

**Special Use Application: SU-SCH 24-0622**

**LUHO Meeting Date:** July 29, 2024

**Case Reviewer:** Jared Follin



**Hillsborough County Florida**

**Development Services Department**

**1.0 APPLICATION SUMMARY**

**Applicant:** Sisters of Jesus the High Priest Corporation

**Zoning:** RSC-4

**FLU Category:** RES-4

**Service Area:** Urban

**Site Acreage:** 3.13

**Community Plan Area:** Seffner Mango

**Overlay:** None

**Special District:** None

**Request:** Special Use Permit for Private School

**Location:** 5231 579 Highway, Seffner, FL 33584 (Folio #64305.0000)



**Request Details:**

This is a request to obtain a Special Use Permit to construct a private school (K-12) for up to 40 students to serve children with learning disabilities.

A church convent exists on the subject site within the existing 5,000 square foot building. A dormitory for the convent is also proposed within the school building to accommodate up to 15 religious order residents (nuns).

Setbacks:	Proposed Setbacks	Proposed Buffer/Screening
North	7.5'	10' Type A
South	7.5'	10' Type A
East	25'	10' Type A
West	25'	10' Type A

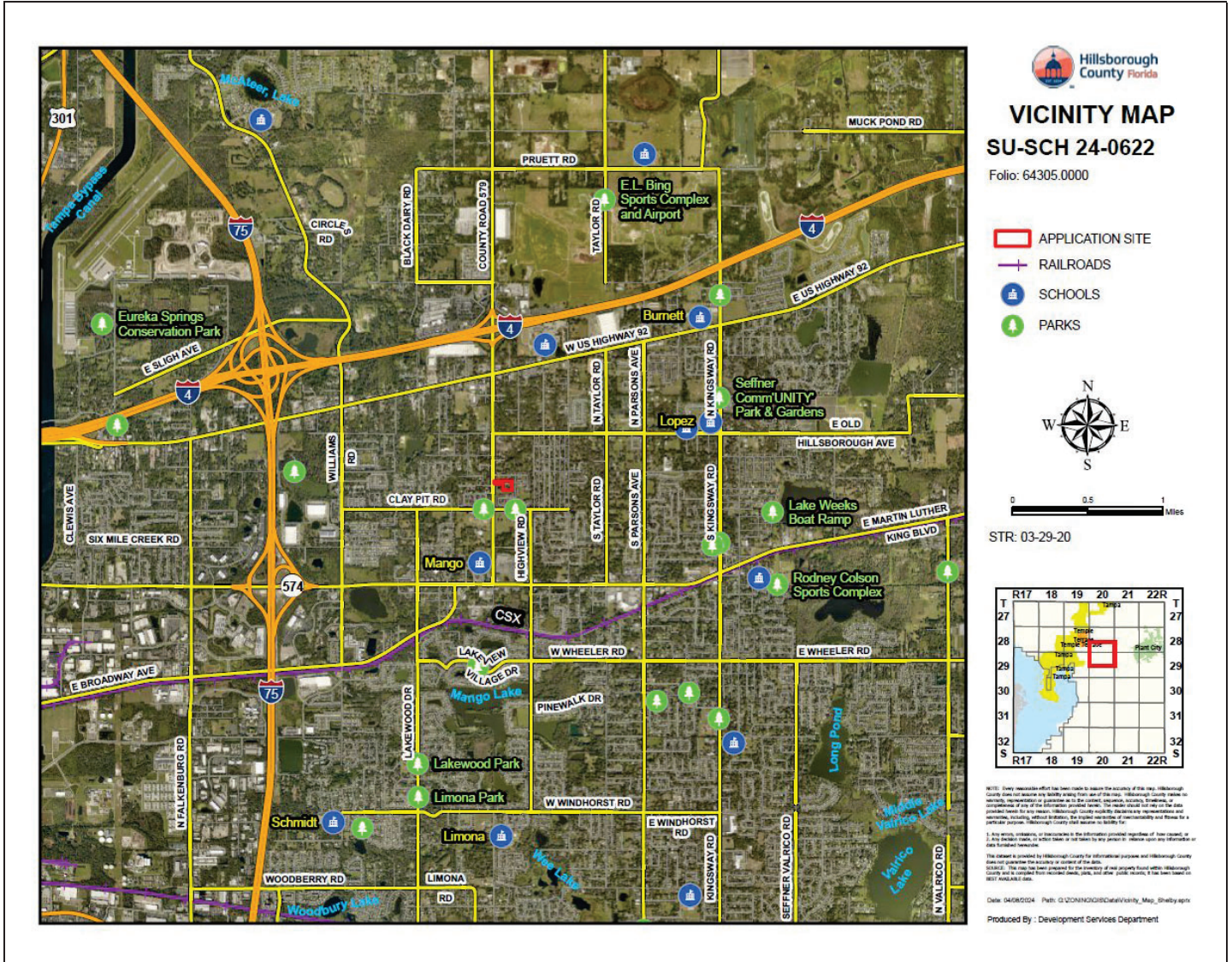
**Additional Information:**

Waiver(s) to the Land Development Code	None requested as part of this application.
Variances(s) to the Land Development Code	None requested as part of this application.

