall have the effect of vacating all streets and alleys and city-owned easements shown on the portion of the plat so vacated, unless the resolution or ordinance specifically reserved unto the city such city-owned easements or such streets or alleys. If public rights-of-way are vacated, the resolution or ordinance shall specify whether or not easements are reserved therein for utilities and drainage. The resolution or ordinance shall not have the effect of vacating any public canal shown on the portion of the plat vacated, unless the resolution or ordinance specifically so provides.
   4. Petitioner's responsibility. The city, City Council, and all officers, employees, and agents thereof shall not assume any responsibility or liability for any matters and things to be done or completed by the petitioner pursuant to the provisions hereof. It is recognized that this procedure may affect substantial interests in real property and other proprietary rights, and the petitioner shall assume full and complete responsibility for compliance with the requirements of law and these procedures in connection with or arising out of any vacation proceedings instituted by the petitioner.

3.05.04 - Conceptual Plats

A. General.
   1. A conceptual plat is a preliminary document, resembling a legally recordable plat, that describes the intended division of land, including lots, alleys, rights-of-way, common areas, easements, and other elements defined in F.S. 177.031.

B. Purpose and Intent.
   1. Conceptual plats allow the Planning and Development Board as well as the City Council to review a proposed subdivision of land prior to the approval of any subdivision construction plans.

C. Specific Conceptual Plat Requirements.
   1. Conceptual plat shall include a signed and sealed boundary survey of the proposed land to be subdivided.

D. Conceptual Plat Application and Review Procedure.
   1. Conceptual Plat shall be included with subdivision construction plans, as part of a subdivision development application.
   2. Conceptual Plats shall first be reviewed by planning staff, who will then provide the Conceptual Plat to the Planning and Development board for approval and recommendation.

3. If approved by the Planning and Development Board, the Board shall then provide the Conceptual Plat and their recommendation to the City Council for approval.
4. The Conceptual Plat shall then be reviewed for approval by the City Council.

E. Review Standards and Criteria.
1. Conceptual Plats will be reviewed by planning staff for conformance with applicable City Codes, the Comprehensive Plan and F.S. Chapter 177.
2. Conceptual Plats will be reviewed by the Planning and Development board for conformance with applicable City Codes and the Comprehensive Plan.
3. Conceptual Plats will be reviewed by the City Council for conformance with applicable City Codes and the Comprehensive Plan.

3.05.05 - Final Plats

A. Generally
1. No final plat is to be recorded, or land divided until final plat is approved and signed by all parties in section 3.05.05(E).

B. Submission.
1. Final plats may be submitted any time following the issuance of a development order for their associated subdivision construction plans.
2. Along with the final plat, all copies of easements, restrictions and covenants, and HOA documents related to the plat shall be provided for review.

C. Specific Final Plat Requirements.
1. Each final plat shall be prepared and signed by all those required pursuant to F.S. Chapter 177, as amended.

D. Review Process.
1. Planning staff will review the final plat for conformance with F.S. Chapter 177, as well as send the final plat to the licensed surveyor on contract with the City to review the plat for conformance with F.S. Chapter 177.
2. If planning staff approves plat for presentation to the City Council, the plat along with any related documents including easements, restrictions and covenants and HOA documents, along with staff's recommendation shall be provided to the City Council for approval.

E. Approval and Signatures.
1. Signature shall be provided by the LPA Chairman based on the Planning and Development Board's decision made at the time of Conceptual Plat review.
2. Signature shall be provided by the Community Development Services director upon approval of As-Built construction plans for the subdivision and following a compliant site inspection from planning staff.
3. Signature shall be provided by the City Engineer upon approval of As-built construction plans for the subdivision and following a compliant site inspection from the City Engineer.
4. Signature shall be provided by the City Council President upon approval of the final plat by the City Council.

F. Warranty Period, Defect Security, and Performance Bonds
1. Defect Security.
    a. Developer may be required to post a defect security in the amount and manner prescribed by law covering any maintenance for improvements which may be accepted by the City.
    b. Such security shall become effective upon acceptance of the final plat and shall be in an amount determined by the Public Services department to be sufficient to cover 25 percent of the initial cost of the improvements.
    c. Any damage to city infrastructure, including street pavement, curbing, swales, road shoulders, water and sewer piping during construction within the subdivision will be the responsibility of the individual permittee.
2. Warranty Period.
    a. The warranty period shall run for 18 months on street paving, water, sewer, storm drainage or other improvements and shall be guaranteed by a 24-month defect security. Warranty period may be extended at the discretion of the City Engineer or Public Services Director.

b. During the 18-month warranty period and prior to release of the required 24-month defect security, the city will cause improvements to be inspected from time to time. The developer shall be notified of any deficiencies identified during the inspections and will be given 30 days to correct them. If deficiencies remain after 30 days, the city will notify the developer of the city's intention to correct the deficiencies with compensation from the defect security bond instrument on file. No notice shall be required in emergency situations where the defect poses a safety hazard or detriment to the public health and welfare.

3.05.06 - Planned Unit Developments (PUD)

A. General.
   1. A Planned Unit Development (PUD) is an area designed for development as a cohesive unit, where uses and innovations in design and layout of the development provide public benefits when compared to standard zoning or uniform lot and block subdivision patterns and design features.
   2. In a PUD, the various land use elements are designed so that they interrelate with each other. The boundary between a PUD and adjacent land area(s) requires particular attention to ensure transition and that land use patterns are compatible.
   3. Permitted uses in a PUD must be consistent with the Comprehensive Plan future land use classification for the site(s) in question.

B. Purpose and Intent. The purpose and intent of a PUD are to:
   1. Innovation in Design. To encourage innovations in residential, commercial, mixed-use, and industrial development so that the needs of the population may be met by greater variety in type, design and layout of buildings and land uses and by the conservation and more efficient use of the space.
   2. Appropriate Land Use. To promote the most appropriate use(s) of the land.
   3. High Quality Development. To improve the design, character, and quality of new development.
   4. Infrastructure. To facilitate the adequate and efficient provisions of roads and utilities.
   5. Increased Compatibility. To achieve compatibility with surrounding neighborhoods and developments.
   6. Provision of Open Space. To preserve open space as development occurs.
   7. Clustering of Uses. To provide for necessary commercial, recreational, and public facilities that are conveniently located to housing.
   8. Increased Flexibility. To provide for flexibility in design for new development and future redevelopment.
   9. Comprehensive Plan. To achieve the goals of the Comprehensive Plan.
   10. To provide a method for previously approved Planned Development Projects to continue to develop under the terms of an approved PDP Development Order and to allow modification to existing PDP approvals under the PUD procedures.

C. Minimum Parcel Size. The minimum parcel size for a PUD is:
   1. Non-residential or mixed-use PUD. One acre.
   2. All other PUDs. Three acres.

D. PUD approval steps. The PUD review and approval process includes:
   1. A rezoning to the PUD zoning district, which establishes the densities, intensities, and permitted uses within the PUD; and
   2. A Master Concept Plan, which establishes the design, layout, and dimensional standards of the PUD.

E. Application and submittal requirements. Application and submittal requirements for a PUD are established in this Article. A PUD requires:
   1. An application for a rezoning to the PUD zoning district; and
   2. A Master Concept Plan submittal.
   3. Submittal of the specific PUD application requirements listed below.
   4. PUD application for parcels ten acres or larger may apply for a rezone to the PUD zoning district without submitting a Master Concept Plan for concurrent review and processing.

F. Pre-application meeting required. A pre-application meeting shall be held with City Staff prior to the submittal of a PUD application. The applicant shall indicate the requested PUD zoning district and a sketch of the PUD Master Concept Plan, if applicable, at the meeting.

G. Specific PUD Submittal Requirements. A PUD application shall include the following:
   1. A Letter of Intent, including:

a. Reasons the PUD procedure is more desirable than a conventional plan;
b. General site description including all parcels and acreages; and
c. General project description.

2. A PUD Master Concept Plan indicating:
   a. Location of the uses within the site;
   b. Dimensional standards such as height, setbacks, and lot sizes;
   c. Vehicle circulation patterns, parking areas, and points of access;
   d. Pedestrian and bicycle circulation with links to other external path systems;
   e. Open space plan; and
   f. Landscape and buffer plans.
3. Sample formation of HOA or other organization to operate and maintain open space and other on-site public or private improvements.
4. Phasing plan, if applicable.

H. Review Standards and Criteria.
1. Every PUD shall be in conformance with the adopted Comprehensive Plan. The maximum density and/or intensity within any PUD shall be consistent with the future land use designation of the site as determined by the Comprehensive Plan.
2. Specific uses, densities, and intensities for each PUD shall be established in the PUD rezoning ordinance. The approved uses, densities, and intensities for a PUD shall take precedence over other standards and requirements in these regulations. The uses approved in a PUD shall be considered permitted uses.
3. Specific bulk, area, and dimensional standards for each PUD shall be approved in the MCP for a PUD and shall take precedence over the standards and requirements in these regulations for development that are not within an approved PUD. Elements to be evaluated for a PUD shall include:
   a. Appropriateness of the proposed density and/or intensity of the development;
   b. Internal and external compatibility of the development and surrounding uses;
   c. Transition and separation between surrounding uses;
   d. Public amenities, if applicable;
   e. Access points and vehicular and pedestrian circulation patterns;
   f. Details and design of internal and external buffers;
   g. Arrangement and functionality of open space; and
   h. Additional amenities that will serve the project.
4. Open Space.
   a. For all PUDs, a minimum of twenty percent of the total land area shall consist of open space.
      (1) The City may consider a request by the applicant for less than twenty percent open space when deemed appropriate because of size, location, or nature of the proposed development.
   b. The amenities or off-site improvements shall be utilized by the City or developed by the applicant to mitigate the reduction of open space or to fulfill the recreational needs of the City as required by the Comprehensive Plan.
   c. Areas that Do Not Count as Open Space.
      (1) Parking and loading areas,
      (2) Streets, and rights-of-way shall not count toward usable open space.
   d. Areas that Count as Open Space.
      (1) Water bodies,
      (2) Surface water retention areas,
      (3) Preservation areas, and riparian areas that are preserved as open space shall count towards this minimum standard, even when they are not usable by or accessible to the residents of the PUD.
      (4) All other open space shall be conveniently accessible from all occupied structures in the PUD.
   e. Improvements Required. All common open space and recreational facilities shall be shown on the PUD Master Concept Plan and shall be constructed and fully improved according to the development schedule established for each development phase of the PUD.
   f. Landscaping along Sidewalks. All sidewalks within a PUD must be shaded by canopy trees. The area used for shading the sidewalks can be considered as part of the minimum open space requirement.

g. Maintenance of Open Space. All open space shall continue to conform to its intended use, as specified on the PUD Master Concept Plan. To ensure that public open space identified in the PUD will be used as open space, restrictions, easements, or covenants shall be recorded in deeds or the open space areas may be dedicated to the public to ensure their maintenance and to prohibit the division of any public open space.
h. Any subdivision of land will require a Property Owners Association (POA) or Home Owners Association (HOA) to ensure that open spaces within a PUD are maintained.
i. The City is not required to accept dedication of open space areas.

5. PUD Perimeter Buffers. The boundary between a PUD and adjacent land uses shall be landscaped with a buffer that has sufficient width and shall include screening to ensure a proper transition and increase compatibility between land uses. The buffer shall be approved in conjunction with the Master Plan.
6. Street Standards. All streets, roads, and drive aisles shall be designed and constructed in conformance with the Right-of-way Standards identified in this Land Development Code.
7. Phasing. When a PUD is developed in phases, a proportional amount of the open space and recreation areas shall be included in each phase, in order to comply with the open space requirements of this chapter at the completion of each phase of the development.

I. Master Concept Plan and concurrent Preliminary Subdivision Plan review. The approved Master Concept Plan may be used for Preliminary Subdivision Plan approval, provided the required details and information for review are included in the Master Plan.

J. Amendments to Planned Unit Developments.
1. Administrative Amendments. Amendments to an approved PUD may be approved administratively if they meet the following criteria:
a. Density or intensity is increased by less than ten percent.
b. Open space is not decreased by more than five percent.
c. There are no changes to any condition of approval.
d. There is no change in permitted uses or types of structures.
e. Dimensional standards are changed by no more than ten percent.
2. Review Standards for amendments. An approved PUD Master Concept Plan may be amended if the applicant demonstrates that the proposed modification:
a. Is consistent with the efficient development and preservation of the entire PUD;
b. Does not affect in a substantially adverse manner either the enjoyment of the land abutting upon, adjoining or across a street from the planned unit development;
c. Is not granted solely to confer a special benefit upon any person;
d. Does not contain proposed uses that detract from other uses approved in the PUD;
e. Does not contain an open space plan that differs substantially in quantity or quality from the originally approved plan; and
f. Contains streets and utilities that are coordinated with planned and existing street and utilities for the remainder of the PUD.
3. Amendments that require City Council Approval. Any amendment to a PUD that does not meet the criteria in subsections 1 through 2 above, must be approved by the City Council.

K. Effect of PUD approvals.
1. PUD zoning. A rezoning to a PUD zoning district shall run with the land.
2. Master Concept Plans. A Master Concept Plan shall be valid for any time period established in the conditions of approval for the Plan. If a specific time period is not specified then the MCP shall run with the land.
OR
3. If a Site Development Plan, a building permit for vertical construction, or a subdivision plat has not been approved within 2 years, the Master Concept Plan shall be null and void, unless an extension has been approved by the City Council.

L. Extensions. A PUD may receive one extension that is valid for two years. Upon expiration of the extension, the Master Concept Plan shall be null and void.

3.05.07 - Zoning Change (Re-Zoning)

A. Initiation. Applications for a change in zoning may be initiated in the following manner:
   1. The City Council, upon its own motion;
   2. The Planning and Development Board, upon its own motion;
   3. The property owner(s) of at least fifty-one percent of the land in the proposed rezoning area;
   4. The City Manager for a City initiated rezoning; or
   5. Community Development Services, following approval of a similar use determination.
B. Review Criteria. An application for a rezoning shall be reviewed in accordance with the following criteria:
   1. Whether the proposed zoning district is consistent with the City Comprehensive Plan;
   2. Whether the full range of uses allowed in the proposed zoning district will be compatible with existing uses in the area under consideration;
   3. Whether the range of uses allowed in the proposed zoning district will be compatible with existing and potential uses in the area under consideration;
   4. Whether the proposed zoning district will serve a community need or broader public purpose;
   5. To ensure there are not multiple zoning districts assigned to one parcel. Except if secondary zoning is Conservation (E), designated on a plat or development plans as a parcel or easement of conservation or jurisdictional wetlands;
   6. The characteristics of the proposed rezoning area are suitable for the uses permitted in the proposed zoning district; and
   7. Whether a zoning district other than the district requested will create fewer potential adverse impacts to existing uses in the surrounding area.
C. Effective date of approval. A rezoning shall take effect upon City Council adoption of the ordinance approving the zoning change.
D. Effect of Denial. An application for a rezoning which has been previously denied by the City Council shall not be accepted for at least one year after the date of denial. An application to rezone property to a designation that is different than the designation, which was denied by the City Council, will be accepted and considered without consideration of time since the previous application was denied.

3.06.00 SPECIFIC REVIEW PROCEDURES - LEGISLATIVE APPROVALS

The following sections outline the various application types and approvals which shall require legislative proceedings. The Public hearing processes outlined in Section 3.02.02 shall apply.

3.06.01 - Annexations

A. Purpose of Annexations. Annexations shall be considered for the following reasons:
   1. The annexation implements the Comprehensive Plan.
   2. The annexation increases the City's inventory of non-residential lands.
   3. The annexation results in the removal of enclaves.
   4. The annexation results in the logical extension of City boundaries.
B. Manner of Initiation. Applications to annex property into the City may be initiated in the following manner:
   1. The City Council; or
   2. By a petition of one or more owners of property within an area proposed for annexation.
C. Review Criteria. Proposed annexations shall be reviewed in accordance with the requirements of Chapter 171, Florida Statutes.
D. Effective date of approval: The effective date of an annexation will take place in accordance with Chapter 171, Florida Statutes.

3.06.02 - Future Land Use Map Amendments

A. Purpose of Amendments. Future Land Use Map amendments shall be considered for the following reasons:
   1. The amendment implements the goals, objectives, and policies of the Comprehensive Plan.
   2. The amendment promotes compliance with changes to other city, state, or federal regulations.
   3. The amendment results in compatible land uses within a specific area.
   4. The amendment implements findings of reports, studies, or other documentation regarding functional requirements, contemporary planning practices, environmental requirements, or similar technical assessments.

5. The amendment is consistent with the City's ability to provide adequate public facilities and services.
6. The amendment prepares the City for future growth, such as reflecting changing development patterns, identifying demands for community services, reflecting changes necessary to accommodate current and planned growth in population, and facilitating community infrastructure and public services.

B. Manner of Initiation. Applications for a Future Land Use Map amendments may be initiated in the following manner:
1. The City Council by its own motion;
2. The Planning and Development Board by its own motion;
3. The City Manager for City initiated requests; or
4. By a petition of one or more property owners of at least 51% of the property owners of an area proposed for amendment.

C. Review Criteria. Proposed future land use map amendments shall be reviewed in accordance with the requirements of Chapter 163, Florida Statutes, and the following criteria:
1. Whether the proposed future land use amendment is consistent with the goals, policies, and future land use designations of the City Comprehensive Plan;
2. The amendment protects the health, safety, and welfare of the community;
3. The proposed amendment and all of the consistent zoning districts, and the underlying permitted uses, are compatible with the physical and environmental features of the site;
4. The range of zoning districts and all of the allowed uses in those districts are compatible with surrounding uses in terms of land suitability or density and that a change will not result in negative impacts on the community or traffic that cannot be mitigated through application of the development standards in this Code;
5. The site is capable of accommodating all of the allowed uses, whether by right or otherwise, considering existing or planned infrastructure for roads, sanitary and water supply systems, stormwater, parks, etc.; and
6. Other factors deemed appropriate by the Planning and Development Board and City Council.

D. Effective date of approval. The effective date of a future land use map amendment shall be in accordance with Chapter 163, Florida Statutes.

3.06.03 - Comprehensive Plan Amendments

A. Purpose of Amendments. Comprehensive Plan amendments shall be considered for the following reasons:
1. The amendment clarifies the intent of the Comprehensive Plan.
2. The amendment corrects an error in the Comprehensive Plan.
3. The amendment addresses changes to state legislation, recent case law, or opinions from the Attorney General of the State of Florida.
4. The amendment implements the Comprehensive Plan.
5. The amendment promotes compliance with changes to other city, state, or federal regulations.
6. The amendment results in compatible land uses within the future land use designation.
7. The amendment implements findings of reports, studies, or other documentation regarding functional requirements, contemporary planning practices, environmental requirements, or similar technical assessments.
8. The amendment promotes the City's ability to provide adequate public facilities and services.

B. Manner of Initiation. Comprehensive Plan Amendments may be initiated in the following manner:
1. The City Council;
2. The Planning and Development Board; or
3. The City Manager for City initiated requests.

C. Review Criteria. Proposed comprehensive plan amendments shall be reviewed in accordance with the requirements of Florida Statutes, Chapter 163, and the following criteria:
1. The amendment is consistent with the goals and policies of the City Comprehensive Plan;
2. The amendment protects the health, safety, and welfare of the community; or
3. Other factors deemed appropriate by the Planning and Development Board and City Council.

D. Effective date of approval. The effective date of a comprehensive plan amendment shall be in accordance with Chapter 163, Florida Statutes.

3.06.04 - Land Development Code Text Amendments

A. Purpose of Amendments. Land Development Code (LDC) text amendments shall be considered for the following reasons:
   1. The amendment clarifies the intent of the LDC.
   2. The amendment corrects an error in the LDC.
   3. The amendment addresses changes to state legislation, recent case law, or opinions from the Attorney General of the State of Florida.
   4. The amendment implements the LDC or Comprehensive Plan.
   5. The amendment promotes compliance with changes to other city, state, or federal regulations.
   6. The amendment adds district uses that are consistent with the character of the current range of allowed **uses.**
   7. The amendment results in providing compatible land uses within the City.
   8. The amendment implements findings of reports, studies, or other documentation regarding functional requirements, contemporary planning practices, environmental requirements, or similar technical assessments.

B. Manner of Initiation. Applications for a LDC text amendment may be initiated in the following manner:
   1. The City Council by its own motion;
   2. The Planning and Development Board by its own motion; or
   3. The City Manager for City initiated requests, including text amendments associated with a similar use determination.

C. Review Criteria. Proposed LDC text amendments shall be reviewed in accordance with the following criteria:
   1. **Whether the proposed LDC text amendment is consistent with the goals, policies, and future land use** designations of the City Comprehensive Plan;
   2. The amendment results in compatible land uses within a zoning designation;
   3. The amendment protects the health, safety, and welfare of the community; or
   4. Other factors deemed appropriate by the Planning and Development Board and City Council.

D. Effective date of approval. The effective date of a LDC text amendment shall take place upon adoption.

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CHAPTER 4
ZONING DISTRICTS AND OVERLAYS

4.00.00 - GENERALLY

The purpose of this chapter is to describe the zoning districts and permissible uses of land within the City of Crestview, in accordance with the City Code and Comprehensive plan. Any violation of this Chapter shall be punished as provided for in section 1-11 of the City Code and Chapter 162, Florida Statutes.

4.01.00 - LAND USE DISTRICTS, DENSITY AND INTENSITY

Land use categories and adopted densities and intensities are as described below:

Land Use Category	Use Description	Allowed Density/Intensity
R - Residential	Residential Development	Maximum of 8 units per acre
MU - Mixed Use	Mixed Use development with residential and non-residential uses	Maximum of 20 units per acre or FAR of 2.0
C - Commercial	Commercial Development	FAR of 3.0
IN - Industrial	Industrial Development	FAR of 3.0
PL - Public Lands	Limited to development of recreation, schools, churches, institutional uses, utilities, and government facilities.	FAR of 2.0
CON - Conservation	Educational or recreational uses coincidental to and compatible with the conservation purpose of the district	Maximum impervious surface coverage of 5%

4.02.00 - OFFICIAL ZONING MAP

Zoning districts and zoning district boundaries are hereby established and declared to be in effect upon all land and water areas included within the boundaries of each district as shown on the map designated the as "Official Zoning Map of the City of Crestview, Florida." The Official Zoning Map is on file in the City of Crestview City Hall. Such map and all notations, references and other information shown thereon are as much a part of this chapter as if the information set forth thereon was fully described and set out in this section.

4.03.00 - ESTABLISHMENT AND PURPOSE OF ZONING DISTRICTS

A. Residential Districts.
   1. R-1 - Single-Family Low-Density District. The Single-Family Low-Density zoning district is established to provide for single-family dwellings, accessory dwelling units and allowed accessory structures customarily associated with residential development in legacy neighborhoods and un-platted residential areas. The maximum density is 4.0 dwelling units per acre. Each single-family dwelling must be placed on one parcel, lot, tract or other division of land.
   2. R-2 - Single-Family Medium-Density District - The Single-Family Medium-Density zoning district is established to provide for single-family dwellings in traditional residential neighborhoods. The R-2 zoning district is limited to single-family homes and allowed accessory structures. The maximum density is 6.0 dwelling units per acre. Each single-family dwelling must be placed on one parcel, lot, tract or other division of land.
   3. R-3 - Single and Multi-Family Dwelling District - The Multi-Family Dwelling Density zoning district is established to provide for single-and multi-family dwellings in higher-density residential neighborhoods. The R-3 zoning district is limited to single- and multi-family dwellings and accessory structures. The maximum density is 8.0 dwelling units per acre in the Residential (R) Future Land Use, and 10.0 dwelling units per acre in the Mixed-Use (MU) Future Land Use. Each parcel, lot, tract or other division of land may

contain multiple single- or multi-family dwellings according to the density allowed by the size of each piece of land.

B. Mixed Use Districts.
   1. MU - Mixed-Use District - The Mixed-Use district is established to provide for a variety of land uses, including single- and multi-family dwellings and small, low-impact commercial developments, including retail sales, professional offices, service industries, bed-and-breakfasts, other similar uses and accompanying accessory uses. Uses may be limited by location due to impacts and compatibility issues. The maximum density for dwellings is 20.0 dwelling units per acre, and the maximum allowed floor area ratio (FAR) for commercial uses is 2.0. Each parcel, lot, tract or other division of land may contain multiple single- or multi-family dwellings according to the density allowed by the size of each piece of land.

C. Commercial and Industrial Districts.
   1. C-1 - Commercial Low-Intensity District - The Commercial Low-Intensity District is established to provide for multi-family apartments, condominiums and low-intensity commercial uses including restaurants, small-scale retail sales, service industries, entertainment, light manufacture and repair, small professional offices, hotels, gas stations, other similar uses and allowed accessory uses. Uses may be limited by location due to impacts and compatibility issues. The maximum allowed density for dwelling units is 25 dwelling units per acre. The maximum allowed floor area ratio (FAR) is 2.0 for commercial uses.
   2. C-2 - Commercial High-Intensity District - The Commercial High-Intensity District is established to provide for high-intensity commercial developments including restaurants, large-scale retail sales and service industries, entertainment, light manufacture and repair, professional offices, hotels, gas stations, other similar uses and allowed accessory uses. Uses may be limited by location due to impacts and compatibility issues. The maximum allowed floor area ratio (FAR) is 3.0.
   3. IN - Industrial District - The Industrial District is established to provide for all types of manufacture and repair as well as gas stations, other similar uses and accompanying accessory uses. Uses may be limited by location due to impacts and compatibility issues. The maximum allowed floor area ratio (FAR) is 3.0.

D. Public Land and Conservation Districts.
   1. P - Public Lands District - The Public Lands district is established to provide for municipal, governmental or otherwise institutional uses such as City, County, State or Federal buildings, parks, schools, other similar uses and allowed accessory uses. Uses may be limited by location due to impacts and compatibility issues. The maximum allowed floor area ratio (FAR) is 2.0.
   2. E - Conservation District - The Conservation District is established to provide for passive recreation or educational uses that are compatible with the conservation purpose of the district. Such passive uses include passive parks, open spaces and areas designated for protection, such as water bodies, wetlands, and habitats for protected species.

4.04.00 - ZONING DISTRICT COMPARISON TO FUTURE LAND USE CATEGORIES

A. The Future Land Use Map of the Comprehensive Plan establishes allowable land uses within the City. The zoning districts set forth within this LDC must be consistent with the Future Land Use Map. Any rezoning of land must maintain this consistency. Table 4.04.00 sets forth the allowable zoning districts which are consistent with each land use category from the Future Land Use Map.

B. When a parcel of land is annexed or rezoned, it is necessary to assign a new zoning district to a piece of land. The following criteria shall be applied to the determination of the appropriate zoning district:
   1. Whether the requested zoning district is consistent with the future land use category according to Table 4.04.00.
   2. Whether the uses within the requested zoning district are compatible with the uses in adjacent zoning districts. Compatibility is determined by considering scale of use; intensity of use as determined by floor area ratio and impervious surface coverage; hours of operation; impacts from noise in parking lots or structures; noise from outdoor gathering places; noise from outdoor speakers; noise from processes such as from body shops, equipment shops, and industrial activities; lighting from parking lots or structures and vehicles; and security lighting. Compatibility shall consider the range of allowable uses on parcels adjacent to the proposed rezoning parcel and the typical impacts for those uses.
   3. Whether the requested use is substantially more intense or less intense than allowable development on adjacent parcels. The range of uses permissible according to the land use category and zoning district on

the adjacent parcels is the basis for determination. The existence of a nonconforming use on adjacent parcels which is substantially more or less intense than the requested zoning shall not establish the sole reason for denial of the requested zoning.

4. Whether the requested use is based on soil types, topography, protection of natural resources, and protection of designated historic areas.

Table 4.04.00 - Zoning Districts in Future Land Use Categories

Future Land Use	Zoning Districts								
	R-1	R-2	R-3	MU	C-1	C-2	IN	PL	E
Residential (R)	X	X	X						
Mixed Use (MU)			X	X	X				
Commercial (C)					X	X			
Industrial (I)							X		
Public Lands (P)								X	
Conservation (CON)									X

4.05.00 - ESTABLISHMENT AND PURPOSE OF OVERLAY DISTRICTS

A. Purpose. The purpose of overlay districts is to provide a means of modifying the site design and development requirements applicable to the underlying zoning district(s).

B. *Downtown Overlay District*. The *Downtown Overlay District* is established to preserve and promote the downtown area of Crestview. The intent of the *Downtown Overlay District* is to provide flexibility in location and design requirements to support and encourage economic development in the downtown area.

1. The *Downtown Overlay District* is intended as a location where specific site design features will be provided to ensure flexibility in the location of activities, accessory structures, and other site design requirements, consistent with a downtown location.
2. The *Downtown Overlay District* is intended to encourage the provision of design features necessary to support economic development and to maintain appropriate development characteristics within the *Downtown Overlay District*. Specific design requirements can be found in Chapter 6 of this code.
3. The See figure 4.05.00 below for the boundary of the *Downtown Overlay District*.

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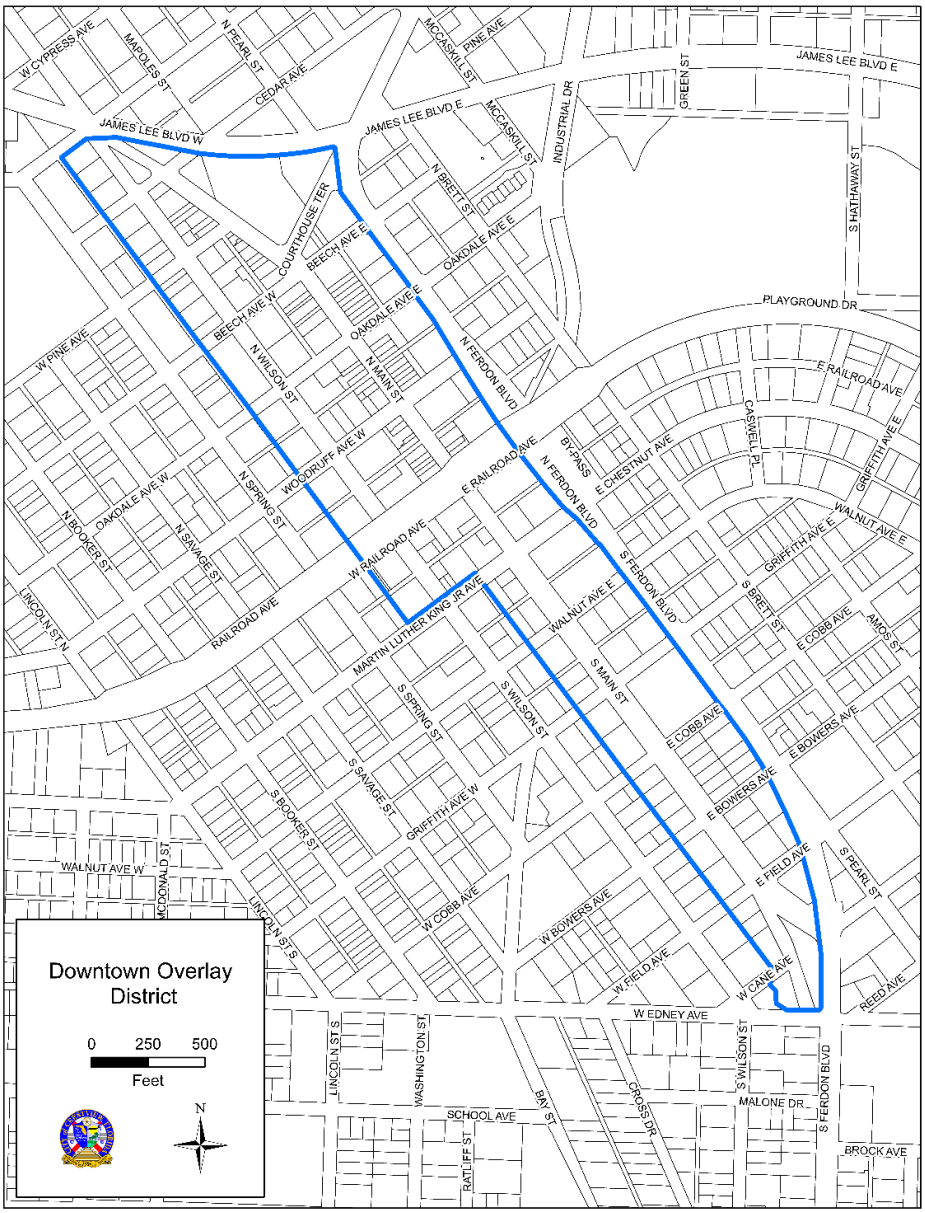
Figure 4.05.00 - Downtown Overlay District



4.06.00 - LAND USES PERMISSIBLE IN EACH ZONING DISTRICT

A. How to read the Table of Permissible Uses (Table 4.06.00)
   1. Within the Table 4.06.00, the letter "P" indicates that the land use is permissible, subject to compliance with the standards of the zoning district.
   2. The letter "S" indicates that the use is permissible, subject to compliance with the standards of the zoning district, and the supplemental standards specified for the use. Supplemental standards are contained in Chapter 7.
   3. An empty cell indicates the use is prohibited.
   4. Reference back to 4.05.00B3 for uses not allowed in the Downtown Overlay District.
   5. Any use that is not identified in Table 4.06.00 is prohibited unless it is found to be substantially similar by the Planning Administrator.

a. A requested use shall be considered substantially similar when the characteristics of the requested use are equivalent in type, intensity, degree, or impact when compared to a use named in Table 4.06.00. Examples of characteristics to be considered include the following:
   (1) Typical hours of operation;
   (2) Use of outdoor storage;
   (3) Trip generation rates;
   (4) Generation of noise, light pollution, odor, smoke, electromagnetic interference, or vibration; and
   (5) Customary activities associated with the use.
b. A requested use shall be consistent with the Comprehensive Plan.
c. A requested use shall be consistent with the purposes of the zoning district applicable to the parcel.
d. The administrative interpretation of uses shall be subject to appeal, as set forth in Chapter 9.

Table 4.06.00 - Permissible Uses in Each Zoning District

Principle Land Use	Zoning District								
	R-1	R-2	R-3	MU	C-1	C-2	IN	P	E
Residential Uses									
Single-family dwelling	P	P	P	P					
Duplex or Triplex			P	P					
Multifamily / Apartments / Condos			P	P	P				
Townhouse			P	P					
Manufactured homes	P	P	P	P					
Manufactured home community				S 7.05.06					
Non-Residential Uses									
Alcohol package store (no consumption on premises)					P	P			
Animal hospital or veterinary clinic					P	P			
Arenas, band shell, amphitheater, outdoor performance area					P	P		P	
Artisan studio				P	P	P			
Asphalt or concrete plant							P		
ATM kiosk				P	P	P	P	P	
Bait and tackle				P	P	P			
Barber, beauty salon, nail salons, aesthetician, and other similar uses				P	P	P			

Principle Land Use	Zoning District								
	R-1	R-2	R-3	MU	C-1	C-2	IN	P	E
Bed and breakfast lodging				P	P	P			
Building materials, building supply, enclosed lumber yard					P	P	P		
Business support services, such as copying, mailing, printing, private mail service				P	P	P	P		
Car wash or detailing facility					P (7.05.01.B)	P	P		
Cemetery								P	
Community Center, club, or lodge				P	P	P			
Commercial recreation, including bowling, laser tag, video arcades, go karts, and other similar uses					P	P			
Residential subdivision public community/amenity center	P	P	P	P					
Cultural facility, such as library, museum, or gallery				P	P	P			
Day-care (child), nursery school, kindergarten, or pre-kindergarten				P	P				
Day-care (adult)				P	P				
Distribution centers, may include warehousing, dispatch offices, vehicle yards						P	P		
Essential public / municipal services	P	P	P	P	P	P	P	P	
Farmer's market, outdoor sales, roadside vendors				P	P	P		P	
Financial institutions, banks, credit unions,					P	P			

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Principle Land Use	Zoning District								
	R-1	R-2	R-3	MU	C-1	C-2	IN	P	E
brokerages, no drive-up window									
Financial institutions, banks, credit unions, brokerages, with drive-up window					P	P			
Food stores, specialty, such as bakeries, candy, ethnic groceries, catering services				P	P	P			
Fortune tellers and psychics				P	P				
Freight and moving companies					P (7.05.01.B)	P	P		
Fuel/gasoline station, may include convenience store, restaurant, automotive supplies, but not repair					P (7.05.01.B)	P	P		
Funeral homes, mortuaries, crematoria					P (7.05.01.B)	P			
Garden, community or neighborhood	P	P	P	P	P			P	P
Golf course	P	P	P	P					
Grocery store, supermarket					P	P			
Group home, congregate living facility and similar uses			P	P	P				
Health clubs, exercise clubs, spas, gyms				P	P	P			
Hospital					P	P	P	P	
Hotels, motels, inns and similar lodging facilities					P	P			
Ice vending machine				P	P	P	P	P	
Industrial uses, heavy industry with nuisance factors, such as odor, noise,							P		

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Principle Land Use	Zoning District								
	R-1	R-2	R-3	MU	C-1	C-2	IN	P	E
vibration, electronic interference									
Junk or salvage yards, recycling facilities							P		
Kennel with outdoor runs					P (7.05.01.B)	P			
Kennel, no outdoor runs				P	P (7.05.01.B)	P	P		
Laboratories, medical					P	P	P		
Laboratories, industrial						P	P		
Landscaping materials sales: plants, stone, mulch, gravel, supplies, greenhouse, nursery yards					P (7.05.01.B)	P	P		
Laundry facility, self-service				P	P	P	P		
Lounge, bar or nightclub					P	P			
Light manufacturing, light assembly, fully enclosed building, no nuisance factors				P	P	P	P		
Heavy manufacturing and intense industrial activities including production, fabrication, assembly, outdoor storage, with nuisance factors							P		
Medical and dental clinics, outpatient facilities					P	P			
Medical facility for recovery or rehabilitation services, includes substance abuse center, physical or mental					P	P			

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Principle Land Use	Zoning District								
	R-1	R-2	R-3	MU	C-1	C-2	IN	P	E
rehabilitation, overnight stays									
Medical marijuana dispensary, Drug stores and pharmacies					S 7.05.02	S 7.05.02			
Nursing home or convalescent facility, overnight stay			P	P	P	P			
Offices, general, includes offices for trades or construction businesses				P	P	P	P		
Parking lot or parking garage, commercial					P	P	P		
Pawnshops					P	P			
Personal services, such as jewelry repair, shoe repair, tailoring, dry cleaning pick-up center				P	P	P			
Professional offices, accounting, government operations, legal services, bookkeeping, realtors, brokers, insurance, etc.				P	P	P			
Recreational camping				S 7.05.03B	S 7.05.03B	S 7.05.03			S 7.05.03
Recreational vehicle park				S 7.05.04	S 7.05.04	S 7.05.04			
Religious facility	P	P	P	P	P	P	P	P	
Repair shops, small equipment, small appliances					P	P	P		
Restaurants, drive-through and fast food					P	P			
Restaurants, (drive-through not allowed)				P	P	P			

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Principle Land Use	Zoning District								
	R-1	R-2	R-3	MU	C-1	C-2	IN	P	E
Retail shops, freestanding or within centers, includes department stores or specialty shops such as art, antiques, furniture, florist, appliances, jewelry, media, office supplies, automotive supplies, etc.				P	P	P			
Retail, large-scale discount establishments, big-box stores					P	P			
RV, motor homes, travel trailers, or manufactured home sales lot					P (7.05.01.B)	P	P		
Schools: academic, charter, public or private	P	P	P	P	P	P		P	
Schools: business, commercial, trade, vocational				P	P	P	P	P	
Self-storage, mini-storage facilities				P	P	P	P		
Stone, granite, monument sales					P (7.05.01.B)	P			
Studios for personal instruction, such as music, dancing, art or photography				P	P	P			
Tattoo parlors and body-piercing studios				P	P	P			
Terminals, bus, transit, includes truck stop						P	P		
Theaters, movie or performing arts					P	P			
Towers, radio, TV, telecommunication	S 7.05.05	S 7.05.05	S 7.05.05	S 7.05.05	S 7.05.05	S 7.05.05	S 7.05.05	S 7.05.05	
Trades, maintenance services, and heavy repair services,						P	P		

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Principle Land Use	Zoning District								
	R-1	R-2	R-3	MU	C-1	C-2	IN	P	E
including outdoor storage, equipment yards, machine shops, welding shops, towing services									
Uses that are adult-oriented, including bookstores, movie stores, theaters, entertainment, and retail stores							P		
Vehicle: repair, body shop						P	P		
Vehicle: sales and rentals, including automobiles, trucks, and motorcycles					P (7.05.01.B)	P			
Vehicle: construction, heavy equipment sales and rental						P	P		
Vehicle: storage yards					P (7.05.01.B)	P			
Warehousing, not including self-services storage					P (7.05.01.B)	P	P		
Wholesalers					P (7.05.01.B)	P			

4.07.00 - CHANGE OF USE REQUIREMENTS

A. A request to change the permissible use of a parcel of land or structure shall be considered according to the procedures established in Chapter 9 - Variations from Standards in the LDC.

B. A change of the permissible use of a parcel of land or structure shall meet the following criteria:
   1. The requested use is permissible according to Table 4.06.00, Permissible Uses in Each Zoning District.
   2. When the requested use has greater impacts than the existing use it shall be established only in compliance with the following site design and development standards:
      a. Parking, loading, handicapped access, stacking lanes, or driveway standards set forth in Chapter 8.
      b. Landscaping and buffering requirements set forth in Chapter 6.
      c. Level of service standards set forth in the City of Crestview Engineering Standards Manual.
      d. Impervious surface coverage standards for the applicable zoning district, set forth in Chapter 6.
   3. The requested use does not require exterior building alterations, except that such alterations may be permissible in compliance with applicable building and safety codes.
   4. The requested use can be granted a new Certificate of Occupancy.

CHAPTER 5
ENVIRONMENT AND RESOURCE PROTECTION

5.00.00 - GENERALLY

5.00.01 - Purpose and Intent

The purpose of this chapter is to protect the existing natural resources in the City. These standards preserve the natural environment and protect wildlife habitat and migration corridors.

5.00.02 - Applicability

The standards in this chapter shall apply to all new development and redevelopment within the City, except for development on lots of record that were approved for single-family residential use prior to the effective date of this LDC.

5.01.00 - WETLANDS PROTECTION

A. The natural function of wetlands within the City shall be protected. Potential wetlands are identified in the Comprehensive Plan; however, final delineation shall be established by an independent survey conducted in accordance with the methodology set forth in the Florida Statutes.
   1. Wetlands shall not be removed, altered, or destroyed, except where permitted and mitigated as required by the Florida DEP, NWFWMD, and the U.S. Army Corps of Engineers. Proof of permit shall be provided by the City. Areas approved for mitigation shall be protected through a conservation easement with the City as a party to the easement.
   2. A de minimus exemption may be granted by the Florida DEP, NWFWMD, and the U.S. Army Corps of Engineers. Where exempted, proof of exemption shall be provided to the City.
   3. Where an applicant is exempt from permitting requirements of the State of Florida or the U.S. Army Corps of Engineers, the City shall determine whether a local development permit is required to protect the natural function of the wetlands.

B. Setbacks required.
   1. Principle buildings and all site development shall be setback from wetlands and water bodies a minimum of twenty-five (25) feet unless Florida DEP, NWFWMD and the U.S. Army Corp of Engineers provide written approval for the proposed development to encroach into the 25-foot setback.
   2. Within the required setback the following activities are permissible:
      a. Marinas;
      b. Piers;
      c. Boardwalks;
      d. Walking trails;
      e. Riprap, but not shoreline armoring;
      f. Installation of buoys or other aids to navigation;
      g. Fences;
      h. Bridges, both pedestrian and vehicular; or
      i. Docks.
   3. Development activity which is determined by the City to be water dependent or water related may be allowed.

5.02.00 - HABITAT PROTECTION

A. It is the purpose of this section to provide standards necessary to protect the habitats of species, both flora and fauna, of endangered, threatened or special concern status in the City. It is the intent of this section to require that an appropriate amount of land shall be set aside to protect habitat of rare, endangered or special concern plant and animal species.

B. Areas subject to the standards of this section shall be those identified in Chapter 11 of the Comprehensive Plan as habitat for rare and endangered species, threatened species, or species of special concern.

C. A habitat management plan shall be prepared as a prerequisite to the approval of any development proposed on a site containing areas subject to this section. The habitat management plan shall be prepared by an ecologist, biologist, or other related professional. The plan shall document the presence of affected species, the land needs of the species that may be met on the development site and shall recommend appropriate habitat management plans and other measures to protect the subject wildlife.
D. The site development plan for a site containing protected habitat shall not be approved except in compliance with the requirements for habitat protection set forth in the habitat management plan. Where land is set aside as protected habitat, such land shall be adjacent to existing viable habitat, a wetland, floodplain, or wildlife corridor, except when such locations are not available.

5.03.00 - AIR QUALITY

5.03.01 - Compliance with State and Federal Regulations

To protect and enhance the air quality of the City, all sources of air pollution shall comply with rules set forth by the Environmental Protection Agency (Code of Federal Regulations, Title 40) and the Florida DEP. In all cases the strictest of the applicable standards shall apply. No person shall operate a regulated source of air pollution without a valid operation permit.

5.03.02 - Testing Required

Air pollution emissions shall be tested, and results reported in accordance with techniques and methods adopted by the Florida DEP and submitted to the State. These tests shall be carried out under supervision of the State and at the expense of the person responsible for the source of emissions.

5.04.00 - HISTORICAL AND ARCHAEOLOGICAL RESOURCES

5.04.01 - Applicability

The requirements of this section pertain to all structures and sites with identified historical of archaeological significance as determined by listing on the Florida Master Site File or the National Register of Historic Places.

5.04.02 - Survey Requirements

A. Where a proposed development is located on a protected historical or archaeological site, a survey shall be conducted by a State of Florida qualified archaeologist or similar expert. The survey shall contain recommendations on methods of preservation, protection, or mitigation of resources on the site. The survey shall be submitted along with the application according to the submittal, review, and decision-making procedures set forth in Chapter 3. Any proposed development shall be consistent with the findings and recommendations contained in the survey.
B. Where previously unidentified historical or archaeological resources are unearthed during site preparation, excavation, construction or development activity on a site, development shall be suspended, and the City shall be notified. The City shall determine if a survey is required.

5.05.00 - FLOOD DAMAGE PREVENTION

5.05.01 - General

A. Title. These regulations shall be known as the Floodplain Management Article of Crestview, hereinafter referred to as "this article."
B. Scope. The provisions of this article shall apply to all development that is wholly within or partially within any flood hazard area, including but not limited to the subdivision of land; filling, grading, and other site improvements and utility installations; construction, alteration, remodeling, enlargement, improvement, replacement, repair, relocation or demolition of buildings, structures, and facilities that are exempt from the Florida Building Code; placement, installation, or replacement of manufactured homes and manufactured buildings; installation or replacement of tanks; placement of recreational vehicles; installation of swimming pools; and any other development.
C. Intent. The purposes of this article and the flood load and flood resistant construction requirements of the Florida Building Code are to establish minimum requirements to safeguard the public health, safety, and

general welfare and to minimize public and private losses due to flooding through regulation of development in flood hazard areas to:

1. Minimize unnecessary disruption of commerce, access and public service during times of flooding;
2. Require the use of appropriate construction practices in order to prevent or minimize future flood damage;
3. Manage filling, grading, dredging, mining, paving, excavation, drilling operations, storage of equipment or materials, and other development which may increase flood damage or erosion potential;
4. Manage the alteration of flood hazard areas, watercourses, and shorelines to minimize the impact of development on the natural and beneficial functions of the floodplain;
5. Minimize damage to public and private facilities and utilities;
6. Help maintain a stable tax base by providing for the sound use and development of flood hazard areas;
7. Minimize the need for future expenditure of public funds for flood control projects and response to and recovery from flood events; and
8. Meet the requirements of the National Flood Insurance Program for community participation as set forth in the Title 44 Code of Federal Regulations, Section 59.22.

D. Coordination with the Florida Building Code. This article is intended to be administered and enforced in conjunction with the Florida Building Code. Where cited, ASCE 24 refers to the edition of the standard that is referenced by the Florida Building Code.

E. Warning. The degree of flood protection required by this article and the Florida Building Code, as amended by this community, is considered the minimum reasonable for regulatory purposes and is based 011 scientific and engineering considerations. Larger floods can and will occur. Flood heights may be increased by man-made or natural causes. This article does not imply that land outside of mapped special flood hazard areas, or that uses permitted within such flood hazard areas, will be free from flooding or flood damage. The flood hazard areas and base flood elevations contained in the Flood Insurance Study and shown on Flood Insurance Rate Maps and the requirements of Title 44 Code of Federal Regulations, Sections 59 and 60 may be revised by the Federal Emergency Management Agency, requiring this community to revise these regulations to remain eligible for participation in the National Flood Insurance Program. No guaranty of vested use, existing use, or future use is implied or expressed by compliance with this article.

F. Disclaimer of Liability. This article shall not create liability on the part of City Council of Crestview or by any officer or employee thereof for any flood damage that results from reliance on this article or any administrative decision lawfully made thereunder.

5.05.02 - Applicability

A. General. Where there is a conflict between a general requirement and a specific requirement, the specific requirement shall be applicable.

B. Areas to which this article applies. This article shall apply to all flood hazard areas within the City of Crestview, as established in Section 102-402(c) of this article.

C. Basis for establishing/food hazard areas. The Flood Insurance Study for Okaloosa County, Florida and Incorporated Areas dated December 6, 2002, and all subsequent amendments and revisions, and the accompanying Flood Insurance Rate Maps (FIRM), and all subsequent amendments and revisions to such maps, are adopted by reference as a part of this article and shall serve as the minimum basis for establishing flood hazard areas. Studies and maps that establish flood hazard areas are on file in the Community Development Services at City Hall, 198 Wilson Street North, Crestview, FL 32536.

D. Submission of additional data to establish flood hazard areas. To establish flood hazard areas and base flood elevations, pursuant to Section 5.05.05 of this article the Floodplain Administrator may require submission of additional data. Where field surveyed topography prepared by a Florida licensed professional surveyor or digital topography accepted by the community indicates that ground elevations:

1. Are below the closest applicable base flood elevation, even in areas not delineated as a special flood hazard area on a FIRM, the area shall be considered as flood hazard area and subject to the requirements of this article and, as applicable, the requirements of the Florida Building Code.
2. Are above the closest applicable base flood elevation, the area shall be regulated as special flood hazard area unless the applicant obtains a Letter of Map Change that removes the area from the special flood hazard area.

E. Other laws. The provisions of this article shall not be deemed to nullify any provisions of local, state or federal law.
F. Abrogation and greater restrictions. This article supersedes any regulations in effect for management of development in flood hazard areas. However, it is not intended to repeal or abrogate any existing ordinances including but not limited to land development regulations, zoning ordinances, stormwater management regulations, or the Florida Building Code. In the event of a conflict between this article and any other ordinance, the more restrictive shall govern. This ordinance shall not impair any deed restriction, covenant or easement, but any land that is subject to such interests shall also be governed by this article
G. Interpretation. In the interpretation and application of this article, all provisions shall be:
    1. Considered as minimum requirements;
    2. Liberally construed in favor of the governing body; and
    3. Deemed neither to limit nor repeal any other powers granted under state statutes.

5.05.03 - Duties and Powers of the Floodplain Administrator

A. Designation. The Community Development Services Director is designated as the Floodplain Administrator. The Floodplain Administrator may delegate performance of certain duties to other employees or select a qualified candidate from Staff to serve as designee.
B. Certification requirements for the Floodplain Administrator. The Floodplain Administrator shall become certified and maintain said certification in good standing during employment with the City of Crestview. The requirements for certification are as follows:
    1. Within one year of being hired or designated as such, the Floodplain Management Administrator shall apply to sit for and obtain a passing grade on the Certified Floodplain Manager® examination administered by the Association of State Floodplain Managers (ASFPM).
    2. The Floodplain Management Administrator shall maintain the Certified Floodplain Manager® certification through continuing education credits as required by ASFPM.
C. General. The Floodplain Administrator is authorized and directed to administer and enforce the provisions of this article. The Floodplain Administrator shall have the authority to render interpretations of this article consistent with the intent and purpose of this article and may establish policies and procedures in order to clarify the application of its provisions. Such interpretations, policies, and procedures shall not have the effect of waiving requirements specifically provided in this article without the granting of a variance pursuant to Section 5.05.07 of this article.
D. Applications and permits. The Floodplain Administrator, in coordination with other pertinent offices of the community, shall:
    1. Review applications and plans to determine whether proposed new development will be located in flood hazard areas;
    2. Review applications for modification of any existing development in flood hazard areas for compliance with the requirements of this article;
    3. Interpret flood hazard area boundaries where such interpretation is necessary to determine the exact location of boundaries; a person contesting the determination shall have the opportunity to appeal the interpretation;
    4. Provide available flood elevation and flood hazard information;
    5. Determine whether additional flood hazard data shall be obtained from other sources or shall be developed by an applicant;
    6. Review applications to determine whether proposed development will be reasonably safe from flooding;·
    7. Issue floodplain development permits or approvals for development other than buildings and structures that are subject to the Florida Building Code, including buildings, structures and facilities exempt from the Florida Building Code, when compliance with this article is demonstrated, or disapprove the same in the event of noncompliance; and
    8. Coordinate with and provide comments to the Building Official to assure that applications, plan reviews, and inspections for buildings and structures in flood hazard areas comply with the applicable provisions of this article.
E. Substantial improvement and substantial damage determinations. For applications for building permits to improve buildings and structures, including alterations, movement, enlargement, replacement, repair, change

of occupancy, additions, rehabilitations, renovations, substantial improvements, repairs of substantial damage, and any other improvement of or work on such buildings and structures, the Floodplain Administrator, in coordination with the Building Official, shall:

1. Estimate the market value, or require the applicant to obtain an appraisal of the market value prepared by a qualified independent appraiser, of the building or structure before the start of construction of the proposed work; in the case of repair, the market value of the building or structure shall be the market value before the damage occurred and before any repairs are made;
2. Compare the cost to perform the improvement, the cost to repair a damaged building to its pre- damaged condition, or the combined costs of improvements and repairs, if applicable, to the market value of the building or structure;
3. Determine and document whether the proposed work constitutes substantial improvement or repair of substantial damage; for proposed work to repair damage caused by flooding, the determination requires evaluation of previous permits issued to repair flood-related damage as specified in the definition of "substantial damage" and evaluation of previous permits issued for improvements and repairs as specified in the definition of "substantial improvement"; and
4. Notify the applicant if it is determined that the work constitutes substantial improvement or repair of substantial damage and that compliance with the flood resistant construction requirements of the Florida Building Code and this article is required.

F. Modifications of the strict application of the requirements of the Florida Building Code. The Floodplain Administrator shall review requests submitted to the Building Official that seek approval to modify the strict application of the flood load and flood resistant construction requirements of the Florida Building Code to determine whether such requests require the granting of a variance pursuant to Section 5.05.07 of this article.

G. Notices and orders. The Floodplain Administrator shall coordinate with appropriate local agencies for the issuance of all necessary notices or orders to ensure compliance with this article.

H. Inspections. The Floodplain Administrator shall make the required inspections as specified in Section 5.05.06 of this article for development that is not subject to the Florida Building Code, including buildings, structures and facilities exempt from the Florida Building Code. The Floodplain Administrator shall inspect flood hazard areas to determine if development is undertaken without issuance of a permit.

I. Other duties of the Floodplain Administrator. The Floodplain Administrator shall have other duties, including but not limited to:

1. Establish, in coordination with the Building Official, procedures for administering and documenting determinations of substantial improvement and substantial damage made pursuant to Section 5.05.03 of this article;
2. Require that applicants proposing alteration of a watercourse notify adjacent communities and the Florida Division of Emergency Management, State Floodplain Management Office, and submit copies of such notifications to the Federal Emergency Management Agency (FEMA);
3. Require applicants who submit hydrologic and hydraulic engineering analyses to support permit applications to submit to FEMA the data and information necessary to maintain the Flood Insurance Rate Maps if the analyses propose to change base flood elevations, flood hazard area boundaries, or floodway designations; such submissions shall be made within 6 months of such data becoming available;
4. Review required design certifications and documentation of elevations specified by this article and the Florida Building Code to determine that such certifications and documentations are complete; and
5. Notify the Federal Emergency Management Agency when the corporate boundaries of Crestview are modified.

J. Floodplain management records. Regardless of any limitation on the period required for retention of public records, the Floodplain Administrator shall maintain and permanently keep and make available for public inspection all records that are necessary for the administration of this article and the flood resistant construction requirements of the Florida Building Code, including Flood Insurance Rate Maps; Letters of Map Change; records of issuance of permits and denial of permits; determinations of whether proposed work constitutes substantial improvement or repair of substantial damage; required design certifications and documentation of elevations specified by the Florida Building Code and this article; notifications to adjacent communities, FEMA, and the state related to alterations of watercourses; assurances that the flood carrying capacity of altered watercourses will be maintained; documentation related to appeals and variances,

including justification for issuance or denial; and records of enforcement actions taken pursuant to this article and the flood resistant construction requirements of the Florida Building Code. These records shall be available for public inspection at City Hall, 198 Wilson St. N, Crestview, FL 32536.

5.05.04 - Permits

A. Permits required Any owner or owner's authorized agent (hereinafter "applicant") who intends to undertake any development activity within the scope of this article, including buildings, structures and facilities exempt from the Florida Building Code, which is wholly within or partially within any flood hazard area shall first make application to the Floodplain Administrator, and the Building Official if applicable, and shall obtain the required permit(s) and approval(s). No such permit or approval shall be issued until compliance with the requirements of this article and all other applicable codes and regulations has been satisfied.

B. Floodplain development permits or approvals. Floodplain development permits or approvals shall be issued pursuant to this article for any development activities not subject to the requirements of the Florida Building Code, including buildings, structures and facilities exempt from the Florida Building Code. Depending on the nature and extent of proposed development that includes a building or structure, the Floodplain Administrator may determine that a floodplain development permit or approval is required in addition to a building permit.

C. Buildings, structures and facilities exempt from the Florida Building Code. Pursuant to the requirements of federal regulation for participation in the National Flood Insurance Program (44 C.F.R. Sections 59 and 60), floodplain development permits or approvals shall be required for the following buildings, structures and facilities that are exempt from the Florida Building Code and any further exemptions provided by law, which are subject to the requirements of this article:
   1. Railroads and ancillary facilities associated with the railroad.
   2. Nonresidential farm buildings on farms, as provide in Section 604.50, F.S.
   3. Temporary buildings or sheds used exclusively for construction purposes.
   4. Mobile or modular structures used as temporary offices.
   5. Those structures or facilities of electric utilities, as defined in Section 366.02, F.S., which are directly involved in the generation, transmission, or distribution of electricity.
   6. Chickees constructed by the Miccosukee Tribe of Indians of Florida or the Seminole Tribe of Florida. As used in this paragraph, the term "chickee" means an open-sided wooden hut that has a thatched roof of palm or palmetto or other traditional materials, and that does not incorporate any electrical, plumbing, or other non-wood features.
   7. Family mausoleums not exceeding 250 square feet in area which are prefabricated and assembled on site or preassembled and delivered on site and have walls, roofs, and a floor constructed of granite, marble, or reinforced concrete.
   8. Temporary housing provided by the Department of Corrections to any prisoner in the state correctional system.
   9. Structures identified in Section 553.73(10)(k), F.S., are not exempt from the Florida Building Code if such structures are located in flood hazard areas established on Flood Insurance Rate Maps.

D. Application for a permit or ·approval. To obtain a floodplain development permit or approval the applicant shall first file an application in writing on a form furnished by the community. The information provided shall:
   1. Identify and describe the development to be covered by the permit or approval.
   2. Describe the land on which the proposed development is to be conducted by legal description, street address or similar description that will readily identify and definitively locate the site.
   3. Indicate the use and occupancy for which the proposed development is intended.
   4. Be accompanied by a site plan or construction documents as specified in Section 5.05.05 of this article.
   5. State the valuation of the proposed work.
   6. Be signed by the applicant or the applicant's authorized agent.
   7. Give such other data and information as required by the Floodplain Administrator.

E. Validity of permit or approval. The issuance of a floodplain development permit or approval pursuant to this article shall not be construed to be a permit for, or approval of, any violation of this article, the Florida Building Codes, or any other ordinance of this community. The issuance of permits based on submitted

applications, construction documents, and information shall not prevent the Floodplain Administrator from requiring the correction of errors and omissions.

F. Expiration. A floodplain development permit or approval shall become invalid unless the work authorized by such permit is commenced within 180 days after its issuance, or if the work authorized is suspended or abandoned for a period of 180 days after the work commences. Extensions for periods of not more than 180 days each shall be requested in writing and justifiable cause shall be demonstrated.

G. Suspension or revocation. The Floodplain Administrator is authorized to suspend or revoke a floodplain development permit or approval if the permit was issued in error, on the basis of incorrect, inaccurate or incomplete information, or in violation of this article or any other ordinance, regulation or requirement of this community.

H. Other permits required Floodplain development permits and building permits shall include a condition that all other applicable state or federal permits be obtained before commencement of the permitted development, including but not limited to the following:
   1. The Northwest Florida Water Management District; Section 373.036, F.S.
   2. Florida Department of Health for onsite sewage treatment and disposal systems; Section 381.0065, F.S. and Chapter 64E-6, F.A.C.
   3. Florida Department of Environmental Protection for activities subject to the Joint Coastal Permit; Section 161.055, F.S.
   4. Florida Department of Environmental Protection for activities that affect wetlands and alter surface water flows, in conjunction with the U.S. Anny Corps of Engineers; Section 404 of the Clean Water Act.
   5. Federal permits and approvals.

5.05.05 - Site Plans and Construction Documents

A. Information for development in flood hazard areas. The site plan or construction documents for any development subject to the requirements of this article shall be drawn to scale and shall include, as applicable to the proposed development:
   1. Delineation of flood hazard areas, floodway boundaries and flood zone(s), base flood elevation(s), and ground elevations if necessary, for review of the proposed development.
   2. Where base flood elevations or floodway data are not included on the FIRM or in the Flood Insurance Study, they shall be established in accordance with Section 5.05.05(B)(2) or (3) of this article.
   3. Where the parcel on which the proposed development will take place will have more than 50 lots or is larger than 5 acres and the base flood elevations are not included on the FIRM or in the Flood Insurance Study, such elevations shall be established in accordance with Section 5.05.05(B)(1) of this article.
   4. Location of the proposed activity and proposed structures, and locations of existing buildings and structures.
   5. Location, extent, amount, and proposed final grades of any filling, grading, or excavation.
   6. Where the placement of fill is proposed, the amount, type, and source of fill material; compaction specifications; a description of the intended purpose of the fill areas; and evidence that the proposed fill areas are the minimum necessary to achieve the intended purpose.
   7. Existing and proposed alignment of any proposed alteration of a watercourse.
   8. The Floodplain Administrator is authorized to waive the submission of site plans, construction documents, and other data that are required by this article but that are not required to be prepared by a registered design professional if it is found that the nature of the proposed development is such that the review of such submissions is not necessary to ascertain compliance with this article.

B. Information in flood hazard areas without base flood elevations (approximate Zone A). Where flood hazard areas are delineated on the FIRM and base flood elevation data have not been provided, the Floodplain Administrator shall:
   1. Require the applicant to include base flood elevation data prepared in accordance with currently accepted engineering practices.
   2. Obtain, review, and provide to applicants base flood elevation and floodway data available from a federal or state agency or other source or require the applicant to obtain and use base flood elevation and floodway data available from a federal or state agency or other source.

3. Where base flood elevation and floodway data are not available from another source, where the available data are deemed by the Floodplain Administrator to not reasonably reflect flooding conditions, or where the available data are known to be scientifically or technically incorrect or otherwise inadequate:
    a. Require the applicant to include base flood elevation data prepared in accordance with currently accepted engineering practices; or
    b. Specify that the base flood elevation is three (3) feet above the highest adjacent grade at the location of the development, provided there is no evidence indicating flood depths have been or may be greater than three (3) feet.
4. Where the base flood elevation data are to be used to support a Letter of Map Change from FEMA, advise the applicant that the analyses shall be prepared by a Florida licensed engineer in a format required by FEMA, and that it shall be the responsibility of the applicant to satisfy the submittal requirements and pay the processing fees.

C. Additional analyses and certifications. As applicable to the location and nature of the proposed development activity, and in addition to the requirements of this Section, the applicant shall have the following analyses signed and sealed by a Florida licensed engineer for submission with the site plan and construction documents:
1. For development activities proposed to be located in a regulatory floodway, a floodway encroachment analysis that demonstrates that the encroachment of the proposed development will not cause any increase in base flood elevations; where the applicant proposes to undertake development activities that do increase base flood elevations, the applicant shall submit such analysis to FEMA as specified in Section 102-405(d) of this article and shall submit the Conditional Letter of Map Revision, if issued by FEMA, with the site plan and construction documents.
2. For development activities proposed to be located in a riverine flood hazard area for which base flood elevations are included in the Flood Insurance Study or on the FIRM and floodways have not been designated, hydrologic and hydraulic analyses that demonstrate that the cumulative effect of the proposed development, when combined with all other existing and anticipated flood hazard area encroachments, will not increase the base flood elevation more than one (1) foot at any point within the community. This requirement does not apply in isolated flood hazard areas not connected to a riverine flood hazard area or in flood hazard areas identified as Zone AO or Zone AH.
3. For alteration of a watercourse, an engineering analysis prepared in accordance with standard engineering practices which demonstrates that the flood-carrying capacity of the altered or relocated portion of the watercourse will not be decreased, and certification that the altered watercourse shall be maintained in a manner which preserves the channel's flood-carrying capacity; the applicant shall submit the analysis to FEMA as specified in Section 5.05.05(D) of this article.

D. Submission of additional data. When additional hydrologic, hydraulic or other engineering data, studies, and additional analyses are submitted to support an application, the applicant has the right to seek a Letter of Map Change from FEMA to change the base flood elevations, change floodway boundaries, or change boundaries of flood hazard areas shown on FIRMs, and to submit such data to FEMA for such purposes. The analyses shall be prepared by a Florida licensed engineer in a format required by FEMA. Submittal requirements and processing fees shall be the responsibility of the applicant.

5.05.06 - Inspections

A. General. Development for which a floodplain development permit or approval is required shall be subject to inspection.

B. Development other than buildings and structures. The Floodplain Administrator shall inspect all development to determine compliance with the requirements of this article and the conditions of issued floodplain development permits or approvals.

C. Buildings, structures and facilities exempt from the Florida Building Code. The Floodplain Administrator shall inspect buildings, structures and facilities exempt from the Florida Building Code to determine compliance with the requirements of this article and the conditions of issued floodplain development permits or approvals.

D. Buildings, structures and facilities exempt from the Florida Building Code, lowest floor inspection. Upon placement of the lowest floor, including basement, and prior to further vertical construction, the owner of a

building, structure or facility exempt from the Florida Building Code, or the owner's authorized agent, shall submit to the Floodplain Administrator:

1. If a design flood elevation was used to determine the required elevation of the lowest floor, the certification of elevation of the lowest floor prepared and sealed by a Florida licensed professional surveyor; or
2. If the elevation used to determine the required elevation of the lowest floor was determined in accordance with Section 5.05.05(B)(3)(b) of this article, the documentation of height of the lowest floor above highest adjacent grade, prepared by the owner or the owner's authorized agent.

E. Buildings, structures and facilities ·exempt from the Florida Building Code, final inspection. As part of the final inspection, the owner or owner's authorized agent shall submit to the Floodplain Administrator a final certification of elevation of the lowest floor or final documentation of the height of the lowest floor above the highest adjacent grade; such certifications and documentations shall be prepared as specified in Section 102-406(d) of this article.

F. Manufactured homes. The Floodplain Administrator shall inspect manufactured homes that are installed or replaced in flood hazard areas to determine compliance with the requirements of this article and the conditions of the issued permit. Upon placement of a manufactured home, certification of the elevation of the lowest floor shall be submitted to the Floodplain Administrator.

5.05.07 - Variances and Appeals

A. General. The Board of Adjustment shall hear and decide on requests for appeals and requests for variances from the strict application of this article. Pursuant to Section 553.73(5), F.S., the Board of Adjustment shall hear and decide on requests for appeals and requests for variances from the strict application of the flood resistant construction requirements of the Florida Building Code.

B. Appeals. The Board of Adjustment shall hear and decide appeals when it is alleged there is an error in any requirement, decision, or determination made by the Floodplain Administrator in the administration and enforcement of this article. Any person aggrieved by the decision of the Board of Adjustment may appeal such decision to the Circuit Court, as provided by Florida Statutes.

C. Limitations on authority to grant variances. The Board of Adjustment shall base its decisions on variances on technical justifications submitted by applicants, the considerations for issuance in Section 5.05.07(G) of this article, the conditions of issuance set forth in Section 5.05.07(H) of this article, and the comments and recommendations of the Floodplain Administrator and the Building Official. The Board of Adjustment has the right to attach such conditions as it deems necessary to further the purposes and objectives of this article.

D. Restrictions in floodways. A variance shall not be issued for any proposed development in a floodway if any increase in base flood elevations would result, as evidenced by the applicable analyses and certifications required in Section 5.05.05(C) of this article.

E. Historic buildings. A variance is authorized to be issued for the repair, improvement, or rehabilitation of a historic building that is determined eligible for the exception to the flood resistant construction requirements of the Florida Building Code, Existing Building, Chapter 12 Historic Buildings, upon a determination that the proposed repair, improvement, or rehabilitation will not preclude the building's continued designation as a historic building and the variance is the minimum necessary to preserve the historic character and design of the building. If the proposed work precludes the building's continued designation as a historic building, a variance shall not be granted and the building and any repair, improvement, and rehabilitation shall be subject to the requirements of the Florida Building Code.

F. Functionally dependent uses. A variance is authorized to be issued for the construction or substantial improvement necessary for the conduct of a functionally dependent use, as defined in this article, provided the variance meets the requirements of Section 5.05.07(D), is the minimum necessary considering the flood hazard, and all due consideration has been given to use of methods and materials that minimize flood damage during occurrence of the base flood.

G. Considerations for issuance of variances. In reviewing requests for variances, the Board of Adjustment shall consider all technical evaluations, all relevant factors, all other applicable provisions of the Florida Building Code, this article, and the following:

1. The danger that materials and debris may be swept onto other lands resulting in further injury or damage;
2. The danger to life and property due to flooding or erosion damage;

3. The susceptibility of the proposed development, including contents, to flood damage and the effect of such damage on current and future owners;
4. The importance of the services provided by the proposed development to the community;
5. The availability of alternate locations for the proposed development that are subject to lower risk of flooding or erosion;
6. The compatibility of the proposed development with existing and anticipated development;
7. The relationship of the proposed development to the comprehensive plan and floodplain management program for the area;
8. The safety of access to the property in times of flooding for ordinary and emergency vehicles;
9. The expected heights, velocity, duration, rate of rise and debris and sediment transport of the floodwaters and the effects of wave action, if applicable, expected at the site;
10. The costs of providing governmental services during and after flood conditions including maintenance and repair of public utilities and facilitiefas such as sewer, gas, electrical and water systems, streets and bridges; and
11. The request for variance shall be submitted prior to commencement of any development or the start of any construction.

H. Conditions for issuance of variances. Variances shall be issued only upon:
1. Submission by the applicant, of a showing of good and sufficient cause that the unique characteristics of the size, configuration, or topography of the site limit compliance with any provision of this article or the required elevation standards;
2. Determination by the Board of Adjustment that:
   a. Failure to grant the variance would result in exceptional hardship due to the physical characteristics of the land that render the lot undevelopable; increased costs to satisfy the requirements or inconvenience do not constitute hardship;
   b. The granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, nor create nuisances, cause fraud on or victimization of the public or conflict with existing local laws and ordinances; and
   c. The variance is the minimum necessary, considering the flood hazard, to afford relief;
3. Receipt of a signed statement by the applicant that the variance, if granted, shall be recorded in the Office of the Clerk of the Court in such a manner that it appears in the chain of title of the affected parcel of land; and
4. If the request is for a variance to allow construction of the lowest floor of a new building, or substantial improvement of a building, below the required elevation, a copy in the record of a written notice from the Floodplain Administrator to the applicant for the variance, specifying the difference between the base flood elevation and the proposed elevation of the lowest floor, stating that the cost of federal flood insurance will be commensurate with the increased risk resulting from the reduced floor elevation (up to amounts as high as $25 for $100 of insurance coverage), and stating that construction below the base flood elevation increases risks to life and property.

5.05.08 - Violations

A. Violations. Any development that is not within the scope of the Florida Building Code but that is regulated by this article that is performed without an issued permit, that is in conflict with an issued permit, or that does not fully comply with this article, shall be deemed a violation of this article. A building or structure without the documentation of elevation of the lowest floor, other required design certifications, or other evidence of compliance required by this article or the Florida Building Code is presumed to be a violation until such time as that documentation is provided.

B. Authority. For development that is not within the scope of the Florida Building Code but that is regulated by this article and that is determined to be a violation, the Floodplain Administrator is authorized to serve notices of violation or stop work orders to owners of the property involved, to the owner's agent, or to the person or persons performing the work.

C. Unlawful continuance. Any person who shall continue any work after having been served with a notice of violation or a stop work order, except such work as that person is directed to perform to remove or remedy a

violation or unsafe condition, shall be subject to penalties as prescribed by the Crestview Code of Ordinances. Section 1-11.

5.05.09 - Definitions

A. Scope. Unless otherwise expressly stated, the following words and terms shall, for the purposes of this article, have the meanings shown in this Section.
B. Terms defined in the Florida Building Code. Where terms are not defined in this article and are defined in the Florida Building Code, such terms shall have the meanings ascribed to them in that code.
C. Terms not defined Where terms are not defined in this article or the Florida Building Code, such terms shall have ordinarily accepted meanings such as the context implies.

Alteration of a watercourse. A dam, impoundment, channel relocation, change in channel alignment, channelization, or change in cross-sectional area of the channel or the channel capacity, or any other form of modification which may alter, impede, retard or change the direction and/or velocity of the riverine flow of water during conditions of the base flood.

Appeal. A request for a review of the Floodplain Administrator's interpretation of any provision of this article.

ASCE 24. A standard titled Flood Resistant Design and Construction that is referenced by the Florida Building Code. ASCE 24 is developed and published by the American Society of Civil Engineers, Reston, VA.

Base flood A flood having a I-percent chance of being equaled or exceeded in any given year. [Also defined in FBC, B, Section 202.] The base flood is commonly referred to as the "100-year flood" or the "I-percent-annual chance flood."

Base flood elevation. The elevation of the base flood, including wave height, relative to the National Geodetic Vertical Datum (NGVD), North American Vertical Datum (NAVD) or other datum specified on the Flood Insurance Rate Map (FIRM). [Also defined in FBC, B, Section 202; see Basement (for flood loads).]

Basement. The portion of a building having its floor subgrade (below ground level) on all sides. [Also defined in FBC, B, Section 202.]

Declaration of Land Restriction. A form, provided by the City, signed by the owner and recorded on the property deed in Official Records of the Clerk of Courts, to agree not to convert or modify in any manner that is inconsistent with the terms of the building permit and these regulations, enclosures that are 6 feet in height or greater below elevated buildings.

Design flood. The flood associated with the greater of the following two areas: [Also defined in FBC, B, Section 202.]

1. Area with a floodplain subject to a I-percent or greater chance of flooding in any year; or
2. Area designated as a flood hazard area on the community's flood hazard map, or otherwise legally designated.

Design flood elevation. The elevation of the "design flood," including wave height, relative to the datum specified on the community's legally designated flood hazard map. In areas designated as Zone AO, the design flood elevation shall be the elevation of the highest existing grade of the building's perimeter plus the depth number (in feet) specified on the flood hazard map. In areas designated as Zone AO where the depth number is not specified on the map, the depth number shall be taken as being equal to 2 feet. [Also defined in FBC, B, Section 202.]

Development. Any man-made change to improved or unimproved real estate, including but not limited to, buildings or other structures, tanks, temporary structures, temporary or permanent storage of equipment or materials, mining, dredging, filling, grading, paving, excavations, drilling operations or any other land disturbing activities.

Encroachment. The placement of fill, excavation, buildings, permanent structures or other development into a flood hazard area which may impede or alter the flow capacity of riverine flood hazard areas.

Existing building and existing structure. Any buildings and structures for which the "start of construction" commenced before February 3, 1993. [Also defined in FBC, B, Section 202.]

Existing manufactured home park or subdivision. A manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed before February 3, 1993.

Expansion to an existing manufactured home park or subdivision. The preparation of additional sites by the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads).

Federal Emergency Management Agency (FEMA). The federal agency that, in addition to carrying out other functions, administers the National Flood Insurance Program.

Flood or flooding. A general and temporary condition of partial or complete inundation of normally dry land from: [Also defined in FBC, B, Section 202.]

1. The overflow of inland or tidal waters.
2. The unusual and rapid accumulation or runoff of surface waters from any source.

Flood damage-resistant materials. Any construction material capable of withstanding direct and prolonged contact with floodwaters without sustaining any damage that requires more than cosmetic repair. [Also defined in FBC, B, Section 202.]

Flood hazard area. The greater of the following two areas: [Also defined in FBC, B, Section 202.]

1. The area within a floodplain subject to a I-percent or greater chance of flooding in any year.
2. The area designated as a flood hazard area on the community's flood hazard map, or otherwise legally designated.

Flood Insurance Rate Map (FIRM). The official map of the community on which the Federal Emergency Management Agency has delineated both special flood hazard areas and the risk premium zones applicable to the community. [Also defined in FBC, B, Section 202.]

Flood Insurance Study (FIS). The official report provided by the Federal Emergency Management Agency that contains the Flood Insurance Rate Map, the Flood Boundary and Floodway Map (if applicable), the water surface elevations of the base flood, and supporting technical data. [Also defined in FBC, B, Section 202.]

Floodplain Administrator. The office or position designated and charged with the administration and enforcement of this article (may be referred to as the Floodplain Manager).

Floodplain development permit or approval. An official document or certificate issued by the community, or other evidence of approval or concurrence, which authorizes performance of specific development activities that are located in flood hazard areas and that are determined to be compliant with this article.

Floodway. The channel of a river or other riverine watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one (1) foot. [Also defined in FBC, B, Section 202.]

Floodway encroachment analysis. An engineering analysis of the impact that a proposed encroachment into a floodway is expected to have on the floodway boundaries and base flood elevations; the evaluation shall be prepared by a qualified Florida licensed engineer using standard engineering methods and models.

Florida Building Code. The family of codes adopted by the Florida Building Commission, including: Florida Building Code, Building; Florida Building Code, Residential; Florida Building Code, Existing Building; Florida Building Code, Mechanical; Florida Building Code, Plumbing; Florida Building Code, Fuel Gas.

Functionally dependent use. A use which cannot perform its intended purpose unless it is located or carried out in close proximity to water, including only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and ship repair facilities; the term does not include long-term storage or related manufacturing facilities.

Highest adjacent grade. The highest natural elevation of the ground surface prior to construction next to the proposed walls or foundation of a structure.

Historic structure. Any structure that is determined eligible for the exception to the flood hazard area requirements of the Florida Building Code, Existing Building, Chapter 12 Historic Buildings.

Letter of Map Change (LOMC). An official determination issued by FEMA that amends or revises an effective Flood Insurance Rate Map or Flood Insurance Study. Letters of Map Change include:

Letter of Map Amendment (LOMA): An amendment based on technical data showing that a property was incorrectly included in a designated special flood hazard area. A LOMA amends the current effective Flood Insurance Rate Map and establishes that a specific property, portion of a property, or structure is not located in a special flood hazard area.

Letter of Map Revision (LOMR): A revision based on technical data that may show changes to flood zones, flood elevations, special flood hazard area boundaries and floodway delineations, and other planimetric features.

Letter of Map Revision Based on Fill (LOMR-F): A determination that a structure or parcel of land has been elevated by fill above the base flood elevation and is, therefore, no longer located within the special flood hazard area. In order to qualify for this determination, the fill must have been permitted and placed in accordance with the community's floodplain management regulations.

Conditional Letter of Map Revision (CLOMR): A formal review and comment as to whether a proposed flood protection project or other project complies with the minimum NFIP requirements for such projects with respect to delineation of special flood hazard areas. A CLOMR does not revise the effective Flood Insurance Rate Map or Flood Insurance Study; upon submission and approval of certified as-built documentation, a Letter of Map Revision may be issued by FEMA to revise the effective FIRM.

Light-duty truck. As defined in 40 C.F.R. 86.082-2, any motor vehicle rated at 8,500 pounds Gross Vehicular Weight Rating or less which has a vehicular curb weight of 6,000 pounds or less and which has a basic vehicle frontal area of 45 square feet or less, which is:

1. Designed primarily for purposes of transportation of property or is a derivation of such a vehicle, or
2. Designed primarily for transportation of persons and has a capacity of more than 12 persons; or
3. Available with special features enabling off-street or off-highway operation and use.

Lowest floor. The lowest floor of the lowest enclosed area of a building or structure, including basement, but excluding any unfinished or flood-resistant enclosure, other than a basement, usable solely for vehicle parking, building access or limited storage provided that such enclosure is not built so as to render the structure in violation of the non-elevation requirements of the Florida Building Code or ASCE 24. [Also defined in FBC, B, Section 202.]

Manufactured home. A structure, transportable in one or more sections, which is eight (8) feet or more in width and greater than four hundred (400) square feet, and which is built on a permanent, integral chassis and is designed for use with or without a permanent foundation when attached to the required utilities. The term "manufactured home" does not include a "recreational vehicle" or "park trailer." [Also defined in 15C-1.0101, F.A.C.]

Manufactured home park or subdivision. A parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

Market value. The price at which a property will change hands between a willing buyer and a willing seller, neither party being under compulsion to buy or sell and both having reasonable knowledge of relevant facts. As used in this article, the term refers to the market value of buildings and structures, excluding the land and other improvements on the parcel. Market value may be established by a qualified independent appraiser, Actual Cash Value (replacement cost depreciated for age and quality of construction), or tax assessment value adjusted to approximate market value by a factor provided by the Property Appraiser.

New construction. For the purposes of administration of this article and the flood resistant construction requirements of the Florida Building Code, structures for which the "start of construction" commenced on or after February 3, 1993 and includes any subsequent improvements to such structures.

New manufactured home park or subdivision. A manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or after February 3, 1993.

Park trailer. A transportable unit which has a body width not exceeding fourteen (14) feet and which is built on a single chassis and is designed to provide seasonal or temporary living quarters when connected to utilities necessary for operation of installed fixtures and appliances. [See Section 320.01, F.S.]

Recreational vehicle. A vehicle, including a park trailer, which is: [See Section 320, F.S.)

1. Built on a single chassis;
2. Four hundred (400) square feet or less when measured at the largest horizontal projection;
3. Designed to be self-propelled or permanently towable by a light-duty truck; and
4. Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

Special flood hazard area. An area in the floodplain subject to a 1 percent or greater chance of flooding in any given year. Special flood hazard areas are shown on FIRMs as Zone A, AO, Al-A30, AE, A99, AH, Vl-V30, VE or V. [Also defined in FBC, B Section 202.] .

Start of construction. The date of issuance of permits for new construction and substantial improvements, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement, or other improvement is within 180 days of the date of the issuance. The actual start of construction means either the first placement of permanent construction of a building (including a manufactured home) on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns. Permanent construction does not include land preparation (such as clearing, grading, or filling), the installation of streets or walkways, excavation for a basement, footings, piers, or foundations, the erection of temporary forms or the installation of accessory buildings such as garages or sheds not occupied as dwelling units or not part of the main buildings. ·Fora substantial improvement, the actual "start of construction" means the first alteration of any wall, ceiling, floor or other structural part of a building, whether or not that alteration affects the external dimensions of the building. [Also defined in FBC, B Section 202.]

Substantial damage. Damage of any origin sustained by a building or structure whereby the cost of restoring the building or structure to its before-damaged condition would equal or exceed 50 percent of the market value of the building or structure before the damage occurred. The term also includes flood- related damage sustained by a structure on two separate occasions during a 10-year period for which the cost of repairs at the time of each such flood event, on average, equals or exceeds 25 percent of the market value of the structure before the damage occurred. [Also defined in FBC, B Section 202.]

Substantial improvement. Any combination of repair, reconstruction, rehabilitation, addition, or other improvement of a building or structure taking place during a two (2)-year period, the cumulative cost of which equals or exceeds 50 percent of the market value of the building or structure before the improvement or repair is started. For each building or structure, the two (2)-year period begins on the date of the first improvement or repair of that building or structure subsequent to October 14, 1996. If the structure has incurred "substantial damage," any repairs are considered substantial improvement regardless of the actual repair work performed. The term does not, however, include any project for improvement of a building required to correct existing health, sanitary, or safety code violations identified by the building official and that are the minimum necessary to assure safe living conditions. [Also defined in FBC, B, Section 202.]

Variance. A grant of relief from the requirements of this article, or the flood resistant construction requirements of the Florida Building Code, which permits construction in a manner that would not otherwise be permitted by this article or the Florida Building Code.

Watercourse. A river, creek, stream, channel or other topographic feature in, on, though, or over which water flows at least periodically.

5.05.10 - Buildings and Structures

Design and construction of buildings, structures and facilities exempt from the Florida Building Code. Pursuant to Section 5.05.04(C) of this article, buildings, structures, and facilities that are exempt from the Florida Building Code, including substantial improvement or repair of substantial damage of such buildings, structures and facilities, shall be designed and constructed in accordance with the flood load and flood resistant construction requirements of ASCE 24. Structures exempt from the Florida Building Code that are not walled and roofed buildings shall comply with the requirements of Section 5.05.16 of this article.

5.05.11 - Subdivisions

A. Minimum requirements. Subdivision proposals, including proposals for manufactured home parks and subdivisions, shall be reviewed to determine that:
   1. Such proposals are consistent with the need to minimize flood damage and will be reasonably safe from flooding;
   2. All public utilities and facilities such as sewer, gas, electric, communications, and water systems are located and constructed to minimize or eliminate flood damage; and
   3. Adequate drainage is provided to reduce exposure to flood hazards; in Zones AH and AO, adequate drainage paths shall be provided to guide floodwaters around and away from proposed structures.

B. Subdivision plats. Where any portion of proposed subdivisions, including manufactured home parks and subdivisions, lies within a flood hazard area, the following shall be required:
   1. Delineation of flood hazard areas, floodway boundaries and flood zones, and design flood elevations, as appropriate, shall be shown on preliminary plats;
   2. Where the subdivision has more than 50 lots or is larger than 5 acres and base flood elevations are not included on the FIRM, the base flood elevations determined in accordance with Section 5.05.05(B)(1) of this article; and
   3. Compliance with the site improvement and utilities requirements of Section 5.05.12 of this article.

5.05.12 - Site Improvements, Utilities, and Limitations

A. Minimum requirements. All proposed new development shall be reviewed to determine that:
   1. Such proposals are consistent with the need to minimize flood damage and will be reasonably safe from flooding;
   2. All public utilities and facilities such as sewer, gas, electric, communications, and water systems are located and constructed to minimize or eliminate flood damage; and
   3. Adequate drainage is provided to reduce exposure to flood hazards; in Zones AH and AO, adequate drainage paths shall be provided to guide floodwaters around and away from proposed structures.

B. Sanitary sewage facilities. All new and replacement sanitary sewage facilities, private sewage treatment plants (including all pumping stations and collector systems), and on-site waste disposal systems shall be designed in accordance with the standards for onsite sewage treatment and disposal systems in Chapter 64E-6, F.A.C. and ASCE 24 Chapter 7 to minimize or eliminate infiltration of floodwaters into the facilities and discharge from the facilities into flood waters, and impairment of the facilities and systems.

C. Water supply facilities. All new and replacement water supply facilities shall be designed in accordance with the water well construction standards in Chapter 62-532.500, F.A.C. and ASCE 24 Chapter 7 to minimize or eliminate infiltration of floodwaters into the systems.

D. Limitations on sites in regulatory floodways. No development, including but not limited to site improvements, and land disturbing activity involving fill or regrading, shall be authorized in the regulatory :floodway unless the floodway encroachment analysis required in Section 5.05.05(C)(1) of this article demonstrates that the proposed development or land disturbing activity will not result in any increase in the base flood elevation.

E. Limitations on placement of fill. Subject to the limitations of this article, fill shall be designed to be stable under conditions of flooding including rapid rise and rapid drawdown of floodwaters, prolonged inundation, and protection against flood-related erosion and scour. In addition to these requirements, if intended to support buildings and structures, fill shall comply with the requirements of the Florida Building Code.

5.05.13 - Manufactured Homes

A. General. All manufactured homes installed in flood hazard areas shall be installed by an installer that is licensed pursuant to Section 320.8249, F.S., and shall comply with the requirements of Chapter 15C-l, F.A.C., City of Crestview Code of Ordinances and the requirements of this article.
B. Foundations. All new manufactured homes and replacement manufactured homes installed in flood hazard areas shall be installed on permanent, reinforced foundations that are either:
    1. Consistent with the site and flood limitations and design criteria and the recommended prescriptive designs specified in FEMA P-85, Protecting Manufactured Homes from Floods and Other Hazards. Foundations for manufactured homes subject to 5.05.13 are permitted to be reinforced piers or other foundation elements of at least equivalent strength.
    2. Engineered by a licensed design professional for the base flood conditions at the site in accordance with the foundation requirements of ASCE-24, ASCE-7, and this article.
C. Anchoring. All new manufactured homes and replacement manufactured homes shall be installed using methods and practices which minimize flood damage and shall be securely anchored to an adequately anchored fow1dation system to resist flotation, collapse or lateral movement. Methods of anchoring include, but are not limited to, use of over-the-top or frame ties to ground anchors. This anchoring requirement is in addition to applicable state and local anchoring requirements for wind resistance.
D. Elevation. Manufactured homes that are placed, replaced, or substantially improved shall comply with Section 5.05.13(E) or 5.05.13(F) of this article, as applicable.
E. General elevation requirement. Unless subject to the requirements of Section 5.05.13(F) of this article, all manufactured homes that are placed, replaced, or substantially improved on sites located:
    1. outside of a manufactured home park or subdivision;
    2. in a new manufactured home park or subdivision;
    3. in an expansion to an existing manufactured home park or subdivision; or
    4. in an existing manufactured home park or subdivision upon which a manufactured home has incurred "substantial damage" as the result of a flood, shall be elevated such that the bottom of the frame is at or above the elevation required, as applicable to the flood hazard area, in the Florida Building Code, Residential Section R322.2.
F. Elevation requirement for certain existing manufactured home parks and subdivisions. Manufactured homes that are not subject to Section 5.05.13(E) of this article, including manufactured homes that are placed, replaced, or substantially improved on sites located in an existing manufactured home park or subdivision, unless on a site where substantial damage as result of flooding has occurred, shall be elevated such that either the:
    1. Bottom of the frame of the manufactured home is at or above the elevation required in the Florida Building Code, Residential Section R322.2 (Zone A); or
    2. Bottom of the frame is supported by reinforced piers or other foundation elements of at least equivalent strength that are not less than 36 inches in height above grade.
G. Enclosures. Enclosed areas below elevated manufactured homes shall comply with the requirements of the Florida Building Code, Residential Section R322 for such enclosed areas. A declaration of land restriction must be submitted for any enclosed areas that are 6 feet in height or greater as a condition for issuance of a final Certificate of Occupancy.
H. Utility equipment. Utility equipment that serves manufactured homes, including electric, heating, ventilation, plumbing, and air conditioning equipment and other service facilities, shall comply with the requirements of the Florida Building Code, Residential Section R322.