<b>Planning Commission Recommendation:</b> Consistent	<b>Development Services Recommendation:</b> Approvable, Subject to Conditions
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## 2.0 LAND USE MAP SET AND SUMMARY DATA

### 2.1 Vicinity Map

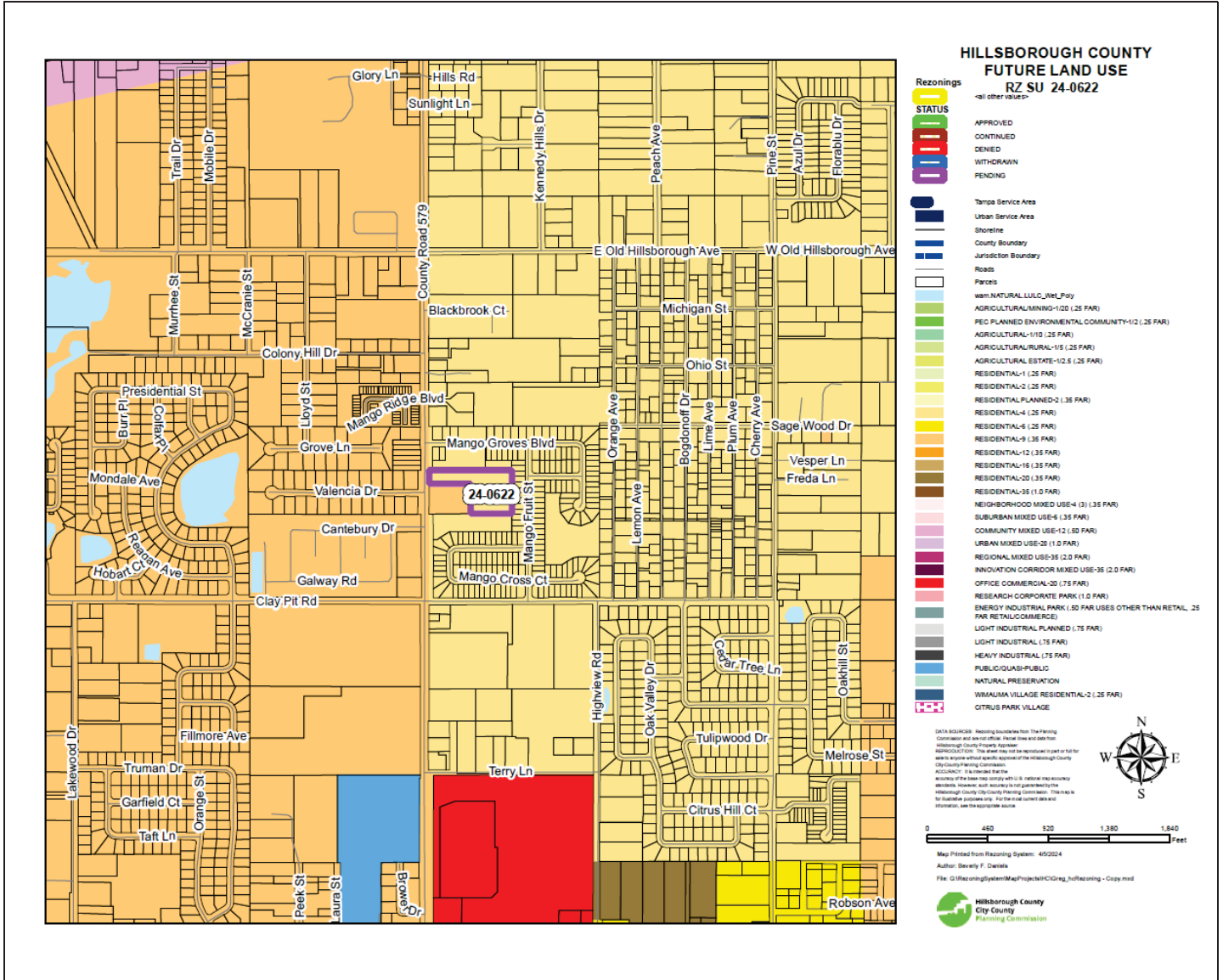


#### Context of Surrounding Area:

The subject property is located in a predominately residential area within the Seffner Mango Community Plan Area. Adjacent properties all contain residential uses or are zoned for residential. A planned development neighborhood is located to the east, south and north, while a vacant property lies to the west. Across the frontage road, County Road 579, more residential uses can be found.