5.05.14 - Recreational Vehicles and Park Trailers

A. General. Permanent placement of recreational vehicles and park trailers is not permitted. Recreational vehicles and park trailers placed temporarily in flood hazard areas shall: ·
    1. Comply with the outside storage and temporary use as shown in the City of Crestview Code of Ordinances Chapter 102, Article XXII - Mobile and Manufactured Housing, Section 102-537 Outside Storage of Recreational Vehicles and Section 102-538 Temporary Use of Recreational Vehicles; and
    2. Be on the site for fewer than 180 consecutive days; and

3. Be fully licensed and ready for highway use, which means the recreational vehicle or park model is on wheels or jacking system, is attached to the site only by quick-disconnect type utilities and security devices, and has no permanent attachments such as additions, rooms, stairs, decks and porches.

5.05.15 - Tanks

A. Underground tanks. Underground tanks in flood hazard areas shall be anchored to prevent flotation, collapse or lateral movement resulting from hydrodynamic and hydrostatic loads during conditions of the design flood, including the effects of buoyancy assuming the tank is empty.
B. Above-ground tanks, not elevated Above-ground tanks that do not meet the elevation requirements of Section 5.05.15(C) of this article shall be permitted in flood hazard areas, provided the tanks are anchored or otherwise designed and constructed to prevent flotation, collapse or lateral movement resulting from hydrodynamic and hydrostatic loads during conditions of the design flood, including the effects of buoyancy assuming the tank is empty and the effects of flood-borne debris.
C. Above-ground tanks, elevated Above-ground tanks in flood hazard areas shall be-attached to and elevated to or above the design flood elevation on a supporting structure that is designed to prevent flotation, collapse or lateral movement during conditions of the design flood. Tank-supporting structures shall meet the foundation requirements of the applicable flood hazard area.
D. Tank inlets and vents. Tank inlets, fill openings, outlets and vents shall be:
    1. At or above the design flood elevation or fitted with covers designed to prevent the inflow of floodwater or outflow of the contents of the tanks during conditions of the design flood; and
    2. Anchored to prevent lateral movement resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy, during conditions of the design flood.

5.05.16 - Other Development

A. General requirements for other development. All development, including man-made changes to improved or unimproved real estate for which specific provisions are not specified in this article or the Florida Building Code, shall:
    1. Be located and constructed to minimize flood damage;
    2. Meet the limitations of Section 5.05.12(D) of this article if located in a regulated floodway;
    3. Be anchored to prevent flotation, collapse or lateral movement resulting from hydrostatic loads, including the effects of buoyancy, during conditions of the design flood;
    4. Be constructed of flood damage-resistant materials; and
    5. Have mechanical, plumbing, and electrical systems above the design flood elevation or meet the requirements of ASCE 24, except that minimum electric service required to address life safety and electric code requirements is permitted below the design flood elevation provided it conforms to the provisions of the electrical part of building code for wet locations.
B. Fences in regulated floodways. Fences in regulated floodways that have the potential to block the passage of floodwaters, such as stockade fences and wire mesh fences, shall meet the limitations of Section 5.05.12(D) of this article.
C. Retaining walls, sidewalks and driveways in regulated floodways. Retaining walls and sidewalks and driveways that involve the placement of fill in regulated floodways shall meet the limitations of Section 5.05.12(D) of this article.
D. Roads and watercourse crossings in regulated floodways. Roads and watercourse crossings, including roads, bridges, culverts, low-water crossings and similar means for vehicles or pedestrians to travel from one side of a watercourse to the other side, that encroach into regulated floodways shall meet the limitations of Section 5.05.12(D) of this article. Alteration of a watercourse that is part of a road or watercourse crossing shall meet the requirements of Section 5.05.05(C)(3) of this article.

CHAPTER 6
DEVELOPMENT STANDARDS

6.00.00 - GENERALLY

6.00.01 - Applicability

A. The purpose of this chapter is to provide development standards applicable to all development activity within the City. Subdivisions, new land uses and structures, and alterations to existing land uses and structures shall be designed, constructed, and established in compliance with the development standards for the applicable zoning district and the development standards for all zoning districts as set forth in this chapter.
B. Infrastructure Standards for roads and streets, sanitary sewer, potable water, stormwater drainage, solid waste and natural groundwater aquifers shall be found in the Crestview Engineering Standards Manual.

6.00.02 - Measurements

A. Lot Width and Lot Frontage.
   1. Lot width is the horizontal distance between side lot lines measured at the intersection of the front setback and the side lot lines.

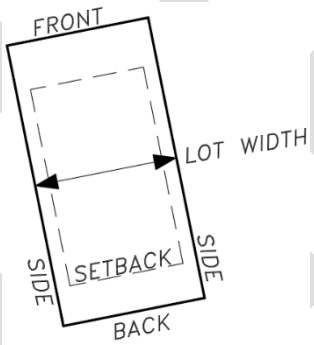

Figure 6.00.02 (A). Lot Width

   2. Lot frontage is the property line affronting a right-of-way.
      a. Minimum lot frontage for residential zoned property shall be forty (40) feet, except for flag lots.

B. Setbacks and yards.
   1. Setbacks are measured as the shortest distance from the face of the exterior building wall to the property line.
   2. A yard is the space from the property line or right of way line to the vertical face of a building.
   3. The rear yard setback for any waterfront lot is measured to the mean high-water line.
   4. Eave overhangs of the primary structure shall meet the specifications and requirements of the current Florida Building Code.
      a. Eave overhangs of equal to or less than the limits of the Florida Building Code shall not be included as a main part of any building.
      b. No eave overhang shall be closer than three (3) feet from any property line.
      c. The City Building Official may provide additional requirements.

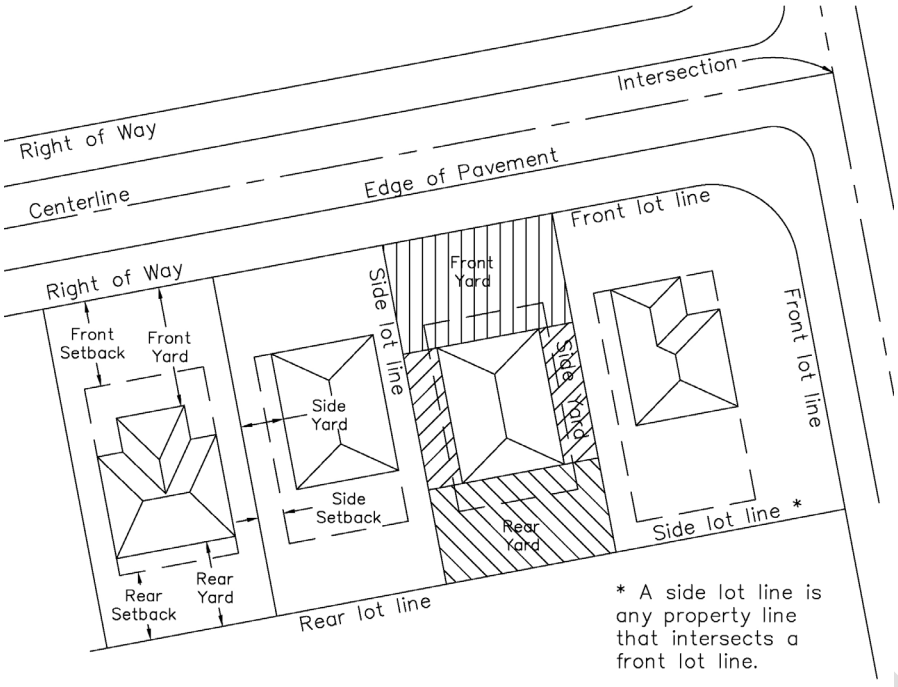

Figure 6.00.02 (B). Setbacks and Yards

C. Specific measurement requirements for flag lots.
   1. The design requirements for platting flag lots are set forth in Section 6.07.00(C).
   2. A flag lot is exempt from the frontage requirements set forth in this LDC, provided that the width of the pole or access portion of the lot is not less than twenty-five (25) feet.
   3. The maximum length of the pole portion of the lot, measured from the right-of-way to the end of the pole at the point of connection to the flag is 150 feet.
   4. The setbacks for a flag lot are measured for the flag portion of the lot, excluding the pole portion of the lot.

D. The impervious surface ratio is calculated by dividing the total of all impervious surfaces on the lot by the total lot area. Water bodies are impervious surfaces.

E. Building height
   1. Building height is measured from the top of the floor at the finished floor elevation to the eave of the highest habitable floor.
   2. Calculation of maximum building height shall not include the roof above the eave of the highest habitable floor.
   3. Calculation of maximum building heights shall not include water towers, utility facility, or appurtenances or attachments such as chimneys, elevator shafts, antennas, decorative architectural features, steeples, air conditioning equipment enclosures, cupolas, weather vanes, and other similar building features. All appurtenances or attachments which are exempt for purposes of calculating the maximum height shall not be habitable. In certain zoning districts, it may be necessary to calculate the height of a building from mean sea level in order to determine compatibility with the Eglin Air Force Base mission, in which case appurtenances shall also be considered.

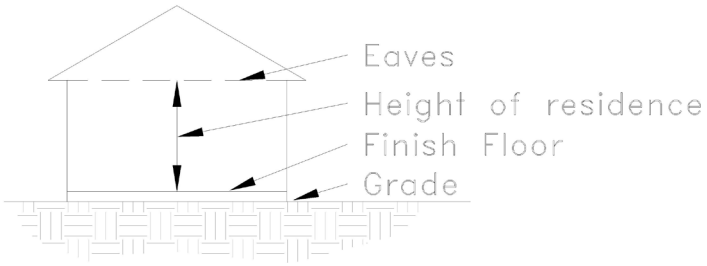

Figure 6.00.02 (E). Building Height

6.00.03 - Compatibility Standards Pertaining to Building Height in All Zoning Districts

A. Applicability. The standards set forth in this section apply to buildings other than single-family dwellings when such buildings are located adjacent to parcels zoned to allow single-family residential use.
B. Maximum height standards
   1. The maximum height for buildings located 100 feet or less from a parcel with a single-family residential use shall not exceed two (2) times the average height of single-family dwellings in the adjacent or surrounding block.

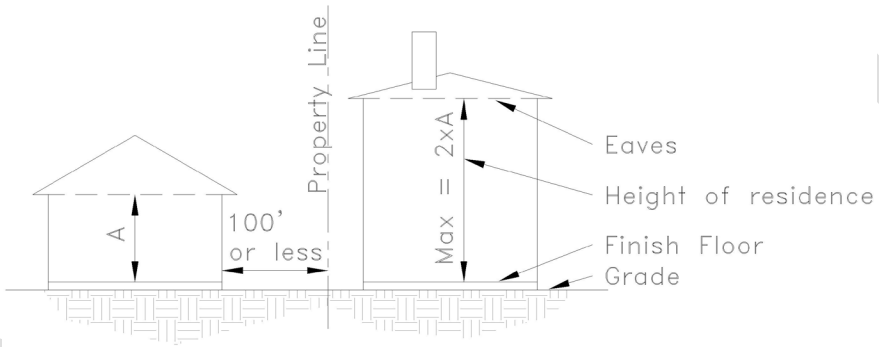

Figure 6.00.03 (B). Building Height & Distance from SFR

6.00.04 - Standards Pertaining to Metal Buildings in All Zoning Districts

A. Applicability
   1. The standards set forth in this section apply to principal buildings and accessory buildings larger than 1,000 sq. Ft.
   2. The requirement for a veneer applies to metal building facades that are visible from a public right-of-way.
   3. Metal buildings within the IN zoning district are exempt from the requirements in this section.
B. Standards.
   1. Facades subject to this section shall have a veneer added consisting of brick, stucco, stone, or a similar decorative material.
   2. The decorative material shall be applied to 100 percent of the façade.
C. Waiver Entitlement. The requirements of this section may be waived by the Planning and Development Board, pursuant to certain review criteria as outlined in Chapter 3.

6.01.00 - DEVELOPMENT STANDARDS IN RESIDENTIAL DISTRICTS

6.01.01 - Site Development Standards

A. Lots existing before the effective date of this Chapter shall continue to be considered as compliant regardless of any requirements of this Chapter that are not met.
B. The base standards for development in residential zoning districts are provided in Table 6.01.01.
C. A lot of record is a lot established on or before December 31, 2020. A lot of record is exempt from the lot area requirements set forth in Table 6.01.01.

Table 6.01.01 - Development Standards in Residential Zoning Districts

Development Feature	R-1	R-2	R-3
Maximum base density (dwelling units per acre)	4	6	FLU
Minimum lot area (square feet)	10,000	7,000	5,000
Minimum lot width (feet)	75	50	40
Maximum impervious surface (percent)	50	50	75
Minimum setbacks (feet)	**R-1**	**R-2**	**R-3**
Front setback (along right of way)	30	25	20
Side setback (Lot line intersecting right of way)	10	7.5	5.0
Rear setback (intersecting side lot lines)	25	20	15

6.01.02 - Residential Design Standards

All single-family dwellings, whether site-built or built off-site and moved onto the lot shall comply with the following design standards. In all cases below, the Florida Building Code, Residential shall be complied with.

A. The minimum width of the building shall be twenty (20) feet.
B. The minimum roof pitch shall be 3:12.
C. The minimum roof overhang shall be twelve (12) inches, exclusive of porches and patios.
D. All single family dwellings shall be situated on the lot so that the front door of the home faces the front yard.
E. The building shall be constructed according to standards established by the Florida Building Code, Residential.
F. The exterior siding material shall consist of approved materials in accordance with the Florida Building Code, Residential. Where vinyl lap siding is used, the siding shall not have a glossy surface or be reflective.
G. The dwelling shall be attached to a permanent foundation system, including supporting, blocking, leveling, securing, and anchoring the home and connecting multiple and expandable sections of the home. The foundation shall be designed and constructed according to the requirements of the current Florida Building Code, Residential.
H. Roof materials shall be any material approved by the Florida Building Code, Residential.
I. For dwellings elevated forty-eight (48) inches or less, the area beneath the home shall be enclosed by brick, concrete, wood, rock, vinyl or other materials specifically manufactured for this purpose and shall enclose the space between the floor joists and the ground level, except for the required minimum ventilation and access. Such access shall remain closed when not being used for that purpose.
J. For manufactured homes, all tongues, wheels, axles, transporting lights and other towing apparatus shall be removed from the site prior to occupancy.
K. For manufactured homes, none manufactured before June 15, 1976 shall be permitted.
L. At each exterior door, there shall be a landing that is in accordance with the Florida Building Code, Residential.

6.02.00 - DEVELOPMENT STANDARDS IN MIXED-USE DISTRICTS

6.02.01 - Site Development Standards

A. The base standards for development in the mixed-use zoning districts are provided in Table 6.02.01, except as modified below.
B. Specific site development standards apply within the Downtown Overlay District, as set forth in Section 6.02.04. Standards in the DOD supersede the standards in the underlying zoning district.

Table 6.02.01 - Development Standards in Mixed-Use Zoning Districts

Development Feature	MU
Maximum base density (dwelling units per acre)	20
Maximum gross floor area ratio	2.0
Minimum lot area	None
Minimum lot width (feet)	50
Maximum impervious surface (%)	80
Maximum building height (feet)	70
Minimum setbacks (feet)	**MU**
Front yard	20
Side yard	7.5
Rear yard	15

6.02.02 - Standards for Mixing Uses on One (1) Lot

A. Uses identified in Table 4.06.00 for the mixed-use zoning district may be combined on one (1) development lot or parcel.
B. When combining uses, the development may include the maximum number of residential units based on the density calculation plus the maximum amount of floor area based on the floor area ratio. Residential dwelling units are not included in the calculation of floor area.
C. Shared parking is required. A parking study shall be prepared according to the standards set forth in Section 8.06.06 to demonstrate the actual parking requirements for the project.
D. Where multiple uses and multiple buildings are proposed on one (1) lot, there is no buffer requirement between buildings containing different uses.
E. Multiple buildings proposed on one (1) lot shall have an integrated design. An integrated design shall not be construed to mean that buildings are identical.
F. Access to residential units shall be separated from access to nonresidential development in order to provide privacy for residents. A shared entrance to a building may be established, provided that the interior entrances to the residential areas and nonresidential areas are separated.
G. Balconies, courtyards, plazas, recreation areas, and outdoor gathering places shall be located and designed to ensure privacy for residents.
H. Buildings may have a common wall. However, when separated, the separation shall be a minimum of five (5) feet to ensure space for maintenance of each building.

6.02.03 - Standards for Mixing Uses Within One (1) Building

A. Uses identified in Table 4.06.00 for the mixed-use zoning district may be combined within one (1) building. The building may stand alone on a development parcel or may be integrated into a mixed-use development consisting of multiple buildings.
B. When combining uses, the development may include the maximum number of residential units based on the density calculation plus the maximum amount of floor area based on the floor area ratio. Residential dwelling units shall not be included in the calculation of floor area.
C. Shared parking is required. A parking study shall be prepared according to the standards set forth in Section 8.06.06 to demonstrate the actual parking requirements for the project.
D. Access to residential units shall be separated from access to nonresidential development in order to provide privacy for residents within the building. This requirement may be met when an elevator serves upper floor residential units through a secured access method, such as key-activated access to residential floors.

E. Balconies, courtyards, plazas, recreation areas, and outdoor gathering places shall be located and designed to ensure privacy for residents.

6.02.04 - Site Development Standards for the Downtown Overlay District (DOD)

A. The DOD is intended to provide development standards specific to the downtown area of Crestview. The boundary is shown on the Official Zoning Map.
B. The development standards shown in Table 6.02.04 below supersede and replace the development standards otherwise required for the underlying zoning district. Where no standard is provided in Table 6.02.04, the standards of the underlying zoning district are required.
C. Buildings within the DOD are not subject to the standards set forth in Section 6.00.03, 6.03.01.
D. In addition to signs permissible subject to the standards set forth in Section 7.02.00, development within the DOD may have one (1) sandwich sign in compliance with the following standards:
    1. The sign shall not exceed two (2) feet in width.
    2. The color and font shall be consistent with the color and font of other signs for the business displaying the sandwich sign.
    3. The sign shall include the business name or logo.
    4. The sign shall be located on private property. Where five (5) feet of width on the sidewalk can be maintained free of obstruction, the sign may be placed on the public sidewalk. When a sign is proposed to be located on the public sidewalk, the owner shall provide proof of insurance naming the City as an insured party.
    5. A sandwich sign shall only be displayed during the hours of operation of the business named on the sign.
    6. The sign shall have no lights of any kind.
E. New development or redevelopment shall include sidewalks that are consistent with the requirements in the Engineering Standards Manual of Crestview.
F. Awnings or permanent canopies sufficient to provide weather protection to pedestrians consistent with the district for all new construction and any modifications exceeding 25% of the value of the building.
G. Development in the DOD is exempt from providing additional off-street parking spaces as set forth in Section 8.06.05 provided that there is sufficient public parking capacity in the block in which the proposed business is located. Twenty-five (25) percent of the parking in adjacent blocks may be counted.
    1. The City shall evaluate the available capacity of public parking in the Downtown Overlay District on a regular basis and make the information available to applicants upon request.
    2. If the City determines that available public parking capacity is insufficient for the proposed business, the applicant shall provide the required number of off-street parking spaces. The applicant may submit a parking study acceptable to the City that demonstrates the parking needs of the proposed business.

Table 6.02.04 - Development Standards Within the Downtown Overlay District

Development Feature	Standards
Minimum lot width (feet)	None
Maximum impervious surface (%)	100
Maximum building height (feet)	120
Minimum setbacks (feet)	
Front setback	0
Side setback	0
Rear setback	0
Setback abutting an alley	5

6.03.00 - DEVELOPMENT STANDARDS FOR COMMERCIAL AND INDUSTRIAL DISTRICTS

6.03.01 - Site Development Standards

A. The base standards for development in commercial and industrial zoning districts are provided in Table 6.03.01.
B. Specific site development standards apply within the Downtown Overlay District, as set forth in Section 6.02.04.
C. Proposed building height, including appurtenances and building attachments, in any district shall be analyzed to determine if it exceeds any limitations of the Eglin Air Force Base. In consultation with an Eglin AFB representative, the City may establish the maximum height at less than the heights in the table below, but no less than the maximum structure height (above mean sea level) causing no major negative mission impacts for Eglin AFB, as depicted in the Map.

Table 6.03.01 - Development Standards in Commercial and Industrial Zoning Districts

Development Feature	**C-1**	**C-2**	**IN**
Maximum gross floor area ratio	2.0	3.0	3.0
Minimum lot area	None	32,000 s.f.	65,000 s.f.
Minimum lot width (feet)	None	100	100
Maximum impervious surface (%)	80	80	95
Maximum building height (feet)	50	100	None
Minimum setbacks (feet)	**C-1**	**C-2**	**IN**
Front yard	20	30	40
Side yard	10	20	30
Rear yard	10	20	30

6.03.02 - Nuisance/Pollution Standards for Industrial Developments

All uses and activities conducted in the IN zoning district shall conform to the standards of performance described below. The failure to conform to any such standards is hereby declared to be a public nuisance.

A. Fire and explosion hazards: All activities and all storage of flammable and explosive materials or products at any place shall be provided with adequate safety devices against the hazards of fire and explosion, including adequate firefighting and fire suppression equipment, as prescribed by all applicable fire prevention laws, ordinances, and regulations.
B. Radiation: Any operation involving radiation (e.g. the use of neutrons, protons and other atomic or nuclear particles) shall be conducted in accordance with the codes, rules, and regulations of State and Federal regulating agencies. Radiation limitations shall not exceed quantities established as safe by the United States Bureau of Standards.
C. Electromagnetic radiation: For the purpose of these regulations, electromagnetic interference shall be defined as disturbances of an electromagnetic nature which are generated by the use of electrical equipment, other than planned and intentional sources of electromagnetic energy, which would interfere with the proper operation of electromagnetic radiation for such purposes as communication, experimentation, entertainment, broadcasting, heating, navigation, therapy, vehicle velocity measurement, weather survey, aircraft detection, topographical survey, personal pleasure or any other use directly or indirectly associated with these purposes which does not comply with the current regulations of the Federal Communications Commission (FCC) regarding such sources of electromagnetic radiation. Further, said operations, in compliance with the FCC regulations, shall be unlawful if such radiation causes an abnormal degradation of performance of other electromagnetic radiators or electromagnetic receptors of quality and proper design because of proximity, primary field, blanketing, spurious re-radiation, conducted energy in power or telephone systems or harmonic content. The determination of "abnormal degradation of performance" and of "quality and proper design"

shall be made in accordance with good engineering practices as defined in the latest principles and standards of the American Institute of Electrical Engineers, the Institute of Radio Engineers and the Radio Manufacturers' Association.

D. Toxic or hazardous matter: Any activity involving the use or storage of toxic or hazardous matter shall comply with all State, Federal and local laws and all regulations of any Federal, State, or local agency concerning pollution control or toxic substances.
E. Waste disposal: No activity shall be conducted which results in the discharge of any liquid or solid waste, including industrial wastes, into any public or private sewage system, the ground, or any lake, stream, or other body of water, in violation of any provision of State, Federal or local law or any regulation of any State, Federal or local agency.
F. Vibration: No use of any property shall cause perceptible earth vibrations beyond any property line, except when pilings are driven for structure foundations. All stamping machines, punch presses, press brakes, hot forgings, steam board hammers, or similar devices shall be placed on shock absorption mountings and on suitable reinforced concrete footings. No machine shall be loaded beyond the capacity, as described by the manufacturers.
G. Heat, cold, dampness, or movement of air: Activities on any property which produce any adverse effect on the temperature, motion, or humidity of the atmosphere beyond the lot lines are not permitted.
H. Glare: There shall be no direct or sky-reflected glare, whether from floodlights, high temperature processing, combustion, welding, or otherwise so as to be visible at, or interfere with uses on, adjacent properties.
I. Smoke, dust, and particulate matter: There shall be no emission of visible smoke, dust, dirt, fly ash, or any particulate matter from any pipes, vents, or other openings or from any other source, into the air which can cause damage or irritation to health, animals, vegetation, or to any form of property or which results in the violation of any applicable Federal, State or local requirements.
J. Odor: There shall be no emission of odorous gases or other odorous matter in such quantities as to be offensive at the points of measurement. Any process which may involve the creation or emission of any such odors shall be provided with both a primary and a secondary safeguard system so that control may be maintained in the event of failure of the primary safeguard system.
K. Noise: Reserved

6.04.00-6.05.00 - RESERVED

6.06.00 - STANDARDS FOR SITE PREPARATION AND IMPROVEMENTS

Site preparation and site improvements for all developments within the City of Crestview shall comply with the requirements set forth in the Crestview Engineering Standards Manual. Any deviations for any reason from that Manual shall be only at the sole discretion of the Director of Public Services.

6.06.01 - Site Lighting

Site lighting is required for all new developments. A lighting plan shall be provided as part of the initial submittal to demonstrate compliance with the following standards.

A. Lighting shall be designed to shine downward and not skyward.
B. Lighting shall be shielded to avoid glare and direct illumination of adjacent properties.
C. Only full-cut off lighting fixtures shall be permitted.
D. Lighting shall not create glare or other hinderance to any roadways and drivers.
E. Lighting within a subdivision, the light poles must be in place at the time of infrastructure installation, before the final plat is recorded. The light fixtures shall be in place and operational before each residence receives a CO. In addition, all lighting shall be in place and operational prior to the end of the applicable warranty period.
F. Streets lights within residential zones must have a spacing of no more than 400 feet.

6.07.00 - DESIGN STANDARDS FOR SUBDIVISIONS

A. Blocks.
    1. The lengths, widths, and shapes of blocks shall be determined with due regard to:

a. The provision of adequate building sites suitable to the special needs of the type of use contemplated;
b. The need for convenient and safe access, circulation, and control of pedestrian and vehicular traffic;
c. Zoning requirements as to lot sizes and dimensions; and
d. Limitations and opportunities of topography.

2. Blocks shall be a maximum of 1,320 feet in length.
3. Rights-of-way for pedestrian crosswalks may be required in order to provide direct pedestrian access to schools, shopping centers, and parks. Such crosswalks shall be a minimum of ten (10) feet in width.

B. Lots.
1. The lot size, width, depth, shape, orientation, and the minimum building setback lines shall comply with the requirements for the zoning district set forth in this LDC.
2. Corner lots for residential use shall have sufficient additional width to maintain same average buildable area as adjacent lots.
3. Side lot lines shall be approximately at right angles to straight right-of-way lines or radial to curved right-of-way lines. Side lot lines are defined as any lot line that intersects a Right of Way line.
4. Double frontage and reverse frontage lots shall be avoided. Where such lots are necessary to provide separation of residential development from arterial streets or to meet specific orientation requirements, the access to such lots shall be from the street with the lower functional classification. A landscaped buffer strip with a fence, in addition to landscaping and buffering required by Section 6.08.05 shall be provided along the property line abutting the street with the higher functional classification.

C. Specific requirements for flag lots
1. A flag lot is any lot that does not entirely front on a public street. Frontage is provided by a private driveway. See Figure 6.07.03(C) for an illustration of a flag lot.
2. Flag lots are permissible in the R-1 zoning district and shall be measured and meet the dimensional requirements set forth in Sections 6.00.02(C) and Table 6.01.01.
3. Each private driveway shall serve only up to two (2) flag lots.
4. There shall be no more than two (2) abutting private driveways.
5. The design, dimensions, and construction requirements for driveways shall comply with the Crestview Engineering Standards Manual.
6. Nothing in this section shall be construed to prohibit flag lots in a planned unit development.

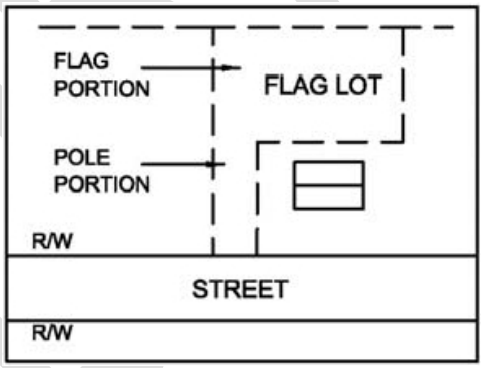

Figure 6.07.03 (C). Illustration of a flag lot

D. Access requirements
1. Each lot shall have frontage on and permanent access to an existing or proposed paved public street.
a. Private Streets are only allowed where an HOA is established in perpetuity.
b. No streets will be accepted by the City for ownership or maintenance until the streets have met the standards for all streets as identified in the current edition of the Crestview Engineering Standards Manual.
2. A subdivision plat shall include streets as established by transportation plans in the Comprehensive Plan, the Transportation Planning Organization, or other similar plan. The arrangement, character, extent, width, grade, and location of all streets shall conform to the plans of the State, Okaloosa County, and the

City, respectively, and shall be considered in their relation to existing and planned streets, to topographical conditions, and to public convenience and safety.

3. Alleys shall be provided to serve multifamily development, commercial development, and industrial development.
4. All streets shall be designed and constructed in compliance with the standards of the City set forth in the Crestview Engineering Standards Manual. All costs shall be paid by the developer.
5. Subdivisions shall include sidewalks and bicycle paths or lanes in compliance with the standards set forth in Chapter 8 of this Land Development Code and the Crestview Engineering Standards Manual.

E. Easements. All lots within a subdivision shall provide easements for stormwater drainage, water systems, sanitary sewer systems, gas lines, electric lines, cables, telephone lines, and utility poles. Standards for such utility easements are set forth in the Crestview Engineering Standards Manual.

F. Site improvements.
1. All subdivisions shall be required to have underground utility service (electrical, cable television, telephone, water, and sewer) unless all lots within the subdivision front existing streets that currently are serviced above ground.
2. If the subdivision plat proposes ten (10) lots or more then a recreation facilities assessment equal to 5% of the predevelopment land value according to the property appraiser shall be due prior to the issuance of a Preliminary Development Order. In some cases, land can be deeded to the City provided that land is deemed of sufficient size and quality to be utilized as a public City Park. This shall be at the sole discretion of the Director of Crestview Recreation Enrichment Services Department.
3. Land which is determined to be unsuitable for subdivision due to flooding, bad drainage, or other features likely to be harmful to the health, safety, and general welfare of future residents, shall not be subdivided, unless adequate methods of correction and mitigation are formulated by the developer and approved by the City and any other agency having jurisdiction.
4. All applicable standards set forth in Chapter 5, Environmental and Resource Protection, shall be met.
5. All applicable standards set in the Crestview Engineering Standards manual shall be met.

G. The street and block layout.
1. Streets. The street layout of the subdivision shall be in general conformity with a plan for the most advantageous development of adjoining areas and the entire neighborhood. This shall apply to all streets, including private streets.
    a. Where appropriate to the design, proposed streets shall be continuous and in alignment with existing, planned, or platted streets with which they are to connect.
    b. Proposed streets may be required to extend to the boundary lines of the tract to be subdivided where such an extension is required to connect with streets in an existing, platted, or planned subdivision. The extension or connection requirement by the city will be based upon traffic circulation or public safety issues and compatibility of adjacent land uses.
    c. In a proposed subdivision of 50 lots or more adjacent to an existing or platted subdivision where extension of proposed streets to the boundaries would dead end with no feasible street connections, there shall be at least two entrance streets into the subdivision where feasible. Interior streets shall be designed so as to provide more than one route to as many residences as feasible.
    d. If the proposed subdivision is adjacent to an undeveloped area, at least one proposed street shall terminate at a boundary line of the undeveloped area. A temporary turning circle shall be required at the end of that street or streets with an outside diameter of 60 feet. This requirement may be waived if the traffic pattern of the subdivision contains more than one exit to a city or county road or if traffic circulation or public safety requirements do not dictate a street terminus at a boundary line of the undeveloped area.
    e. If an existing half-width public or private street or other right-of-way easement is parallel and contiguous with the boundary of a proposed subdivision, the other half-width right-of-way will be dedicated in the proposed subdivision and shall be the width necessary to create a right-of-way along the entire boundary of the proposed subdivision which meets minimum width requirements as set forth in article VIII of this chapter. If the additional right-of-way required to continue the existing dedicated road or other easement in a continuous, orderly manner is not in the proposed subdivision, the developer will prepare the agreement or easement for dedicating the additional right-of-way

required and will attempt to obtain such right-of-way. However, the city may assist in acquisition of such right-of-way when in the public interest, where governmental action is necessary to acquire the property and the developer advances all costs and expenses incurred by the city in taking such action.

f. A cul-de-sac or local dead-end street shall not exceed 1,320 feet in length.

g. Street lighting shall be provided in accordance with Section 6.06.01 of this code. The Developer shall make arrangements with the power company and bear the cost of power during the warranty period. Then the street light electrical account shall transfer to the Home Owners Association serving the same.

H. Subdivision Landscaping Requirements
   1. Any subdivision landscaping or island must be in a platted common area, dedicated to the Homeowner's Association.

6.08.00 - STANDARDS FOR LANDSCAPE DEVELOPMENT

6.08.01 - Intent

It is the intent of this Section to:

A. Establish minimum landscaping standards for all development within the City;
B. Protect the public's health, safety, and welfare;
C. Protect the natural environment, ecosystem, existing wetlands, and waterways;
D. Improve the quality of appearance of the built environment by preserving natural elements where possible and incorporating new landscaped areas;
E. Protect and improve property values;
F. Establish an integrated system of landscaping and beautification of the City's corridors;
G. Ensure visual accessibility to businesses.
H. The City of Crestview encourages innovative water conservation planning, design and techniques, including xeriscape landscaping methods as defined in the Crestview Engineering Standards Manual.

6.08.02 - Definitions

Definitions of terms used in this chapter can be found in Chapter 2 - Definitions.

6.08.03 - Applicability

A. This section applies to all new development.
   1. New development within an existing multi-use structure, non-residential, or multi-family development shall be required to provide landscaping in conformance with this section only to the portions of the site containing the new development, unless Sub-Section 6.08.03(C) applies.
B. This section shall apply to existing development and redevelopment when any of the following occurs:
   1. When a Change in Use requires the construction of additional parking and/or vehicle use area(s).
   2. When any principal nonresidential structure or complex of structures is enlarged by 50 percent or more in gross floor area, the entire site shall conform to the requirements of this Section.
   3. When alterations to any principal nonresidential or multifamily structure or complex of structures exceed 30 percent of the assessed value over an 18-month period, the entire site shall be made to conform to the requirements of this Section.
   4. When any vehicle use area is constructed or established, or when an existing vehicle use area is enlarged by 50 percent or greater, the entire vehicle use area shall conform to the requirements of this Section.
      a. When an existing vehicle use area is enlarged by less than 50 percent, that portion of the vehicle use area shall conform to the requirements of this Section.
C. The following development is exempted from the requirements of this section:
   1. Single Family detached dwellings.
   2. Duplex dwellings.

6.08.04 - Administrative Modifications

A. The Director of Community Development Services, or designee, shall have the authority to modify the requirements of this section when he or she determines that it is physically impossible or, for all intents and purposes, wholly impractical, for a development to meet the requirements of this Section.
B. This determination shall be based upon the location, placement, or configuration of existing structures, site dimensions, site topography, underground and overhead utilities, and other physical characteristics of the development site itself.
C. If it is determined that modifications are required, the Director, or designee, may allow for the following only:
    1. Placement of required trees elsewhere on site;
    2. Grouping(s) of required trees;
    3. Waiver of a portion of the requirements, provided that the requirements of this section are implemented to the fullest extent on those portions of the development site that can physically accommodate these requirements.

6.08.05 - Landscape Plan Required

A. To ensure compliance with the standards of this section, a landscape plan demonstrating how landscaping will be planted on a development site shall be included as a part of any application for development approval for the following:
    1. Special Use Permit;
    2. Commercial Site Plan of any size;
    3. Any commercial Subdivision;
B. No submittal for any development shall be deemed complete unless a landscape plan has been submitted.
C. No development order or development permit shall be issued until a landscape plan has been submitted and approved as meeting the requirements of this section.
D. Landscape plans shall be signed and sealed by a landscape architect who is licensed to practice in the State of Florida, and in good standing.
E. Landscape plans shall be submitted to the Planning and Zoning Department, separately from or as a component part of required development plans. In either case, the application process will not proceed to review without the Landscape Plan.
F. All landscape materials depicted on the approved landscape plan shall be installed prior to the issuance of a Certificate of Occupancy.
G. Landscape plans shall include the following contents and information:
    1. Location of all existing trees that are on the protected trees list on a development site, with their species (common name), DBH, and crown or spread identified.
    2. Denote existing trees to be removed and those to be saved, together with a table of this information.
        a. For all protected trees being removed, a certified arborist, landscape architect, or similarly qualified professional is required to determine if those trees can be safely moved to another location on the site, or state if they cannot.
    3. Locations of all landscaping improvements including species (common name), crown, and DBH of trees and species of shrubs, grasses and ground cover(s).
    4. Total landscaped area, total impervious surface areas, and total project limits.
    5. Location of all proposed driveways, parking areas, sidewalks, buildings, walls, fences, signs, and any other non-landscape components which will intersect and/or be constructed or installed within the required landscape areas.
    6. Any utilities, overhead or underground, in the vicinity of the landscape areas shall be shown. Any potential impacts with the utilities shall be noted. Acceptance of the landscape material by an effected utility company may be required, such as trees adjacent to an overhead power line.
    7. Location of any proposed irrigation system or other watering apparatus.
    8. Reference to the applicable sections identifying the minimum landscape and installation requirements of this code.
    9. A statement indicating that the balance of all areas within the required landscape, outside of the trees and shrubs shall be planted with turf grass and or groundcover plants.
    10. A statement indicating that all disturbed areas outside of the planned improvements shall be sodded or seeded.

11. A statement(s) and/or graphic(s) providing for the protection of saved trees onsite.
12. Any other required or pertinent design or detail information in written or graphic form.

6.08.06 - Requirements - Perimeter Landscape

A. There are different types of perimeter landscape yards that developments may be required to install. Perimeter landscape requirements reflect the proposed property use and the adjacent property uses and/or zoning districts.
B. The following perimeter landscape areas shall be required in accordance with the applicable portions of this Section:
    1. Right-of-Way (ROW) Landscape Buffer
    2. Side Perimeter Landscape Buffer
    3. Adjacent Use Buffer

6.08.07 – Requirements - Parking Landscape

A. Interior parking landscape. The following criteria shall apply regarding interior parking landscape:
    1. Overhang areas. Vehicles may overhang no more than two feet into landscape areas. The overhang area shall not be included as part of the landscape area requirement.
    2. Generally. Interior portions of off-street parking facilities which are not specifically designed as parking spaces or maneuvering areas shall not be paved for vehicle use. Said areas shall be planted and permanently maintained with trees and shrubs and finished with ground cover or other landscape material.
    3. Maximum number of continuous parking spaces. Landscaping areas with a minimum dimension of nine feet and a minimum total area of 171 square feet shall be provided to break up excessively long, continuous runs of parking spaces. No parking bay shall contain more than 15 continuous parking spaces without being broken up by a landscaped area. These landscaped areas must have one tree that measures a minimum of 1.5 inches in diameter, four feet above grade at time of planting.
B. Termination of parking rows. Each row of interior parking spaces shall be terminated at each end by a landscaped area which shall be a minimum of 100 square feet with a minimum dimension of ten feet. These landscaped areas must have one tree that measures a minimum of 1.5 inches in diameter, four feet above grade at time of planting.

6.08.08 – Requirements - Right-of-Way Landscape Buffer Yard

A. There shall be a continuous landscaped area, a minimum of 10-foot wide, adjacent to all rights-of-way.
    1. When parking areas abut ROW Landscape Buffer yards, wheel stops shall be provided to prevent more than eighteen (18) inches of overhang into the landscape area.
    2. Sidewalks shall not be located within the right-of-way landscape buffer yard.
    3. A maximum of two vehicle accessways, meeting the width requirements of Crestview Engineering Standards Manual, through ROW Landscape Buffer yards, per right-of-way shall be allowed.
        a. Developments with greater than 500 linear feet of right-of-way frontage shall be allowed one additional accessway through the ROW Adjacent Landscape Yard.
        b. Accessways shall at no time be less than 50 feet apart, as measured from the centerline of driveway throats of each accessway.
B. When a development's disturbed area or project area, does not extend the full length of the right-of-way frontage of the property, the required perimeter landscape may be placed within the dedicated project area only, provided the following:
    1. When the remainder of the frontage contains natural growth of native trees, shrubs and grasses to sufficiently create or maintain a visual barrier between the right-of-way and the proposed development.
    2. The remainder of the frontage is kept and maintained in its natural state.
    3. The landscape plan identifies that the area is to be maintained in a natural state and that when the area no longer provides an acceptable visual barrier, landscaping improvements in keeping with the provisions of this code shall be installed.
    4. If this area is developed in the future, then it will be required to meet the requirements of this code.

C. Right-of-way adjacent landscape areas shall utilize, to the greatest extent practical, existing trees, provided those trees are identified within the Approved Tree Species List. See Section 6.08.09 for the approved species list and tree protection bonuses.

D. Right-of-way adjacent landscape areas shall provide vegetation in accordance with the following:
   1. One tree per 25 linear feet, or fraction thereof, of total right-of-way frontage with 50 percent of the trees being a shade species.
      a. Any required trees deemed to be within the visibility triangle will be required to be planted elsewhere. (Refer to the Crestview Engineering Standards Manual for more information)
      b. Any trees that would conflict with existing utilities, such as overhead power, shall be planted elsewhere.
      c. In no case will driveways, utilities, or other such conflicts result in a reduction of the required trees or landscape area. Such required landscape shall be moved elsewhere within the development.
   2. Two shrubs per five (5) linear feet of right-of-way frontage.
      a. Shrubs shall be of a species that will reach a mature height of no less than 24".
   3. The balance of the landscaped area shall be planted with turf grass and other landscaping treatments.

E. Side Perimeter Landscape Yards.
   1. There shall be a continuous side perimeter landscape yard, a minimum of five-foot-wide, adjacent to the property line, in accordance with the following:
      a. When there is an existing use on the adjacent property and a buffer yard is not required.
      b. When there is a planned use on the adjacent property and a buffer yard is not required.
      c. Cross Vehicle Access-drives meeting the minimum width requirements as per the *Crestview Engineering Standards Manual*, shall be allowed up to three per side.
         (1) When not connecting to an existing Cross Vehicle Access drive, landscaping shall be required to meet this Chapter.
   2. Side perimeter landscape yards shall provide vegetation in accordance with the following:
      a. Two shrubs or one bush per five (5) linear feet of property line.
         (1) Shrubs shall be of a species that will reach a mature height of no less than 24".
         (2) Bushes shall be of a species that will reach a mature height of no less than 6'.
      b. The balance of the landscaped area shall be planted with turf grass and other landscaping treatments.

F. Buffer Yards
   1. Buffer yards shall generally be located along the outer perimeter of a parcel and shall extend from the property line inward the required width.
   2. Buffer yards shall be required between uses with different densities and/or intensities and between different zoning districts in accordance with the following:
      a. A buffer yard shall be provided in the following situations and/or circumstances:
         (1) Buffer widths shall be determined based on Table 6.08.08.
            (a) Where redevelopment of an existing single-family dwelling occurs adjacent to single family or duplex residential development, in conformance with this code and the character of the single-family dwelling is preserved and there are 10 or less required parking spaces, the buffer yard requirement may be satisfied by the placement of an eight-foot tall wood or vinyl/plastic privacy fence around the entire side and rear yards.

Table 6.08.08 - Required Buffer Widths

	R-1	R-2	R-3	C-1	C-2	IN
R-1	N/A	5 Feet	10 Feet	15 Feet	20 Feet	30 Feet
R-2	5 Feet	N/A	5 Feet	15 Feet	20 Feet	30 Feet
R-3	10 Feet	5 Feet	N/A	15 Feet	15 Feet	15 Feet
C-1	15 Feet	15 Feet	15 Feet	N/A	5 Feet	5 Feet
C-2	20 Feet	20 Feet	15 Feet	5 Feet	N/A	5 Feet

IN	30 Feet	30 Feet	15 Feet	5 Feet	5 Feet	N/A

3. Buffer Yard vegetation requirements:
    a. The expectation with this section is that a visual and audible barrier or screen is created between dissimilar uses through the use of aesthetically appealing landscaping, fencing, walls, or other methods.
    b. All plants in the buffer shall be bushes and trees of an approved species that will reach a mature height of no less than 6'.
        (1) Small shrubs will not be allowed unless coupled with a 6' privacy fence.
    c. Buffer Yard approved vegetation list. Vegetation not on this list must be approved by the Community Development Services Director, or designee:
        (1) Japanese privet (Ligustrum japonicum)
        (2) Azalea (Rhododendron spp.)
        (3) Japanese cleyera (Cleyera japonica)
        (4) Pampas grass (Cortaderia selloana)
        (5) Silverthorn (Elaeagnus pungens)
        (6) Cherry elaeagnus, Gumi (Elaeagnus multiflora)
        (7) English holly (Ilex aquiifolium)
        (8) Chinese holly (Ilex cornuta)
        (9) Japanese holly (Ilex crenata)
        (10) Yaupon holly (Ilex vomitoria)
        (11) Oleander (Nerium oleander)
        (12) Chinese juniper (Juniperus chinensis)
        (13) Savin juniper (Juniperus sabina)
        (14) Rocky mountain juniper (Juniperus scopulorum)
        (15) Bottlebrush buckeye (Aesculus parviflora)
    d. Bushes shall be planted sufficiently close so that at full maturity, there will be no visual space between the bushes.
    e. Walls and fences may be allowed provided they are constructed in such a manner as to create the intended visual and audible barrier.
        (1) No wall or fence may be constructed less than 6' in height.
        (2) All fences and walls will require approval from the Building Department.

6.08.09 - Protected Trees

A. No person shall cut, remove or damage any protected tree in a manner which causes the tree to die within a period of two years without first obtaining a Land Clearing and Protected Tree Removal permit, or without such removal being approved as part of a development order that provided a landscape plan as required by 6.08.05. A one (1) two (2) or three (3) family dwelling is exempt from the requirements of this section as provided for in 6.08.03 except that they must replant a tree listed on the Protected Tree List or Tree Replant List, with such replacement tree measuring a minimum of 1.5 inches DBH.

B. Protected Tree List. The following types of species comprise the protected tree list (* denotes shade trees):
    1. Species type A: Small, four-inch to seven-inch DBH
        a. Dogwood (Cornus florida)
        b. Redbud (Ceris Canadensis)
        c. Ashe's magnolia (Magnolia ashei)
    2. Species type B: Medium, eight-inch to 13-inch DBH.
        a. American holly (Ilex opaca)
        b. Southern magnolia (Magnolia grandiflora)*
        c. Eastern (or Southern) red cedar (Juniperus virginiana)*
    3. Species type C: Large, 14-inch and larger DBH.
        a. Live oak (Quercus virginiana)
        b. Laurel oak (Quercus laurifolia)*

c. Sweet gum (Liquidambar styraciflua)*
d. Sycamore (Platanus occidentalis)*
e. Pecan (Carta illinoensis)*
f. Water oak (Quercus nigra)*
g. Red maple (Acer rubrum)*

C. Trees identified by a certified arborist as diseased or dead shall not be required to be replaced.
D. Every effort shall be made to save the trees on this list during any site development or clearing for any reason.
E. Allowances to the site development may be provided to encourage retaining protected trees. The Director of Community Development Services, or designee, may review a plan submitted by the developer to determine the extent of such allowances. Those may include such allowances as reduced parking requirements, reduced landscape area requirements or other allowances.
F. Trees on this list must be preserved based at a ratio of one tree for each 3,600 square feet of impervious surface area proposed by any site development.
G. Where protected trees cannot be kept or relocated, they must be replaced by a species listed in the Tree Replant and Protected Trees list. Enough trees shall be planted to replace a minimum of fifty percent the diameter of the removed protected tree. Multiple trees shall be used to reach fifty percent, but in no case shall any of these replacement trees be less than 2" in diameter.
H. On sites proposed for development where no existing protected trees are identified, the developer shall be required to plant one new tree from either the Protected Tree List or Tree Replant List per 3,600 square feet of proposed impervious surface area. One third of trees planted, or fraction thereof shall be of Species type A, one third or fraction thereof shall be of Species type B, and one third or fraction thereof shall be of Species type C. The size of each new tree shall be no less than 2" in diameter.
I. Tree Replant List. In addition to the three categories of trees identified in subsection 1, the following trees may be planted to meet the minimum tree replanting requirements of subsection 5. Replanted tree must be of the same species type as the tree removed. Trees not on this list may be used only if approved by the Community Development Services director or designee. (* Denotes shade trees):
    1. Species type A: Small.
        a. Dahoon holly (Ilex cassine)*
        b. Fringe tree (Chionanthus virginicus)
        c. Red bay (Persea borbonia)*
        d. Swamp bay (Persea palustris)*
        e. Sassafras (Sassafras albidum)
        f. Yaupon (Ilex vomitoria)
        g. Wild olive (Osmanthus americanus)
        h. Scrubby post oak (Quercus margaretta)
        i. Southern crabapple (Malus angustifolia)
        j. Eastern Hophornbeam (Ostrya virginiana)
        k. Red buckeye (Aesculus pavia)
        l. Pindo palm (Butia capitata)
        m. Sago palm (Cycas revoluta)
    2. Species type B: Medium.
        a. Cherry laurel (Prunus caroliniana)*
        b. Large-leafed magnolia (Magnolia macrophylla)*
        c. American hornbeam (Carpinus caroliniana)
        d. River birch (Betula nigra)*
        e. Florida maple (Acer barbatum)*
        f. Sweetbay (Magnolia virginiana)*
        g. Ginko (Ginko biloba)*
        h. Bradford pear (Pyrus calleryana "Bradford")
        i. Ash (Fraxinus spp.)*
        j. London planetree (Plantanus x acerfolia)*
        k. Sabal (cabbage) palm (Sabal palmetto)
    3. Species type C: Large.

a. Tulip tree (Liriodendron tulipifera)
b. Willow oak (Quercus phellos)
c. Black gum (Nyssa sylvatica)
d. Southern red oak (Quercus falcata)*
e. Shumard's red oak (Quercus shumardii)*
f. Hackberry (Celtis laevigata)*
g. White oak (Quercus alba)*
h. Bald cypress (Taxodium distichum)
i. Walnut (Juglans nigra)*
j. Chinese elm (Ulmus parvifolia)*
k. Hickory (Carya spp.)*
l. Yellow buckeye (Aesculus flava)*
m. Canary island date palm (Phoenix canariensis)

J. Prohibited tree list.
1. The following prohibited species may not be used to meet any landscape requirement:
a. Paper mulberry (Broussonetia papyrifera)
b. Australian pine (Casuarina equisetifolia)
c. Ear tree (Enterolobium cyclocarpum)
d. Punk tree (Melaleuca spp.)
e. Chinaberry (Melia azedarach)
f. Brazilian pepper (Schinus terebinthifolius)
g. Downy rosemyrtle (Rhodomytrus tomentosa)
h. Bishopwood (Bischofia javanica)
i. Chinese Tallow Tree or Popcorn Tree (Triadica sebifera)

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CHAPTER 7
ACCESSORY, TEMPORARY, AND SPECIAL USE SITUATIONS

7.00.00 - INTENT

The purpose of this chapter is to provide standards for accessory, temporary, and special use situations within the City of Crestview, in accordance with the City Code and Comprehensive plan. Any violation of this Chapter, including a property owner's unpermitted accessory structure, or non-compliant property use shall be punished as provided for in section 1-11 of the City Code and Chapter 162, Florida Statutes.

7.01.00 - ACCESSORY STRUCTURES

7.01.01 - Generally

Any number of different accessory structures may be located on a parcel, provided that the following requirements are met.

A. There shall be a permitted principal structure on the parcel, located in full compliance with all standards and requirements of this chapter.
B. All accessory structures shall comply with standards pertaining to the principal use, unless exempted or superseded elsewhere in this chapter.
C. Accessory structures shall not be located in a required buffer, landscape area or minimum building setback area.
D. Accessory structures shall be included in all calculations of impervious surface and storm water runoff.
E. Accessory structures shall be shown on any concept development plan with full supporting documentation.
F. No accessory structures used for industrial storage of hazardous, incendiary, noxious or pernicious materials shall be located nearer than 100 feet from any property line.

7.01.02 - Accessory Buildings

Site Development standards for accessory buildings (storage buildings, utility buildings, sheds, greenhouses, etc.).

A. Accessory buildings in all zoning districts shall abide by the following requirements and standards:
    1. In lots within recorded subdivisions and non-platted lots with a depth less than 250 feet:
        a. Accessory buildings shall only be placed in side and rear yards and shall be setback three (3) feet from side and rear property lines.
        b. Accessory buildings on lots facing multiple rights-of-way may be placed in any front yard not abutting the face of the structure containing the front door, up to the required front setback. See figure 7.01.02.
        c. If an accessory building is proposed to be built closer than ten (10) feet to the principle structure, it must meet the setbacks of said principle structure.
    2. In lots not within recorded subdivisions and with a lot depth of 250 feet or greater:
        a. Accessory buildings may be placed in any side, rear or front yards, shall be setback three (3) feet from side and rear property lines and shall not be within any required front setback.
        b. If an accessory building is proposed to be built closer than ten (10) feet to the principle structure, it must meet the setbacks of said principle structure.

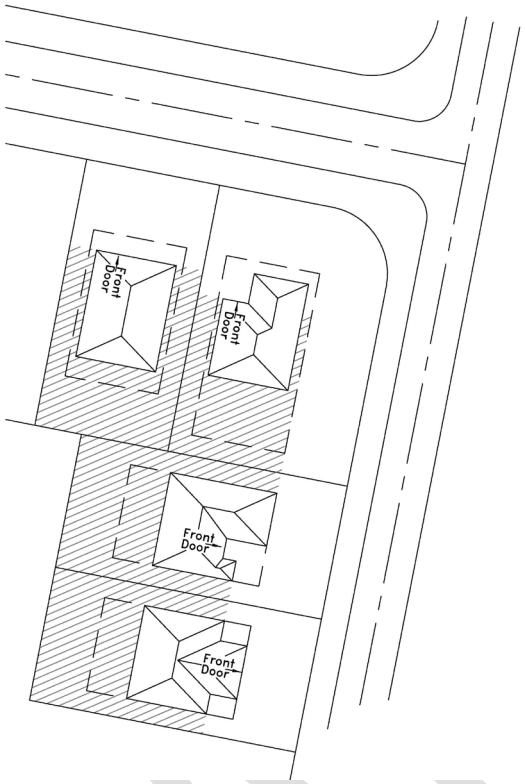

Figure 7.01.02. Allowed Accessory Building and Fence Location on Lots Facing Multiple Rights-Of-Way.

B. Storage buildings, storage sheds and detached garages in the C-1, C-2 and IN zoning districts that exceed 600 square feet of floor area must provide brick veneer, stone, stucco, or other similar decorative materials to the façade on all sides of the building visible from the public right of way.
   1. Carports in any zoning district are allowed according to the following requirements:
   2. Carports are allowed in front yards but shall not encroach into any front setback and must remain under twenty (20) feet in height.
   3. Carports located in any front yard shall not be enclosed on any side.
   4. Carports are allowed in side yards up to property line, regardless of distance to the main structure.
   5. Eaves of carports shall not extend over any property line.
   6. Carports shall be at least three (3) feet from any rear property line.

7.01.03 - Fences

Site Development Standards for Fences, Hedges and Walls

A. Location of fences, perimeter hedges and walls.
   1. Fences, perimeter hedges and retaining walls may be located on, at, or inside the property line. All fence material must be located on, at or inside the property line, and shall not be located outside of the property line.
   2. A fence located on the property line may be shared by adjacent properties.
   3. Setback requirements applicable to principle buildings shall not prohibit or restrict the installation of a retaining wall.
   4. Fences, perimeter hedges, and walls shall not be located within the required visibility triangle.
B. Materials and appearance requirements.
   1. Fences and walls must be constructed of wood, masonry, stone, wrought iron, chain link, vinyl, welded wire, or composite materials.
   2. All fences shall be installed with the finished side facing outward, except for the following:

a. Where a fence cannot be constructed on the property line due to an existing fence on the adjacent property line, the finished side may face inward.
b. When an applicant is not granted permission to access the adjacent property to install the fence, the finished side may face inward.

3. A fence installed for security purposes in C-2 or IN zoning may include barbed wire or razor wire, provided that such wire is at least six (6) feet off the ground.

C. Electrical fencing may be installed for security purposes and shall meet the following standards:
1. Electrical fencing may be installed on top of a fence in C-2 or IN zoning districts, provided that the electrical fencing is a minimum of six (6) feet above the ground.
2. Electrical fencing may be installed in residential areas provided that such fencing shall be limited to side and rear yards and shall be contained within a fence structure.
3. All electrical fencing shall be accompanied by signs to provide a warning of the type of fence and the voltage of the fence. Warning signs shall be placed at each corner of the enclosed area; additional signs shall be placed fifteen (15) feet apart along the entire fence. Warning signs shall not exceed four (4) square feet in area each.

D. Height standards.
1. Fence and wall height shall be measured from the natural grade at the base of the fence to the topmost part of the fence, including any decorations, barbed wire, or other fixtures.
2. The maximum height for a fence on a lot line on a property zoned R-1, R-2, R-3 or MU and adjacent to a property zoned C-1, C-2 or IN shall be eight (8) feet.
3. Fence may contain decorative columns spaced no less than six (6) feet apart that shall not exceed eight (8) feet in height.
4. Height standards provided in Table 7.01.03.

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Table 7.01.03 - Standards for Fence Heights

Zoning District	Maximum Height in a Side or Rear Yard (feet)	Maximum Height in a Front Yard [10]
R-1	8	4
R-2	8	4
R-3	8	4
MU	8	4
C-1	8	4
C-2	8	4
IN	8	6
P	8	6
E	N/A	N/A

7.01.04 - Swimming Pools

A. Location. Swimming pools shall be placed only in side and rear yards. There shall be at least six (6) feet between a building and the water's edge of an outdoor swimming pool. There will also be at least six (6) feet between any side or rear property line or building line and the water's edge of an outdoor swimming pool.
B. All pool enclosures (enclosure constructed of metal, wood, or similar type material for framing and consisting of screen mesh or any similar material between framing members making up the roof and walls, and which specifically covers a swimming pool or spa), shall have the same front setback as the principal structure and shall be erected at least three (3) feet from the rear or side property line.
C. Pool Fencing.
    1. See Florida Building Code for all design and construction requirements.

7.02.00 - SIGNS

7.02.01 - Generally

A. Purpose. It is the purpose of this section to provide comprehensive and balanced sign regulations that are consistent with constitutional guarantees, promote business growth and retention, achieve clear and effective communication in the City's environment, and to authorize signs which are:
    1. Consistent with the objectives of the comprehensive plan;
    2. Compatible with their surroundings;
    3. Integrated and harmonious with the appearance of the community;
    4. Legible under the circumstances in which they are seen; and
    5. Safe for motorists, by preventing visual distraction and visual clutter.
B. In interpreting and applying the provisions of Section 7.02.00, the sign regulations are declared to authorize the maximum allowable signage for the purposes set forth. Any sign authorized by Sec. 7.02.00 may display noncommercial messages. Nothing in Section 7.02.00 shall be construed to regulate the content of the message displayed on any sign.
C. No person shall move, erect, post, construct, paint, alter, or maintain a sign except in compliance with the standards and requirements set forth in Section 7.02.00.
    1. A building permit is required for any sign that is not exempt from the standards and provisions of Section 7.02.00. Application and review procedures for obtaining sign permits are set forth in Chapter 3.
    2. The installation and maintenance of signs and sign structures shall comply with the Florida Building Code, current edition and the NEC, current edition.

[10] Fences on lots facing multiple rights-of-way may be up to 6 feet in height in any front yard not abutting the face of the structure containing the front door, up to the required front setback. See Figure 7.01.02.

3. All signs shall be located to comply with the clear visibility requirements set forth in the Crestview Engineering Standards Manual.

D. All signs shall be adequately maintained in a structurally sound and safe condition. At a minimum, the following standards shall be met:
   1. The area around the sign shall be clear of overgrown vegetation or other obstacles so as to make the sign readily visible.
   2. All damaged or deteriorated panels or structural components shall be replaced.
   3. Any sign copy shall be maintained securely to the face, and all missing copy shall be replaced.
   4. All defective, discolored, faded, broken, or torn parts shall be replaced or repaired.
   5. A sign that becomes unsafe, dangerous, or a threat to public safety shall be replaced, repaired, or otherwise made safe within the time limit set by the City.

7.02.02 - Exempt Signs

The following signs are exempt from the requirement to obtain a development permit.

A. Regulatory, statutory, traffic control, or directional signs erected on public property by or with permission of the United States, the State of Florida, Okaloosa County or the City.
B. Legal notices and official instruments.
C. Signs incorporated into machinery or equipment by a manufacturer or distributor, which identify or advertise only the product or service dispensed by the machine or equipment, such as signs customarily affixed to vending machines, newspaper boxes, and gasoline pumps.
D. Advertising and identifying signs located on taxicabs, buses, trailers, trucks, or vehicle bumpers.
E. Public warning signs to indicate the dangers of swimming, animals, or similar hazards.
F. Memorial signs or tablets, names of buildings, and dates of erection when cut into any masonry surface or when constructed of bronze or other incombustible materials.
G. Signs carried by a person.
H. Provisionally Exempt Signs. Signs identified in this section may be placed without a permit, provided that such signs comply with the standards set forth in Table 7.02.02.

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Table 7.02.02 - Standards for Provisionally Exempt Signs

Sign Type	Standards
Entrance, exit, or other directional signs, including parking identification signs.	• Maximum area of four (4) s.f. • No individual letters, symbols, logos or designs in excess of eight (8) inches measured vertically or horizontally
"No trespassing" or "no dumping" signs	• Maximum area of four (4) s.f.
Home Occupation Nameplate in R-1, R-2, R-3, and MU zoning District	• Maximum area of one (1) s.f. • Limited to one (1) per property • Must be affixed to front wall of the dwelling unit containing the Home Occupation • Signs shall not be lighted • May only contain name identifying the Home Occupation
Campaign Signs	• Maximum area of nine (9) s.f. and maximum height of six (6) feet in R-1, R-2, R-3 and MU zoning districts • Maximum area of thirty-two (32) s.f and maximum height of six (6) feet in C-1, C-2, IN, P and CON zoning districts • Limited to one sign per property • Limited to the period of the campaign issue • Must be removed within forty-eight (48) hours of the campaign issue being decided
Real estate signs in R-1, R-2, R-3, and MU zoning districts	• One (1) sign per dwelling offered for sale or rent • Located on property offered for sale or rent • Maximum area of nine (9) s.f. • Maximum height of six (6) feet. • Allowed for the duration of contract to sell or until rental vacancy is filled
Real estate signs in C-1, C-2, IN, P, and E zoning districts	• One (1) sign per street frontage • Located on property offered for sale or lease • Maximum area of thirty-two (32) s.f. • Maximum height of six (6) feet. • Allowed for the duration of contract to sell or lease
Construction signs, R-1, R-2, R-3, and MU zoning districts	• Located on a property where a valid building permit has been issued and has not expired. • Maximum area of thirty-two (32) s.f. • Maximum height of eight (8) feet. • Removed when the certificate of occupancy has been issued
Construction signs, C-1, C-2, IN, P, and E zoning districts	• Located on a property where a valid building permit has been issued and has not expired. • Maximum area of all signs not to exceed thirty-two (32) s.f. • Maximum height of eight (8) feet. • Removed when the certificate of occupancy has been issued
Yard or garage sale signs	• Maximum area of four (4) s.f. • Located on the property where a sale is being conducted. • Limited to one sign per property • Must be removed within forty-eight (48) hours of the conclusion of the sale
Automatic Teller Machine (ATM) signs	• Not more than one (1) wall sign • Maximum area of four (4) s.f. • Mounted not more than eight (8) feet above finished elevation of the ATM

7.02.03 - Prohibited Signs

The following signs are prohibited.

A. Off-premises signs.
B. Portable signs.
C. Snipe signs on public right-of-way, including temporary signs stuck in the ground (sometimes also called bandit signs), and signs attached to utility poles, trees, rocks, or other natural objects.
D. Any sign which constitutes a traffic hazard or a detriment to traffic safety by reason of its size, location, movement, content, coloring, or method of illumination.
E. Signs or sign structures that interfere in any way with free use of any fire escape, emergency exit, or standpipe.
F. Signs that are of such intensity or brilliance as to cause glare or impair the vision of any motorist, cyclist, or pedestrian using or entering a public way, or that are a hazard or a nuisance to occupants of any property because of glare or other characteristics.
G. Abandoned signs.
H. Signs erected on or projecting over any public property or right-of-way, with the exception of signs erected by public authority for public purposes.
I. Any other signs that are not specifically permitted or exempted as set forth in Sec. 7.02.00.

7.02.04 - Temporary Signs

Temporary signs shall comply with the following standards.

A. Temporary signs are permissible subject to receipt of a temporary sign permit specifying type, size, location, and duration of placement. Temporary signs may be displayed for a period not exceeding fifteen (15) days.
B. Total permitted temporary sign area shall not exceed a size of sixteen (16) square feet.
C. Temporary signs shall not be placed in the public right-of-way.
D. Temporary signs shall not flash, blink, spin, or rotate.
E. Temporary signs include banners, flags, and pennants. The placement of temporary signs shall comply with the clear visibility requirements set forth in The Crestview Engineering Standards manual. Such signs shall not block traffic or pedestrian visibility or constitute a vehicular or pedestrian traffic hazard.
F. The placement of temporary signs shall not cause a public nuisance.
G. Permissible temporary signs shall be firmly secured to the ground or to a building according to the requirements of the temporary permit. Temporary signs may be attached to or cover an existing permitted sign only for the period during which the temporary sign is permitted.

7.02.05 - Permitted Permanent Accessory Signs

A. Permanent accessory signs to be permitted in C-1, C-2, IN zonings, and MU zoning where there is an active business on site.
B. Sign types allowed. A permanent accessory sign may be a ground sign to include a thirty-two (32) square foot reader board, or a building sign. Permanent accessory signs and reader board signs may be changeable copy or automatic changeable facing signs; however, facing or copy shall not rotate or change so rapidly as to cause distraction to a motorist.
C. Permissible number area, spacing and height of permanent accessory ground signs: Table 7.02.05.

Table 7.02.05 - Requirements for Permanent Accessory Signs

Sign Type	Maximum Number	Maximum Sign Face Area	Sign Dimensions	Maximum Sign Height	Setback/Spacing
Wall	• Single Occupancy - 3 per façade • Multiple Occupancy - 3 per façade per tenant	• Single Occupancy- 20% of façade • Multiple Occupancy- 15% of façade per tenant	N/A	Not to exceed height of roofline	N/A
Awning	No Maximum	N/A	75% of Awning Length	2 feet	N/A
Projecting/ Perpendicular	1 per tenant	6 sq. ft.	Width - 4 feet	3 feet	N/A
Monument/ Ground	1 per street frontage	2 sq. ft. per linear foot of street frontage to a maximum of 240 sq. ft.	No required dimensions	24 feet	• Property lines - 5 feet • Other ground signs - 10 feet
Interstate Highway I-10 Corridor Accessory Sign [11]	1	420 sq. ft.	N/A	85 feet above the crown of Interstate Highway I-10 nearest the sign	• Front Property Line - 25 feet • Side/Rear Property Line - 50 feet • Other permanent ground sign on same site - 100 feet
Billboard [12]	1	310 sq. ft.	Width - 38 feet	30 feet	• Property lines - 10 feet • Other billboard on same side of thoroughfare - 1,500 feet
Interstate Highway I-10 Corridor Billboard [13, 14]	1	672 sq. ft.	Width - 48 feet	50 feet above crown of Interstate Highway I-10 nearest the sign	• Interstate I-10 Right of Way - 20 feet • Other property lines - 50 feet • Other billboard on same side of thoroughfare - 1,500 feet

[11] The Interstate I-10 Corridor is defined as 1,000 feet from the Interstate Highway I-10 right-of-way
[12] Billboards of any kind are only allowed in the Commercial (C-1, C-2) and Industrial (IN) zoning districts
[13] The Interstate I-10 Corridor is defined as 1,000 feet from the Interstate Highway I-10 right-of-way
[14] Billboards of any kind are only allowed in the Commercial (C-1, C-2) and Industrial (IN) zoning districts

7.02.06 - Directional Signs

A. Directional signs giving directions to motorists regarding the location of parking areas and access drives shall be permitted as permanent accessory signs on all parcels and shall not be counted as part of an occupancy's allowable sign area.
B. Directional signs located on parcels with single user drives and parking, shall be limited to ten square feet.
C. Directional signs located on parcels with shared access drives and interconnected parking, shall be limited to 20 square feet.

7.02.07 - Signs at Entrances to Residential Developments, Farms and Ranches

A. Generally. Permanent accessory signs may be displayed at the entrance to residential developments, farms and ranches.
B. Restrictions.
    1. Signs at the entrances of residential subdivisions shall be placed on lots designated as common area and dedicated to the Homeowner's Association as per the Final Plat.
    2. Signs are permitted at each entrance into the development, farm or ranch from each abutting street. The sign may be a single sign with two faces of equal size or may be two single-faced structures of equal size located on each side of the entrance. No face of the sign shall exceed 32 square feet in size and may be illuminated in a steady light only.
    3. When considering the placement of such signs, the Community Development Services department shall consider the location of public utilities, sidewalks and future street widening.
    4. The Community Development Services department shall ensure that such signs shall be maintained perpetually by the developer, the owner of the sign, a pertinent owners' association, or some other person who is legally accountable under a maintenance arrangement approved by the department. If no accountable person accepts legal responsibility to maintain the signs and no other provision has been made for the maintenance of them, the signs shall be removed by the developer or owner.

7.02.08 - Utility Signs

Public utility signs that identify the location of underground utility lines and facilities, high-voltage lines and facilities, and other utility facilities and appurtenances are permitted so long as they do not exceed three feet in height, and so long as the sign face does not exceed one-half square foot.

7.03.00 - ACCESSORY DWELLINGS

7.03.01 - Detached Accessory Dwellings in Residential Zoning Districts

A. Purpose.
    1. The Purpose of this section is to ensure a wide variety of housing choices to city residents and allow opportunities for extended family living.
    2. This section provides for detached accessory dwellings, also called accessory apartments, guesthouses, mother-in-law suites, or similar low intensity second housing unit.
    3. The intent of this section is to ensure that the establishment of a detached accessory dwelling in a residential zoning district maintains compatibility of the area by minimizing or avoiding potential negative impacts from a secondary dwelling unit.
B. Applicability. Accessory dwelling units are permissible in R-1, R-2, R-3 and MX-NC when established in compliance with the standards set forth in this section.
C. No more than one (1) accessory dwelling shall be established on any lot, parcel or tract of land.
D. Standards for a detached accessory dwelling.
    1. A detached accessory dwelling shall not be allowed on a property where the principle structure is a mobile home, trailer, or of any construction that is not a site-built structure.
    2. A detached accessory dwelling shall be held to and reviewed against all applicable building codes, fire codes, and life safety codes required for any new construction dwelling unit.
    3. Any detached accessory dwelling shall comply with all site development standards for principle dwelling structures required by the zoning district.

4. Design standards, roof style and materials, and architectural style of the detached accessory dwelling shall be consistent with the principle dwelling and be built in accordance with the Florida Building Code, Residential.
5. One (1) additional parking space shall be provided. Where on-street parking is established for the neighborhood, on-street parking may be counted to meet this requirement.
6. A detached accessory dwelling shall not exceed 900 square feet or forty (40) percent of the total living area of the principle dwelling on the site, whichever is greater.
7. The existence of a detached accessory dwelling shall not be construed to allow for additional accessory structures on any lot, parcel, or tract of land beyond the number and type of accessory structures permissible with the principle dwelling.
8. There shall be no additional signage to identify the detached accessory dwelling, other than the signage permissible for the principle dwelling.
9. There shall be no additional mailbox, exterior utility equipment, or other evidence of a detached accessory dwelling unit. A detached accessory dwelling unit shall not have separate metered utility service, except as otherwise provided in the Florida Building Code, Current Edition.

7.03.02 - Detached Caretaker/Security Dwellings (Accessory Dwellings) in Specified Nonresidential Zoning Districts

A. Purpose. The purpose of this section is to provide for a detached dwelling unit as an accessory to commercial and industrial uses where such dwelling provides for security and caretaking of the principle use.
B. Applicability. One (1) caretaker dwelling shall be permissible as an accessory structure in the C-1, C-2, and IN zoning districts.
C. Standards.
   1. There shall be no more than one (1) detached caretaker dwelling unit per lot or business establishment, whichever is more restrictive.
   2. The caretaker dwelling shall be provided by the manager, owner or caretaker of the principle use.
   3. The detached caretaker dwelling shall only be located within a side or rear yard.
   4. The detached caretaker dwelling shall not exceed 900 square feet.
   5. The detached caretaker dwelling shall be included in calculations of maximum impervious surface coverage for the site.
   6. The detached caretaker dwelling shall not be located in any required buffer, landscaped area, easement, or stormwater management area.
   7. Two (2) parking spaces shall be provided, which may be shared with parking for the principle use.
   8. The caretaker dwelling shall comply with the setback and height standards applicable to the principle building.

7.04.00 - HOME OCCUPATIONS

Home occupations may be permitted as an accessory use in a lawfully established dwelling unit located in the R-1, R-2, R-3, and MU zoning districts. The standards for home occupations are intended to ensure compatibility with other permitted use and with the residential character of the neighborhood.

A. The following and similar scope of uses shall be considered home occupations:
   1. An office, such as for professionals and general business.
   2. Instruction for teaching, such as, but not limited to, academic tutoring, performing arts, or fine arts, provided that no more than two (2) students are instructed at any one (1) time.
   3. Administrative or clerical support service, such as transcription, court reporting, stenography, notary public, or word processing, data entry or addressing services.
   4. Authors, composers, or creators of intellectual property.
   5. Telephone answering services.
   6. Beauty salons, barber shops, nail technicians, or similar personal service, limited to one (1) chair or station.
   7. Similar uses: An interpretation that a use is similar shall be based on the activities and low level of impact normally associated with the proposed use and similarity of those activities and impacts with those of a listed use.

B. The following uses are specifically prohibited as home occupations:
   1. Appliance and motor repairs (small or large).
   2. Automotive, vehicle, or watercraft repairs.
   3. Florist.
   4. Veterinary clinic.
   5. Medical office accompanied by patient foot traffic for a doctor, dentist, or other medical practitioner.
   6. Repair of radios, televisions, computers, CD or DVD players, or other similar equipment.
   7. Any occupation involving hazardous materials.
   8. Restaurants.
   9. Any other occupation that does not meet the standards set in 7.04.00.

C. All home occupations shall comply with the following standards:
   1. A home occupation shall be required to have a City Business Tax Receipt (BTR). There shall be one (1) BTR for each business conducted in the dwelling.
   2. The use of the dwelling unit for the home occupation shall be clearly incidental and subordinate to its use for residential purposes and shall not change the residential character of the structure.
   3. Not more than twenty-five (25) percent of the habitable floor area of the dwelling unit shall be used in the conduct of the home occupation in R-1, R-2, or R-3. MU may have up to thirty-five (35) percent of the habitable floor area of the dwelling unit for the home occupation.
   4. There shall be no change in the outside appearance of the building or premises or other visible evidence of the conduct of such home occupation including outside storage or signs pertaining to the home occupation. However, one (1) unlighted nameplate, not more than one (1) square foot in area, may be attached to the front wall of the dwelling unit identifying the name of the business which constitutes the home occupation.
   5. No home occupation shall be conducted in any accessory building, except for the permissible parking of vehicles in a garage or carport.
   6. No open storage of equipment shall be permitted except that which is of a quantity and configuration normally used for purely domestic purposes.
   7. The homes occupation shall not generate noise, vibration, glare, fumes, odors, or electrical interference to adjacent properties.
   8. Up to two (2) passenger vehicles, which may be commercially marked, are permissible in association with the home occupation. All permissible vehicles shall be parked within a lawful garage, lawful carport, or on the driveway. However, vehicles with a primary purpose of commercial use are prohibited; such vehicles include well-drilling trucks, tow-trucks, cement mixers, semi-trailers, tractors, refrigerated trucks or vans, graders, or other earth moving equipment. Lawn equipment trailers and similar vehicles are permissible provided that they are screened from public view and limited to one (1) per dwelling. Taxi cabs may be permissible, provided that all such vehicles can be parked within a garage, or carport, or on the driveway.
   9. No traffic shall be generated by such home occupation in greater volumes than would normally be expected in a residential neighborhood. The basis for evaluating traffic generated shall be data available from the Institute of Transportation Engineers.
   10. Any need for parking generated by the conduct of such home occupation shall be met by the parking areas serving the residential use, such as the driveway, garage, or carport. No vehicle shall block access to the driveway, pedestrian movement on a sidewalk, or be parked in public right-of-way.

7.05.00 - SUPPLEMENTAL STANDARDS FOR SPECIAL EXCEPTION USES

7.05.01 - Generally

A. Special exception uses are specific uses allowed in specific zoning districts, with certain supplemental standards required of each special exception use, as described in this section.
B. Uses referenced here from Table 4.06.00 - Permissible Uses in Each Zoning District are specifically not allowed in the Downtown Overlay District.
C. The following supplemental standards are adopted alongside each special exception use.

7.05.02 - Pharmaceutical Sales

A. Stores manufacturing selling, leasing or renting pharmaceutical equipment, supplies and consumables, including prescription and non-prescription medicines and holistic medicine supplies, and Medical Marijuana Treatment Centers licensed by the State of Florida, provided the following requirements are met:
   1. Minimum Lot Size Requirements. The minimum required lot size is 32,670 square feet.
   2. Building Size Requirements
      a. Floor Area. The minimum building size is 2,500 square feet floor area. See Chapter 2 for definitions.
      b. Floor Area Ratio. The maximum building size is limited by a floor area ratio of 0.10. The "floor area ratio" of the building on any lot is the floor area of the building on that lot divided by the area of such lot.
   3. Minimum Yard Requirements. The minimum required front, side and rear yards shall meet the requirements of the C-2 zoning district.
   4. Minimum Off-Street Parking and Loading Requirements; Location. The parking and loading requirements shall be as follows:
      a. One space for each 150 square feet of floor area of the retail and office space, plus one space per employee on the largest staffed shift. When calculation of the number of required parking spaces results in a fractional number, a fraction of less than one-half shall be disregarded and a fraction of one-half or more shall be rounded to the next highest whole number. Employee parking shall be designated by permanent signage.
      b. Provisions for off-street loading and number of required berths shall be made in accordance with Chapter 8 of this code. On-street loading or unloading is prohibited. Loading areas shall not obstruct pedestrian pathways.
      c. Parking spaces shall meet the minimum size set forth in Chapter 8.
      d. All driveways, access aisles and parking spaces shall be surfaced in paver bricks, concrete or asphalt. Wheel stops are required for each parking space.
      e. Parking and loading spaces are prohibited in landscape buffers, easement areas, and right of way areas.
      f. The provision of parking spaces and passenger loading areas for persons who have disabilities is governed by Chapter 553, Florida Statutes.
      g. All required parking shall be provided on the same lot or project as the principal use. The location of required parking spaces shall not interfere with normal traffic flow or with the operation of queuing and backup areas. A minimum queuing distance of 25 feet is required between the property line and the first parking space.
      h. Off-site parking shall not be used to determine compliance with minimum parking spaces set forth in this section.
      i. A minimum of ten percent of the required parking spaces shall be located at the side or rear of each building it is intended to serve. A public pedestrian walk shall connect all parking areas to a facility entrance. Such pedestrian access way shall be a minimum of four feet in width, clearly marked, well lit, and unobstructed.
   5. Number of Structures. Only one structure may be located on the parcel.
   6. Landscaping and Buffering. Chapter 6 of this code applies to the uses authorized as special exceptions.
   7. Site and Development Plan Review. Site and development plan review shall be required.
   8. Outdoor Refuse Collection and Storage Areas. No outdoor refuse collection or storage area shall be located in a street yard, and all such areas shall maintain a minimum setback of ten feet from any lot line and shall be enclosed and on a paved or concrete surface.
   9. This use is not allowed in the Downtown Overlay District.

7.05.03 - Recreational Camps

A. Recreational camps are allowed by special exception in the MU, C-1, C-2 and E districts in accordance with the following standards.
B. For purposes of this subsection, "Recreational camp" or "Recreational camps" means one or more buildings or structures, tents, trailers, or vehicles, or any portion thereof, together with the land appertaining thereto, established, operated, or used as living quarters for one or more resident or transient members of the public and designed and operated for recreational or other non-profit purposes.

C. The minimum lot area within the MU, C-1, C-2 or E districts shall be 40 acres.
D. Recreational camps in the E districts may only be allowed in accordance with an approved management plan. The management plan shall be prepared at the expense of the applicant by a person or persons qualified in the appropriate fields of study and conducted according to professionally accepted standards. At a minimum, the management plan includes the following:
    1. Description of goals and objectives based on type of natural resources to be managed;
    2. Description of all proposed uses, including existing and any proposed physical and access improvements;
    3. Description of prohibited activities, such as mowing in wetland buffers, or removal of native vegetation in protected habitat areas;
    4. Descriptions of ongoing activities that will be performed to protect, restore, or enhance the natural resources to be protected. This may include:
        a. Removal or control of invasive vegetation and debris;
        b. Replanting with native vegetation as necessary;
        c. Provision for listed species habitat needs, including restricting, at appropriate times, intrusions into sensitive foraging, breeding, roosting, and nesting areas;
        d. Fencing or other institutional controls to minimize impact of human activities on wildlife and vegetation, such as predation by pets;
        e. Prescribed burning, thinning, or comparable activities performed in an environmentally sensitive manner to restore or maintain habitat;
        f. Cooperative efforts and agreements to help promote or conduct certain management activities, such as cleanups, maintenance, public education, observation, monitoring, and reporting;
        g. Any additional measures determined to be necessary to protect and maintain the functions and values of conservation areas in conjunction with wildfire mitigation;
        h. Set of schedules, estimated costs, staffing requirements, and assignments of responsibility for specific implementation activities to be performed as part of the management plan, and identification of means by which funding will be provided;
        i. Performance standards with criteria for assessing goals and objectives;
        j. Five-year monitoring plan with schedule and responsibility;
        k. Ownership and party responsible for management activities;
        l. Provision for changes to be reviewed and approved by the City; and
        m. Contingency plans for corrective measures or change if goals not met, and recognition of City enforcement authority.
    5. The maximum density of cabins, lodges and/or tent campsites shall not exceed one per five acres. Density shall be calculated as gross density and include all land area exclusive of major water bodies starting at the high water mark.
    6. Cabins or lodges shall comply with the Florida Building Code and must contain a minimum of 250 square feet of floor space up to a maximum of 2,500 square feet of floor space, with a maximum occupancy of 10 per cabin or lodge. Use of mobile homes or recreational vehicles for lodging is prohibited.
    7. A single permanent residence is allowed.
    8. All structures, cabins and tent sites shall be setback a minimum of 200 feet from the property line.
    9. Vehicular access shall be from a paved public roadway.
    10. A unified plan for water distribution and wastewater disposal meeting the requirements of the Health Department shall be provided as part of any application for a recreational camp.
    11. Sanitary facilities including showers, toilets, and sinks shall be provided. Potable water from a municipal water supply shall be used for such sanitary facilities, unless the facility is served by a private well registered, approved and tested by the Department of Health as a limited use public water system.
    12. Recreational camps for five or more members of the public as defined in Section 513.01, Florida Statutes, are subject to the provisions of Chapter 513, Florida Statutes and shall not be permitted as a special exception unless the Department of Business and Professional Regulation has issued a permit for such activity and such permit remains valid and current at all times and such property meets every provision of this section not in conflict with the requirements of Chapter 513, Florida Statutes.

13. Any violation of this section, including a property owner's operating or allowing unpermitted recreational camps shall be punished as provided for in section 1-11 of the City Code and each day that such condition continues is regarded as a new and separate offense.

7.05.04 - Recreational Vehicle Parks

A. Recreational vehicle parks ("RV Parks") are allowed by special exception in the MU, C-1 and C-2 zoning districts in accordance with the following standards.

B. Definitions.
   1. "RV Park" or "RV Parks", for purposes of this subsection, means one or more buildings or structures, tents, trailers, or vehicles, or any portion thereof, together with the land appertaining thereto, established, operated, or used as living quarters for one or more resident or transient members of the public and designed and operated for profit.
   2. "Unit" or "Units" means one trailer or one vehicle used as living quarters for one or more resident or transient members of the public.
   3. "Tent" or "Tents" means a portable shelter of cloth or other material, whether designed for camping or fabricated for some other purpose, used for storage or as living quarters for one or more resident or transient members of the public.

C. Minimum lot size and density. The minimum lot size and density for RV Parks shall be as follows:
   1. If the parcel is accessed directly from a multi-lane or arterial road as defined in the City of Crestview Comprehensive Plan, the minimum lot size shall be 2.5 acres and the maximum allowable density shall be 18 units per acre, with a maximum of one tent per 25 units.
   2. If the parcel is accessed directly from a collector road as defined in the City of Crestview Comprehensive Plan, the minimum lot size shall be 5 acres and the allowable density shall be 9 units per acre, and a maximum of one tent per 25 units.
   3. If the parcel is accessed from any road which is not an arterial or collector road as defined in the City of Crestview Comprehensive Plan, the minimum lot size shall be 15 acres and the allowable density shall be 6 units per acre, and a maximum of one tent per 25 units.
   4. Density shall be calculated as gross density and include all land area exclusive of major water bodies starting at the high water mark.
   5. For cabins or other permanent structures, the density, setback and other requirements of the zoning district in which the property is located shall apply.
   6. A single permanent residence is allowed.
   7. Cabins and other structures shall comply with the Florida Building Code and must contain a minimum of 250 square feet of floor space per occupant with a maximum capacity of 10.
   8. Use of mobile homes for lodging is prohibited, except that one mobile home may be located onsite for an office, resident manager or security watchman if a permanent residence is not located on the property.

D. Vehicular access shall be from a paved public roadway.

E. A unified plan for water distribution and wastewater disposal meeting the requirements of the Health Department shall be provided as part of any application for a recreational camp.

F. Sanitary facilities including showers, toilets, and sinks shall be provided. Potable water from a municipal water supply shall be used for such sanitary facilities, unless the facility is served by a private well registered, approved and tested by the Department of Health as a limited use public water system.

G. Any violation of this section, including a property owner's operating or allowing unpermitted recreational camps shall be punished as provided for in section 1-11 of the City Code and each day that such condition continues is regarded as a new and separate offense.

7.05.05 - Telecommunications Antennae and Towers

Each applicant requesting a building permit for the location of communication towers and antennas shall meet the following at the time of application.

A. Federal approvals. All communication towers must meet or exceed current standards and regulations of the Federal Aviation Administration (FAA), Federal Communication Commission (FCC), and any other agency of the Federal government with the authority to regulate communication towers and antennas. The applicant shall

submit copies of all FAA, FCC, Eglin Air Force Base, Hurlburt Field, Okaloosa Regional Airport and FDOT approvals, whichever is/are applicable.

B. Design. The applicant shall submit the communication tower design plans which shall be designed by an engineer licensed in the State of Florida in accordance with the building code requirements of the City. The design shall show the access that is provided for inspections. Communication towers shall either maintain a galvanized steel finish or, subject to any applicable standards of the FAA, be painted a neutral color, so as to reduce visual obtrusiveness. Dish antennas will be of a neutral, non-reflective color with no logos.

C. Safety fall zone. Applicants shall submit a report by an engineer licensed in the State of Florida of the safety fall zone of the specified communication tower. The safety fall zone shall be measured from the base of the communication tower to any property line. Communication towers shall be designed to collapse within the lot lines in case of structural failure.

D. Co-location.
   1. The applicant shall submit a certification from an engineer licensed in the State of Florida that the communications tower has been designed to accommodate co-location. If the communication tower cannot accommodate co-location, then the engineer should certify the reason(s) it cannot accommodate additional antennas.
   2. The applicant shall submit a plan for co-location, providing for at least three (3) other providers, with local government needs considered. If co-location is not possible, the applicant shall provide evidence as to the reason(s) it is not possible to meet this requirement.
   3. The applicant shall commit to ensuring that each antenna owner will comply with Federal, State, and local regulations.
   4. Each antenna owner shall have an approved building permit prior to erecting the antenna on the communication tower. The applicant shall show that the antenna will not extend more than ten (10) feet horizontally beyond the vertical plane of the edge of the communications tower and will not project above the existing communication tower structure's approved height.

E. Setback. The applicant shall submit a site plan showing a minimum of one-half (½) the tower height plus fifty (50) feet between the base of the communication tower and any residential property line, otherwise a distance equal to the safety fall zone between the base of the communication tower and any nonresidential property.

F. Buffer. The applicant shall submit a plan showing:
   1. An eight (8)-foot high fence or wall, with access by a locked gate only, around the base of the communication tower or the property as required by the FCC. The fence or wall shall be equipped with an appropriate anti-climbing device.
   2. A minimum of a five (5)-foot landscaping buffer, consistent with the requirements of Section 4.08.05 installed around the entire perimeter of the fence or wall. Additional landscaping may be required if deemed necessary to provide a buffer between the communication tower and adjacent residentially zoned properties. This requirement may be waived by the Development Administrator if the base of the communication tower is a minimum of 500 feet from all property lines.