2.0 LAND USE MAP SET AND SUMMARY DATA

2.2 Future Land Use Map

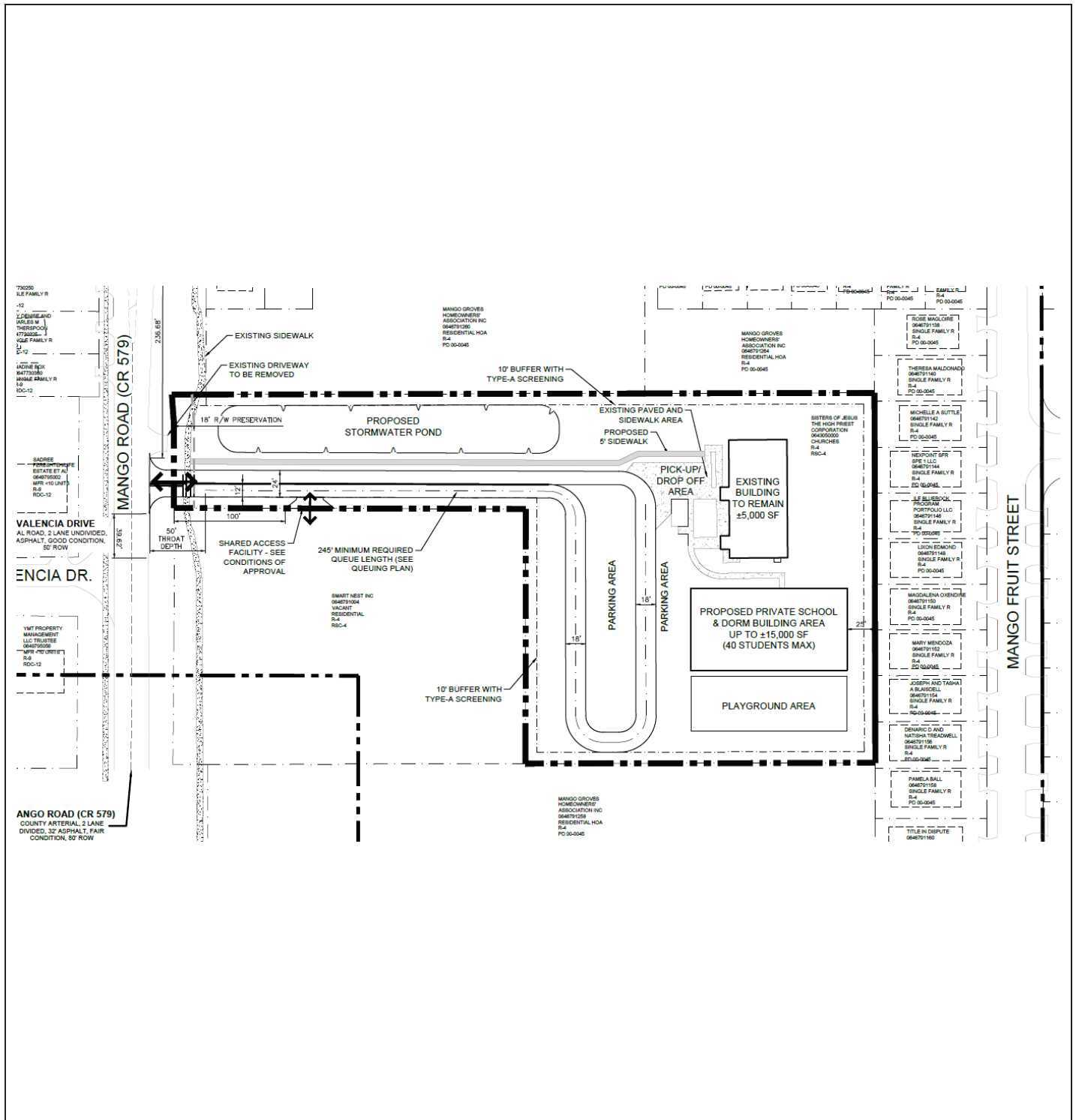


Subject Site Future Land Use Category:	RES-4
Maximum Density/F.A.R.:	4.0 dwelling units per gross acre
Typical Uses:	Residential, suburban scale neighborhood commercial, office uses, and multi-purpose projects. Non-residential uses shall meet locational criteria for specific land uses.



### 2.0 LAND USE MAP SET AND SUMMARY DATA

### 2.4 Proposed Site Plan (partial provided below for size and orientation purposes. See Section 8.0 for full site plan)



**3.0 REQUESTED WAIVERS TO LDC SECTION 6.11.XX (IF APPLICABLE)**

Requested Waiver - NA	Result

Justification:

Requested Waiver - NA	Result

Justification:

**4.0 REQUESTED VARIANCES (IF APPLICABLE)**

LDC Section:	LDC Requirement:	Variance:	Result:
NA			

\*The applicant has provided variance criteria responses with their application. The hearing officer will be required to make a separate decision on each variance in conjunction with the subject Special Use application.

**5.0 TRANSPORTATION SUMMARY (FULL TRANSPORTATION REPORT IN SECTION 9.0 OF STAFF REPORT)****Adjoining Roadways (check if applicable)**

Road Name	Classification	Current Conditions	Select Future Improvements
CR 579	County Arterial - Rural	2 Lanes <input checked="" type="checkbox"/> Substandard Road <input type="checkbox"/> Sufficient ROW Width	<input checked="" type="checkbox"/> Corridor Preservation Plan <input type="checkbox"/> Site Access Improvements <input type="checkbox"/> Substandard Road Improvements <input type="checkbox"/> Other

**Project Trip Generation**

	Average Annual Daily Trips	A.M. Peak Hour Trips	P.M. Peak Hour Trips
Existing	54	2	4
Proposed	99	32	21
Difference (+/1)	+99	+32	+21

\*Trips reported are based on net new external trips unless otherwise noted.

**Connectivity and Cross Access**

Project Boundary	Primary Access	Additional Connectivity/Access	Cross Access	Finding
North		None	None	Meets LDC
South		Vehicular & Pedestrian	None	Meets LDC
East		None	None	Meets LDC
West	x	None	None	Meets LDC
Notes:				

**Design Exception/Administrative Variance**

Road Name/Nature of Request	Type	Finding
CR 579/Substandard Roadway	Administrative Variance Requested	Approvable
CR 579/Spacing	Administrative Variance Requested	Approvable
Notes: Shared Access provided to adjacent parcel on CR 579.		