G. Signage. The applicant shall submit a sign plan showing:
   1. That no portion of the communication tower will be used for advertising purposes, including a company's name;
   2. That the party responsible for the operation and maintenance of the facility, its address, and telephone number is provided; and
   3. That all security or safety signs required by Federal, State, or local regulations are provided.

H. Lighting. The applicant shall submit a plan that shows the signals, lights, or illumination provided and the Federal, State, or local rule, regulation, or requirement.

I. Maintenance and inspections. The applicant shall submit a plan for inspections and maintenance of the communication tower so that it remains in good condition, order, and repair and that the same shall not menace or endanger the life or property of any person.
   1. The City may require FCC inspection reports and/or that the communication tower be inspected if there is reason to believe that the structural or electrical integrity of the communication tower is jeopardized. All certifications and inspections required herein shall be made by and at the sole cost of the provider, and certified and submitted to the City.

2. The City and its agents shall have the authority to enter onto the property upon which a communications tower is located, upon reasonable notice to the owner, to inspect the communications tower for purposes of determining whether it complies with all applicable laws and regulations. All expenses relating to such inspections by the City shall be borne by the owner.

J. Abandonment. The owner shall submit a plan for abandonment of the communication tower which shall include a copy of the notice to the FCC of intent to cease operations for each user of the communication tower and a plan to remove the communication tower within a minimum of 180 days after abandonment. Any communication tower or antenna that is not operated for a continuous period of twenty-four (24) months shall be considered abandoned, and the owner of each such communication tower or antenna shall remove same within 180 days of receipt of notice from the City notifying the owner of such removal requirement. Removal includes the removal of the tower, all tower and fence footers, underground cables, and support buildings. If there are two (2) or more users of a single communication tower, then this provision shall not become effective until all users cease using the communication tower.

7.05.06 - Manufactured Home Communities

A. Manufactured Home Communities are allowed by special exception in the MU zoning district, in accordance with the following standards.

B. Mobile homes, manufactured homes, or modular homes may be located within a manufactured home community. Such homes are not required to comply with the standards set forth in Section 6.01.02. The following standards apply to homes in manufactured home communities:
   1. In all cases, the Florida Building Code, Residential shall be complied with.
   2. The minimum width of each building shall be sixteen (16) feet.
   3. The minimum roof pitch shall be 3:12.
   4. The minimum roof overhang shall be twelve (12) inches.
   5. For dwellings elevated forty-eight (48) inches or less, the area beneath the home shall be enclosed by brick, concrete, wood, rock, vinyl or other material specifically manufactured for this purpose and shall enclose the space between the floor joists and the ground level, except for the required minimum ventilation and access. Such access shall remain closed when not being used for that purpose.
   6. All tongues, wheels, axles, transporting lights and other towing apparatus shall be removed from the site prior to occupancy.
   7. No home manufactured prior to June 15, 1976 shall be permitted.
   8. At each exterior door, there shall be a landing that is in accordance with the Florida Building Code, Residential.

C. Each manufactured home community shall be limited to rental of lots or spaces. Where lots or spaces are intended to be sold, the subdivision standards set forth in Section 6.07.00 shall be met.

D. The maximum parcel size shall be five (5) acres.

E. The following setbacks shall be provided on the perimeter of the manufactured home community parcel:
   1. The front yard setback shall be a minimum of thirty-five (35) feet.
   2. The side yard setback shall be a minimum of twenty (20) feet.
   3. The rear yard setback shall be a minimum of twenty-five (25) feet.

F. The impervious surface coverage standard shall be calculated for the manufactured community parcel as a whole.

G. Perimeter landscaping shall be provided as set forth in Section 6.08.06.

H. Individual lots or spaces for manufactured homes within a manufactured home community shall meet the following standards:
   1. Each lot or space shall be clearly defined.
   2. Each lot or space shall provide a individual utility connections.
   3. The minimum lot or space area shall be 4,000 s.f.
   4. The minimum lot or space width shall be forty (40) feet.
   5. Lots or spaces shall be located to provide a minimum of thirty (30) feet between adjacent manufactured home units and between a manufactured home unit and any other building within the manufactured home community. The separation shall be measured at the outermost point of each building.

I. Each individual manufactured home lot or space shall include a driveway with at least two (2) parking spaces, designed and built in compliance with the Crestview Engineering Standards Manual.
J. A manufactured home community may include one (1) building which may include administrative offices, social hall/community meeting space, self-service laundry, and equipment storage. Parking shall be provided for the building according to the standards set forth in Chapter 8.
K. The entrance drive and internal streets shall be paved in compliance with the standards set forth in the Crestview Engineering Standards Manual.
L. If any home in a manufactured home community is proposed to be replaced, the replacement home must be compliant with all requirements of this section, including all building requirements, separation requirements and parking requirements.

7.06.00 - TEMPORARY USES

7.06.01 - Temporary Vendors

A. Applicability. Itinerant vendors conducting retail sales or displays are permissible as a temporary use in the MU, C-1, C-2 and IN zoning districts, in accordance with the standards of this section.
B. Unless otherwise specified, temporary uses subject to this section shall not exceed fifteen (15) days in any one (1) month.
C. Temporary vending permits expire one (1) year after approval.
D. A temporary vending permit shall be required for any temporary vendor operating within the City limits of Crestview.
E. Applicants must also provide the following along with their application for the temporary vending permit:
    1. Copies of all applicable state licenses.
    2. Written permission from the property owner and the business owner of the site on which temporary vending is proposed.
    3. A site plan indicating the following:
        a. The location of all existing and proposed structures on-site.
        b. The structural dimensions and locations in relation to property lines,
        c. The zoning district setback lines,
        d. Locations of any temporary sanitary facilities (portable toilets) and waste disposal.
        e. Parking areas,
        f. Signage,
        g. Means of ingress and egress for vehicular and pedestrian traffic,
        h. Any additional information necessary to portray the property and proposed use,
        i. A description of the proposed use
    4. Insurance
        a. Proof of general liability insurance, in a form acceptable to the City, protecting the applicant from all claims for damages to property or bodily injury, which may arise from operations under or in connection with the vendor's activity.
        b. A signed and notarized hold-harmless agreement.
F. Temporary Auto Sales.
    1. Temporary vending involving the sale of automobiles is permitted under this section, provided the applicant for the temporary sale of automobiles shall have a permanent business location within the city limits of Crestview, and shall have a valid City Business Tax Receipt.

7.06.02 - Mobile Food Dispensing Vehicles

A. Applicability. Unless otherwise specified, mobile food dispensing vehicles are allowed in the MU, C-1, C-2, or IN zoning districts on any approved mobile food dispensing vehicle site, within an approved mobile food dispensing vehicle space, and in accordance with the standards of this section.
B. Any mobile food dispensing vehicle operating within the City of Crestview is required to have a City of Crestview Business Tax Receipt.
C. Requirements for Mobile Food Dispensing Vehicles.

1. Mobile food dispensing vehicles shall not sell alcohol unless specifically approved as part of a special event or other permit approved by the City. The alcohol-related restrictions of Chapter 6 of the City Code are applicable unless otherwise authorized by the City Code, or otherwise waived by the City.
2. Except with the express written permission of the City during an authorized special event, hours of operation shall be limited between 7 a.m. and 10 p.m. The person in charge of the mobile food dispensing vehicle when in operation on the developed site must be present at all times during hours of operation.
3. Mobile food dispensing vehicles selling or dispensing food to customers in a moving vehicle or otherwise engaging in drive-up sales is prohibited.
4. A mobile food dispensing vehicle shall not be allowed to be located on any site upon which uncorrected code violations exist, or which is under citation for code violations, even if said site is an approved mobile food dispensing vehicle site.
5. The operation of a mobile food dispensing vehicle shall not create or cause nuisance conditions including, but not limited to, displaying flags or unauthorized signage, loud noises, visual glare, flashing or animated lights, shouting or amplified music or sound, excessive fumes or smoke, environmental hazards, and any vehicular or pedestrian hazard.
6. Mobile food dispensing vehicles must not discharge waste, fat, oil, grease or such other similar substances from the vehicle. All such substances related to or generated from the vehicle shall be taken with the vehicle when the vehicle leaves the subject property.
7. Mobile food dispensing vehicles must comply, as applicable, with the standards specified by Chapter 5k-4.002m Florida Administrative Code, and the U.S. Food and Drug Administrative 2001 Food Code as such codes may be amended from time to time. It is also prohibited and unlawful for a mobile food dispensing vehicle to fail to comply with all state and City traffic and parking, and stopping and standing laws, codes, ordinances, rules and regulations.
8. A copy of the appropriate license(s) issued from the Florida Department of business & Professional Regulation (Division of Hotels and Restaurants) shall be maintained on the mobile food dispensing vehicle at all times along with a copy of a valid City Business Tax Receipt when the vehicle is in operation within the City, and shall be made available for inspection upon request by the City's law or code enforcement officers.

D. Mobile Food Dispensing Vehicle Site Requirements.
1. A mobile food dispensing site permit is required for any site proposed to house or hold any number of mobile food dispensing vehicles, to be reviewed by the Community Development Services Director or designee.
2. Mobile food dispensing site permits shall expire one (1) year after approval.
3. Application for a mobile food dispensing vehicle site permit must be made by the property owner or authorized agent.
    a. Authorized agents must include in their application a notarized agent authorization form signed by the property owner of the proposed mobile food dispensing vehicle site.
4. Applicants must also provide the following along with their application for the mobile food dispensing vehicle site permit:
    a. A site plan indicating the following:
        (1) The location of all existing structures on site,
        (2) The proposed location of any Mobile Food Dispensing Vehicle Spaces,
        (3) The zoning district setback lines,
        (4) Locations of any temporary sanitary facilities (portable toilets) and waste disposal.
        (5) Parking areas,
        (6) Parking spaces to be affected by placement of proposed Mobile Food Dispensing Vehicle Parking Spaces
        (7) Means of ingress and egress for vehicular and pedestrian traffic,
        (8) Any additional information necessary to portray the property and proposed use,
        (9) A description of the proposed use
5. Mobile food dispensing vehicle sites may be approved as a temporary use, in accordance with the following standards:

a. The property owner shall acknowledge that the property owner require compliance with all ordinances regarding solid waste disposal and must provide the vehicle access to solid waste collection on the subject property.
b. The property owner shall acknowledge that the property owner require that the vehicle meet all applicable federal, state, and local statutes, regulations, laws, ordinances, rules and codes including, but not limited to, applicable land use and zoning requirements regarding the subject property including site plan requirements.
c. The property owner shall acknowledge that the property owner understands the regulations governing mobile food dispensing vehicles and will be held responsible, along with the vehicle owner, for any code violations.
d. The property owner shall acknowledge that the property owner ensures that the property will be continuously maintained in a neat, clean and orderly manner, and that the mobile food dispensing vehicle shall be limited to operating as a temporary accessory use on the subject property.
e. The subject property must be a developed site. The subject property must not be vacant or unimproved.
f. Any vehicle must be parked when in operation within an area on the property specifically authorized for mobile food dispensing vehicles, known hereby as a mobile food dispensing vehicle space. The requirements of such spaces are as follows:
    (1) Proposed mobile food dispensing vehicle spaces must not exceed an area of 300 square feet per space.
    (2) Each proposed mobile food dispensing vehicle space may only house one (1) mobile food dispensing vehicle.
    (3) Any proposed Mobile Food Dispensing Vehicle Spaces must be within the site setback lines, as required by the zoning district
    (4) Proposed mobile food dispensing vehicle spaces must not cover or otherwise render unusable any quantity of parking spaces that would cause the site to have insufficient parking for their primary use as required by Section 102-151 of the City Code.
    (5) Proposed mobile food dispensing vehicle spaces must not obstruct or interfere with vehicular or pedestrian traffic, building access, fire lanes, crosswalks, driveways, fire hydrants, loading areas, stormwater drainage systems, or landscape buffers associated with the principle use.
g. Outdoor dining areas are prohibited including, but not limited to, tables, chairs, booths, bar stools, benches, and standup counters, except if dining areas are allowed with express written permission of the City during an authorized special event.
h. No additional signage shall be permitted on the proposed site related to the mobile food dispensing vehicle except as to signage permanently affixed and displayed on the vehicle.
i. Amplified music or other sounds from any mobile food dispensing vehicle or from audio equipment installed on the proposed site by the property owner or person in charge of the vehicle for purposes of vending, attracting or encouraging the congregation of customers shall be prohibited.
j. The grounds around any mobile food dispensing vehicle, and within any mobile food dispensing vehicle space shall be kept free of litter, trash, paper and waste at all times. Waste containers shall be provided, and all trash shall be taken with the vehicle when the vendor leaves or with the permission of the property owner, placed inside a commercial dumpster in use and located on the proposed site.

E. Penalties.
1. Owners and operators of mobile food dispensing vehicles, and property owners on which such vehicles operate, shall be joint and severally liable for any violations of this section. The penalty provisions set forth in section 1-11 of the City Code shall apply to violations of this section.
2. In addition to the penalties authorized by subsection one (1), the Community Development Services director or designee may also suspend or revoke the property owner's mobile food dispensing vehicle site permit, as may be applicable, upon finding that a mobile food dispensing vehicle was operating on the subject property in violation of this section. Prior to suspending or revoking the applicable mobile food dispensing vehicle site permit, the Community Development Services director or designee shall:
    a. Afford the property owner notice of the violation(s) and a reasonable, informal opportunity to be heard regarding the violation(s),

b. Consider the property owner's past record of compliance with this section and related laws, and
c. Consider the degree of risk to public health, safety, and welfare arising from the alleged violation(s) in evidence.

3. The Community Development Services Director or designee's decision under subsection two (2) shall be rendered in writing and shall be deemed final.
4. Any mobile food dispensing vehicle site permit suspended or revoked pursuant to this subsection shall immediately be void and of no further use and effect to any person. If revoked, the property owner shall be prohibited from seeking subsequent Mobile Food Dispensing Vehicle Site permits for the subject property for a period of one (1) year from the date of the revocation.
5. The operation of a mobile food dispensing vehicle not in an approved mobile food dispensing vehicle space on an approved mobile food dispensing vehicle site (including if operated during a period of license suspensions or revocation) shall subject the owner of the property and owner of the vehicle and operator thereof to code enforcement action, civil action, or action as otherwise allowed by state law or the City Code.

DRAFT

CHAPTER 8
STANDARDS FOR TRANSPORTATION, ACCESS, PARKING AND LOADING

8.00.00 - PURPOSE AND INTENT

This chapter is provided to establish standards and requirements for the entire transportation system, including access, streets, bicycle ways, sidewalks, off-street parking, on-street parking, loading areas, stacking lanes for drive-thru situations, and transit.

8.01.00 - APPLICABILITY

All development and redevelopment shall be designed, constructed, and established in compliance with the standards set forth in this chapter.

All sections listed in this chapter shall comply with any specifications or requirements listed in the Crestview Engineering Standards Manual. In the case of conflict, the Crestview Engineering Standards Manual shall rule.

8.02.00 - STREETS, VISIBILITY, ACCESS MANAGEMENT, AND RIGHT-OF-WAY PROTECTION

A. Purpose.
   1. The purpose of this section is to ensure a safe and efficient traffic circulation system, manage access, establish right-of-way widths for future transportation facilities, and prohibit encroachment of structures into existing rights-of-way.

B. Right-of-Way Requirements.
   1. Minimum right-of-way requirements for new roadways are provided in Table 8.03.00-1
      a. Any roadways not meeting the classifications below shall be constructed consistent with Crestview Engineering Standards Manual, Okaloosa County Public Works, Florida Department of Transportation, or other relevant authority having jurisdiction.

Table 8.02.00 - Minimum Right-Of-Way Requirements

Street Type	Standard Section (feet)
One way street	30
Dead end less than 30 units	40
2-lane local / subdivision	50
2-lane collector	60

   2. Use of Rights-of-way.
      a. Construction in a public right of way requires a development order or administrative permit issued as set forth in the procedures of Chapter 3.
      b. Encroachment shall not unreasonably restrict the public use of the right-of-way.
      c. No person shall willfully obstruct any portion of the right-of-way for a new roadway.
      d. The following uses of a public road are specifically permissible and are not a violation of this section:
         (1) The improvement of a public road by the owner of a property adjacent to the public road with landscaping, shrubbery, or grass consistent with the use of the public right-of-way for road purposes, with approval from Public Services.
         (2) Parking motor vehicles on that portion of public road not used as traffic lanes if not otherwise prohibited.
         (3) The replacement or maintenance of existing utility facilities.
      e. No person shall remove grass, earth, or sand from, or dig up, any street, or deposit material of any kind on any street or right-of-way, without City authorization.

C. Visibility.
   1. Visibility requirements are discussed and outlined in the Crestview Engineering Standards Manual. In all cases where visibility is or could be an issue, the Public Services Director shall have the final authority.

8.03.00 - ACCESS MANAGEMENT

Street arrangement and layout shall meet the following standards.

A. The arrangement, character, extent, width, grade and location of all streets shall be consistent with the existing street network, and with the Crestview Engineering Standards Manual, Current Edition.
B. The arrangement of streets shall either:
    1. Provide for the continuation or appropriate projection of existing planned or platted streets in surrounding areas; or
    2. Conform to a plan for the neighborhood approved or adopted by the City to meet a particular situation where topographical or other conditions make continuance or conformance to existing streets impractical.
C. In a subdivision of 50 or more lots there shall be at least two connections made to an existing public street or right of way.
    1. If such conditions exist that preclude this possibility (such as wetlands or existing developments with no existing connection), then the streets should be laid out in a configuration to provide a means of ingress and egress to as many lots as can be accommodated.
    2. The Community Development Services Director shall have the final approval authority on all street layout designs.
    3. If a connection is made to an existing right of way with no existing roadway, then a Memorandum of Understanding shall be developed between the City and the developer to provide physical access through said right of way.
D. When a project site abuts two (2) or more City Streets, access shall be from the city street with the lower functional classification. Where the City determines that other access standards preclude placement of a drive on the street with the lower functional classification, an alternate design may be approved.
    1. When the development abuts on a City street and a State Highway, the primary connection shall be made to the City street. A right in - right out only connection may be made on the State Highway with FDOT approval.
E. The separation between access points on State-maintained roads shall be in accordance with the Florida Department of Transportation (FDOT) rules. On roads that are not maintained by the State, the separation between access points onto arterial and collector roadways, or between an access point and an intersection of an arterial or collector with another road, shall be as shown in Table 8.03.00.

Table 8.03.00 - Access Separation

Functional Class of Road	Distance between access points (feet)
Minor collector	20
Major collector	100
Minor arterial	150
Major arterial	200

F. The distance between access points shall be measured from the centerline of the proposed driveway or roadway to the centerline of the nearest adjacent roadway or driveway.

8.04.00 - STREET ACCESS AND DRIVEWAY DESIGN REQUIREMENTS

A. All ingress and egress driveways onto a City street shall be located to allow the greatest degree of safety to both pedestrian and vehicular traffic on a City street. All proposed development must meet these standards for vehicular access and circulation:
    1. Access design shall ensure that an entering standard passenger vehicle will not encroach upon the exit lane of a two-way driveway.
    2. Access design shall ensure that a right-turning exit vehicle shall be able to see only the first through traffic lane available without encroaching into the adjacent through lane.

3. There shall be sufficient onsite storage to accommodate queued vehicles waiting to park or exit without using any portion of the street right-of-way or in any other way interfering with street traffic.
4. Number, location, and separation requirements for driveways. Driveways shall be designed to adequately accommodate the volume and normal character of vehicles anticipated to be attracted to the development.
    a. The number of driveways shall be determined by existing site conditions and ensuring safe and efficient access and use for both pedestrian and vehicular traffic on a City Street.
    b. The edge of a driveway for all uses other than a single-family residential dwelling shall be located a minimum of seventy-five (75) feet from the right-of-way line of a street intersection.
    c. The edge of a driveway for a single-family residential dwelling shall be located a minimum of twenty-five (25) feet from the right-of-way line of a street intersection.
5. Where two (2) or more driveways connect a single development site to any one (1) City street, a minimum clear distance of fifty (50) feet, measured along the curb line of the proposed driveway curb radii, shall be provided.
6. The edge of a driveway for uses other than a single-family residential dwelling shall be located a minimum of twenty-five (25) feet from the proposed property line. Where a property line is the same as the right-of-way line referenced in 8.04.00(A)(4)(b), the minimum distance shall be the standards in 8.04.00(A)(4)(b).
7. Opposing driveway intersections.
    a. Opposing driveway intersections for uses other than a single-family dwelling shall be located directly across from each other along City streets.
    b. If conditions prohibit locating a proposed driveway intersection directly opposite an existing or proposed driveway intersection along a City street, the offsets between the existing and proposed intersections shall be a minimum of one hundred fifty (150) feet.
8. Driveways shall be located and designed to ensure that vehicles do not back onto any right-of-way, except for driveways serving a single-family dwelling in single-family developments and residential zoning districts.

B. Driveway Design.
1. Depressed curbing may be required across driveway openings, in order to promote the continual flow of street stormwater runoff.
2. Driveways shall intersect the City street at an angle as near ninety (90) degrees as site conditions permit, and in no case shall be less than seventy-five (75) degrees.
3. All driveway aprons shall be paved from the existing or proposed edge of pavement back to the existing or proposed right-of-way line. Paving within this area shall comply with the City's paving specifications as set forth in the Crestview Engineering Standards Manual.
4. Driveways located within a state or county right-of-way shall be designed in accordance with State or County Standards.

8.05.00 - BICYCLE AND PEDESTRIAN WAYS

A. Bicycle and pedestrian ways shall be considered during the planning and development of on-site and off-site transportation facilities, including the connection and extension of existing bicycle and pedestrian ways on or serving State, regional, and local transportation systems.

B. Bicycle Way Access and Connectivity.
1. Bicycle lanes, paths, and other ways shall connect traffic generators and shall be located along a direct line, convenient for users.
2. Bicyclists shall have equal access to all streets whenever possible and feasible.
3. Within a neighborhood, lines shall be considered through cul-de-sacs, making use of greenways, utility rights-of-way, and other open ways.
4. Bicycle ways shall be designed and constructed in compliance with the standards set forth in the Crestview Engineering Standards Manual.

C. Sidewalks.
1. The purpose of this section is to require sidewalks to be constructed in conjunction with all new development and redevelopment.

2. Sidewalks are required along the street frontage of all lots where new development, redevelopment, subdivisions, or change of use is proposed.
3. Where a sidewalk is already provided, but the sidewalk is in disrepair and/or does not meet current standards for sidewalk location, width, and construction, such sidewalk shall be brought up to current standards as part of the development or redevelopment of the lot.
4. Where no sidewalks exist, the developer will be required to include the addition of sidewalks as part of the proposed development, redevelopment, subdivision, or change of use.
5. Sidewalks shall be designed and constructed in compliance with the standards set forth in the Crestview Engineering Standards Manual.
6. Sidewalks located within a State or County right-of-way shall be designed in accordance with State or County standards.
7. Sidewalk width requirements are set forth in Table 8.05.00.

Table 8.05.00 - Sidewalk Width Requirements

Location	Minimum width (feet)
Arterial streets (major or minor)	8
Collector streets	6
All other streets	5

8. Location. All sidewalks shall be constructed along the width of yards fronting upon a street right-of-way. Corner lots at street intersections shall have sidewalks constructed to, extended to, and ramped up to the street pavement in compliance with Federal and State ADA requirements. Sidewalks shall be constructed in the street right-of-way with the rear edge on the front property line and shall be constructed in compliance with the standards set forth in the Crestview Engineering Standards Manual.
9. Developers shall be required to construct sidewalks along the width of common areas fronting upon a street right-of-way.
10. Internal sidewalks. Nonresidential and multifamily residential developments shall be responsible for providing an internal (on-site) sidewalk network. The internal sidewalk network shall connect buildings, parking areas and common open spaces to public sidewalks. Internal sidewalks shall be at least five (5) feet in width and may be located within landscape buffer areas to achieve connectivity.
    a. Waiver. Sidewalk construction may be waived at the discretion of the Planning Administrator or their designee, if it is determined that the waiver request meets at least one (1) of the following criteria:
    b. There are physical constraints which would make the construction of a sidewalks impossible or impractical. Such constraints shall include, but not be limited to, insufficient right-of-way, extreme grade problems, and when construction would have a significant negative impact on the natural environment.
    c. There are roadway improvements scheduled within the upcoming year of the City's capital improvement plan which would result in construction activities that would destroy a significant portion of the sidewalk constructed by the developer.

8.06.00 - REQUIREMENTS FOR PARKING AND LOADING

8.06.01 - Generally

A. All development and redevelopment shall provide off-street parking in compliance with the standards set forth in this section.
    1. Within the MU zoning district, parking facilities shall be provided and shared by all uses within a mixed-use development site.
    2. On-street parking spaces, spaces in municipal parking lots, and spaces in off-site private parking lots may be counted toward meeting the parking requirement for a development site. Standards for counting on-street, municipal, and private parking lot spaces are set forth in Section 8.06.05.

3. In situations not addressed by Section 8.06.01(A)(1) and Section 8.06.01(A)(2), developments shall provide off street parking as set forth in Section 8.06.02.

B. Limitation on use of parking facilities. Required off-street parking spaces, access driveway, and aisles shall not be used for any purpose other than vehicular parking. This prohibition applies to, but is not limited to:
   1. Storage of goods and equipment;
   2. Location of dumpsters and other refuse containers;
   3. Location of goods and materials offered for sale;
   4. Storage of inoperable vehicles and equipment;
   5. Repair activities;
   6. Special events not approved by the City; and
   7. Any other activity that occupies the required spaces, drives and aisles on a temporary or permanent basis.

C. Calculating the number of parking spaces.
   1. The gross floor area of a building shall be used to calculate parking requirements.
   2. When the calculation results in a fraction, the result shall be rounded up to one (1) parking space.
   3. For places of assembly with open seating, such as benches or pews, the calculation of parking spaces shall be based on the occupancy as rated by the fire marshal.
   4. When a site is occupied by two (2) or more separate and individual uses, the parking spaces required shall be determined by a parking study according to the requirements for such study set forth in Section 8.06.06.

8.06.02 - Standards for Parking

A. The minimum number of vehicular parking spaces and bicycle spaces are provided in Table 8.06.02.
B. Parking spaces to meet Federal and State ADA requirements shall be provided in addition to the parking requirements set forth in Table 8.06.02

Table 8.06.02 - Parking Space Requirements

Use	Vehicle spaces (minimum)	Bicycle spaces (minimum)
Residential Uses		
Single-Family Dwelling	2 per unit up to 3 bedrooms, over 3 bedrooms add 1 space per bedroom	None
Multi-family Structure	2 per unit	1 per 10 parking spaces
Non-Residential Uses		
Public Assembly and Recreational Uses		
Churches, theaters, auditoriums, stadiums, and other public assembly	1 space per 3 seats of the principal public assembly room or area	1 per 10 parking spaces
Libraries and museums	1 per 500 s.f. of floor area	1 per 10 parking spaces
Community recreation center	1 per 300 s.f. gross floor area	1 per 10 parking spaces
Bowling alley	2 per lane	1 per 5 parking spaces
Miniature golf	2 per hole	1 per 5 parking spaces
Private clubs	1 per 300 s.f. gross floor area	1 per 10 parking spaces
Skating rink, ice or roller	1 per 300 s.f. gross floor area	1 per 5 parking spaces
Swimming pool, dance hall, exhibition hall	1 per 300 s.f. gross floor area	1 per 5 parking spaces

Schools		
Day care or nursery, dance, arts, etc.	1 per employee plus 1 off-street loading space per 8 students	1 per 10 parking spaces
Elementary or junior high	1 per 2 employees plus 1 per classroom	1 per 5 parking spaces
Senior high	1 per 2 employees plus 1 per 10 students	1 per 5 parking spaces
College, trade or business school	1 per 300 s.f. gross floor area or 1 per 3 classroom seats, whichever is greater	1 per 10 parking spaces
Health Facilities		
Hospital	1 per 3 hospital beds plus 1 per staff doctor plus 1 per employee on largest shift	1 per 10 parking spaces
Nursing homes	1 per 6 patient beds plus 1 per employee on the largest shift	1 per 10 parking spaces
Medical and dental offices	1 per 300 s.f. gross floor area	1 per 10 parking spaces
Commercial and Office Uses		
Banks	1 per 300 s.f. plus 1 per employee on largest shift	1 per 10 parking spaces
Restaurant, sit-down and fast food	1 per 3 seats	1 per 10 parking spaces
Taverns, nightclubs and lounges	1 per 200 s.f. gross floor area	1 per 10 parking spaces
Offices other than medical/dental offices	1 per 300 s.f. gross office floor area plus 1 per business vehicle plus 1 per 1,000 s.f. of gross accessory storage area	1 per 10 parking spaces
Gasoline service stations	1 per employee on largest shift plus 1 per indoor service bay plus 1 per 300 s.f. gross floor area	1 per 10 parking spaces
Grocery or supermarket	1 per 300 s.f. gross floor area plus 1 per employee on largest shift	1 per 10 parking spaces
Convenience Store	1 per 300 s.f. of gross floor area plus 1 per employee on largest shift	1 per 10 parking spaces
Hotels and motels	1 per guestroom plus 1 space per 3 employees, plus any spaces required for accessory uses	1 per 10 parking spaces
Marina	1.5 spaces per berth. If marina contains boat ramp, at least 10 percent of spaces must be large enough to accommodate cars with trailers	1 per 10 parking spaces
Multi-tenant retail complex, <10,000 s.f. gross floor area	1 per 200 s.f. gross floor area	1 per 10 parking spaces
Multi-tenant retail complex, <10,000 s.f. gross floor area	1 per 200 s.f. gross floor area, plus 1 per each additional 250 s.f. over 10,000 gross floor area	1 per 10 parking spaces
Barber and beauty shops	1 per station plus 1 per employee	1 per 10 parking spaces

Bed and breakfast	1 per owner/manager plus 1 per sleeping room	1 per 10 parking spaces
Car wash, full service	1 per employee on largest shift plus 2 stacking spaces and 1 drying space per cleaning station	None
Car wash, self service	2 stacking spaces and 1 drying space per cleaning station	None
Dry cleaning shop	1 per 300 s.f. gross floor area plus 1 per employee on largest shift	1 per 10 parking spaces
Self-storage/mini-warehouses	1 space per 5000 s.f. gross floor area plus 1 per employee on largest shift	1 per 10 parking spaces
Other general business, retail, department stores or personal service establishment	1 per 300 s.f. of gross floor area plus 1 per employee on largest shift	1 per 10 parking spaces
Warehousing and Industrial Uses		
Warehouse	1 per 5,000 s.f. gross floor area	1 per 10 parking spaces
Extraction uses	1 per employee on largest shift	None
General Industrial	1 per 1,500 s.f. gross floor area	None

8.06.03 - Standards for Parking Lot Design

A. All off-street parking lots, other than single-family and duplex dwellings, shall be designed to meet the following standards:
   1. Parking and loading areas, access aisles, pedestrian walkways, landscaping, and open space shall be designed as integral parts of an overall development plan and shall properly relate to existing and proposed buildings.
   2. For uses that involve the sale, repair, rental, or storage of vehicles, required off-street parking spaces shall be identified for customers and distinguished from spaces used for the vehicles that are an integral part of the business activity onsite.
   3. The parking lot circulation system shall be contained on-site. Access from one section of the parking lot to another section of the parking shall be entirely on-site.
   4. When dead-end parking bays are included, adequate and safe areas shall be provided for backing and turning around.
   5. Driveways and access aisles shall be interconnected with all existing driveways and access aisles on abutting commercial properties. Where the abutting commercial property is not developed, driveways and access aisles shall be extended to the common property line, so that future interconnection is possible. Each party to the interconnection shall be entitled to a ten (10) percent reduction in the parking requirement. A cross-access easement agreement shall be provided and determined to be acceptable to the City. Upon approval, the easement agreement shall be recorded.
   6. A parking lot shall be designed to prevent backing onto a public right-of-way, other than an alley.
   7. Access to each parking space shall be directly from an access aisle or driveway; all required parking spaces shall be designed to permit entry and exit without moving any other vehicle. No spaces shall be located directly in aisles or driveways.
   8. All parking and loading spaces shall be striped or otherwise marked to indicate their location and area.
   9. No parking space shall block emergency access.
   10. Fire lanes shall be posted with appropriate signage, approved by the fire marshal.
   11. All parking spaces shall be delineated by striping or similar method.

B. Parking lot design

1. The design and construction of a parking lot shall comply with the standards set forth in the Crestview Engineering Standards Manual.
2. The dimensions of parking spaces and access aisles shall comply with the standards set forth in the Crestview Engineering Standards Manual.
3. Required design standards for required bicycle parking spaces and facilities are set forth in the Crestview Engineering Standards Manual.

8.06.04 - Standards for Loading Spaces

The required number of off-street loading spaces is shown in Table 8.06.04. The design and construction of off-street loading spaces shall comply with the standards set forth in the Crestview Engineering Standards Manual.

Table 8.06.04 - Off-Street Loading Space Requirements

Use	Required spaces (minimum)
Multifamily residential: over 20 units	1
Offices: up to 75,000 s.f.	1
Offices: each additional 25,000 s.f. over 75,000 s.f.	1
Theaters, auditoriums, stadiums, places of general assembly: up to 20,000 s.f.	1
Theaters, auditoriums, stadiums, places of general assembly: each additional 100,000 s.f. over 20,000 s.f.	1
Commercial uses: up to 30,000 s.f.	1
Commercial uses: each additional 20,000 s.f. over 30,000 s.f.	1
Industrial uses: per 10,000 s.f.	1
Schools, libraries, hospitals, nursing homes: per 100,000 s.f.	1

8.06.05 - Standards for Parking Off the Development Site

Developments may count parking spaces located off the development site in the following circumstances:

A. The development parcel is in the Downtown Overlay District or On-Street Parking Area:
   1. On-street parking is available within 300 feet of the principal entrance of the building(s) to be served by parking. Distance shall be measured along the most direct walking route from the entrance to the parking area;
   2. An available municipal parking lot is located within 400 feet of the principle entrance of the building(s) to be served by parking. Distance shall be measured along the most direct walking route from the building entrance to the nearest entrance to the municipal parking lot. A municipal parking lot is available when it provides parking to the general area and is not intended to provide off-street parking to support a public or civic structure or use;
   3. A private off-site parking lot is available within 400 feet of the principal entrance of the building(s) to be served by parking. The parcel containing the private off-site parking lot shall be located on land zoned C-1 or MU. The off-site parking lot shall be provided by the owner of the development parcel to exclusively serve the development parcel. Or
   4. A private off-site parking lot is available within 400 feet of the principle entrance of the building(s) to be served by parking. The parcel containing the private off-site parking lot shall be located on land zoned C-1 or MU. The owner of the development parcel and owner of the parking lot shall enter into an agreement guaranteeing the availability of the parking spaces to be counted to meet parking needs of the development parcel. The agreement shall be a recordable instrument in a form acceptable to the City Attorney. The City shall be a party to the agreement and shall retain enforcement authority. The

agreement shall contain covenants running with the lands of both the development parcel and the parcel containing the parking lot.

8.06.06 - Parking Studies

A. The required number of parking spaces may be reduced based on the results of a parking study prepared in compliance with the standards of this section. The parking study shall be prepared by a traffic engineer, certified transportation planner, or other professional with expertise in parking.
B. Parking spaces may be shared by two (2) or more adjacent uses when a parking study prepared in compliance with the standards of this section demonstrates that adequate parking will be available to meet all parking needs.
C. The Planning Administrator may require a parking study when the characteristics of the proposed development is believed to require a greater or lesser number of parking and/or loading spaces than established by the standards of this section to demonstrate the amount of parking required.
D. A parking study shall include estimates of the parking requirements based on one (1) of the following sources:
    1. Urban Land Institute;
    2. Institute of Traffic Engineers;
    3. American Planning Association;
    4. Traffic Institute; or
    5. A study of parking requirements prepared by a Traffic Engineer based on data collected demonstrating the actual parking needs of comparable uses. Uses shall be considered comparable based on type of use, density, or intensity of development, scale, bulk, and location. The study shall clearly document the location of parking counts, and the time of the counts (weekdays, weekends, peak use periods, and season).
E. The parking study shall also include an analysis of the extent to which a transportation system management program and use of alternative forms of transportation lessen the parking requirement. The following factors shall be considered:
    1. Public transportation satisfies transportation demands for a portion of the users of the facility that corresponds to the amount of proposed parking reduction.
    2. The availability and estimated use of private and public ride sharing, such as carpools and van pools.
    3. The availability of subscription bus service.
    4. Parking charges.
    5. The guaranteed provision of annual employee or customer bus passes by the development occupying the development site.
    6. The implementation of guaranteed flexible work hour scheduling.
    7. The establishment of a transportation coordinator position to implement a carpool, van pool or other transit programs.
    8. The reduction in parking spaces corresponds to the percentage of residents, employees, and customers who regularly walk, use bicycles and other non-motorized forms of transportation, or use mass transportation to travel to the facility. Documentation of the source of this data shall be provided.
F. The parking study may demonstrate a deferral of the provision of otherwise required parking spaces provided that the following standards are met:
    1. A parking plan is provided to demonstrate that sufficient space is available to meet the parking requirements set forth in Section 8.06.02.
    2. A parking plan is provided that illustrates the layout for the required number of spaces, designating the spaces to be deferred.
    3. Spaces proposed for deferral shall not be used for required landscaping, required buffers, required setbacks, or stormwater management.
    4. A parking plan shall demonstrate full compliance with all design requirements of this LDC, except for the design and construction of deferred spaces.
    5. The parking plan shall include a written agreement, in the form of a recordable instrument approved by the City Attorney, guaranteeing conversion of the deferred spaces to paved spaces in full compliance with the standards of this LDC, based upon the City's determination that the deferred spaces are necessary for the safety and welfare of the public. The City shall be a party to the agreement. The agreement shall

include a requirement that the property owner shall be responsible for any expenses of a traffic and/or parking study to address the need for the deferred spaces.

6. The property owner may at any time request approval of a revised development plan to allow converting the deferred spaces to operable parking spaces.

G. A parking study to support shared parking requirements shall meet the following standards:
   1. The parking spaces for joint use shall be located within 300 feet of the respective uses they are intended to serve.
   2. The study shall include sufficient data to demonstrate that the hours of maximum demand for parking at the respective uses do not normally overlap.
   3. The study shall contain sufficient information to demonstrate that the joint use of parking and subsequent reduction in the total number of otherwise required parking spaces will not have a negative impact on adjacent properties.
   4. The owner of parcels proposing to share parking shall enter into an agreement guaranteeing the joint access and use of the parking spaces to meet parking needs of all properties represented in the agreement. The agreement shall be a recordable instrument in a form acceptable to the City Attorney. The City shall be a party to the agreement and shall retain enforcement authority. The agreement shall contain covenants running with the lands of all parcels relying on the shared parking arrangement. The agreement shall include provisions for maintenance of the shared parking facility. The agreement shall also include provisions that address discontinuance of one (1) or more uses and a change in one (1) or more uses resulting in an increased parking need. The agreement shall contain covenants running with the lands of all development parcels relying on the shared parking arrangement.

8.06.07 - Standards for Stacking Lanes and Drive-Through Facility Lanes

A. Stacking Space Requirements. All facilities providing drive-up or drive-through service shall provide on-site stacking lanes in accordance with the following standards:
   1. The amount of stacking space required is set forth in Table 8.06.07. Where a use that is not listed in this table is proposed to include drive-up or drive-through service, the Planning Administrator shall determine the stacking requirement. Determination shall be based on the requirements for a substantially comparable use, considering traffic generation, intensity of development, scale of development, and hours of operation.

Table 8.06.07 - Required Stacking Spaces

Use	Required spaces (Minimum)
Automobile repair facility	2 vehicles per service bay
Drug store or pharmacy	4 vehicles per lane
Financial institution	4 vehicles for the first lane and 2 vehicles per lane for each additional lane
Food or beverage center	4 vehicles per lane
Fast food restaurant	6 vehicles per lane

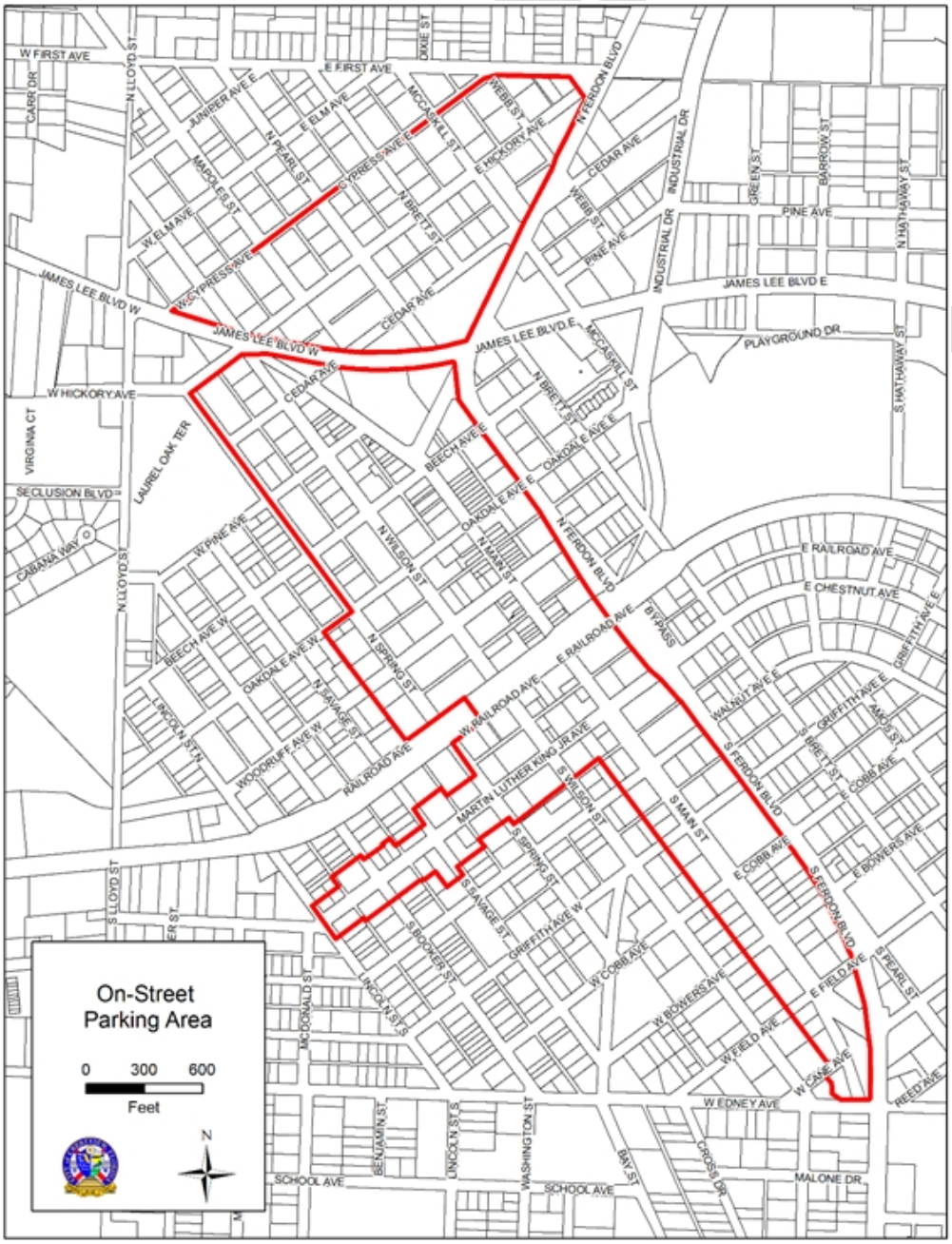
B. Design Requirements for Stacking Lanes
   1. Stacking lane distance shall be measured from the service window to the property line bordering the furthest street providing access to the facility. Stacking distance shall be computed at eighteen (18) feet per vehicle.
   2. The facilities and stacking lanes shall be located and designed to minimize turning movements in relation to the driveway access to streets and intersections.
   3. On-site parking lots, pedestrian areas and drive-through lanes shall be designed to avoid pedestrians crossing drive-through lanes.
   4. Vehicular traffic from stacking lanes shall not encroach on the public right-of-way.

5. A separate bypass lane around the drive-through facility shall be provided.
6. Stacking lanes shall not be located within a designated delivery area or area designed for loading spaces.

8.06.08 - On-Street Parking Area

A. Projects within the On-Street Parking Area are allowed to include any on street parking on an abutting right-of-way toward their parking requirement.
B. In this area, on street parking can also be proposed as part of a development order or administrative permit, counting toward a property's parking requirement.
C. In this area, all rights-of-way are included for allowing on-street parking with the exception of the Highway 85 and Highway 90 rights-of-way.
D. See Figure 8.06.08 for the On-Street Parking Area Boundary.

Figure 8.06.08 - On-Street Parking Area



CHAPTER 9
VARIATIONS FROM STANDARDS IN THE LDC

9.00.00 - GENERALLY

The purpose of this chapter is to provide mechanisms for obtaining relief from the provisions of this LDC where hardship would otherwise occur. There are several ways that potential relief from hardship is addressed: potential relief through requirements regarding the use of and changes to nonconforming development; potential relief through the grant of a variance from the site development standards of this LDC; potential relief when an administrative decision is appealed; and potential relief when an administrative waiver is granted to modify certain site development standards of this LDC.

9.00.01 - Waiver of Standards Pertaining to Metal Buildings

The Community Development Services Director may approve a waiver of standards pertaining to metal building, provided the following standards are met.

A. The proposed metal building shall be consistent with the character of the neighborhood within 500 feet of the site of the metal building.
B. The metal building shall be designed to ensure compatibility with development in the zoning district in which it is proposed.
C. The metal building and the site on which it is proposed are designed to minimize potential detrimental impacts on properties within 500 feet of the development site. The determination that potential detrimental impacts are minimized shall be based on the following:
    1. Proposed architectural design of the metal building;
    2. Proposed placement of the metal building on the site and the relationship to open space on the site;
    3. Proposed fencing and screening; and
    4. Proposed landscaping.

9.01.00 - NONCONFORMING SITUATIONS

9.01.01 - Generally

A. Purpose. It is the purpose of this section to address the continuation and potential modification of uses, structures, lots, and site features that meet the following conditions:
    1. A use, structure, lot, or site feature that was lawfully established and in compliance with regulations applicable to the use, structure, lot, or site feature at the time of establishment of such use, structure, lot, or site feature; and
    2. Such use, structure, lot, or site feature does not comply with the regulations set forth in this LDC.
        a. This situation is called a nonconformity.
B. It is the intent of the City to:
    1. Establish two (2) types of nonconformities: benign and detrimental;
    2. Allow continuation of nonconformities until such nonconformities are abandoned;
    3. Allow change of use of specified nonconformities;
    4. Allow modifications to specified nonconformities; and
    5. Eliminate or reduce detrimental nonconformities.
C. It is further the intent of the City that the casual, intermittent, temporary, or illegal use of land, water, buildings, structures, characteristics of use, or any such use in combination shall not be sufficient to establish the existence of a nonconforming use to create rights in the continuance of such use.
D. Maintenance. Normal and customary maintenance or repair of nonconforming lots, sites, and structures shall be allowed, provided that such maintenance or repair does not otherwise increase the extent of the nonconformity. Maintenance or repair shall be performed only to ensure safety and to prevent a nuisance.
E. Relocation of nonconforming buildings or structures. A nonconforming structure shall not be moved, in whole or in part, to another location within the City, unless the lot, site, and resulting structure placement conforms in all respects to the standards and requirements of this LDC.

9.01.02 - Types of Nonconformities

A. Benign nonconformities.
   1. A benign nonconformity exists when the degree of nonconformity does not result in a harmful or unsafe condition; a negative impact on public safety or health is not expected to occur due to the continuation or modification of a benign nonconformity. All conforming structures as of January 1, 2020 will be considered benign nonconformities.
   2. Only the following situations shall be considered benign nonconformities:
      a. An encroachment into a required setback of less than ten (10) percent.
      b. A lot area which is less than the minimum required by not more than ten (10) percent.
      c. A lot width which is less than the minimum required by not more than ten (10) percent.
      d. A building feature which is more than the maximum allowed by not more than ten (10) percent.
      e. A front yard setback that fails to comply with the standards in this LDC due to road widening.
      f. Provision of off-street parking that contains up to ten (10) percent fewer spaces than required by this LDC or through a parking study.
      g. Impervious surface coverage in excess of maximum allowed.

B. Detrimental nonconformities.
   1. Any use of land or structure that does not comply with the uses permissible in the applicable zoning district, as set forth in 4.06.00, shall be considered to be a detrimental nonconformity.
   2. Any nonconformity of a structure or site that is not identified as a benign nonconformity in Section 9.01.02.A shall be considered to be a detrimental nonconformity.

9.01.03 - Continuation of Nonconformities

A. A benign or detrimental nonconformity shall be allowed to continue except as follows:
   1. The nonconformity is declared to be unsafe or unlawful.
   2. The nonconformity is declared to be a public nuisance.

B. A detrimental nonconformity which is discontinued for a period of 180 consecutive days shall be considered abandoned.
   1. Such nonconformity shall not thereafter be reinstated.
   2. Any subsequent occupancy of such nonconformity shall be permissible only when such nonconformity has been brought into compliance with the requirements of this LDC.
   3. The removal of buildings, structures, equipment, or other aspects of such nonconforming use; the absence of a water utility service deposit or account; or the absence of a current business tax receipt shall be deemed to be prima facie evidence of the discontinuance of a nonconformity.
   4. If the reason for discontinuance is the documented action by a non-City governmental agency, the time of delay caused by the governmental agency shall not be calculated as part of the period of discontinuance.

C. A benign nonconformity may be discontinued for any period of time and shall not be considered abandoned.

9.01.04 - Change of Use

A. All rights and obligations associated with a nonconformity shall run with the ownership of the land or water, are not personal to the present owner or tenant of the nonconforming use of land or water and are not affected by a change in ownership or tenancy, except if abandoned.

B. Benign nonconformities. A land use carried out in or on a lot, site, or structure that has been identified as a benign nonconformity may be changed to any use permissible in the zoning district in which it is located, subject to the requirements set forth in 4.06.00. The nonconformities are not required to be modified for compliance with the standards of this LDC.

C. Detrimental nonconformities. The use of a lot, site, or structure identified as a detrimental nonconformity may be changed, provided the following standards are met:
   1. The new use is less intense than the existing use. Intensity shall be determined by impervious surface coverage and either density for residential uses or the floor area ratio for nonresidential uses; or
   2. The new use complies with the requirements of this LDC.

9.01.05 - Damage and Restoration of Nonconforming Buildings or Structures

A. In the event that any nonconforming building or structure is damaged by any means, including fire, flood, wind, explosion, or other act of God, or act of the public enemy, to an extent of less than fifty (50) percent of the total assessed value of the building or structure, such building or structure shall be permitted to be replaced, restored, or reconstructed according to the development standards in effect at the time of original construction. The assessed value shall be determined by an independent appraisal establishing value on the date of the damage event. Where an independent appraisal is not provided, the assessed value shall be the most recent taxable value shown for the structure as determined by the Okaloosa County Property Appraiser on January 1 of the year in which the damage occurred.
B. Replacement, restoration, and reconstruction shall be permissible only in compliance with building, plumbing, electrical, gas, mechanical, fire, and other construction and life safety regulations in effect at the time of application for a local building permit to allow such replacement, restoration, or reconstruction.
C. Permits for replacement, restoration, or reconstruction shall not be issued after twenty-four (24) months have elapsed since the damage event.

9.01.06 - Expansion or Modification of Benign Nonconformities

A. A structure which is a benign nonconformity may be modified or expanded, subject to the following standards:
    1. Any addition or expansion of the structure shall comply with the standards applicable to the zoning district as set forth in this LDC;
    2. Any addition or expansion of the structure shall not increase the extent of the nonconformity; and
    3. Any addition or expansion of a structure shall comply with all local building permit requirements as set forth in Chapters 6 and 7.
B. A lot or site which is a benign nonconformity may be modified, subject to the following standards;
    1. Any additional structures or site features shall comply with the standards set forth in this LDC;
    2. The addition of structures or site features shall not increase the extent of the nonconformity; and
    3. The addition of structures or site features shall comply with all local development permit requirements as set forth in Chapters 6 and 7.

9.01.07 - Expansion or Modification of Detrimental Nonconformities

A. A structure which is a detrimental nonconformity shall not be expanded.
B. A structure, which is a detrimental nonconformity may be modified, subject to the following standards:
    1. The proposed modification of the structure shall be reviewed by the Building Official.
    2. Any modification of the structure shall not increase the extent of the nonconformity;
    3. Any modification of the structure shall comply with the standards set forth in this LDC;
    4. A modification shall not be permissible when off-street parking and loading required for the modification cannot be provided;
    5. When a modification is to allow or accommodate a change of use, the use shall be in compliance with the use requirements of the zoning district as set forth in Chapter 4;
    6. The modification of the structure shall maintain or improve compatibility of the structure with the neighborhood in which it is located; and
    7. Approval of modifications to nonconforming structures shall be conditioned upon the addition or improvement of access, driveways, sidewalks, drainage, and landscaping, in compliance with the requirements of this LDC.
C. A lot or site which is a detrimental nonconformity may be modified, subject to the following standards:
    1. The proposed modification of the lot or site shall be reviewed by the Community Development Services Director.
    2. Additional or modified structures or other site features shall be permissible only where such additions or modifications improve the degree of conformity or provide for the public safety;
    3. The addition or modification of structures or other site features shall not increase the extent of the nonconformity;
    4. The addition or modification of structures or other site features shall maintain or improve compatibility of the site with the neighborhood in which it is located;

5. As a condition of approval of applications to add or modify structures or other site features, the applicant may be required to demonstrate that the site is designed in compliance with the requirements of this LDC with regard to access, sidewalks, drainage, and landscaping.

9.01.08 - Specific Requirements for Lots of Record

When an individual lot or parcel has an area smaller than the requirements of the zoning district in which it is located, but was a lot or parcel of record on January 1, 2021, the permitted uses of the zoning district shall be allowed on such lot or parcel, provided all requirements, other than minimum lot area, depth, or width, are maintained. For residentially zoned lots of record, the minimum side yard setback requirement on such lots or parcels can be modified but shall be not less than ten (10) percent of the lot width and, regardless of lot width, shall not be less than five (5) feet.

9.02.00 - VARIANCES

9.02.01 - Generally

A. Purpose. The purpose of a variance is to provide a means to grant permission to depart from the standards of the zoning district where unique characteristics of a parcel together with the imposition of the specific regulations of the zoning district result in a hardship.
B. Variances granted prior to adoption of this LDC.
   1. Any variance granted before the date of adoption of this LDC shall remain in full force and effect, including any conditions of that variance, except as set forth in Section 9.02.01.B(2) and (3).
   2. Property for which a variance was granted prior to the adoption of this LDC may be developed in accordance with the plans previously approved. Where construction or development does not commence prior to the expiration of the variance, the variance shall have no further force and effect and the provisions of this LDC shall apply to development and use of the property.
   3. Where a variance does not contain an expiration date, and a building permit application has not been submitted for the development for which the variance was granted, such variance shall expire twelve (12) months after the effective date of the order granting the variance. Upon expiration, the variance shall have no further force and effect and the provisions of this LDC shall apply to development and use of the property.

9.02.02 - Required Findings for a Grant of Variance

A. In order for an application for a variance to be approved or approved with conditions, the Planning and Development Board (PDB) shall make a positive finding, based on the evidence submitted, for each of the following provisions:
   1. The need for the proposed variance is due to the unusual or unique physical shape, configuration, or other physical condition of the development site. These special conditions are not generally applicable to other lands, structures, or buildings in the same zoning district;
   2. The literal interpretation and application of the provisions of this LDC would deprive the property owner of property rights commonly enjoyed by other properties in the same zoning district, resulting in an undue hardship;
   3. The special conditions are not the result of actions of the property owner and are not based solely on a desire to reduce development costs;
   4. Approval of the proposed variance shall not provide to the property any special privilege that is denied to other development sites within the same zoning district;
   5. The proposed variance is the minimum variance that results in reasonable use of the land, building, or structure;
   6. Approval of the proposed variance shall ensure compatibility of the resulting development with the uses of land and character of the adjacent and surrounding neighborhood;
   7. The proposed variance is consistent with the intents and purposes of the requirements of this LDC;
   8. The proposed variance is consistent with the provisions of the Comprehensive Plan; and
   9. The proposed variance is not detrimental to the health, safety, or general welfare of the public.

B. The PDB shall not consider a nonconforming use of neighboring lands, structures, or buildings in the same zoning district, or a permitted use of lands, structures, or buildings in other zoning districts, when determining whether to grant an application for a variance.

9.02.03 - Procedures for Variances

A. Any person requesting a variance from the provisions of this LDC shall submit an application to the City on forms provided by the City.
   1. The application shall include the information required for all applications as set forth in Section 3.00.00.
   2. The application shall include a detailed explanation regarding how the proposed variance complies with each of the requirements of Section 9.02.02.
   3. An application for a variance for development subject to review of a site development plan shall be processed prior to completion of the site plan review process.
   4. The appropriate fee as established by the City shall accompany the application. No portion of the fee shall be refunded whether the application is withdrawn by the applicant or is denied by the City.
B. The applicant for a variance has the burden of proof of demonstrating that the application for a variance complies with each of the requirements of Section 9.02.02.
C. The application shall be reviewed by the Planning Administrator for compliance with the required findings set forth in Section 9.02.02.A report shall be prepared and provided to the PDB at least seven (7) business days prior to the scheduled hearing date.
D. The PDB shall conduct a quasi-judicial hearing according to the procedures set forth in Section 3.02.02.
E. Notice of the hearing shall be provided as set forth in Section 3.02.01.
F. The PDB shall approve, approve with conditions, or deny the application for a variance, based upon findings for each of the provisions set forth in Section 9.02.02.The decision of the PDB shall be reduced to a written order, which shall be issued to the applicant and filed with the Okaloosa County Clerk of Court. An order approving or approving with conditions shall expire within one (1) year of the date of such order, unless development subject to the variance is completed. The order may be extended once by the PDB for good cause for a period not to exceed one (1) year.
G. Limitations on the grant of a variance.
   1. A variance shall not be granted which authorizes a use that is not permissible in the zoning district in which the property subject to the variance is located.
   2. A variance shall not be granted which authorizes any use or standard that is expressly prohibited by this LDC.

9.02.04 - Appeal of Planning and Development Board Decisions

The decision of the PDB shall be final, and there shall be no further review thereof except by resort to a court of competent jurisdiction.

9.02.05 - Specific Requirements for Variances Regarding Historic Buildings

Variances may be issued for the reconstruction, rehabilitation, or restoration of buildings listed on the National Register of Historic Places or the Florida Master Site File. Such variance shall comply with the standards set forth in Sections 9.02.01, through 9.02.03, except where compliance would result in the structure losing its historical designation.

9.03.00 - APPEALS OF ADMINISTRATIVE DECISIONS

9.03.01 - Applicability

Administrative decisions include decisions by the Community Development Services Director and staff members pertaining to the following matters: zoning determinations, certificates of concurrency, minor plats, administrative waivers, change of use, interpretation of permissible uses within zoning districts, and expedited development orders. A person adversely affected by an administrative decision may appeal such decision to the PDB.

9.03.02 - Notice of Intent to File an Appeal of an Administrative Decision

A. Prior to filing an application for an appeal of an administrative decision, an affected party shall file a Notice of Intent to Appeal within five (5) business days following the administrative decision, determination, or action to be appealed. The City shall provide a form for filing a Notice of Intent to Appeal. No fee shall be required.
B. When a Notice of Intent to Appeal is filed, all work that is the subject of the appeal on a site shall be stayed for ten (10) business days.

9.03.03 - Filing an Appeal of an Administrative Decision

A. Within ten (10) business days following filing of a Notice of Intent to Appeal, the affected party filing the Notice of Intent may file an application to appeal an administrative decision.
B. The application shall include a detailed explanation regarding how the applicant is adversely affected by the administrative decision. Where the administrative decision was based on technical standards, the applicant shall provide detailed data and analysis regarding alleged errors in the application of the technical standards.
C. The appropriate fee as established by the City shall accompany the application. The application shall not be accepted without the filing fee. No portion of the fee shall be refunded.
D. Upon receipt of an application to appeal an administrative decision, the Planning Administrator shall schedule the appeal to be heard by the PDB.
E. The administrative decision subject to the Notice of Intent shall become final and effective if an application to appeal is not timely filed.

9.03.04 - Stay of Work

Filing an appeal of an administrative decision stays all work on the premises and all proceedings in furtherance of the action appealed that is subject to the appeal. When the Planning Administrator determines that a stay would cause imminent peril to life or property, the Planning Administrator shall notify the PDB of the determination. Only the work necessary to avoid imminent peril to life or property shall be permissible; all other work shall be stayed.

9.03.05 - Procedures for Consideration of an Appeal of an Administrative Decision

A. The consideration of an appeal by the PDB of an administrative decision shall be a de novo quasi-judicial hearing.
B. The Planning Administrator shall prepare a report following the procedure for preparation of a compliance report set forth in Chapter 3.
C. Notice of the hearing shall be provided as set forth in Section 3.02.01.
D. The applicant has the burden of proof to demonstrate that the administrative decision was in error.
E. The PDB shall determine whether the provisions of this LDC have been properly applied and shall take action as follows:
    1. Affirm the administrative decision that is the subject of the appeal;
    2. Reverse, wholly or in part, the administrative decision that is the subject of the appeal; or
    3. Modify the administrative decision that is the subject of the appeal.
F. The PDB shall issue a written order containing findings of facts and conclusions of law.

9.03.06 - Appeal of Planning and Development Board Decisions

The decision of the PDB shall be final, and there shall be no further review thereof except by resort to a court of competent jurisdiction.

CITY OF CRESTVIEW Item # 9.1.

Staff Report

CITY COUNCIL MEETING DATE: February 8, 2021
TYPE OF AGENDA ITEM: Resolution

TO:	Mayor and City Council
CC:	City Manager, City Clerk, Staff and Attorney
FROM:	Kyle Lusk
DATE:	2/3/2021
SUBJECT:	Crestview Engineering Standards Manual: an appendix to the new LDC

BACKGROUND:

The Land Development Code (LDC) had its first reading and was heard at the last Council meeting on (Jan 25th) . The second reading is scheduled for February 8, 2021. The new LDC references an "Crestview Engineering Standards Manual", this document will also need to be approved during this meeting as part of the new LDC.

DISCUSSION:

The Engineering Manual is an appendix to the new LDC.

The manual provides engineering and design elements that have been removed from the existing LDC.

The manual contain the City of Crestview's standard specifications. In the past these the standards were kept in a series of documents making it difficult for developers and engineers to locate and utilize them. I

The manual will contains codes related to roads, streets, driveways, parking lots, sidewalks, water distribution, sanitary sewer collection, and stormwater management.

Standards in the manual will be adopted by resolution and reviewed and updated daily.

GOALS & OBJECTIVES

This item is consistent with the goals in A New View Strategic Plan 2020 as follows;

Foundational- these are the areas of focus that make up the necessary foundation of a successful local government.

Organizational Capacity, Effectiveness & Efficiency- To efficiently & effectively provide the highest quality of public services

Communication- To engage, inform and educate public and staff

Quality of Life- these areas focus on the overall experience when provided by the city.

Community Character- Promote desirable growth with a hometown atmosphere

Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

There is be no cost associated with the manual. It will be a PDF that can be obtained from the City's website, in the same manner as the LDC.

RECOMMENDED ACTION

Staff respectfully requests approval of Resolution 2021-5 to approve the Crestview Engineering Standards Manual as an appendix to the new LDC.

Attachments

1. Crestview Engineering Standards Manual 01-2021 Draft

RESOLUTION: 2021-5

A RESOLUTION OF THE CITY OF CRESTVIEW, FLORIDA, CREATING THE CRESTVIEW ENGINEERING STANDARDS MANUAL; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF ALL RESOLUTIONS OR PARTS OF RESOLUTIONS IN CONFLICT HEREWITH AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council has been working towards approval of a new Land Development Code that is modernized, easier to understand, and focused on land development; and

WHEREAS, the staff with the Public Services Department has created a new companion document to the Land Development Code that will contain only engineering related specifications, requirements, details, and related information; and

WHEREAS, this new document will need to be maintained and updated periodically as industry best practices, regulations, and laws change; and

BE IT ADOPTED BY THE CITY COUNCIL OF THE CITY OF CRESTVIEW, FLORIDA AS FOLLOWS:

Section 1. AUTHORITY. The authority for enactment of this resolution is Article I, Section 1 of the City Charter.

Section 2. That the Crestview Engineering Standards Manual is hereby created and attached to this resolution.

Section 3. SEVERABILITY. If any word, phrase, sentence, paragraph or provision of this resolution or the application thereof to any person or circumstance is held invalid or unconstitutional, such finding shall not affect the other provisions or applications of this resolution which can be given effect without the invalid or unconstitutional provision or application, and to this end the provisions of this resolution are declared severable.

Section 4. REPEALER. All resolutions or parts of resolutions in conflict with the provisions of this resolution are hereby repealed to the extent of such conflict.

NOW THEREFOR, BE IT RESOLVED by the City Council of the City of Crestview of Okaloosa County, Florida, that this Resolution is hereby

PASSED AND ADOPTED IN REGULAR SESSION BY THE CITY COUNCIL OF CRESTVIEW, FLORIDA ON THE _____ DAY OF _____, 2021.

ATTEST:

_____

ELIZABETH M. ROY

City Clerk

APPROVED BY ME THIS _____DAY OF _____, 2021.

_____

J. B. WHITTEN

Mayor

CITY OF CRESTVIEW

DEPARTMENT OF PUBLIC SERVICES

ENGINEERING STANDARDS MANUAL

Adopted February 2021

Brona D. Steele
Director of Public Services

Marc D. Bonifay, P.E.
City Engineer

Latest Revisions: Draft

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1.0 INTRODUCTION

The 2021 City of Crestview Land Development Code was adopted on Month XX, 2021 and became effective on Month XX, 2021. Many requirements contained in the previous Land Development Code will now be located in the Engineering Standards Manual (ESM) of Crestview. The ESM is referenced throughout the Land Development Code, containing uniform minimum standards for the design and construction of required improvements acceptable within the City of Crestview.

2.0 POLICY

The Engineering Standards Manual shall serve as the official document that contains the minimum standards for design and construction of required improvements throughout the City of Crestview. The Public Services Director shall establish and maintain the Engineering Standards Manual and such other standards for work within the public rights of way.

3.0 EROSION & SEDIMENTATION CONTROL

Erosion and sedimentation control measures shall be installed around the perimeter of all construction sites that disturb the existing topography. Unless otherwise noted by City standards, all erosion control measures shall comply with the latest version of the Florida Department of Transportation's (FDOT) Design Standards and the Florida Department of Environmental Protection's (FDEP) Florida Stormwater Erosion and Sedimentation Control Inspector's Manual. All development shall provide for erosion and sedimentation control as follows:

A. An erosion control plan is required as part of the Stormwater Management Plan.
B. The plan shall show the location of all erosion control measures, provide details of each and list the construction sequences.
C. Before the commencement of construction activity, erosion control measures must be installed.
D. Silt fencing shall be installed around the perimeter of the site to provide for erosion control and define the limits of construction activity.
E. On site and downstream inlets shall be protected by temporary inlet protection.
F. All soil stockpiles shall be protected against dusting and erosion.
G. At all times during and after construction, disturbed areas shall be stabilized. Final stabilized areas shall be sodded/seeded and established prior to project closeout.

4.0 STORMWATER MANAGEMENT

4.1 Retention/Detention Basins

In order to ensure the objectives and performance standards of this article will be met, the design, construction and maintenance of stormwater management facilities and drainage systems shall be consistent with the following standards:

A. Stormwater management plans must be prepared, signed and sealed by a professional engineer registered in the state of Florida. This plan must include a drainage map delineating the watersheds of all onsite and offsite runoff.

B. All developments shall treat the first flush of runoff on-site and assure that the post development runoff conditions will not exceed the predevelopment conditions for the critical duration 25-year storm event up to and including the 24-hour duration. This will include the subject site and any offsite contributing areas.

C. The required treatment volume (first flush) shall be the runoff from one inch of rainfall with a minimum volume of one-half inch of runoff. This volume shall be retained or detained onsite to meet stormwater quality compliance. The volume calculation is: Area x Runoff Coefficient x 1" or Area x ½" whichever is greater.

D. Runoff from impervious surfaces shall be treated to remove oil and sediment before it enters receiving waters. A skimmer shall be installed on all retention/detention basin overflow devices for this purpose. The skimmer shall be hydraulically designed to accommodate the required flow around the skimmer and into the overflow structure without overtopping the skimmer. Detailed dimensions and calculations shall be provided.

E. The treatment volume retained in retention basins must be recovered through percolation within 72 hours following a storm event using a factor of safety of 2. For wet detention ponds, the bleed down orifice must be properly sized to drawdown one-half the treatment volume between 48 and 60 hours.

F. Percolation rates utilized in recovery calculations shall be obtained from a signed and sealed geotechnical report. In any circumstance, the maximum design percolation rate is not to exceed 2.5 feet per hour.

G. For the purpose of stormwater quantity/flood control the post development discharge rate must not exceed predevelopment discharge rate for the 25-year storm event. The published FDOT 25-year/1-hour, 2-hour, 4-hour, 8-hour, and 24-hour rainfall distributions shall be analyzed to determine the critical duration and demonstrate compliance. In lieu of the FDOT rainfall distributions, the NRCS Type III distribution may be used for the 25-year storm.

H. Developments that discharge directly into tidally influenced surface waters of the state must still meet treatment volume requirements but are not required to provide attenuation.

I. In areas where there is no legal or positive outfall for stormwater from the development site, the 100 year/critical duration storm event will be retained on site with no discharge. This volume must be recovered within 15 days.

J. For ponds with a berm higher than 18 inches, a minimum freeboard of 20% of the total depth shall be provided during the 100-year/critical duration storm, with a maximum freeboard depth of one foot.
K. All pond berms higher than 3 feet must have a clay core compacted to 95% and keyed into the natural grade. The minimum top width of the berm must be equal to the height of the berm with 3 feet as a minimum.
L. The banks of detention and retention areas shall slope at a gentle grade into the water to a minimum depth of 2 feet below the water control elevation as safeguard against drowning, personal injury or other accidents, to encourage the growth of vegetation and to allow the alternate flooding and exposure of areas along the shore as water levels periodically rise and fall. All slopes steeper than 4:1 with a depth greater than 2 feet shall be fenced. The minimum height of the fence is 6 feet.
M. Maintenance access must be provided to all stormwater management facilities.
N. The City reserves the right to require compliance to higher standards for stormwater quantity and quality in areas of special concern as designated by the City.
O. Runoff coefficients ("C") used in design calculations shall not exceed the following:

Wetland	0.15 Max.
Wooded	0.20 Max.
Undeveloped	0.25 Max.
Vegetated	0.25 Min.
Single-Family Residential	0.40 Min.
Multi-Family Residential	0.70 Min.
Commercial & Industrial	0.80 Min.
Gravel & Pervious Parking	0.60 Min.
Impervious	0.90 Min.

4.2 Stormwater Conveyances

Drainage calculations are required for all stormwater conveyances including but not limited to pipes, inlets, curb & gutter, and open channels/swales within city rights of way and easements. Calculations must demonstrate capacity for the 25-year/critical duration storm as follows:

A. A drainage map with delineated watersheds for each conveyance is required.
B. The minimum allowable pipe diameter is 15 inches. Accepted pipe materials are Reinforced Concrete, Corrugated Polyvinyl Chloride, Polypropylene, and High-Density Polyethylene. High-Density Polyethylene is not permitted under streets.
C. All pipes and storm sewers must be shown in profile view and have a continuous descending slope of 0.2% minimum to the discharge point. Head driven/bubble-up systems are prohibited. Where pipe sizes increase, crowns will be matched. Maximum pipe lengths between drainage structures is 400 feet.
D. All pipe calculations must use the slope of the hydraulic grade line not the pipe slope and account for any tailwater conditions. Systems discharging into ponds must use the

discharge elevation of the pond as a minimum tailwater condition. The hydraulic grade line cannot exceed the grate top, slot, or throat elevation of any inlet within the system.

E. The minimum allowable grate area for inlets without slots or throats is 12 square feet. Ditch bottom inlets not in vehicular use areas shall have grate tops a minimum of 6 inches above grade with a slot at grade.
F. Flows from the design storm cannot exceed the published capacities for each inlet. Inlets in a sag curve must account for bypass flows from any upstream inlets on slope.
G. The minimum slope for gutters is 0.3% and gutter spread calculations cannot exceed the top of curb.
H. All open channels/swales shall be fully stabilized, have a minimum slope of 0.3% and require both capacity and velocity calculations. Any channel/swale with a velocity greater than 3 feet/second must be concrete. A channel/swale with a velocity greater than 6 feet/second requires energy dissipaters. Side slopes shall be 6 to 1 or flatter for grass and 3 to 1 or flatter for concrete.
I. Open channels/swales in road rights-of-way shall have minimal depth, 6 to 1 or flatter side slopes and a 4-foot shoulder with a maximum cross slope of 6%.
J. Drainage easements must have a minimum width of 20 feet. Easements for open channels shall provide 10-foot for maintenance access in addition to the top width of the channel. Wider easements will be required for deep and/or large pipes.

5.0 ROADS & STREETS

All streets within the City of Crestview shall be designed and constructed to accommodate vehicles, bicycles and pedestrians. The construction shall be in accordance with the Florida Department of Transportation's (FDOT) - Standard Specifications for Road and Bridge Construction; Roadway and Traffic Design Standards; and Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways (known as the "Florida Greenbook"); latest editions. The standards of this chapter apply to both public and private streets. Streets are classified below by vehicles per day (VPD):

Classification	Trips (VPD)
Arterial Streets	> 9000
Major Streets	5001 – 9000
Collector Streets	2500 – 5000
Residential Streets	< 2500

5.1 Traffic Study

A traffic study is required for all developments to estimate trip generation, internal traffic volumes and circulation, and projected traffic volumes and distributions at external access points and the surrounding roadway network. The study will address capacity issues of all existing roads in the area. This study shall utilize the latest edition of the Institute of Transportation Engineers (ITE) Trip Generation manual. Any development that generates significant capacity impacts to the surrounding roadway network, the developer will be required to provide additional roadway improvements deemed necessary by the City to mitigate impacts.

5.2 Street Layout

Streets will intersect at angles no less than 60 degrees. Unaligned intersections shall be separated by a minimum of 150 feet between centerlines. Intersections involving more than four basic street approaches are prohibited. Streets will be laid out to avoid environmentally sensitive areas.

A. Right-of-way minimum requirements:
   1. Arterial streets: 100 feet.
   2. Major streets: 80 feet.
   3. Collector streets: 66 feet.
   4. Commercial/Industrial/Institutional streets: 60 feet.
   5. Residential streets 600 feet or more in length or more than 30 DU's: 60 feet, 50 feet w/curb & gutter.
   6. Residential streets less than 600 feet in length and 30 or less DU's: 40 feet w/curb & gutter.
   7. Cul-de-sacs: 100 feet in diameter.
   8. Alleys and service drives: 30 feet.

B. Access points:
   1. Access points onto or from arterial, major, or collector roadways to commercial, industrial and/or other roadways shall have a minimum spacing measured centerline to centerline as follows:

Classification	Spacing (ft)
Principal arterials	300
Minor arterials	250
Major streets	185
Collectors	140

   2. The limits listed above apply to all roadways within the City except those designated limited access roads. Roads with this designation are as follows:

Name	Sections
Redstone Ave.	Brookmeade Dr. intersection to the east

The following "limited access" standards apply to the roadways listed above:

a. Access points shall be located no closer than 500 feet apart regardless of which side of the street the access point is located.
b. Median cuts shall be located no closer than 500 feet.
c. Deceleration, acceleration, stacking lanes and median cuts shall be installed and constructed per FDOT standards.
d. Other than existing driveways, no access will be allowed requiring a backing maneuver into the right of way.
e. Other than heretofore platted lots of record, no access will be allowed serving individual private residential driveways.
f. Residential developments contiguous to limited access roads shall be accessed by collector streets at a minimum distance of 500 feet apart.
g. New connections to one side of the limited access road shall, were possible, coincide with existing intersections on the opposite side.
h. This section is not intended to deny access to any existing lot, parcel, or tract of land for which the only means of access to the same would be by the limited access road, but is intended to limit any further divisions into parcels or lots unless compliance herewith is accomplished.

C. Clear visibility triangle: In order to provide the motorist with a clear view of intersecting streets and driveway connections, there shall be a triangular area of clear visibility formed by two intersecting streets or the intersection of a driveway and a street. The following standards shall be met:
   1. Nothing shall be erected, placed, parked, planted or allowed to grow in such a manner as to materially impede vision between a height of two feet and ten feet above grade, measured at the centerline of the intersection.
   2. The clear visibility triangle shall be formed as specified in the "Florida Greenbook".
   3. Clear visibility triangles shall be provided at all intersections and driveways regardless of the direction of travel. For example, clear vision triangles shall be provided for both directions at an intersection even though one or both streets are one way only. Likewise, clear vision triangles shall be provided in both directions at a driveway connection even if the driveway is one way in only.

D. Dead-end streets: All permanent dead-end streets require a cul-de-sac at the end. All dead-end streets that stub-out to undeveloped adjacent parcels or future phases of development shall have a temporary turning circle with a minimum diameter of 60 feet. A dead-end street shall not exceed 1320 feet in length.

5.3 Roadway Design

All roads shall, to the extent practicable, conform to the natural topography of the site preserving existing hydrology and vegetative patterns while minimizing erosion potential, runoff and the need for site alteration.

A. Subgrade: Unsuitable material such as stumps, roots, muck, etc., shall be removed to at least a depth of 2 feet below the subgrade. The subgrade shall be stabilized to a depth of 12 inches and a width of 3 feet beyond the edge of pavement. The subgrade shall be stabilized to obtain a minimum Limerock Bearing Ratio (LBR) of 40 and compacted to a minimum 96 percent and average 98 percent of the maximum density as determined by modified AASHOT 180.

B. Pavement minimum width, thickness, and base:
   1. Major streets: 26 feet, 3 inches, Optional Base Group 9.
   2. Collector streets: 26 feet, 2 inches, Optional Base Group 6.
   3. Commercial/Industrial/Institutional streets: 24 feet, 2 inches, Optional Base Group 6.
   4. Residential streets 600 feet or more in length or more than 30 DU's: 24 feet, 1-½ inches, Optional Base Group 4.
   5. Residential streets less than 600 feet in length and 30 or less DU's: 22 feet, 1-½ inches, Optional Base Group 4.
   6. Alleys and service drives: 20 feet, 1-½ inches, Optional Base Group 4.
   7. Intersections: 25-foot minimum radii, 2-inch thickness.
   8. Cul-de-sacs: 80 feet in diameter, 25-foot return radii, 2-inch thickness.
   9. One-way lanes: 16 feet in width.

C. Curb and gutter: Concrete curb and gutter is required on all residential streets unless lot widths are 110 feet in width or greater. On streets where curb and gutter is not required, ribbon curb is required. All curb and gutter and ribbon curb shall be as follows:
   1. Curb and gutter shall be a minimum of 18 inches wide by 8 inches deep and be of a barrier, mountable or header type.
   2. Forms may be wood or metal and shall be set using sufficient supports to hold the concrete without moving.
   3. Contraction joints shall be constructed every 10 feet, but no section shall be less than 4 feet. Steel templates shall be used for these joints and withdrawn after initial set. At intervals not to exceed 50 feet and at all structures, inlets and radius points, a ½ inch full-depth expansion joint shall be constructed of an approved material. Expansion joints shall be constructed with preformed materials cut and shaped to the cross-section of the curb.
   4. Compressive strength of the concrete shall not be less than 2500 psi at the end of 28 days. No concrete shall be placed when air temperature is 40 degrees Fahrenheit and falling.
   5. Ribbon curb will be a minimum 12 inches wide by 8 inches deep with one reinforcing bar or wire mesh with 3000 psi concrete and a minimum 3-inch cover. Maximum street grade for ribbon curb is 5 percent.

D. Shoulders: Shoulders are required on all streets not requiring curb and gutter and must have a minimum width of 4 feet. All shoulders shall have a cross slope of 6% or less and be stabilized with sod or other turf material approved by the City.
E. Geometric design: All geometric design shall be per the "Florida Greenbook" and use a design speed of no less than 25 mph. The minimum vertical grade for any street is 0.3 percent.

5.4 Testing

It is the contractor's responsibility to provide the City all roadway test results which will include compaction tests for the subgrade, compaction and thickness of the base, and core samples of the asphalt. All tests are to be taken immediately before the next layer of the road cross section is installed. Any deficiencies must be corrected and retested before proceeding. Testing must be performed by a qualified geotechnical firm. Frequencies are as follows:

A. Curb-pad: Test at 300-foot intervals, alternating from left side to right side and any other locations as directed by the City.
B. Subgrade: Test at 300-foot intervals, alternating from left side to centerline to right side with additional tests at all intersections, cul-de-sacs, manholes, inlets, drainage structures and any other locations as directed by the City.
C. Base: Test at 200-foot intervals, alternating from left side to centerline to right side with additional tests at all intersections, cul-de-sacs, and other locations as directed by the City.
D. Asphalt: Test at 300-foot intervals, alternating from left side to centerline to right side with additional tests at all intersections, cul-de-sacs, and other locations as directed by the City.

The City has the authority to require additional testing due to weather conditions.

6.0 DRIVEWAYS, PARKING & VEHICULAR ACCESSABILITY

6.1 Driveways

All driveways constructed within the City of Crestview shall be paved from the edge of pavement to the right-of-way line. Driveways shall be constructed of a minimum of 3000 psi concrete or asphalt pavement. Driveways shall have a minimum thickness of 5 inches for reinforced concrete pavement or 1 ½ inches of asphalt pavement. Driveways connecting to state roads shall be in accordance with FDOT Standards. The City reserves the right to require additional paving or reinforcement depending upon the type and amount of expected vehicular traffic. Construction of city street driveways shall conform to the following guidelines:

A. Residential: Minimum width 10 feet with radii or flares of 5 feet.

B. Commercial/Industrial/Institutional: Minimum width 16 feet for one-way operation and 24 feet for two-way with minimum right turn radii of 25 feet. Maximum width is 36 feet. A 24-inch thermoplastic stop bar and stop sign are required at all street connections.
C. Minimum angle: Minimum acute angle measured from the edge of pavement is 45 degrees for one-way operation and 60 degrees for two-way.
D. All driveways crossing drainage swales shall have a culvert with a minimum diameter of 15 inches.
E. For driveways that intersect City sidewalks, the cross slope of a 5-foot wide section is to not exceed 1:50 (2%). Longitudinal slope is not to exceed 1:20 (5%). This section shall be striped as a crosswalk.
F. Concrete shall be cured a minimum of 24 hours after pouring.
G. Expansion joints shall be provided where concrete is placed adjacent to the existing curb, driveways, buildings and walkways.
H. All driveways shall meet the clear visibility triangle and spacing requirements of Chapter 5.
I. Grades shall follow the FDOT Standard Index. Residential driveways shall not exceed an algebraic difference in grades greater than 15% and no grade shall exceed 25%.

6.2 Parking

Parking facilities shall be provided for all developments within the City unless located in the downtown or C2 parking districts. On-street parking is prohibited except in the downtown or C2 districts. The facilities shall be maintained for as long as the use exists. Parking lots shall be surfaced with gravel, asphalt, concrete, brick pavers or pervious pavers. Signage and striping are required on all parking lots. The City reserves the right to require additional signage, paving, or reinforcement depending upon the type and amount of expected vehicular traffic.

A. Parking spaces: Parking spaces and access drive aisles shall be sized in conformance with the following:

Parking Angle (degrees)	Stall Width (ft)	Stall Depth (ft)	Aisle Width 1-way/2-way (ft)
Parallel	9.0	24.0	16.0/24.0
30	9.0	18.0	16.0/24.0
45	9.0	20.5	16.0/24.0
60	9.0	22.0	18.0/24.0
90	9.0	20.0	Na/24.0

Spaces in areas surfaced with asphalt or concrete shall be demarcated with a 6-inch white stripe. Areas with other surfaces shall provide some form of demarcation. The proper number of handicapped spaces shall be provided in accordance with ADA standards and these spaces must be surfaced with asphalt or concrete.

B. Loading spaces: The standard loading space shall be 10 feet wide, 50 feet long, and provide a minimum clearance of 13 feet. The City reserves the right to require longer spaces depending upon the type and amount of expected loading vehicles. Adequate area shall be provided for maneuvering, ingress and egress.
C. Wheel stops, bumper guards & fencing: Wheel stops, bumper guards & fencing are required along streets, property lines and sidewalks to avoid the chance of encroachment.
D. Drive aisles: Drive aisles shall have a minimum width of 16 feet for one-way circulation and 24 feet for two-way circulation. Signs and arrows are to be used to indicate the direction of circulation. The minimum interior turn radius is 10 feet.

7.0 SIDEWALKS & MULTI-USE PATHS

7.1 Sidewalk Standards

Sidewalks are required on City streets per the LDC. All Sidewalks constructed within the City of Crestview shall meet all current ADA requirements and be constructed of a minimum of 3,000 psi concrete and with a thickness no less than 4 inches. Where sidewalks cross driveways the minimum concrete thickness shall be 6 inches with fiber mesh reinforcing. The width of sidewalks shall be per the LDC but in no case less than 5 feet. Sidewalks located in state road right-or-way shall be in accordance with the Florida Department of Transportation's (FDOT) Standard Specifications for Road and Bridge Construction and FDOT Design Standards, latest edition. The City reserves the right to require a pedestrian/access easement in order to accommodate sidewalks. Construction of City sidewalks shall meet the following requirements:

A. Subgrade shall be firm and unyielding.
B. The cross slope for all sidewalks shall not exceed 1:50 (2%).
C. The longitudinal slope shall not exceed 1:20 (5%).
D. When longitudinal slopes exceed 1:20 it is considered a ramp. Ramps must have appropriate landings at each end and can have a longitudinal slope no greater than 1:12 (8.33%) for a maximum rise of 6 inches or 30 inches with ADA approved hand rails.
E. Minimum clear width around obstacles shall be 36 inches.
F. Concrete shall be cured a minimum of 24 hours after pouring.
G. Tooled control joints ½ inch deep shall be provided at a maximum of every 5 feet.
H. Expansion joints shall be provided at a maximum of every 50 feet and where concrete is placed adjacent to existing curbs, driveways, buildings and walkways.

7.2 Multi-Use Paths

The construction of multi-use paths is encouraged on City streets where bike lanes are not feasible. Multi-use paths shall be designed and constructed to accommodate both pedestrians and cyclists. Multi-use paths constructed within the City shall be constructed of a minimum of 3,000 psi concrete or asphalt. Multi-use paths shall have a minimum concrete thickness of 4

inches. One inch of asphalt may be used as an acceptable alternative to concrete. Construction of City multi-use paths shall conform to the following guidelines:

A. Subgrade shall be firm and unyielding.
B. The minimum width for all multi-use paths shall be 8 feet.
C. The cross slope for all multi-use paths shall not exceed 1:50 (2%).
D. The longitudinal slope shall not exceed 1:20 (5%).
E. Minimum clear width around obstacles shall be 36 inches.
F. Concrete shall be cured a minimum of 24 hours after pouring.
G. Tooled control joints ½ inch deep shall be provided at a maximum of every 8 feet.
H. Expansion joints shall be provided at a maximum of every 50 feet and where concrete is placed adjacent to existing curbs, driveways, buildings and walkways.

8.0 POTABLE WATER DISTRIBUTION

8.1 Purpose

The following standards are intended as a guide to the design engineer in the preparation of plans for potable water improvements. While the design standards given are intended as minimum design criteria, it is recognized there may be individual instances where a less stringent criteria may be approved without affecting the integrity of the system. All potable water distribution systems shall be designed and constructed in accordance with the City of Crestview's Standard Utility Specifications located in Appendix A of this manual.

8.2 General Description of Work

The following minimum requirements are considered acceptable to the City of Crestview in the distribution of water for domestic consumption. Deviations from these standards may be allowed by the City only upon a finding that, in accordance with sound engineering standards, the granting of the deviation will not work to increase the likelihood of a system failure. No deviation will be allowed unless it is clearly noted on the approved construction plans.

A. All expansion shall conform to the City's Utility Master Plan for water maintained and amended by the City.
B. When these standards differ from Local, State and/or Federal requirements, the more stringent requirement shall apply.
C. The distribution system of a waterworks includes the mains, valves, hydrants, consumer service pipes and meters, and other appurtenances. The system shall be designed to provide an adequate supply of water to the consumers for fire protection at all times.

8.3 Regulations

The following agency regulations shall apply when applicable:

A. Environmental Protection Agency and U.S. Public Health Service: The governing standards of these agencies will be followed when appliable.
B. Florida Department of Environmental Protection: The water distribution system shall conform to the applicable State of Florida Department of Environmental Protection laws, policies, standards and rules and regulations for public water systems.
C. Plumbing Codes: The provisions of the Plumbing Code of the City of Crestview and the Florida Building Code as it pertains to water supply and distribution, service line locations and materials, and backflow prevention devices, except as provided for elsewhere in these criteria, shall apply.
D. Fire Codes: All aspects of the National Fire Protection Association (NFPA) code, latest edition shall apply to water distribution mains, fire service lines and fire hydrants.
E. City of Crestview Public Services Department: All water distribution systems, that are to become a part of the City system shall be designed and constructed in accordance with these standards. Water system materials, installation of materials, and construction methods and procedures shall be in accordance with the current material and installation specifications in this manual.

8.4 Design Standards

All water distribution system plans must be prepared, signed and sealed by a professional engineer registered in the state of Florida and shall meet the following standards:

A. Flow Requirements: In sizing the distribution system water mains, the required design flow shall be the sum of the required fire flow and two-thirds (2/3) of the required domestic flow as contained below:
   1. *Required Domestic Flow (Residential):* Required flow for domestic use in residential areas shall be in accordance with the following table:

Maximum No. of Dwelling Units	Minimum Supply per Unit (GPM)
50	4.0
100	3.0
200	2.0
>200	1.5

   2. *Required Domestic Flow (Nonresidential):* The required flow for commercial, institutional, industrial and other nonresidential facilities shall be determined by the Engineer of Record and approved by the City for each specific instance. Documentation with references will be required for the method used to determine the capacity.
   3. *Required Fire Flow (Single Family Dwelling Areas):* Required fire flow for single family dwelling areas shall be 600 gpm per hydrant.