**6.0 ADDITIONAL SITE INFORMATION & AGENCY COMMENTS SUMMARY**

<b>INFORMATION/REVIEWING AGENCY</b>				
<b>Environmental:</b>	<b>Comments Received</b>	<b>Objections</b>	<b>Conditions Requested</b>	<b>Additional Information/Comments</b>
Environmental Protection Commission	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	No wetlands on property
Natural Resources	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Conservation & Environ. Lands Mgmt.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Check if Applicable: <ul style="list-style-type: none"> <li><input type="checkbox"/> Wetlands/Other Surface Waters</li> <li><input type="checkbox"/> Use of Environmentally Sensitive Land Credit</li> <li><input type="checkbox"/> Wellhead Protection Area</li> <li><input type="checkbox"/> Surface Water Resource Protection Area</li> <li><input type="checkbox"/> Potable Water Wellfield Protection Area</li> <li><input type="checkbox"/> Significant Wildlife Habitat</li> <li><input type="checkbox"/> Coastal High Hazard Area</li> <li><input type="checkbox"/> Urban/Suburban/Rural Scenic Corridor</li> <li><input type="checkbox"/> Adjacent to ELAPP property</li> <li><input type="checkbox"/> Other _____</li> </ul>				
<b>Public Facilities:</b>	<b>Comments Received</b>	<b>Objections</b>	<b>Conditions Requested</b>	<b>Additional Information/Comments</b>
<b>Transportation</b> <input checked="" type="checkbox"/> Design Exc./Adm. Variance Requested <input type="checkbox"/> Off-site Improvements Provided	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	See Report
<b>Service Area/ Water &amp; Wastewater</b> <input checked="" type="checkbox"/> Urban <input type="checkbox"/> City of Tampa <input type="checkbox"/> Rural <input type="checkbox"/> City of Temple Terrace	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Hillsborough County School Board</b> Adequate <input type="checkbox"/> K-5 <input type="checkbox"/> 6-8 <input type="checkbox"/> 9-12 <input checked="" type="checkbox"/> N/A Inadequate <input type="checkbox"/> K-5 <input type="checkbox"/> 6-8 <input type="checkbox"/> 9-12 <input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Impact/Mobility Fees</b> NA				
<b>Comprehensive Plan:</b>	<b>Comments Received</b>	<b>Findings</b>	<b>Conditions Requested</b>	<b>Additional Information/Comments</b>
<b>Planning Commission</b> <input type="checkbox"/> Meets Locational Criteria <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Locational Criteria Waiver Requested <input type="checkbox"/> Minimum Density Met <input checked="" type="checkbox"/> N/A	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Inconsistent <input checked="" type="checkbox"/> Consistent	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	



## 7.0 IMPLEMENTATION RECOMMENDATIONS

### 7.1 Compatibility

The applicant is proposing to establish a private school to serve up to 40 children with learning disabilities. A new 15,000 square foot building is proposed to be constructed for the private school. Currently, an existing 5,000 square foot building houses a church convent. The new facility will also be utilized as a dormitory for up to 15 residents, limited to religious order (nuns) only.

The location for the proposed private school is surrounded primarily by residential and community supporting uses. The residential nature of the area provides an appropriate location for schools and other non-residential community uses. The subject property has direct access to County Road 579, a County arterial roadway, in compliance with LDC Sec. 6.11.88.A.

LDC Section 6.06.06 requires a 10-foot buffer with Type A screening along the north, south, east, and the west property boundary where adjacent to folio 64679.1004. The submitted site plan shows the required buffer and screening in accordance with this regulation. The buffer and screening will minimize any potential impact to surrounding residential properties. On the adjacent property to the south of the proposed school area, a large, platted drainage easement area, 137 feet wide provides additional buffering to the residentially developed properties to the south. Proposed playground area is located a minimum of 25 feet from adjacent property lines to south and east and will not be illuminated. No extracurricular events are proposed for the proposed school.

Development Services staff find no issues with the proposed private school and do not foresee any negative impacts to the surrounding residential uses.

### 7.2 Recommendation


Based on the above, staff finds the proposed K-12 private school compatible with the mixture of residential uses in the area and approvable, subject to conditions.

## 8.0 PROPOSED CONDITIONS

**Approval** - Approval of the request, subject to the conditions listed below, is based on the general site plan submitted on July 3, 2024.

1. The development shall be limited to a 15,000 square foot private school for up to 40 students and a church convent with a dormitory for up to 15 residents limited to religious order only.
2. Development Standards shall be in accordance with the requirements of the RSC-4 zoning district standards of the Land Development Code and buildings shall be located within the building footprints shown on the site plan.
3. The playground shall be located as shown on the site plan. No illumination of the playground area shall be permitted.
4. Buffering and screening shall be required as shown on the site plan.
5. The project shall be permitted a single access connection to County Road 579 (Mango Rd.).
6. The project access connection shall provide a shared access facility to folio #64979.1004 as shown on the Special Use site plan. Prior to issuance of certificate of occupancy for the school, the developer shall record in the official records of the Hillsborough County Clerk of Court an access easement, construction easement and any other easements necessary that permit the developer of the adjacent properties to construct required vehicular and pedestrian access/cross-access connection(s) within the Shared Access Facility upon redevelopment of the adjacent property; and allow access to CR 579 with a minimum width necessary to accommodate both vehicular and pedestrian traffic.
7. If SU 24-0622 is approved, the County Engineer will approve the Section 6.04.02.B. Administrative Variance (dated June 12, 2024) to meet the requirements of the Hillsborough County Land Development Code (LDC) Section 6.04.03.L, which was found approvable on July 1, 2024. Approval of this Administrative Variance will waive the substandard roadway improvements on CR 579 (Mango Rd) in association with the proposed development.
8. If SU 24-0622 is approved, the County Engineer will approve the Section 6.04.02.B. Administrative Variance (dated June 12, 2024), which was found approvable on July 1, 2024. Approval of this Administrative Variance will permit reduction of the minimum access spacing (between the CR 579 (Mango Rd.) project access and the intersection of Valencia Dr. and CR 579 +/-39 feet to the south and the intersection of Mango Groves Blvd and CR 579 +/-236 feet to the north such that proposed project access connection shall be permitted.
9. Access management, vehicle queuing, and staff placement shall occur consistent with the Private School Circulation Plans (submitted 07/03/2024), as applicable. Modifications to these plans may be permitted as approved by Hillsborough County Public Works.
10. Annually, at the beginning of each school year during the fourth week of class, the school shall conduct traffic monitoring to assess the sufficiency of queuing both on-site and off-site at the project access points. Such report shall be submitted to the Hillsborough County Development Services and Public Works Departments. The monitoring requirement shall remain in effect for one (1) year beyond the time the total enrollment reaches 40 students.

- a. In the event that significant off-site queuing of vehicles at arrival or dismissal times is found, the school shall be required to submit corrective measures, which could include (but shall not be limited to) staggered arrival/departure times, police enforced traffic control, increasing and/or relocating on-site staff, and/or other revisions to the site and/or circulation plan which alleviates off-site queuing. Such revised plan(s) shall be subject to review and approval by Hillsborough County Public Works.
- 11. With the initial increment of development, the developer shall provide an on-site school event parking plan as required by LDC, Sec. 6.03.13.C. or obtain a variance from the County Land Use Hearing Officer.
- 12. Notwithstanding anything show on the site plan, internal pedestrian circulation shall comply with the County Land Development Code, Transportation Technical Manual, and ADA requirements at the time of site construction plan approval.
- 13. Notwithstanding anything herein or shown on the site plan or herein these conditions to the contrary, bicycle and pedestrian access may be permitted anywhere along the subject property boundaries.
- 14. Construction access shall be limited to those locations shown on site plan which are also proposed vehicular access connections. The developer shall include a note in each site/construction plan submittal which indicates same.
- 15. In the event there is conflict between a condition of approval, as stated herein, and any written or graphic notation on the general site plan, the more restrictive shall apply.
- 16. Development of the project shall proceed in strict accordance with the terms and conditions contained in this development order, the general site plan, the land use conditions contained herein, and all applicable rules, regulations and ordinances of Hillsborough County.

<b>Zoning Administrator Sign Off:</b>	 <small>Colleen Marshall Wed Jul 17 2024 17:18:16</small>
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**SITE, SUBDIVISION AND BUILDING CONSTRUCTION IN ACCORDANCE WITH HILLSBOROUGH COUNTY SITE DEVELOPMENT PLAN & BUILDING REVIEW AND APPROVAL.**

Approval of this re-zoning petition by Hillsborough County does not constitute a guarantee that the project will receive approvals/permits necessary for site development as proposed will be issued, nor does it imply that other required permits needed for site development or building construction are being waived or otherwise approved. The project will be required to comply with the Site Development Plan Review approval process in addition to obtain all necessary building permits for on-site structures.





**10.0 FULL TRANSPORTATION REPORT (see following pages)**

**AGENCY REVIEW COMMENT SHEET**

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TO: Zoning Technician, Development Services Department

DATE: 7/03/2024

REVIEWER: Richard Perez, AICP

AGENCY/DEPT: Transportation

PLANNING AREA/SECTOR: SM/Central

PETITION NO: SU 24-0622

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- This agency has no comments.
- This agency has no objection.
- This agency has no objection, subject to the listed or attached conditions.
- This agency objects for the reasons set forth below.

**CONDITIONS OF APPROVAL**

- The project shall be permitted a single access connection to County Road 579 (Mango Rd.).
- The project access connection shall provide a shared access facility to folio#64979.1004 as shown on the Special Use site plan. Prior to issuance of certificate of occupancy for the school, the developer shall record in the official records of the Hillsborough County Clerk of Court an access easement, construction easement and any other easements necessary that permit the developer of the adjacent properties to construct required vehicular and pedestrian access/cross-access connection(s) within the Shared Access Facility upon redevelopment of the adjacent property; and allow access to CR 579 with a minimum width necessary to accommodate both vehicular and pedestrian traffic.
- If SU 24-0622 is approved, the County Engineer will approve the Section 6.04.02.B. Administrative Variance (dated June 12, 2024) to meet the requirements of the Hillsborough County Land Development Code (LDC) Section 6.04.03.L, which was found approvable on July 1, 2024. Approval of this Administrative Variance will waive the substandard roadway improvements on CR 579 (Mango Rd) in association with the proposed development.
- If SU 24-0622 is approved, the County Engineer will approve the Section 6.04.02.B. Administrative Variance (dated June 12, 2024), which was found approvable on July 1, 2024. Approval of this Administrative Variance will permit reduction of the minimum access spacing (between the CR 579 (Mango Rd.) project access and the intersection of Valencia Dr. and CR 579 +/-39 feet to the south and the intersection of Mango Groves Blvd and CR 579 +/-236 feet to the north such that proposed project access connection shall be permitted.
- Access management, vehicle queuing, and staff placement shall occur consistent with the Private School Circulation Plans (submitted 07/03/2024), as applicable. Modifications to these plans may be permitted as approved by Hillsborough County Public Works.
- Annually, at the beginning of each school year during the fourth week of class, the school shall conduct traffic monitoring to assess the sufficiency of queuing both on-site and off-site at the project access points. Such report shall be submitted to the Hillsborough County Development Services and Public Works Departments. The monitoring requirement shall remain in effect for one (1) year beyond the time the total enrollment reaches 40 students.