4. *Required Fire Flow (Other Areas):* Required fire flow for areas other than those occupied by single family dwellings shall be as determined by the governing authority. No pumping stations shall be used to meet fire flows unless written approval is provided by the City. All fire hydrants installed shall be capable of supplying 600 gpm.
5. *Single Connection:* A subdivision or development to be supplied by the City's public water system and having a flow requirement as determined herein of not more than 1500 gpm may have a single connection to the distribution system.
6. *Multiple Connections:* A subdivision or development to be supplied by the City's public water system and having a flow requirement as determined herein of more than 1500 gpm minute shall have 2 or more connections to the distribution system. A single connection may be made by using a pipe diameter sufficient enough to provide 1 ½ times the required flow with provisions for future connections, provided approval by the City.

B. Grid System: All mains shall be interconnected to form a grid system.
   1. Interconnections between 6-inch mains shall not be more than 1000 feet apart unless so authorized by the City. When greater separation of interconnecting mains is necessary, larger diameter pipes will be used.
   2. If the installation of a "dead-end" main cannot be avoided, its dead-end length shall not exceed 600 feet unless authorized by the City and shall be 8-inch minimum. All dead-end mains of less than 8" shall have a permanent 2-inch blow-off (a post hydrant is acceptable). Dead-end mains of 8" or larger shall have provisions for a 4-inch blow-off mechanism (fire hydrant is acceptable).

C. Distribution Mains: Distribution mains shall be of sufficient size to furnish the required flow at pressures and velocities as herein provided. Mains shall be located to provide service to each lot within a subdivision and to form a looped network as herein provided. All mains shall be installed only in dedicated streets, alleys, public rights-of-way or utility easements, in favor of the City for the use and benefit of the City. Utility easements must have a minimum width of 10 feet if adjacent to a right-of-way or 15 feet if not. All main locations and sizes shall be in accordance with the City's current "Utility Master Plan" and the approved subdivision master development plan and utility layout.
   1. *Required Pressure:* Water pressure in the distribution system shall be not less than 35 psi with no fire hydrants in use. When fire hydrants are in use, water pressure in the main at sidewalk level shall not be less than 20 psi. When water pressure normally exceeds 100 psi, there shall be an approved type pressure regulator installed on the property side of the water meter in conformance with the Plumbing Code.
   2. *Minimum Size:* Minimum distribution main diameter shall be 6 inches in single family residential areas and 8 inches in all other areas.
   3. *Standard Size:* Standard sizes of mains used shall have nominal diameters of 4, 6, 8, 12, 16, 20 and 24 inches.
   4. *Velocity:* Velocities in the mains shall not exceed 6 fps for non-fire flow conditions.
   5. *Cover:* A minimum cover of 30 inches must be provided. At road crossings, a minimum separation distance of 24 inches shall be maintained from the bottom of

the base to the top of the pipe or the top of the casing when provided. At stream crossings, a minimum cover of 36 inches is required unless ball-joint ductile iron pipe is specified.

6. *Crossings:*
   a. Minor stream crossings: Crossings, where maximum stream width exceeds 25 feet and velocity at flood stage is between 5 and 9 fps, shall be encased in steel casing if buried or made with ductile iron pipe if elevated. This protection shall extend 5 feet beyond the bank and the pipe or casing shall be anchored to prevent shifting.
   b. Major stream crossings: Crossings, where stream width of surface water exceeds 99 feet, shall be encased in steel casing. This protection shall extend 20 feet beyond the bank and the casing shall be anchored to prevent shifting.
   c. Major road crossings shall be steel encased. Any additional requirements of the regulator agency responsible for the road shall be met.
   d. When crossing under pipes, conduits, or other structures greater than 24 inches in diameter, and a 6-inch separation distance cannot be maintained, the pipe shall be encased in steel casing for a minimum of 5 feet distance on either side of the crossed pipe.
7. *Air Release Valves:* Design of distribution system mains shall provide for the installation of adequately sized air release valves at appropriately selected locations.
8. *Future Interconnections:* Provisions for future connecting mains shall be made by extending construction of all water mains to the exterior boundaries of the property wherever future connections to adjacent properties are anticipated or are required to form an interconnected grid system as described above.
9. *Valves:* On distribution system mains up to 16 inches in diameter, a sufficient number of valves shall be installed so that no single case of accident, breakage, or repair to the water system will necessitate the shutdown of a length of pipe greater than 1000 feet. Valve spacing on 16-inch and larger distribution mains or transmission mains will vary depending on engineering design considerations. All valves shall be in accordance with the City Standard Specifications: 12 inch and smaller will be resilient seat gate valves, which may be direct buried with valve box; 16 inch and larger will be butterfly valves and installed in a vault.

D. Fire Hydrants: Fire hydrants shall be located along public rights-of-way, preferably at street intersections. A 6-inch gate valve shall be installed between the water main and each fire hydrant. Fire hydrants shall be the dry barrel, breakaway traffic type. Fire hydrants shall meet all requirements of the NFPA Code, latest edition and be provided as follows:
   1. Spacing shall not exceed 500 feet (hose laid length) between hydrants in residential areas. New commercial buildings shall not be located over 300 feet (hose laid length) from a hydrant.
   2. Distance from roadway or access area to fire hydrant and clearance around the hydrant shall be accordance with the NFPA Code.

3. Minimum clearance from the 4 ½-inch hydrant outlet to grade level shall be 12 - 18 inches as per NFPA.
4. Placement of the 4 ½-inch hydrant outlet normally shall be on side facing the street or access area; however, the outlet can be located facing any direction at the discretion of the Fire Department in accordance with NFPA.

E. Water Services & Meters: Customer service lines shall be provided to all lots within a subdivision in accordance with the City Regulations. Customer service connections to industrial or commercial lots may be omitted provided approval of the City is obtained prior to plan approval.
   1. Polyethylene tubing (200 psi rating) shall be used for 3/4 inch and 1-inch services. PVC pipe or ductile iron pipe may be used for 1½ inch and larger services.
   2. When services must cross under existing City paved streets, boring will be required and complete details must be provided. If the street is in poor condition, open cut may be approved by the City.
   3. All meters shall be adjacent to the property line and readily accessible to meter readers of the City; service lines shall terminate at the property line to facilitate the meter installation at or within 12 inches of the property line. It is the responsibility of the Developer/Contractor to locate the property line during construction so that service lines are terminated correctly.
   4. A water meter of size required to satisfy design criteria contained herein shall be installed by the City at each connection point to the City distribution system. The Developer/Contractor shall pay for the meter.

F. Water Taps & Connections: The City will install and make all taps and connections to the existing City mains. The Developer/Contractor shall pay for the taps and connection.
   1. *Service Saddles:*
      a. For 3/4 inch and 1-inch taps on PVC pipe, a service saddle with a single 2-inch wide stainless-steel band or a double strap shall be furnished. The saddle shall be of cast or ductile iron and shall be epoxy, nylon or PE coated (10 mil minimum) approved styles as Ford F202 or Rockwell.
      b. For 1½ inch and 2-inch taps on PVC pipe, a more stable saddle is required. Saddles for these taps shall have either two each stainless steel 2-inch straps or a single stainless strap a minimum of 3¼ inches wide. The saddle body shall be cast or ductile iron and shall be coated with epoxy or nylon, approved styles as Ford F202 and Rockwell.
   2. *Tapping & Sleeve Valves:*
      a. All tapping sleeves for use on water mains 12 inches or less in diameter shall be constructed of 18-8 stainless steel for corrosion resistance. The leg of the tapping sleeve may be either extruded or welded to the tapping sleeve. All welds on the sleeve shall be fully passivated to restore stainless steel characteristics. The flange shall be stainless steel with recess to accept standard tapping valves. The flange shall conform to AWWA C207 Class D-ANSI 150 lb. drilling. Bolt holes shall straddle the pipe center line. The sleeve will be equipped with a 3/4-inch NPT 18-89

stainless steel plug with a standard square head for testing. The gasket shall be of a 360-degree design and manufactured of gridded virgin GPR compounded for water service and complying with ASTM D2000-80M-4AA607. An 18-10 stainless steel armor shall be vulcanized to the gasket to bridge the gap between securing lugs. All bolts and nuts shall be 18-8 stainless steel with 5/8-inch NC threads. The lifter bar shall be of adequate design to provide a heavy bearing surface for all nuts. Bolt threads shall be fluorocarbon coated to prevent galling. Nyla Tron GS washers shall be provided for lubrication. Approved Ford - Fast Model.

b. All valves used will be resilient wedge type and designed for use with tapping equipment. They will have a non-rising stem and be of the resilient wedge type. All tapping valves will have an alignment ring to prevent misalignment with tapping sleeves. Valves will close clockwise (right), open counterclockwise (left) and be equipped with a standard 2-inch square operating nut. Valve outlets will have a flanged mechanical joint. Valves will meet or exceed provisions of AWWA Standard C509.

G. <u>Backflow Preventers:</u> Backflow preventers (BFP's) are required on all service lines, irrigation lines and private fire lines to prevent contaminated water from flowing back into the potable water distribution system.

1. BFP's for commercial, industrial and institution use shall consist of reduced pressure devices. BFP's for fire lines can have a double check valve assembly device unless chemicals are used then a reduced pressure device shall be installed. BFP's for residential use shall consist of dual check valves for the potable line. Double check or pressure vacuum breaker devices installed at least 12 inches above ground shall be used on irrigation lines. The devices must be tested by the City annually.
2. BFP's on metered lines will be located on the customer's side of the meter and on fire lines located on the customer's side of the right-of-way.
3. All BFP devices shall meet or exceed the tests and requirements specified in the AWWA Standard Code, latest edition, and shall further be certified by Underwriter's Laboratories or Associated Factory Mutual Fire Insurance Companies.
4. All BFP devices shall be presently approved and certified by the university of Southern California Foundation for Cross-Connection Control.
5. BFP devices shall consist of 2 independently acting check valves internally force loaded in a normally closed position with resilient seat gate valves or ball valve located on the inlet and outlet of the BFP assembly. The 2 check valves shall be separated by an intermediate chamber in which there is an automatic relief method for venting to the atmosphere, internally force loaded in a normally open position.
6. All BFP devices shall be delivered, assembled with resilient seat gate valves for BFP devices greater than or equal to 3 inches and shall be delivered, assembled with ball valves for BFP devices less than 3". All valves shall be the same size or greater than the BFP device to which the valves are assembled.
7. *Resilient Seat Gate Valves:*

a. All resilient seat gate valves shall comply with the requirements of AWWA Standard, latest edition and the City of Crestview Utility Specifications.
b. All valves shall be Class B gray iron body, open stem and yoke, water valves suitable for buried vertical mounting. Stem nuts shall be independent of wedge and shall be of solid bronze conforming to ASTM B62.
c. All valves shall be open by turning a hand-wheel clockwise (to the right).
d. All valves shall have flange joints which conform to AWWA Standard C-110, latest edition. Flange joint accessories shall not be furnished with the valves.

8. *Ball Valves:*
   a. All ball valves shall be brass or stainless-steel body with a chrome plated brass or stainless-steel ball.
   b. Ball valves shall have reinforced Teflon sheets and stuffing box seals.
   c. Ball valves shall have inside iron pipe threads on the connection ends of the valves.

9.0 SANITARY WASTEWATER COLLECTION

9.1 Purpose

The following standards are intended as a guide to the design engineer in the preparation of plans for sanitary wastewater improvements. While the design standards given are intended as minimum design criteria, it is recognized there may be individual instances where a less stringent criteria may be approved without affecting the integrity of the system. All sanitary wastewater collection systems shall be designed and constructed in accordance with the City of Crestview's Standard Utility Specifications located in Appendix A of this manual.

9.2 General Description of Work

The following minimum requirements are considered acceptable to the City of Crestview in the collection of sanitary wastewater from domestic and commercial customers. Deviations from these standards may be allowed by the City only upon a finding that, in accordance with sound engineering standards, the granting of the deviation will not work to increase the likelihood of a system failure. No deviation will be allowed unless it is clearly noted on the approved construction plans.

A. All expansion shall conform to the City's Utility Master Plan for wastewater maintained and amended by the City.
B. When these standards differ from Local, State and/or Federal requirements, the more stringent requirement shall apply.
C. The collection system for sanitary wastewater includes the gravity mains, manholes, consumer service pipes, lift stations, force mains, and other appurtenances. The system should be designed to provide the collection of sanitary wastewater from the customers and for the safe and economical transport to the treatment plant.

9.3 Regulations

The following agency regulations shall apply when applicable:

A. Environmental Protection Agency and U.S. Public Health Service: The governing standards of these agencies will be followed when appliable.

B. Florida Department of Environmental Protection: The wastewater collection shall conform to the applicable State of Florida Department of Environmental Protection laws, policies, standards and rules and regulations for public wastewater collection systems.

C. Plumbing Codes: The provisions of the Plumbing Code of the City of Crestview and the Florida Building Code as it pertains to sanitary wastewater collection, service line locations and materials, except as provided for elsewhere in these criteria, shall apply.

D. City of Crestview Public Services Department: All wastewater collection systems, that are to become a part of the City system shall be designed and constructed in accordance with these standards. Wastewater system materials, installation of materials, and construction methods and procedures shall be in accordance with the current material and installation specifications in this manual.

9.4 Design Standards

All wastewater collection system plans must be prepared, signed and sealed by a professional engineer registered in the state of Florida and shall meet the following standards:

A. Flow Requirements: In sizing the collection system gravity mains, the required design flow shall be the sum of the required sanitary flow as contained below, plus allowance for infiltration and inflow.

1. *Required Sanitary Flow (Residential):* Required average daily flow for sanitary use in residential areas shall be based on 350 gallons per day per unit (100 gpcd x 3.5 persons) or as approved by the City.
2. *Required Sanitary Flow (Nonresidential):* The required flow for commercial, institutional, industrial and other nonresidential facilities shall be determined by the Engineer of Record and approved by the City for each specific instance. Documentation with references will be required for the method used to determine the capacity.
3. *Required Infiltration Flow:* Required infiltration and inflow for developed areas shall be in accordance with the table (based on 100 gal/inch-dia./mile/day for new construction) depicted below.

Pipe Diameter (in)	Minimum I&I Flow (GPD/1000 ft)
8	150
10	190
12	225

15	300

Note: I & I may be neglected in sizing pipes but needs to be included for lift station flows. If existing lines are included, provide measured flows at maximum I & I time or basis for proposed flow allowance.

B. Collection System: All gravity mains shall be connected at manholes. Provisions for future connecting mains shall be made by providing appropriate easement and/or extending construction of all wastewater mains to the exterior boundaries of the subdivision wherever future connections to adjacent subdivisions or lots are anticipated.

C. Gravity Mains: Gravity mains shall be of sufficient size to carry the required flow at velocities as herein provided. Mains shall be located to provide service to each lot within a subdivision. All mains shall be installed only in dedicated streets, alleys, public rights-of-way or utility easements, in favor of the City for the use and benefit of the City. Utility easements must have a minimum width of 10 feet if adjacent to a right-of-way or 15 feet if not. All main locations and sizes shall be in accordance with the City's current "Utility Master Plan" and the approved subdivision master development plan and utility layout.

1. *Main Size:* Minimum diameter shall be 8 inches in all areas. Standard sizes of gravity mains used shall have nominal diameters of 8, 10, 12, 15, 18, 21, 24, 30 and 36 inches.
2. *Slopes:* Slopes shall be designed with a hydraulic gradient sufficient to prevent deposition of solids, by developing a minimum velocity of 2.0 fps as computed using Manning's formula and an "n" value of not less than 0.013 while flowing full (will have same velocity at 1/2 full). The following table establishes the minimum allowable slopes for various size pipes and indicates their approximate carrying capacity when flowing full at the minimum slope.

Pipe Size (in)	Minimum Slope (%)	Capacity Full (MGD +/-)
8	0.40	0.5
10	0.28	0.7
12	0.22	1.0
15	0.15	1.6
18	0.14	1.8

a. In the case where the slope and volume are such that velocities exceeding 10 fps will be realized at average flow, special provision shall be made to protect against erosion. This protection may be secured utilizing cast iron, ductile iron, steel pipe or equivalent.

b. Where velocities greater than 15 fps are attained or slopes are 20 percent or greater, special provision shall be made to protect against displacement by erosion and shock. This will be obtained by anchoring the sewer securely with concrete anchors or equal, with a minimum center to center spacing as follows:

Slope (%)	Minimum Spacing (ft)
20 - 35	36
36 - 50	24
> 50	16

c. Full advantage of suitable topography and paralleling of ground slopes shall be made. Minimum slopes should only be used when necessary, particularly with 8-inch pipe.
d. Sewers shall be designed and laid with a uniform slope between manholes.

3. *Change in pipe size:* Change in pipe size shall not occur between manholes.
   a. Increasing Size: When a smaller sewer joins a larger one, the invert of the larger sewer shall be lowered sufficiently to maintain the same hydraulic gradient (i.e. match the crowns).
   b. Decreasing Size: At times, due to increasing sewer slopes, a reduction in the size of the outgoing sewer from a manhole may be justified. Such a reduction shall not be permitted on sewers 24 inches in diameter or under but may be permitted on larger sewers.
4. *Cover:* A minimum cover of 30 inches must be provided.
   a. At road crossings, a minimum separation distance of 24 inches shall be maintained from the bottom of the base to the top of the pipe or the top of the casing when provided.
   b. At buried stream crossings, a minimum cover of 36 inches is required.
5. *Crossings:*
   a. Major road crossings shall be steel encased. Any additional requirements of the regulator agency responsible for the road shall be met.
   b. Buried stream crossing shall be steel encased. This protection shall extend 10 feet beyond the bank and the pipe or casing shall be anchored to prevent shifting.
   c. Aerial stream crossings shall be made with ductile iron pipe. This protection shall extend until 30 inches of cover is provided.
   d. When crossing under pipes, conduits, or other structures greater than 24 inches in diameter, and a 60-inch separation distance cannot be maintained, the pipe shall be encased in steel casing for a minimum of 5 feet on either side of the crossed pipe.
6. *Manholes:* Manholes shall be installed at the end of each sewer line, at all junctions, at all changes in grade, size or alignment; with the following requirements:
   a. Maximum spacing shall be 400 feet up to and including 36-inch pipe. Spacing for pipes larger than 36-inch may be increased up to, but not to exceed 1000 feet.
   b. Lamp holes may be substituted at the ends of short lines, not to exceed 150 feet in length.

c. A drop manhole shall be provided when a sewer enters a manhole at an elevation of 2 feet or more above the manhole invert. Where the difference in elevation is less than 2 feet, the invert shall be filleted to prevent solids deposition. Drop manholes shall use an outside drop connection, except inside drops may be approved for building services and laterals. Inside drops shall be secured to the interior wall of the manhole and provide access for cleaning.

d. The inside diameter of manholes shall be a minimum of 48 inches up to and including 24-inch pipe. For pipes larger than 24 inches, the inside diameter of the manhole shall be increased to provide at least a 12-inch space to each side of the pipe.

e. Manholes shall be reinforced concrete and coated with corrosion resistant "Spectra-Shield" coating to the interior. Only special conditions would dictate a cast in place or other type.

f. The manhole flow channel or invert shall be constructed in the field to ensure a smooth flow line from all incoming lines to the outgoing. All channels must provide a smooth transition to the outgoing line with the maximum possible radius on all curves.

7. *Inverted Siphons:* Inverted siphons shall be avoided whenever possible; however, if used, shall have not less than 2 barrels, with a minimum pipe size of 6 inches and shall be provided with necessary appurtenances for convenient flushing and maintenance. The manholes shall have adequate clearance for rodding and provide sufficient head and pipe sizes to secure velocities of at least 3.0 feet per second for average flows. The inlet and outlet details shall be arranged so that the normal flow is diverted to one barrel, and either barrel may be taken out of service for cleaning.

D. Lift Stations: All components of a lift stations shall be designed to operate effectively at existing flows as well as all future projected flows. Stations shall contain a minimum of 2 pumps with each pump capable of pumping at the ultimate peak hour flow. Peak hour flows shall be determined using a peaking factor of 4.

1. *Wet wells:* Wet wells shall be fiberglass (preferred) or concrete with Spectra-Shield corrosion resistant coating. Wet well volume shall be calculated based on the ultimate peak flow with consideration for initial peak flow and meet the following requirements:

a. Minimum liquid level in the well shall be 2 feet above the bottom or in accordance with the manufacture's requirements for the pumps specified, whichever is greater.

b. Cycle time, to pump down and refill, shall be not less than 10 minutes nor more than 15 minutes at ½ peak flow.

c. The spacing between 'lead pump on' and 'lag pump on' shall be a minimum of 1 foot.

d. The high-level alarm shall be set not less than 1 foot above the 'lag pump on' and at a sufficient depth to provide a minimum of 30 minutes storage calculated at the average flow, below the lowest influent line.

2. *Bypass:* Lift stations shall have the necessary apparatuses to accommodate the City's emergency pumping equipment to operate a bypass of the station pumps and transmit the flow through the station force main downstream.
3. *Standby Emergency Power:* All stations shall be equipped with a manual transfer switch for connecting a portable generator. Larger stations require an on-site emergency generator suitably located and wired for automatic transfer as follows:
   a. Lift stations which serve as "Master Lift Stations", i.e. stations that receive pumped flow from one or more other lift stations.
   b. Lift stations with a design peak flow over 200 gpm.
   c. Lift stations with a large design head such that the pump power requirements are 15 HP are greater.

   Generators will be of sufficient size and power to run all the station equipment.

E. Wastewater Force Mains: Wastewater force mains shall meet the following:
1. Force mains shall not be less than 4 inches in diameter except for private force mains which can be smaller.
2. Force main flow velocity at the initial pumping rate shall not be less than 2.0 fps using the Hazen-Williams equation for pressure lines. The velocity at the design pumping rate shall not exceed 6 fps
3. There shall be an air relief valve installed at each intermediate high point, if that high point could collect air/gases sufficient to block the line.
4. Force mains shall never enter a gravity manhole from a direction contrary to the direction of flow out of the manhole. Entry shall be made to ensure a good flow transition.
5. When a force main will manifold into an existing force main the impact on that line and all pump stations that utilize that line must be evaluated.
6. All private force mains entering public rights-of-way shall be built to City standards past that point, and a valve shall be placed there to delineate the change in maintenance responsibility and to enable flow control. Any private force main running parallel down a public right-of-way that doesn't serve any other properties other than the development shall remain private and be maintained by the development.

F. Wastewater Service Lines: Customer service lines shall be provided to all lots within a subdivision in accordance with City regulations. Customer service connections to industrial or commercial lots may be omitted provided approval of the City is obtained prior to plan approval.
1. *Pipe Material:* PVC pipe SDR35 will be utilized for gravity service lines.
2. *Cleanouts:* A sewer cleanout shall be installed on all gravity service lines at the right-of-way or easement line, defining the limit of City maintenance. Cleanouts shall be constructed to provide access at finished grade.
3. *Cover:* A 30-inch minimum cover is required on all services and gravity services must meet the minimum slope requirements of the Plumbing Code. If gravity service is not feasible a privately maintained lift station and force main will be required.

4. *Street Crossings:* When services must cross under existing City paved streets, boring will be required and complete details must be provided. If the street is in poor condition, open cut may be approved by the City.
5. *Flow Measurement:* The City may require flow measuring devices where flows in excess of 50,000 gpd can be expected. This includes apartment complexes, trailer or mobile home parks, shopping centers, etc. The City must approve the method and location of flow measurements. Acceptable methods will include partial flume with totalizer, pipe meters, and hour meters on private lift stations.

G. Large Developments: Developments the city deems to produce a significant amount of wastewater flow that could potentially exceed the capacity of downstream components of the City's wastewater collection system shall be subject to the following:
   1. The engineer of record shall provide an analysis of all downstream wastewater components and design upgrades to any components that exceed capacity.
   2. The Developer will construct and pay for all required upgrades.

10.0 CLOSEOUT & FINAL ACCEPTANCE

10.1 General Requirements

In order for a development to be accepted by the Public Services Department the following criteria must be met:

A. The engineer of record shall provide a signed & sealed letter certifying that **all** development improvements are complete and constructed per plans, that all required local, state & federal permits were obtained, and notes any deviations from the approved plans with explanations. All deviations shall be shown on the as-built drawings and may require backup calculations and documentation.
B. All infrastructure improvements (streets, water, sewer, stormwater, etc.) to be accepted by the City for perpetual maintenance shall meet the testing requirements called for in this manual, the City's Standard Utility Specifications, and any other specifications and standards referenced in the manual.
C. Roadway test results are required for both public and private streets.
D. All underground utilities to be accepted by the City for perpetual maintenance shall be inspected by the City prior to burial.
E. Water and sewer lines must be cleared for use by the Florida Department of Environmental Protection.
F. Gravity sewer lines to be accepted by the City for perpetual maintenance shall be inspected by Video camera and one copy of the video record provided to the Public Services Department. Any problems revealed by the video shall be corrected by the Contractor/Developer, to the satisfaction of the Public Services Department.

10.2 As-Built Record Drawings

Upon completion of a development, the Contractor shall produce and submit a signed and sealed set of as-built record drawings prepared by a Florida Registered Land Surveyor or Engineer of Record. The amount of detail on the record drawings shall include but is not limited to graphic scale, building footprints, grades and contours, streets and parking lots, stormwater management systems, underground and overhead utilites, appurtenances, and any other information deemed necessary by the City. The acceptance of the record drawings by the City does not release the Contractor from the liability of the construction. The City reserves the right to verify the record drawings prior to acceptance.

A. One hard copy and one electronic copy in the latest AutoCAD format of the as-built drawings shall be provided to the Public Services Department.
B. As-built drawings for utilities (stormwater, water and sewer) to be accepted by the City for perpetual maintenance shall contain the following:
    1. Pipe sizes, materials, locations, slopes and inverts.
    2. Manholes and drainage structures (inlets, risers, junction boxes, MES's, etc.) locations along with top and invert elevations.
    3. Water and sewer service line locations with a measurement for each off a known location.
    4. Locations of fire hydrants, valves, meters, backflow preventers, and any other appurtenances.

    An ESRI comparable Shapefile is also required for the above-mentioned utilities. Shapefiles should include horizontal and vertical datum information.

10.3 Closeout Checklist

Before any Certificate of Occupancy (C.O.) can be issued or Final Plat recorded the City must receive the following items (if applicable):

1. Engineer of Record's Certification of Improvements and Permits.
2. As-Built Record Drawings.
3. Roadway Test Results.
4. Video Record of Sewer Lines.
5. FDEP Clearance Letters for both Water & Sewer.
6. Written Acknowledgement from FDOT that all Permit Conditions (Driveway, Drainage, Utility) have been met and accepted.
7. Copy of the ERP Certification and Request for Conversion to Operation to NWFWMD.
8. Written Acknowledgement from all Jurisdictional Agencies that all Wetland Permit Conditions have been met and accepted.

Written explanations are required for the above items that are not applicable. Items 1 through 4 must be received prior to requesting a final inspection. Upon request the City will conduct a final inspection and any deficiencies must be corrected before acceptance.

APPENDIX A

CITY OF CRESTVIEW
DEPARTMENT OF PUBLIC SERVICES

STANDARD UTILITY SPECIFICATIONS

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CITY OF CRESTVIEW

Item # 9.2.

Staff Report

CITY COUNCIL MEETING DATE: February 8, 2021
TYPE OF AGENDA ITEM: Resolution

TO:	Mayor and City Council
CC:	City Manager, City Clerk, Staff and Attorney
FROM:	Trae Duley, Planning Administrator
DATE:	2/3/2021
SUBJECT:	Resolution 2021-4 - Annexation Fee Moratorium

BACKGROUND:

Voluntary Annexation is the process of incorporating property, at the owners' request, into a City's jurisdictional boundary. The State has a number of requirements on the land that can be annexed, these include contiguity to the City's boundary line, compactness, and service availability time lines.

DISCUSSION:

Previous fee moratoriums have proven to be successful at creating an opportunity for property owners to annex into the City. It provided unique opportunities to annex properties into the City that then developed or are planning to develop their properties. It also provided an opportunity to clean up some of the multiple enclaves that exist. Staff would like to provide this opportunity again.
Potential increases in annual tax base revenue streams can serve to curtail any initial "out-of-pocket" expenditure from the City in its provision of staff time and Ad placement.
This is the same request as the previous successful waivers.
This is a Resolution now due to the previous work that removed fees from the Land Development Code and placed them within the Comprehensive Fee Schedule enacted by a resolution.

GOALS & OBJECTIVES

This item is consistent with the goals in A New View Strategic Plan 2020 as follows;

Foundational- these are the four areas of focus that make up the necessary foundation of a successful local government.

Organizational Capacity, Effectiveness & Efficiency- To efficiently & effectively provide the highest quality of public services

Communication- To engage, inform and educate public and staff

Quality of Life- these six areas focus on the overall experience when provided by the city.

Community Character- Promote desirable growth with a hometown atmosphere

Opportunity- Promote an environment that encourages economic and educational opportunity

FINANCIAL IMPACT

Dependent upon the number of “small-scale” voluntary annexation applications submitted within the specified moratorium time frame.
Initial staff review has indicated approximately 30 hrs. of staff time and the costs of the public notice which could total $1,600.00 or more. However, when considering the benefits of annexation and the potential tax revenue, especially in areas where City services are already available, the return on this initial investment could be seen in the first year.

RECOMMENDED ACTION

Staff respectfully recommends approval of Resolution 2021-4.

Attachments

None

RESOLUTION: 2021-4

A RESOLUTION OF THE CITY OF CRESTVIEW, FLORIDA, AMENDING THE COMPREHENSIVE FEE SCHEDULE, PROVIDING FOR A SIX-MONTH WAIVER PERIOD FOR THE COLLECTION OF ANNEXATION APPLICATION FEES; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF ALL RESOLUTIONS OR PARTS OF RESOLUTIONS IN CONFLICT HEREWITH AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the imposition of voluntary annexation application fees is a product of the City of Crestview's home rule power; and

WHEREAS, the City Council of the City of Crestview finds that the collection of voluntary annexation application fees is an important measure which ensures that staff time and the necessary Public Notices are provided for in an equitable manner; and

WHEREAS, the City Council of the City of Crestview finds that voluntary annexation into the City is both a benefit to the applicant and to the Citizens of Crestview; and

WHEREAS, the City Council of the City of Crestview finds that the current voluntary annexation application fee may be over burdensome on those citizens wishing to be annexed into the City; and

WHEREAS, the City Council of the City of Crestview finds that a six-month waiver of the collection of voluntary annexation application fees will continue to provide an opportunity for applicants to annex their properties into the City of Crestview without the burden of the fee.

BE IT ADOPTED BY THE CITY COUNCIL OF THE CITY OF CRESTVIEW, FLORIDA AS FOLLOWS:

Section 1. AUTHORITY. The authority for enactment of this resolution is Section 166.021 and Section 163.31801, Florida Statutes and Article I, Section 2 of the City Charter.

Section 2. That the Comprehensive Fee Schedule for Fiscal year 2020-2021; Planning and Zoning; Local Planning application, administrative and processing fees, is hereby amended to read as follows:

Voluntary annexation into the city	10 acres or less: $1,200.00 – includes comp plan amendment and rezoning.	Resolution 2020-13 Resolution 2021-4 Moratorium effective for 6 months

	More than 10 acres: $1,200.00 plus $10 per acre or fraction thereof – includes comp plan amendment and rezoning. All costs included.	beginning February 12, 2021 and ending on August 12, 2021.The waiver shall be applied to all applicable Annexation, Comprehensive Plan Amendment, and Zoning Change applications, being annexed into the City of Crestview. This fee waiver is only applicable to those applications for annexation as described above and shall not be applied to Comprehensive Plan Amendments or Zoning Change applications absent an annexation application for the same property(s). The waiver shall not be applied retroactively to any application for annexation nor shall it apply to any annexation application that was voluntarily cancelled within 180 days of the effective date of this section.

Section 3. SEVERABILITY. If any word, phrase, sentence, paragraph or provision of this resolution or the application thereof to any person or circumstance is held invalid or unconstitutional, such finding shall not affect the other provisions or applications of this resolution which can be given effect without the invalid or unconstitutional provision or application, and to this end the provisions of this resolution are declared severable.

Section 4. REPEALER. All resolutions or parts of resolutions in conflict with the provisions of this resolution are hereby repealed to the extent of such conflict.

NOW THEREFOR, BE IT RESOLVED by the City Council of the City of Crestview of Okaloosa County, Florida, that this Resolution is hereby

PASSED AND ADOPTED IN REGULAR SESSION BY THE CITY COUNCIL OF CRESTVIEW, FLORIDA ON THE _____ DAY OF _____, 2021.

ATTEST:

_____

ELIZABETH M. ROY

City Clerk

APPROVED BY ME THIS _____DAY OF _____, 2021.

_____

J. B. WHITTEN

Mayor

CITY OF CRESTVIEW Item # 9.3.

Staff Report

CITY COUNCIL MEETING DATE: February 8, 2021
TYPE OF AGENDA ITEM: Resolution

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM:
DATE: 2/8/2021
SUBJECT: Resolution 2021-06 In Support of Governor Ron DeSantis

BACKGROUND:

At the January 25th City Council meeting, Councilman Rencich requested that the City send a Resolution to Governor Ron DeSantis in appreciation of the handling of the current pandemic and related issues.

DISCUSSION:

The Resolution is attached.

GOALS & OBJECTIVES

This item is consistent with the goals in A New View Strategic Plan 2020 as follows;
Foundational- these are the areas of focus that make up the necessary foundation of a successful local government.

Communication- To engage, inform and educate public and staff

Quality of Life- these areas focus on the overall experience when provided by the city.

Safety- Ensure the continuous safety of citizens and visitors

Opportunity- Promote an environment that encourages economic and educational opportunity

Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

There is no financial impact to the city for the resolution. However, the council feels the way the Governor has responded to the pandemic has resulted in better economic conditions for the City and its citizens.

RECOMMENDED ACTION

Staff respectfully requests that the City Council adopt Resolution 2021-06 in support and appreciation of Governor Ron DeSantis, and direct the City Clerk to forward the signed copy of the same to the Office of the Governor.

Attachments

None

RESOLUTION: 2021-6

A RESOLUTION OF THE CITY OF CRESTVIEW, FLORIDA, SUPPORTING THE HONORABLE RON DESANTIS, GOVERNOR OF THE STATE OF FLORIDA FOR THE EFFORTS OF THE OFFICE OF THE GOVERNOR DURING THE COVID-19 PANDEMIC.

WHEREAS, Governor DeSantis has been an advocate for the Citizens of Florida during the Covid-19 Pandemic; and

WHEREAS, Governor DeSantis has made the at risk population of the State of Florida a priority in receiving the Covid-19 Vaccines;

WHEREAS, Governor DeSantis has maintained a business-friendly approach to the Covid-19 Pandemic; and

WHEREAS, The City of Crestview City Council recognizes that the actions taken by Governor DeSantis during the Pandemic have served to protect the citizens of Florida while ensuring the stability of the state's economy;

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Crestview, Florida that:

The City Council of the City of Crestview, Florida, supports the efforts of Governor Ron DeSantis to protect the citizens of Florida during the COVID -19 Pandemic, and urges the governor to continue his judicious approach to evaluating the risks to our citizens, protecting the strength of our economy, caring for those at in need, and supporting the authority local government.

THIS RESOLUTION WILL TAKE EFFECT IMMEDIATELY UPON ADOPTION.

PASSED AND ADOPTED THIS _____ DAY OF _____, 2021

_____ _____

Elizabeth Roy, City Clerk JB Whitten, Mayor

CITY OF CRESTVIEW Item # 10.1.

Staff Report

CITY COUNCIL MEETING DATE: February 8, 2021
TYPE OF AGENDA ITEM: Purchase / Contract

TO:	Mayor and City Council
CC:	City Manager, City Clerk, Staff and Attorney
FROM:	Jessica Leavins, Administrative Services Director
DATE:	2/3/2021
SUBJECT:	Hirsch Access Control System

BACKGROUND:

The City currently has a variety of types of door security including residential style key locks, commercial key locks, magnetic locks with keypads, traditional door locks with keypads, and two types of magnetic locks with proximity card readers. Maintaining multiple systems is inefficient and the majority of the systems are difficult to maintain and not providing the level of security needed for this organization.

The Covid-19 pandemic has increased concerns regarding virus transfer through common touchpoints, this system utilizes proximity cards which will reduce the touchpoints throughout the city.

The City requested bids for a Hirsch access control system and installation in October 2020. This system was specifically sought to ensure compliance with the Florida Department of Law Enforcement information system standards and is fiscally responsible as this product was already purchased for the new Emergency Communications Center. After no bids were received, the Council approved for the City Manager to directly negotiate with vendors on October 19, 2020.

DISCUSSION:

Staff requested quotes from three companies who reached out during the pre-bid process. Only one company responded with a quote, Panhandle Alarm and Telephone Company. This quote includes labor, materials, and a software upgrade in order to allow this system to grow with the city.

This project includes City Hall, Public Services, Community Center, Library, and three Fire Stations. The Police Department and Emergency Communications Center are not a part of this upgrade due to currently having magnetic locks with proximity card readers and specific requirements for unescorted entry.

Panhandle Alarm and Telephone Company provided the product and installation of the Hirsch access control system in the new Emergency Communications Center in December 2019. This company also provides monitoring services for the city's lift stations.

GOALS & OBJECTIVES

This item is consistent with the goals in A New View Strategic Plan 2020 as follows;
Foundational- these are the areas of focus that make up the necessary foundation of a successful local

government.
Financial Sustainability- Achieve long term financial sustainability

Organizational Capacity, Effectiveness & Efficiency- To efficiently & effectively provide the highest quality of public services

Quality of Life- these areas focus on the overall experience when provided by the city.

Safety- Ensure the continuous safety of citizens and visitors

Play- Expand recreational and entertainment activities within the City

Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

This project was partially funded with $25,000 during the 19-20 fiscal year. The remainder, $50,000 was presented to the council as part of the Cares Grant fund distribution plan.

RECOMMENDED ACTION

Staff respectfully requests the Council approve the purchase of the Hirsch access control system additions not to exceed $75,000.

Attachments

1. City of Crestview - Hirsch ACS project - 01-29-2021 - R2

CUSTOMER: CITY OF CRESTVIEW
198 N. WILSON STREET
CRESTVIEW, FL 32536
ATTN: JESSICA LEAVINS
PHONE (850) 398-5458

1/29/2021 - R2

HIRSCH ACCESS CONTROL SYSTEM ADDITIONS

ITEM	QTY	EACH	EXT
ACS SYSTEM - CITY HALL (6 DOORS)			
HIRSCH MX-8-N3 - 8 DOOR CONTROLLER W/SNIB3	1	$ 3,144.00	$ 3,144.00
HIRSCH 8010ABP0000 uTRUST MIGRATION READER (MULLION)	6	$ 185.00	$ 1,110.00
HES 1006 ELECTRIC STRIKE W/ FACEPLATE	1	$ 368.00	$ 368.00
RCI 8371 MAG LOCK (SLIM) - 24VDC W/ Z BRACKET	1	$ 412.00	$ 412.00
BOSCH D461B EMERGENCY DOOR RELEASE PULL STN, BLUE	1	$ 39.00	$ 39.00
HIRSCH EEPB2 EMERGENCY PUSHBUTTON	1	$ 116.00	$ 116.00
HIRSCH MELM3 LINE MODULE	6	$ 7.25	$ 43.50
ALTRONIX AL600ULACM POWER SUPPLY	1	$ 368.00	$ 368.00
3295-1099 GENESIS ACS CABLE* - 1000'	0.9	$ 945.00	$ 850.50
MISC WIRE/CABLE/HARDWARE/TRIP/FREIGHT	1	$ 950.00	$ 950.00
LABOR PER MAN HOUR - INSTALLATION / CONFIG / TRAIN	80	$ 85.00	$ 6,800.00
LABOR PER MAN HOUR - PROJECT MANAGEMENT	8	$ 95.00	$ 760.00
SUB TOTAL			**$ 14,961.00**
ACS SYSTEM - PUBLIC SERVICES (3 DOORS)			
HIRSCH MX-4-N3 - 3 DOOR CONTROLLER W/SNIB3	1	$ 1,847.00	$ 1,847.00
HIRSCH 8010ABP0000 uTRUST MIGRATION READER (MULLION)	3	$ 185.00	$ 555.00
RCI 8371 MAG LOCK (SLIM) - 24VDC W/ Z BRACKET	3	$ 412.00	$ 1,236.00
BOSCH D461B EMERGENCY DOOR RELEASE PULL STN, BLUE	3	$ 39.00	$ 117.00
HIRSCH EEPB2 EMERGENCY PUSHBUTTON	3	$ 116.00	$ 348.00
HIRSCH MELM3 LINE MODULE	3	$ 7.25	$ 21.75
ALTRONIX AL600ULACM POWER SUPPLY	1	$ 368.00	$ 368.00
3295-1099 GENESIS ACS CABLE* - 1000'	0.4	$ 945.00	$ 378.00
MISC WIRE/CABLE/HARDWARE/TRIP/FREIGHT	1	$ 650.00	$ 650.00
LABOR PER MAN HOUR - INSTALLATION / CONFIG / TRAIN	64	$ 85.00	$ 5,440.00
LABOR PER MAN HOUR - PROJECT MANAGEMENT	4	$ 95.00	$ 380.00
SUB TOTAL			**$ 11,340.75**
ACS SYSTEM - COMMUNITY CENTER (3 DOORS)			
HIRSCH MX-4-N3 - 4 DOOR CONTROLLER W/SNIB3	1	$ 1,847.00	$ 1,847.00
HIRSCH 8010ABP0000 uTRUST MIGRATION READER (MULLION)	3	$ 185.00	$ 555.00
SDC LRK100 - LATCH RETRATION KIT FOR CRASH BAR	1	$ 650.00	$ 650.00
LABOR - LOCKSMITH TO ADD RETRACTION KIT	1	$ 110.00	$ 110.00
HES 5000 ELECTRIC STRIKE W/ FACEPLATE	2	$ 368.00	$ 736.00
HIRSCH MELM3 LINE MODULE	3	$ 7.25	$ 21.75
ALTRONIX AL600ULACM POWER SUPPLY	1	$ 368.00	$ 368.00
3295-1099 GENESIS ACS CABLE* - 1000'	0.4	$ 945.00	$ 378.00
MISC WIRE/CABLE/HARDWARE/TRIP/FREIGHT	1	$ 550.00	$ 550.00
LABOR PER MAN HOUR - INSTALLATION / CONFIG / TRAIN	64	$ 85.00	$ 5,440.00
LABOR PER MAN HOUR - PROJECT MANAGEMENT	4	$ 95.00	$ 380.00
SUB TOTAL			**$ 11,035.75**

CUSTOMER: CITY OF CRESTVIEW
198 N. WILSON STREET
CRESTVIEW, FL 32536
ATTN: JESSICA LEAVINS
PHONE (850) 398-5458

1/29/2021 - R2

HIRSCH ACCESS CONTROL SYSTEM ADDITIONS

ITEM	QTY	EACH	EXT
ACS SYSTEM - PUBLIC LIBRARY (1 DOORS)			
HIRSCH MX-2-N3 - 2 DOOR CONTROLLER W/SNIB3	1	$ 1,228.00	$ 1,228.00
HIRSCH 8010ABP0000 uTRUST MIGRATION READER (MULLION)	1	$ 185.00	$ 185.00
SDC LRK100 - LATCH RETRATION KIT FOR CRASH BAR	1	$ 650.00	$ 650.00
LABOR - LOCKSMITH TO ADD RETRACTION KIT	1	$ 110.00	$ 110.00
HIRSCH MELM3 LINE MODULE	1	$ 7.25	$ 7.25
ALTRONIX AL600ULACM POWER SUPPLY	1	$ 368.00	$ 368.00
3295-1099 GENESIS ACS CABLE* - 1000'	0.3	$ 945.00	$ 283.50
MISC WIRE/CABLE/HARDWARE/TRIP/FREIGHT	1	$ 550.00	$ 550.00
LABOR PER MAN HOUR - INSTALLATION / CONFIG / TRAIN	32	$ 85.00	$ 2,720.00
LABOR PER MAN HOUR - PROJECT MANAGEMENT	4	$ 95.00	$ 380.00
SUB TOTAL			**$ 6,481.75**
ACS SYSTEM - FIRE DEPARTMENT 1 (3 DOORS)			
HIRSCH MX-4-N3 - 4 DOOR CONTROLLER W/SNIB3	1	$ 1,847.00	$ 1,847.00
HIRSCH 8010ABP0000 uTRUST MIGRATION READER (MULLION)	3	$ 185.00	$ 555.00
HES 5000 ELECTRIC STRIKE W/ FACEPLATE	3	$ 368.00	$ 1,104.00
HIRSCH MELM3 LINE MODULE	3	$ 7.25	$ 21.75
ALTRONIX AL600ULACM POWER SUPPLY	1	$ 368.00	$ 368.00
3295-1099 GENESIS ACS CABLE* - 1000'	0.5	$ 945.00	$ 472.50
MISC WIRE/CABLE/HARDWARE/TRIP/FREIGHT	1	$ 650.00	$ 650.00
LABOR PER MAN HOUR - INSTALLATION / CONFIG / TRAIN	64	$ 85.00	$ 5,440.00
LABOR PER MAN HOUR - PROJECT MANAGEMENT	4	$ 95.00	$ 380.00
SUB TOTAL			**$ 10,838.25**
ACS SYSTEM - FIRE DEPARTMENT 2 (1 DOOR)			
HIRSCH MX-2-N3 - 2 DOOR CONTROLLER W/SNIB3	1	$ 1,228.00	$ 1,228.00
HIRSCH 8010ABP0000 uTRUST MIGRATION READER (MULLION)	1	$ 185.00	$ 185.00
HES 5000 ELECTRIC STRIKE W/ FACEPLATE	1	$ 368.00	$ 368.00
HIRSCH MELM3 LINE MODULE	1	$ 7.25	$ 7.25
ALTRONIX AL600ULACM POWER SUPPLY	1	$ 368.00	$ 368.00
3295-1099 GENESIS ACS CABLE* - 1000'	0.3	$ 945.00	$ 283.50
MISC WIRE/CABLE/HARDWARE/TRIP/FREIGHT	1	$ 550.00	$ 550.00
LABOR PER MAN HOUR - INSTALLATION / CONFIG / TRAIN	32	$ 85.00	$ 2,720.00
LABOR PER MAN HOUR - PROJECT MANAGEMENT	4	$ 95.00	$ 380.00
SUB TOTAL			**$ 6,089.75**

CUSTOMER: CITY OF CRESTVIEW
198 N. WILSON STREET
CRESTVIEW, FL 32536
ATTN: JESSICA LEAVINS
PHONE (850) 398-5458

1/29/2021 - R2

HIRSCH ACCESS CONTROL SYSTEM ADDITIONS

ITEM	QTY	EACH	EXT
ACS SYSTEM - FIRE DEPARTMENT 3 (1 DOOR)			
HIRSCH MX-2-N3 - 2 DOOR CONTROLLER W/SNIB3	1	$ 1,228.00	$ 1,228.00
HIRSCH 8010ABP0000 uTRUST MIGRATION READER (MULLION)	1	$ 185.00	$ 185.00
HES 5000 ELECTRIC STRIKE W/ FACEPLATE	1	$ 368.00	$ 368.00
HIRSCH MELM3 LINE MODULE	1	$ 7.25	$ 7.25
ALTRONIX AL600ULACM POWER SUPPLY	1	$ 368.00	$ 368.00
3295-1099 GENESIS ACS CABLE* - 1000'	0.3	$ 945.00	$ 283.50
MISC WIRE/CABLE/HARDWARE/TRIP/FREIGHT	1	$ 550.00	$ 550.00
LABOR PER MAN HOUR - INSTALLATION / CONFIG / TRAIN	32	$ 85.00	$ 2,720.00
LABOR PER MAN HOUR - PROJECT MANAGEMENT	4	$ 95.00	$ 380.00
SUB TOTAL			**$ 6,089.75**
ACS SYSTEM - HEAD END			
HIRSCH VEL SERVER UPGRADE - (UPGRADE EXPRESS TO SERVER)	1	$ 434.00	$ 434.00
(INCULDES UP TO 64 MODULES / 1 YEAR ANNUAL SSA)			
SUB TOTAL			**$ 434.00**
		TOTAL INSTALLATION	**$ 67,271.00**

NEEDS/ASSUMPTIONS:
ASSUMES USE OF WILL USE EXISTING LOCKING HARDWARE CURRENTLY IN PLACE; ASSUMES NETWORK CONNECTIVITY FROM EACH SITE TO MAIN VELOCITY WORKSTATION CURRENTLY IN PLACE UPGRADES VELOCITY SOFTWARE FROM THE EXPRESS VERSION TO SERVER VERSION (REQUIRED);

R2 - REMOVES POLICE DEPARTMENT FROM INITIAL PROJECT

Panhandle Alarm & Telephone - 10 Industrial Blvd. Pensacola Fl 32503
David Grossman VP of Government Operations - (850) 478-2108 ofc (850) 478-2250 fax

Staff Report

CITY COUNCIL MEETING DATE: February 8, 2021
TYPE OF AGENDA ITEM: Action Item

TO:	Mayor and City Council
CC:	City Manager, City Clerk, Staff and Attorney
FROM:	Tim Bolduc, City Manager
DATE:	2/4/2021
SUBJECT:	Contract for Faculties inventory and Operational Assessment

BACKGROUND:

Earlier this year, the City conducted a Request for Proposals (RFP) for a contractor to conduct a facility assessment.