In the event that significant off-site queuing of vehicles at arrival or dismissal times is found, the school shall be required to submit corrective measures, which could include (but shall not be limited to)

staggered arrival/departure times, police enforced traffic control, increasing and/or relocating on-site staff, and/or other revisions to the site and/or circulation plan which alleviates off-site queuing. Such revised plan(s) shall be subject to review and approval by Hillsborough County Public Works.

- With the initial increment of development, the developer shall provide an on-site school event parking plan as required by LDC, Sec. 6.03.13.C. or obtain a variance from the County Land Use Hearing Officer.
- Notwithstanding anything show on the site plan, internal pedestrian circulation shall comply with the County Land Development Code, Transportation Technical Manual, and ADA requirements at the time of site construction plan approval.
- Notwithstanding anything herein or shown on the site plan or herein these conditions to the contrary, bicycle and pedestrian access may be permitted anywhere along the subject property boundaries.
- Construction access shall be limited to those locations shown on site plan which are also proposed vehicular access connections. The developer shall include a note in each site/construction plan submittal which indicates same.

**SPECIAL USE REQUEST SUMMARY AND ANALYSIS**

The applicant is requesting special use approval to allow a 40-student, K-12 private school on a +/- 3.13-acre parcel with an existing convent. The subject property is zoned Residential Single-Family Conventional 4 (RSC-4). The subject site is located at the east side of CR 579 (Mango Rd.), approximately 900 feet north of Clay Pit Rd. The future land use designation is Residential 4 (R-4).

Staff has prepared a comparison of the potential trips generated by development site currently and with the proposed special use, based upon the Institute of Transportation Engineer’s Trip Generation Manual, 11th Edition, utilizing a generalized worst-case scenario. However, staff notes that there are residential entitlements that the property could otherwise construct without obtaining any additional zoning approvals that are not contemplated herein.

The ITE Trip Generation Manual does not provide data for Convents. As such staff utilized Dorm ITE Land Use Code 225 as an equivalent use for the purpose of estimating existing trip generation.

Existing Uses:

Land Use/Size	24 Hour Two-Way Volume	Total Peak Hour Trips	
		AM	PM
15-bed, Convent (ITE LUC 225)	54	2	4

Proposed Special Use:

Land Use/Size	24 Hour Two-Way Volume	Total Peak Hour Trips	
		AM	PM
40 students, K-12 Private School (ITE LUC 532)	99	32	21

Trip Generation Difference:

Zoning, Lane Use/Size	24 Hour Two-Way Volume	Total Peak Hour Trips	
		AM	PM
<b>Difference (+/-)</b>	<b>(+)99</b>	<b>(+)32</b>	<b>(+)21</b>

The proposed special would generally result in a potential increase of trips generated by +99 average daily trips, +32 trips in the a.m. peak hour, and +21 trips in the p.m. peak hour.



## **TRANSPORTATION INFRASTRUCTURE SERVING THE SITE AND SITE ACCESS**

Mango Rd (CR 579) is a substandard 2-lane, rural, undivided arterial roadway characterized by +/-32-feet of pavement with paved shoulders and sidewalks on both sides within +/-73 feet of right of way. However, staff notes that the County GIS viewer indicates that there may be as much as 104 feet of right of way along a portion of the project frontage.

Pursuant to the County Transportation Technical Manual, a TS-7 roadway requires a minimum of 96 feet of right of way with 12-foot lanes, 5-foot paved shoulders, open drainage, and 5-foot sidewalk. The applicant has submitted an AV to waive the requirement to make improvements to the roadway as discussed herein under the section titled "Requested Administrative Variance: Substandard Roadway".

Mango Rd (CR 579) is identified in the Hillsborough County Corridor Preservation Plan as a future 4-lane roadway requiring a total right of way width of 110 feet. There appears to be +/-73 feet of right-of-way existing, therefore up to 18.5 feet of preservation would be required on either side.

The proposed site plan shows the required right of way preservation along the project frontage. Building setbacks shall be calculated from the future right-of-way line.

## **SITE ACCESS AND CONNECTIVITY**

The proposed site plan provides for a single full access vehicular and pedestrian access on Mango Rd. (CR 579) and designates the access as a shared access facility to the adjacent parcel to the southwest (folio# 64679.1004).

Staff has reviewed the revised Circulation Plans and determined that it meets the requirements of Section 6.03.13 of the Hillsborough County Land Development Code, governing vehicle circulation, queuing and parking. The proposed site layout is providing 816 linear feet of vehicle stacking whereas a minimum of 245 linear feet of stacking is required. On an annual basis and continuing until 1 year after the private school reaches its maximum enrollment of 40 students, the developer will be required to assess the sufficiency of queuing both on and off-site at the project access point(s). Should deficiencies be found to exist, the school will be required to work with the Hillsborough County Public Works Dept. to identify and implement additional on or off-site corrective measures.

Notwithstanding anything depicted on the special use site plan, at the time of site construction plan approval, project shall meet all internal ADA pedestrian requirements consistent with LDC, Sec. 6.03.02.

The applicant indicates that there are no anticipated events for the relatively small private school and that if there are any incidental events that there will be sufficient parking. Based on the size of the school, the area dedicated to parking and other available open space on-site, staff will include a condition that the developer shall provide a compliant LDC, Sec. 6.03.013 event parking plan at the time of site development of the school or otherwise obtain an approval to waive the requirement from the Land Use Hearing Officer variance process.

## **REQUESTED ADMINISTRATIVE VARIANCE – SUBSTANDARD ROADWAY**

The applicant's EOR submitted a Section 6.04.02.B. Administrative Variance request (dated June 12, 2024) for CR 579 (Mango Rd.) requesting relief from the Section 6.04.03.L requirement to improve the roadway to current County standards for a Type TS-7, Typical Section as found within the Hillsborough County Transportation Technical Manual (TTM). On July 1, 2024 the County Engineer found the variance approvable. As such, no improvements to CR 579 would be required.

If this rezoning is approved, the County Engineer will approve the above referenced Administrative Variance Request.

**REQUESTED ADMINISTRATIVE VARIANCE – DRIVEWAY SPACING**

The applicant’s Engineer of Record (EOR) submitted a Section 6.04.02.B. Administrative Variance Request (dated June 12, 2024) from the Section 6.04.07. LDC requirement, governing spacing for the existing 3<sup>rd</sup> St NE access connection. Per the LDC, an access connection on a Class 6 roadway requires minimum connection spacing of 245 feet. The applicant is proposing the retain an existing driveway in a location +/-39 feet to the north of Valencia Dr. and +/-236 feet south of Mango Groves Blvd. Based on factors presented in the Administrative Variance Request, the County Engineer found the request approvable on July 1, 2024.

If this rezoning is approved, the County Engineer will approve the above referenced Administrative Variance Request.

**LEVEL OF SERVICE (LOS)**

Level of Service (LOS) information is reported below.

FDOT Generalized Level of Service				
Roadway	From	To	LOS Standard	Peak Hr Directional LOS
MANGO RD (CR 579)	MLK BLVD	US HWY 92	D	C

Source: [2020 Hillsborough County Level of Service \(LOS\) Report](#)

**From:** Williams, Michael [WilliamsM@hcfl.gov]  
**Sent:** Monday, July 1, 2024 7:05 PM  
**To:** Micahel Yates (myates@palmtraffic.com) [myates@palmtraffic.com]; Vicki Castro [vcastro@palmtraffic.com]  
**CC:** Follin, Jared [FollinJ@hcfl.gov]; wmolloy@mjlw.us; Perez, Richard [PerezRL@hcfl.gov]; Tirado, Sheida [TiradoS@hcfl.gov]; PW-CEIntake [PW-CEIntake@hcfl.gov]; De Leon, Eleonor [DeLeonE@hcfl.gov]  
**Subject:** FW: SU-SCH 24-0622 - Administrative Variances Review  
**Attachments:** 24-0622 AVReq 06-13-24\_1.pdf; 24-0622 AVReq 06-13-24\_2.pdf

**Importance:** High

Vicki/Michael,

I have found the attached two Section 6.04.02.B. Administrative Variances (AV) for PD 24-0622 APPROVABLE.

Please note that it is you (or your client's) responsibility to follow-up with my administrative assistant, Eleonor De Leon ([DeLeonE@hcfl.gov](mailto:DeLeonE@hcfl.gov) or 813-307-1707) after the BOCC approves the PD zoning or PD zoning modification related to below request. This is to obtain a signed copy of the DE/AV.

If the BOCC denies the PD zoning or PD zoning modification request, staff will request that you withdraw the AV/DE. In such instance, notwithstanding the above finding of approvability, if you fail to withdraw the request, I will deny the AV/DE (since the finding was predicated on a specific development program and site configuration which was not approved).

Once I have signed the document, it is your responsibility to submit the signed AV/DE(s) together with your initial plat/site/construction plan submittal. If the project is already in preliminary review, then you must submit the signed document before the review will be allowed to progress. Staff will require resubmittal of all plat/site/construction plan submittals that do not include the appropriate signed AV/DE documentation.