Two companies submitted proposals and Matrix Design Group, Inc was selected.

DISCUSSION:

The proposal includes the following eight tasks;

1. **Project Management-**Contractor shall develop a detailed work plan and schedule in close coordination with the City. The workplan shall include, at a minimum, tasks performed each month and anticipated deliverables as enumerated below.
2. **Facility Inventory & Assessment-** Inventory shall include, but not be limited to: installation date, material, equipment type, and equipment nameplate data. The final assessment will also include basic floorplans which will be developed for primary facilities. The contractor will further assess the condition of all assets using a method agreed upon by the City. At a minimum, condition assessment shall detail whether the asset is red, yellow, or green based on an agreed upon rubric. All inventory and assessment data shall be captured in electronic reports.
3. **Facility Performance Metrics-** Contractor shall develop acceptable and agreed-upon facility and performance metrics for each facility type. These performance metrics can cover a variety of different components of a facility such as condition; capacity; and life, health, and safety concerns. The contractor will work with the City to develop a Facility Sustainment Model FSM program to assist with capital investment planning moving forward.
4. **Staffing Analysis-**Contractor shall assess future staffing needs (10 to 20-year projections) for all organizations and determine if resourcing levels are appropriate. Recommendations shall be based on staffing levels of City's offering similar services with a comparable population and geographic footprint. Specific analysis shall be performed to assess the need for a fourth fire station.
5. **Facility Location and Capacity-** Contractor shall assess future staffing needs (10 to 20-year projections) for all organizations and determine if resourcing levels are appropriate. Recommendations shall be based on staffing levels of City's offering similar services with a comparable population and geographic footprint. Specific analysis shall be performed to assess the need for a fourth fire station.
6. **Facility Location and Capacity Analysis-** Contractor shall analyze each facility to determine if the location is appropriate for its intended purpose. Analysis shall be based on the functions within the facility in concert with citywide planning efforts and the Comprehensive Plan. As part of this analysis, Contractor shall determine the best use of existing facilities and make recommendations on whether the facility should be repurposed. Contractor shall assess each facility to determine if it is being properly utilized for its intended purpose. Contractor shall identify areas where facilities can be reconfigured to improve efficiency and provide the highest level of service to City Residents.
7. **Investment Strategy Development**-Contractor shall research opportunities for the City of Crestview to

generate revenue and/or savings in support of their capital improvements investment strategy. Some potential sources of revenue may include sale of existing property, energy savings performance contracts resulting in operational savings, or state and federal grant programs.

8. **Final Plan-** Contractor shall develop a final version of the Facilities Inventory and Operational Assessment Master Plan for approval and adoption by the City of Crestview. Final version of the plan shall be provided both electronically and in hard copy (up to 10 copies). The final version of the plan shall be of professional quality and in a format agreed upon by the City.

In the 2020 Strategic Plan, one of the primary areas of focus was organizational capacity, effectiveness & efficiency. Since the plans adoption staff has worked on finding and developing efficiencies within operations. The analysis provided by this study will assist in the long range planning as the City continues to grow. Currently, there are multiple developments in all phases of the process which will continue to grow the city in both geographical area and population. To successfully pace this growth in the provision of services proper planning is necessary.

As the city prepares to update the current strategic plan, the City manager is recommending the utilization of undesignated fund balance to move forward with this plan to insure that all purchases, sales and renovations of City property in the coming years take into account sound facility and organizational planning practices.

GOALS & OBJECTIVES

This item is consistent with the goals in A New View Strategic Plan 2020 as follows;
Foundational- these are the areas of focus that make up the necessary foundation of a successful local government.
Financial Sustainability- Achieve long term financial sustainability

Organizational Capacity, Effectiveness & Efficiency- To efficiently & effectively provide the highest quality of public services

Infrastructure- Satisfy current and future infrastructure needs

Communication- To engage, inform and educate public and staff

Quality of Life- these areas focus on the overall experience when provided by the city.
Community Character- Promote desirable growth with a hometown atmosphere

Safety- Ensure the continuous safety of citizens and visitors

Mobility- Provide safe, efficient and accessible means for mobility

Opportunity- Promote an environment that encourages economic and educational opportunity

Play- Expand recreational and entertainment activities within the City

Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

The funding for this item was not included in the 2021 budget and therefore will require a budget amendment. After an analysis of the 2020 year end and the recent funding of the reserve policy, staff has identified sufficient undesignated funds to accomplish this project in this year. Staff is seeking approval to use a not to

exceed amount of $152,000 to complete this study.

RECOMMENDED ACTION

Staff respectfully requests city council approval to work with Matrix Design Group to finalize the contract for the Facility Inventory and Operational Assessment for the not to exceed amount of $152,000.00.

Attachments

None

CITY OF CRESTVIEW Item # 10.3.

Staff Report

CITY COUNCIL MEETING DATE: February 8, 2021
TYPE OF AGENDA ITEM: Action Item

TO:	Mayor and City Council
CC:	City Manager, City Clerk, Staff and Attorney
FROM:	Jean McCarthy, Director of Library Services
DATE:	2/3/2021
SUBJECT:	Purchase of Radio Frequency Identification (RFID) System - Library

BACKGROUND:

The Library is requesting the purchase of a RFID (Radio Frequency Identification) system for use during the current Covid-19 pandemic and to have in place in the event of other needs for social distancing and remote service access.

DISCUSSION:

The library RFID project was included in the initial CARES fund proposal approved by Council.

The library requests Envisionware as a sole source (sole source document attached) with consideration of the following attributes unique to this vendor:
Envisionware has existing SIP connection with library circulation software. Procuring an additional SIP for another vender would incur an additional initial fee of $1,947 and annual fees thereafter. No other vendor has the ability to provide patron control of print and copy transactions.
Envisionware RFID system is the only system that offers the full scope of equipment and services provided and supported by a single vendor.

GOALS & OBJECTIVES

This item is consistent with the goals in A New View Strategic Plan 2020 as follows;
Foundational- these are the areas of focus that make up the necessary foundation of a successful local government.

Organizational Capacity, Effectiveness & Efficiency- To efficiently & effectively provide the highest quality of public services

Infrastructure- Satisfy current and future infrastructure needs

Communication- To engage, inform and educate public and staff

Quality of Life- these areas focus on the overall experience when provided by the city.

Safety- Ensure the continuous safety of citizens and visitors

Mobility- Provide safe, efficient and accessible means for mobility

Opportunity- Promote an environment that encourages economic and educational opportunity

Play- Expand recreational and entertainment activities within the City

FINANCIAL IMPACT

CARES funding has been reserved for this purpose in the amount of $75,000. The quotes attached for the system are $64,315.79.

RECOMMENDED ACTION

Staff respectfully requests that the City Council waive purchasing policy and approve the purchase of RFID from Envisionware for a not to exceed amount of 70,000.00.

Attachments

1. Request for CARES Act funding for RFID
2. Sole source
3. UPDATED Lockers quote
4. UPDATED RFID quote
5. Additional Requirements

In response to the COVID-19 emergency, the library has found its relationship with technology change from an expensive nicety to an operational necessity. Providing and sustaining services in the "new normal" requires the library to take measures to ensure patrons and staff safety. By providing options for reduced contact and contactless access to materials and information, we will be able to simultaneously maximize efficiency and minimize material handling.

Issue 1: Materials are handled individually and excessively to perform basic check-in and check-out and loss prevention procedures, increasing the risk of viral transfer on surfaces.

Strategy 1: Install RFID pads at staff stations. Up to 8 items can be checked in or out at a time while simultaneously reactiving security device, eliminating extra handling to complete a these tasks and minimizing item contact.

Issue 2: Social distancing and reduced contact can be difficult with traditional library transactions. Many patrons would be more comfortable handling their own materials.

Strategy 2: Implement a self-service check-out kiosk. RFID technology allows patrons to check out their own items without staff contact.

Issue 3: Since the library can only accept cash and coins, multiple small exchanges of currency for prints, copies and faxes increase the risk of viral exposure for both staff and patron.

Strategy 3: Integrate self-service print, copy and fax release with the self-service kiosk with addition of cash and coin accepter. Use of this technology should reduce close interpersonal currency transactions by at least 75% per day, greatly limiting exposure risks to personnel.

Issue 4: Many of our patrons are elderly, at risk, avid library users who are now uncomfortable entering the facility. With over 500 homeschool families in North Okaloosa and more expected to homeschool in response to COVID, it difficult for these families to get their materials while reigning in multiple children from unnecessarily spreading the virus.

Strategy 4: The library implemented curbside service in response to this need. This has proven to be a popular solution. In order to keep up with the increased circulation volume created by this service, the library will install 36 self-service, automated lockers under the portico. Lockers will:

- Allow for contactless pick-up 24 hrs. a day
- Increase availability by 119 hours per week
- Offer a significantly safer and more convenient access

Through RFID technology, we will create alternatives to serve patrons while minimizing or removing direct personal contact, thereby reducing risk of viral transfer. Additionally, on-screen promotions will broadcast latest updates, health and safety reminders, and virtual programming to keep our users as informed as possible during this time, enabling us to bridge the gap in the digital information divide. These strategies will provide significant benefits to our citizens, library and city that were not available prior to COVID but will sustain and improve operations during this crisis and beyond.

Appendix D

Justification for Sole Source Purchases or Contracts

Purpose

Sole source justification provides evidence that a competitive procurement is impractical. Staff must request approval for the sole source procurement of equipment, construction, supplies or services when a purchase will exceed $1,000. All purchases over $20,000 require City Council approval.

Statement:

I am aware that the City of Crestview requires competitive procurements whenever practicable. I am requesting a sole source procurement based on the criteria stated above. These statements are complete and accurate based on my professional judgment and investigations.

Requestor: Jean McCarthy

Requestor Signature: _____

Department Library/Recreation

Budget Line: _____

Date: 1/28/2021

New Vendor: Yes / No

Vendor Name: Envisionware

If yes, will need to complete a W9 and may need to provide insurance information.

Amount/Value: $64,315.79

Briefly describe the equipment, construction, supplies or services requested, and its purpose or use:

The pupose is to manage the risk factors involved in the spread of COVID-19. RFID reduces person-to-person contact by streamlining patron control of minor transactions and promotes social distancing while increasing access to materials. Implementation of this system will set the foundation for the expansion of library services and remote access to materials throughout the city.

What are the consequences or risks of not securing this equipment, construction, supplies or services from this company?

The Envisionware RFID system is unique in that it offers the full scope of equipment and services required, through one vendor. Not not using the requested vendor will result in fees for additional SIP2 and loss of patron control of print and copy transactions. Maintenance agreements and fees would be more expensive and complicated because no other vendor can offer all the equipment with functions to fulfill the stated purpose.

Please provide information that supports your specific requirements necessitating a sole source purchase:

All equipment must be supported through same vendor with existing SIP2 connection wiht current integrated library management system (ILS) and compatible with ILS upgrade. Must communicate with extisting PC management software and Konica Minolta mulitfunction copier to enable patron control of print and copy transactions. (see attached for additional requirements.

Approvals

Department Head: _____ Date: _____

Finance Director: _____ Date: _____

City Manager (over $7,500): _____ Date: _____

City Council (over $20,000 _____ Meeting Date: _____

Revised April 28, 2020

ENVISIONWARE®
Enriching Public Library Service Inside and Out
EnvisionWare, Inc.
2855 Premiere Parkway Suite A, Duluth, GA 30097-5201
Toll Free +1 (800) 216-8370 Direct +1 (678) 382-6500

Quotation

US-61836

11/9/2020

Bill To

Robert L.F. Sikes Public Library
1445 Commerce Drive
Crestview FL 32539
United States

TOTAL

$24,390.00

Quote Expires: 5/12/2021

Federal EIN	Currency	Terms	Sales Rep
58-2424595	US Dollar	Net 30 Days	Evans, Ken

Quotation Title	Memo
36 locker system	

Qty	Item / Description	Ship To	Unit Price	Amount
1	**HL Base S#-U** *ENVISIONWARE LIBRARY HOLDS LOCKER - BASE SYSTEM consisting of:* *36-Lockers with Technology Control System* *- Holds Locker Service subscription* *- 21.5 in Touch Screen Display: 1680x1024 1500:1* *- Windows 10 Pro Computer: Quad core Intel, 4G DDR3, 128GB SSD, 1GB Ethernet* *- (2) Security cameras with (1) DVR (30-day recording)* *- Backlit branding panel* *- Patron cards: RFID and barcode* *- Items: RFID and barcode* *- Receipt printer (Patron can choose print or email)* *- Automatic locker LED illumination* *- Door open/close detection* *- Sound* **! REQUIREMENTS !** *- ILS: SIP2 with BookSort Extensions (Sierra requires Sorter API)* *- Internet Connection* *- 120V 20A Power [Power w/o heat: 400W | Power with heat: 1200W]* *- Overhang or canopy for outdoor installation* *- Central Management Gateway for viewing DVR* *- Hardware Installation and logistics* *# OPTIONS #* *- 45-Locker Expansion Cabinets (1 - 4 may be added) Max lockers per system: 216* *- Customer Central Management Control Licenses* *- Canopy and optional side panels* *- CloudNine(r) Email Services* *- CloudNine SMS Services* *- CloudNine Advanced Analytics Service*		$24,000.00	$24,000.00

This information is confidential and proprietary to EnvisionWare, Inc.

ENVISIONWARE®
Enriching Public Library Service Inside and Out
EnvisionWare, Inc.
2855 Premiere Parkway Suite A, Duluth, GA 30097-5201
Toll Free +1 (800) 216-8370 Direct +1 (678) 382-6500

Quotation

US-61836

11/9/2020

Qty	Item / Description	Ship To	Unit Price	Amount
	SUBTOTAL Items *SUBTOTAL for Items Above* *This Quote Consists of:* *(1) 36-Bay Locker Systems* *Deliver set @ 12 weeks from order date*			$24,000.00
1	**HL PM** *ENVISIONWARE TURNKEY PROFESSIONAL SERVICES FOR HOLDS LOCKERS* *This item covers turnkey ProServices labor for the planning, installation and education related to the deployment of a Holds Locker System* *NOTE: Additional panels will be installed at no added charge when ordered with the initial Base system.* *++ This price does not include any of the fixed travel cost items listed separately as follows: (1) First Day | (2) Additional Days*		$4,000.00	$4,000.00
1	**PS-EXPFF-U 1st Day** *ENVISIONWARE PROFESSIONAL SERVICES - FLAT FEE FOR EXPENSES - First of Every Five Days Onsite. No partial days.*		$975.00	$975.00
2	**PS-EXPFF-U Additional Day** *ENVISIONWARE PROFESSIONAL SERVICES - FLAT FEE FOR EXPENSES - Additional Days After First. Maximum (4) additional days before an additional First day is required.*		$250.00	$500.00
	SUBTOTAL Services *SUBTOTAL for EnvisionWare Professional Services*			$5,475.00
	Discount: *EnvisionWare Products or Services *DISCOUNT for EnvisionWare Products or Services*			($5,475.00)
1	**CM Gateway** *ENVISIONWARE CENTRAL MANAGEMENT GATEWAY is a single license to create a broker service between the CM Clients on your network, your CM Controls, and EnvisionWare Support via the Internet.* *+ Requires opening one port on your firewall to EnvisionWare's IP address range.*		$165.00	$165.00
1	**CM Control** *ENVISIONWARE CENTRAL MANAGEMENT CONTROL LICENSES - For installation on network IT or staff computers. The Control License provides remote connectivity to CM Clients that are on host computers or OneStop stations. Staff can use a control license to remotely interact with patrons and update systems from a central location.*		$125.00	$125.00
1	**CM Client** *ENVISIONWARE CENTRAL MANAGEMENT CLIENT - Install on OneStop computers or host systems. When a Control license is installed on a staff computer, staff can interact with patrons using self checkout or other computers running the CM Client. Staff can view station screens in stealth or alert mode and update systems.*		$35.00	$35.00

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Toll Free +1 (800) 216-8370 Direct +1 (678) 382-6500

Quotation

US-61836

11/9/2020

Qty	Item / Description	Ship To	Unit Price	Amount
1	**CN:EML 0010K** *Annual email delivery of receipts, reports (based on Analytics licensing) from libraryinfo.net Service Population <100,000*		$25.00	$25.00
1	**CN:SMS 005K** *5,000 SMS/Text messages per year. Overages billed annually at .01 per message*		$40.00	$40.00
	Subtotal			$390.00
1	**ACCELERATED DEVELOPMENT** *ENVISIONWARE ACCELERATED DEVELOPMENT SERVICE for EnvisionWare Software as follows: **SW Development***		$0.00	$0.00

	Subtotal	$24,390.00
Freight charges are estimated; actual charges will be billed.	**Freight**	$0.00
Send your purchase order or email confirmation to: **EMAIL**: orders@envisionware.com | **FAX**: +1 678.382.6501	**Total Tax**	$0.00
Standard terms and conditions apply: http://system.envisionware.com/terms	**PST-CA**	
	Total	**$24,390.00**

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Quotation

US-62752

1/15/2021

Bill To

Robert L.F. Sikes Public Library
1445 Commerce Drive
Crestview FL 32539
United States

TOTAL

$39,925.79

Quote Expires: 4/15/2021

Federal EIN	Currency	Terms	Sales Rep
58-2424595	US Dollar	Net 30 Days	Evans, Ken

Quotation Title	Memo
RFid System	

Qty	Item / Description	Ship To	Unit Price	Amount
	Description ********** *The following items are related to tagging your collection.* **********			
51,000	**RFID-TAG-U *2x3BL SLIX2** *RFID TAG - RECTANGULAR - BLANK LABEL - Ultra-Read Rectangular, R1 Adhesive, Rolled Out, Printable Matt paper face* *- Antenna: 45x76 mm/1.77x2.99 inches | AL | SLI*x*2 1024 bit* *- Lifetime Warranty* *** PACKAGE: 4 rolls of 1,500/roll typical *****	Main	$0.12	$6,120.00
6,000	**RFID-TAG-U DVDBL SLIX2** *RFID TAG -DVD XR - BLANK LABEL - Ultra-Read Advanced Media Tag, R1 Adhesive, Rolled Out* *Antenna: 110 mm/4.33 inches | AL | SLIX2 1024 bit* *- Printable clear face.* *- Lifetime Warranty** *** PACKAGE: 3 rolls of 1,000/roll typical *****	Main	$0.46	$2,760.00
6,000	**RFID-TAG-U HubBL SLIX2** *RFID TAG - HUB ROUND - BLANK LABEL _ Ultra-Read Media Hub Tag, R1 Adhesive, Rolled Out* *- Antenna: 34 mm/1.3 inches | AL SLIX2 1024 bit* *- Printable Opaque Matt face.* *- Lifetime Warranty** *** PACKAGE: 2 rolls of 2,000/roll typical *****	Main	$0.19	$1,140.00
1	**PS-RFID-ISV** *RFID INITIAL SITE VISIT for new RFID Libraries for Training, Pre-Installation and a Site Survey* *Introduction to RFID, Encoding/Tagging/Technical Services Training, Encoding System Setup and Site Survey "* *Includes services and first day travel expense.*		$1,975.00	$1,975.00

This information is confidential and proprietary to EnvisionWare, Inc.

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Quotation

US-62752

1/15/2021

Qty	Item / Description	Ship To	Unit Price	Amount
	Subtotal			$11,995.00
	Description ********** *The following items are for the the rfid equipment. One set of wide single aisle gates, sw for those gates, 1 counter top Self-Service unit, 3 staff/ circulation stations and Coin & Bill Acceptor.* **********			
1	**RFID-GATE 3D-WA-U 1-Wide Aisle** *TRANSPARENT RFID GATE WITH RADAR PEOPLE COUNTER - EXTRA WIDE AISLE WIDTH* *Two pedestals support a single aisle width of 63 inches/1600mm.* *High accuracy, multi-dimension detection; Transparent Acrylic blends with every decor;* *auto-tuning; Visual and Audible alarms plus Ethernet integration to Branch Manager software. Internal radar technology people counter for directional accuracy.* *Lead time: 6 weeks*	Main	$6,695.00	$6,695.00
1	**EBM-SLE SW** *ENVISIONWARE BRANCH MANAGER (EBM) - SMALL LIBRARY EDITION - Email checkout receipts, send staff alerts for low paper, offline and related conditions for self-service stations, provides gate alerts and patron counts when used with a gate radar module.* *+ REQUIRES: (1) ILS SIP2 Connection*	Main	$995.00	$995.00
1	**SSC-X11-CPS#-BK-BK** *X11 Countertop - Portrait Display Software Included* *21.5" Touch Screen Display* *Windows 10 Pro* *Integrated Receipt Printer* *1D/2D Smartphone-ready barcode scanner* *DeskPad RFID Reader/Antenna* *10 ft Ethernet Cable / 6 ft Power Cord* *OneStop software* *RFID Software Suite*	Main	$4,500.00	$4,500.00
4	**RFID Staff Station (*DeskPadS#)** *RFID STAFF & TECH SERVICES STATION HW/SW PACKAGE includes DeskPad shielded RFID Antenna/Reader kit with USB cable, ferrites and mounting hardware plus RFID Software Suite. Suite integrates with circulation clients and provides encoding/query application.* *##REQUIREMENTS##* *USB and power connection* *Windows PC with network connection* *Native circ client integration: Polaris: RFID API | Sierra: Item Status API | Symphony: No added requirement* *Semi integration: All other ILS platforms*	Main	$590.00	$2,360.00

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Quotation

US-62752

1/15/2021

Qty	Item / Description	Ship To	Unit Price	Amount
1	**CBA-VX/N *USD-3T BL** *ENVISIONWARE COIN/BILL ACCEPTOR - US Dollar Network-connected system with X-connect for Copy Payment Manager. 3-tube system supports .05/.10./.25/.50 coins and 1/5/10/20 dollar bills. Standard color: Black (putty optional)* **** SPECIFY COPIER **** *Manufacturer:* *Model:* *Color: Black*	Main	$3,295.00	$3,295.00
	Subtotal			$17,845.00
	Description ********** *The following items are related to the rfid inventory system.* **********			
1	**RFID-Tablet10ES#-U** *MOBILE TABLET FOR INVENTORY AND STAFF MOBILITY AND OUTREACH* *10" Battery operated Mobile Tablet* *Detachable keyboard* *Windows 10* *(1) USB Connection for optional USB RFID Reader* *(1) MicroUSB; (1) SD Slot* *Wi-Fi for Internet, Network and RFID-Wi-Fi Inventory Reader* *6.9 x 10.4 x .7 in / 175 x 264 x 17 mm | 2.2 lbs / 1kg* *4GB RAM / 64GB SSD : Zippered Case* *INCLUDED SOFTWARE: Inventory Manager and RFID Software Suite*	Main	$1,440.00	$1,440.00
1	**RFID-READER-WiFi-U** *WI-FI RFID BLADE READER/ANTENNA* *Operates as a Wi-Fi Access Point or in Client mode. Battery operates 8 hours at 1.5w and 4 hours at 4 watts reader power. One of the most powerful handheld readers available.* *Dimensions: 460 x 260 x 27mm / 18.1 x 10.23 x 1 inches]. The blade is 1.5mm / .06 in thick.* *21 ounces including system with battery.* *++ Requires RFID Software Suite/Inventory Manager*	Main	$2,495.00	$2,495.00
	Subtotal			$3,935.00
	Description ********** *The following items for the Copy Payment Manager product. With this system your patrons will be able to utilize the Coin & Bill Acceptor for the payment of printing, copying and F&F.*	Main		

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Quotation

US-62752

1/15/2021

Qty	Item / Description	Ship To	Unit Price	Amount
1	**CPM Bldg [1st]** *COPY PAYMENT MANAGER [First Building] - Software for kiosk-based payment of copies via cash (vending), account (ILS or MySQL) and Credit Card. Launch from Copy Payment Manager menu, Launch Command or OneStop. Install on local Windows Pro Desktop or on a Windows Server for enterprise management.* *+ Required: CBA-VX Coin/Bill Acceptor, X11-V Vending Kiosk, or, for customers with CBA-V, a CBA-V to VX upgrade kit* *+ CBA-V Series Copier Cable* *+ ECS-SelfServ eCommerce Software* *+ Card Terminal subscriptions are quoted separately*	Main	$595.00	$595.00
1	**CBA-V/VX/N-U COPIER-CABLE** *ENVISIONWARE CBA VX/N COPIER CABLE - Connects an EnvisionWare Series VX/N Coin/Bill Acceptor to a Copier* **** SPECIFY COPIER **** *Manufacturer: Konica Minolta* *Model: F097659*	Main	$149.00	$149.00
1	**ECS-SelfServ Bldg [1st]** *ENVISIONWARE ECOMMERCE SERVICES SELF SERVICE WEB AND TERMINAL SYSTEM [1st Building] Software for Web, Kiosk Transactions and Terminal-based payment. Payment methods include cash, vending, accounts and credit cards. Web can be used by patrons for fine payment and account revalue.* *Terminals can be integrated with OneStop Self Checkout stations, Self Service Kiosks (Launch Command), Library Document Station, Print Release Terminals, Polaris Staff Clients and Polaris ExpressCheck.* *+ Required: Windows server and SSL certificate.* *+ Required for Millennium and Sierra: EW PTS and III Fines Payment Web Service (118FP-WS)* *+Card Terminal subscriptions are quoted separately*	Main	$1,995.00	$1,995.00
	Subtotal			$2,739.00
	Description ********** *The following items are related to installation of the equipment and software.* **********	Main		

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Quotation

US-62752

1/15/2021

Qty	Item / Description	Ship To	Unit Price	Amount
1	**PS-PM-BLDG** *ENVISIONWARE COLLABORATIVE PROJECT SERVICES -- PER BUILDING* ** Includes installation of all products ordered or guidance to install items as part of a single project/trip on a per building basis. EnvisionWare generally installs management or host components and trains customers in the deployment of Client modules.* ** A Statement of Work (SOW) will be developed collaboratively which defines the responsibilities of EnvisionWare and your staff and includes consulting services, planning, installation, training and acceptance criteria.* *++ This price does not include any of the fixed travel costs (Continental US) or billed expenses (Outside USA) items when onsite services are requested.*		$1,000.00	$1,000.00
1	**PS-EXPFF-U 1st Day** *ENVISIONWARE PROFESSIONAL SERVICES - FLAT FEE FOR EXPENSES - First of Every Five Days Onsite. No partial days.*		$975.00	$975.00
1	**PS-EXPFF-U Additional Day** *ENVISIONWARE PROFESSIONAL SERVICES - FLAT FEE FOR EXPENSES - Additional Days After First. Maximum (4) additional days before an additional First day is required.*		$250.00	$250.00
	SUBTOTAL Services *SUBTOTAL for EnvisionWare Professional Services*			$2,225.00
	Description *Annual Support & Maintenance;* *yr 1 ..... $0 warranty* *yr 2 .....$ 3,122.73* *yr 3 .....$ 3,122.73* *yr 4 ..... $ 3,122.73* *yr 5 .....$ 3,122.73*	Main		

	Subtotal	$38,739.00
Freight charges are estimated; actual charges will be billed.	**Freight**	$1,186.79
Send your purchase order or email confirmation to: **EMAIL**: orders@envisionware.com | **FAX**: +1 678.382.6501	**Total Tax**	$0.00
Standard terms and conditions apply: http://system.envisionware.com/terms	**PST-CA**	
	Total	**$39,925.79**

This information is confidential and proprietary to EnvisionWare, Inc.

Additional Requirements:

- Self-service kiosk, RFID readers, gates, inventory management and remote lockers must be supported through the same vendor with existing SIP2 connection with current integrated library management (ILS) system software
- Must be compatible with anticipated ILS upgrade
- System must communicate with existing PC management software and existing Konica Minolta multifunction copy machine to enable patron control of print, copy and payment features
- Payment method must be patron controlled and accept coin and cash with ability to upgrade for debit and credit card acceptance
- System must collect data necessary for financial and statistical reporting
- Must allow conversion software to be temporarily installed on existing hardware for staff to convert inventory without leasing unnecessary equipment
- Firm must provide on-site, hands-on training for conversion and implementation

CITY OF CRESTVIEW

Item # 10.4.

Staff Report

CITY COUNCIL MEETING DATE: February 8, 2021
TYPE OF AGENDA ITEM: Purchase / Contract

TO:	Mayor and City Council
CC:	City Manager, City Clerk, Staff and Attorney
FROM:	
DATE:	2/8/2021
SUBJECT:	Approval to Engage Panhandle Engineering & Construction Inc.

BACKGROUND:

Earlier this year, the City Council approved an agreement with Mr. Don Dewrell for the purchase of a piece of property, the annexation of several of Mr. Dewrell's properties and improvements to the traffic light at State Road 85 at Garden Street.

DISCUSSION:

For the last several weeks, staff has been working with the FDOT to design and permit improvements to the traffic signal located at State road 85 and Garden Street. After several conversations with the department and a review of the current workload of staff, the Public Services Director and the City Manager decided that engaging a company that specializes in the permitting of such improvements was in the best interest of the project.

Panhandle Engineering & Construction specializes in this type of permit process and has provided a task order to the City to complete all the necessary work to obtain the permit.

Staff is asking that the City Council waive the purchasing policy for completing a request for proposals. This waiver will expedite the process and allow the City to move forward with the improvement in time to accommodate potential development.

The waiver is for the initial research, testing and permitting. The design of the improvements will be by proposal at a later date.

GOALS & OBJECTIVES

This item is consistent with the goals in A New View Strategic Plan 2020 as follows;
Foundational- these are the areas of focus that make up the necessary foundation of a successful local government.
Financial Sustainability- Achieve long term financial sustainability

Organizational Capacity, Effectiveness & Efficiency- To efficiently & effectively provide the highest quality of public services

Infrastructure- Satisfy current and future infrastructure needs

Communication- To engage, inform and educate public and staff

Quality of Life- these areas focus on the overall experience when provided by the city.
Community Character- Promote desirable growth with a hometown atmosphere

Safety- Ensure the continuous safety of citizens and visitors

Mobility- Provide safe, efficient and accessible means for mobility

Opportunity- Promote an environment that encourages economic and educational opportunity

Play- Expand recreational and entertainment activities within the City

Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

The funding for this project will come from undesignated 1/2 cent sales tax proceeds.

RECOMMENDED ACTION

Staff respectfully requests that the City Council waive the purchasing policy and approve the attached task order for the permitting of improvements to the intersection at SR 85 and Garden st.

Attachments

1. PECS Task Order

Panhandle Engineering & Construction Inc.

Mr. Wayne Steele
Public Services Director
City of Crestview Public Services Department
715 N Ferdon Blvd
Crestview, FL 32536

February 3, 2021

RE: State Road 85 at Garden Street Intersection
Traffic Analysis Requirements and Scope

Dear Mr. Steele,

Thank you for the opportunity to provide a proposal for traffic engineering services related to the analysis of the State Road (SR) 85 at Garden Street intersection within the City of Crestview. It is our understanding that a fourth leg is desired at this intersection currently owned and maintained by the Florida Department of Transportation (FDOT). In accordance with Florida Administrative Code (F.A.C.) Rule 14-96, a traffic study is likely required at this location conforming to the FDOT standards of practice. At this time, FDOT requires an Intersection Control Evaluation (ICE) be performed at any intersection with FDOT R/W undergoing a "major" modification, which this planned modification qualifies as. This requirement also satisfies the traffic study requirements of F.A.C 14-96.005(4)(e) for all connection categories.

Please note that Intersection Control Evaluations include analysis of an uncertain number of alternatives for an intersection modification. Considering the traffic study requirements of F.A.C. 14-96, the procedures outlined in the FDOT ICE Manual, and the existing operations of the subject intersection, it is anticipated that a two-stage review will be necessary with less than three viable analysis alternatives. Typical staff hour ranges for a two-stage analysis are generally from 120-340 hours not including traffic data collection. In this case, it is believed that the analysis requirements will conform more closely to the lower end of this range.

Based on our conversations regarding this location, please find attached a proposed scope of services and price proposal document for your review and acceptance. Please review this proposal and scope at your convenience and feel free to contact me anytime with questions. If you agree to the stated scope and fee, please sign, and return to me along with an assigned contract reference number, which PECS will use to issue a certificate of insurance for this project naming the City as additionally insured.

Thank you again for the opportunity to discuss this location and our services with you.

Sincerely,

John Fielding, PE, PTOE
Project Manager
Panhandle Engineering & Construction, Inc. | PECS
jfielding@pecscorp.com
(850) 526-2291
(850) 819-4207 – cell

cc: Howard Hodge, III, PE (PECS)
William Barber, PE (PECS)

Attachments (2):
1- Proposed Scope of Services and Work Authorization
2- Panhandle Engineering & Construction, Inc. (PECS) W-9 Form

Panhandle Engineering & Construction Inc.

CITY OF CRESTVIEW PUBLIC SERVICES DEPARTMENT
PROFESSIONAL TRAFFIC ENGINEERING SERVICES
FOR TRAFFIC OPERATIONAL ANALYSIS

I. Project Description

The intersection of State Road (SR) 85 at Garden Street in Crestview, Florida, is proposed to be expanded. The existing intersection consists of a three-leg, signalized intersection. The proposed modification plans to expand the intersection to include the fourth approach. The purpose of the analysis is to provide recommendations for intersection geometry and operations consistent within the corridor and the current standard of practice.

II. Scope of Services

TASK 1 – DATA COLLECTION: Turning movement counts will be obtained at the subject intersection for use in analysis. These counts will be collected over a fourteen-hour period covering morning, mid-day, and afternoon peak periods under normal operating conditions. The count day will occur on a mid-week day (Tuesday, Wednesday, or Thursday) with local schools in normal operation. The county will include all traffic volume including vehicular, bicycle, and pedestrian modes. Raw count information will be maintained by PECS and provided upon request.

TASK 2 – TRIP GENERATION: PECS will review the land use zoning and available development information for the southern portion of the Crestview Commerce Park area (Parcels 04-3N-23-1840-0010-0010 and 04-3N-23-0000-0025-0110). An estimate of trip generation potential for daily traffic, AM Peak, and PM Peak hours will be described based on the Institute of Transportation Engineers (ITE) Trip Generation Manual, 10th Edition. This information will be provided in a summary memo to the CITY along with supporting calculations. This information is required to satisfy the requirements of F.A.C. 14-96.004(1).

TASK 3 – OPERATIONAL ANALYSIS: PECS will provide an analysis of a planned fourth-leg connection at the subject intersection for the purpose of determining appropriate intersection geometry and operations as required to obtain construction permits from the Florida Department of Transportation (FDOT). The analysis will be performed in accordance with the FDOT Intersection Control Evaluation (ICE) requirements and published manuals as well as the Highway Capacity Manual, 6th Edition (HCM6). The operational analysis will be summarized in report form, including supporting calculations and analyses, and provided for review at the DRAFT and FINAL stages. The following information is anticipated to be required to meet the FDOT driveway connection permitting requirements established in F.A.C. Rule 14-96 and the FDOT ICE Manual:

1. Existing Traffic
2. Trip Generation Potential
3. Projected future traffic conditions
4. Safety analysis and review
5. Conceptual connection plan
6. ICE forms stages 1 & 2
7. Summary information regarding measures of effectiveness (MOE's)
8. Matrix comparison of intersection alternatives
9. Recommendations

This information will be compiled for use in obtaining necessary permits from FDOT and in further development of roadway designs and construction documents.

TASK 4 – MEETINGS: PECS anticipates that coordination meetings will be necessary with stakeholders to adequately address FDOT analysis requirements. The following key meetings are anticipated and accounted for in the proposed compensation:

1. Project kick-off meeting with City
2. Land use coordination meeting with City and/or land holders
3. Pre-application meeting with FDOT
4. Analysis review meeting with City and/or FDOT
5. Project results and final recommendations meeting

PECS will provide staff at each meeting either virtually or in-person as determined by the CITY and/or meeting participants. PECS staff will present information regarding progress, needed information, and recommended actions. The CITY will be responsible for providing contact information for desired attendees. Upon approval by the CITY, PECS will coordinate a pre-application meeting with FDOT local operations staff regarding the analysis requirements.

TASK 5 – CONCEPTUAL PERMIT APPLICATION

The intended outcome of the project will be conceptual approval of the planned work by FDOT. A final permit cannot be issued without detailed design and construction documents. Rather, the conceptual permit application is intended to gain acceptance by FDOT staff to efficiently develop a detailed design for construction permitting. PECS will coordinate permitting requirements with FDOT.

III. Deliverables

1. Trip General Memo
2. Traffic Operational Analysis
3. FDOT Permitting Package

All deliverables will be provided in DRAFT form for CITY approval and/or signature prior to any FINAL version or submission to FDOT. All documents will be provided in digital, PDF, format and available as a hard copy upon request.

IV. Items to be furnished by City

The CITY shall provide, to the extent practical, the following key information:

1. Designate a City representative as the contract manager and point-of-contact.
2. Planned development information for study area land use.
3. Conceptual routing and connections for the planned fourth-leg connection.
4. Contact information for meeting attendees and key stakeholders determined by the CITY.
5. Notarized letter of authorization for PECS to act on behalf of the CITY in FDOT permitting.
6. Any other information deemed by the CITY to be relevant in addressing project and permitting requirements.
7. Review and comment of documents within two weeks of receipt of DRAFT submittals.

V. Schedule

The period of performance for these services will begin upon Notice to Proceed from the CITY and continue until thirty (30) days following conceptual permit approval from FDOT or upon an agreed termination date from both parties. The following project schedule is anticipated:

- TASK 1 ..... 30 days from NTP
- TASK 2 ..... 30 days from NTP
- TASK 3 ..... 90 days from NTP
- TASK 4 ..... Continuous throughout project life
- TASK 5 ..... 120 days from NTP

The above noted items of performance are not, however, a warranty or guarantee that the noted services will be completed within such period.

VI. Compensation

The services listed above will be provided for a Lump Sum fee billed monthly by percent of completion. The proposed fee is inclusive of reimbursable, non-labor expenses required to produce the deliverables outlined in the scope. Any other deliverables not specifically defined shall be negotiated separately. The following breakdown of the Lump Sum fee is proposed:

- TASK 1 ..... $2,000
- TASK 2 ..... $500
- TASK 3 ..... $14,500
- TASK 4 ..... $1,500

TOTAL LUMP SUM FEE $18,500

Progress payments shall be made monthly and are due within thirty (30) days of invoice. Any additional services beyond those listed in the scope outlined herein will be negotiated separately and approved by both parties prior to initiating any work.

VII. Other Provisions

The services described in this scope do not include any detailed design work, conceptual design, or topographical survey information. Construction documents are not included in the scope of services for this contract.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be executed in duplicate and sealed on the dates noted below.

PANHANDLE ENGINEERING & CONSTRUCTION, INC.

By: _____
John Fielding, PE
Title: Project Manager

Date: 02/04/21

CITY OF CRESTVIEW, FLORIDA

By: _____
Tim Bolduc
Title: City Manager

Date: _____

Attest:

_____
Elizabeth Roy, City Clerk

Approved as to Substance:

By: _____
Wayne Steele, Director of Public Services

Date: _____

City assigned Contract Reference No.:_____

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Panhandle Engineering & Construction, Inc.

2 Business name/disregarded entity name, if different from above
PECS

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☑ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any) _____
Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
4277 Lafayette Street

Requester's name and address (optional)

6 City, state, and ZIP code
Marianna, FL 32446

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number
[ ][ ][ ] - [ ][ ] - [ ][ ][ ][ ]

or

Employer identification number
4 5 - 2 8 4 6 2 7 5

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ Haley Russell Date ▶ 1-4-2021

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 02/05/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Richard Miller	
Rogers Insurance Agency 1396 JACKSON AVENUE P.O. BOX 430 CHIPLEY FL 32428	PHONE (A/C, No, Ext): (850) 638-1805	FAX (A/C, No): (850) 638-7255
	E-MAIL ADDRESS: ricky@riachipley.com	

INSURED	INSURER(S) AFFORDING COVERAGE	NAIC #
Panhandle Engineering & 4277 Lafayette St Marianna FL 32446-8235	INSURER A: Southern-Owners Insurance Company	10190
	INSURER B: Owners Insurance Company	32700
	INSURER C: Houston Casualty	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** CL2092402370 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [ ] PRO-JECT [ ] LOC OTHER:	Y		78295306	09/27/2020	09/27/2021	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG Premises/Operations	$ 1,000,000 $ 300,000 $ 10,000 $ 1,000,000 $ 3,000,000 $ 3,000,000 $
B	AUTOMOBILE LIABILITY [X] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY	Y		4929530601	07/23/2020	07/23/2021	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) PIP-Basic	$ 1,000,000 $ $ $ $ 10,000
A	[X] UMBRELLA LIAB [ ] OCCUR EXCESS LIAB [ ] CLAIMS-MADE DED [X] RETENTION $ 10,000	Y		4929530603	09/27/2020	09/27/2021	EACH OCCURRENCE AGGREGATE	$ 2,000,000 $ 2,000,000 $
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N: Y If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		78072481	08/08/2020	08/08/2021	[ ] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 1,000,000 $ 1,000,000 $ 1,000,000
C	Professional Liability			HCC2067685	09/27/2020	09/27/2021	$2,000,000 Per Claim $10,000 Per Claim	$2,000,000 Agg Deductible

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate Holder is Additional Insured per Written Contract.

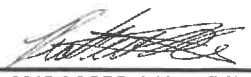
CERTIFICATE HOLDER

City of Crestview
715 N Ferdon Blvd
Crestview FL 32536

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



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