Lastly, please note that it is critical to ensure you copy all related correspondence to [PW-CEIntake@hcfl.gov](mailto:PW-CEIntake@hcfl.gov)

Mike

**Michael J. Williams, P.E.**  
**Director, Development Review**  
**County Engineer**  
Development Services Department

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P: (813) 307-1851  
M: (813) 614-2190  
E: [Williamsm@HCFL.gov](mailto:Williamsm@HCFL.gov)

W: [HCFLGov.net](http://HCFLGov.net)

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**Hillsborough County**

601 E. Kennedy Blvd., Tampa, FL 33602

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**From:** Tirado, Sheida <[TiradoS@hcfl.gov](mailto:TiradoS@hcfl.gov)>

**Sent:** Sunday, June 30, 2024 1:21 PM

**To:** Williams, Michael <[WilliamsM@hcfl.gov](mailto:WilliamsM@hcfl.gov)>

**Cc:** Perez, Richard <[PerezRL@hcfl.gov](mailto:PerezRL@hcfl.gov)>; De Leon, Eleonor <[DeLeonE@hcfl.gov](mailto:DeLeonE@hcfl.gov)>

**Subject:** SU-SCH 24-0622 - Administrative Variances Review

**Importance:** High

Hello Mike,

The attached AVs are approvable to me, please include the following people in your response email.

[myates@palmtraffic.com](mailto:myates@palmtraffic.com)

[vcastro@palmtraffic.com](mailto:vcastro@palmtraffic.com)

[follinj@hcfl.gov](mailto:follinj@hcfl.gov)

[wmolloy@milaw.us](mailto:wmolloy@milaw.us)

[follinj@hcfl.gov](mailto:follinj@hcfl.gov)

[perezrl@hcfl.gov](mailto:perezrl@hcfl.gov)

Best Regards,

**Sheida L. Tirado, PE**

**Transportation Review Manager**

Development Services Department

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P: (813) 276-8364

E: [tirados@hcfl.gov](mailto:tirados@hcfl.gov)

W: [HCFLGov.net](http://HCFLGov.net)

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**Hillsborough County**

601 E. Kennedy Blvd., Tampa, FL 33602

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**Hillsborough  
County Florida**  
Development Services

# Supplemental Information for Transportation Related Administrative Reviews

**Instructions:**

- This form must be provided separately for each request submitted (including different requests of the same type).
- This form must accompany all requests for applications types shown below. Staff will not log in or assign cases that are not accompanied by this form, or where the form is partially incomplete.
- A response is required in every field. Blank fields or non-responsive answers will result in your application being returned.
- All responses must be typed.
- Please contact Ingrid Padron at [padroni@hcpaf.fl.gov](mailto:padroni@hcpaf.fl.gov) or via telephone at (813) 307-1709 if you have questions about how to complete this form.

<b>Request Type</b> (check one)	<input checked="" type="checkbox"/> Section 6.04.02.B. Administrative Variance <input type="checkbox"/> Technical Manual Design Exception Request <input type="checkbox"/> Alternative Parking Plan Request (Reference LDC Sec. 6.05.02.G3.) <input type="checkbox"/> Request for Determination of Required Parking for Unlisted Uses (Reference LDC Sec. 6.05.02.G.1. and G.2.)
<b>Submittal Type</b> (check one)	<input checked="" type="checkbox"/> New Request <input type="checkbox"/> Revised Request <input type="checkbox"/> Additional Information
<b>Submittal Number and Description/Running History</b> (check one and complete text box using instructions provided below)	<input checked="" type="checkbox"/> 1. AV-Access Spacing on Mango Rd <input type="checkbox"/> 4. <input type="checkbox"/> 2. <input type="checkbox"/> 5. <input type="checkbox"/> 3. <input type="checkbox"/> 6.
<p><b>Important:</b> To help staff differentiate multiple requests (whether of the same or different type), please use the above fields to assign a unique submittal number/name to each separate request. Previous submittals relating to the same project/phase shall be listed using the name and number previously identified. It is critical that the applicant reference this unique name in the request letter and subsequent filings/correspondence. If the applicant is revising or submitting additional information related to a previously submitted request, then the applicant would check the number of the previous submittal.</p>	
<b>Project Name/ Phase</b>	Convent School - 5231 Mango Rd
<p><b>Important:</b> The name selected must be used on all future communications and submittals of additional/revised information relating to this variance. If request is specific to a discrete phase, please also list that phase.</p>	
<b>Folio Number(s)</b>	64305-0000
<input type="checkbox"/> Check This Box If There Are More Than Five Folio Numbers	
<p><b>Important:</b> List all folios related to the project, up to a maximum of five. If there are additional folios, check the box to indicate such. Folio numbers must be provided in the format provided by the Hillsborough County Property Appraiser's website (i.e. 6 numbers, followed by a hyphen, followed by 4 additional numbers, e.g. "012345-6789"). Multiple records should be separated by a semicolon and a space e.g. "012345-6789; 054321-9876").</p>	
<b>Name of Person Submitting Request</b>	Vicki Castro, P.E.
<p><b>Important:</b> For Design Exception (DE) Requests, the person submitting must be a Professional Engineer (PE) licensed within the state of Florida. The DE request letter must be signed and sealed.</p>	
<b>Current Property Zoning Designation</b>	RSC-4
<p><b>Important:</b> For Example, type "Residential Multi-Family Conventional – 9" or "RMC-9". This is not the same as the property's Future Land Use (FLU) Designation. Typing "N/A" or "Unknown" will result in your application being returned. This information may be obtained via the Official Hillsborough County Zoning Atlas, which is available at <a href="https://maps.hillsboroughcounty.org/maphillsborough/maphillsborough.html">https://maps.hillsboroughcounty.org/maphillsborough/maphillsborough.html</a>. For additional assistance, please contact the <a href="#">Zoning Counselors</a> at the Center for Development Services at (813) 272-5600 Option 3.</p>	
<b>Pending Zoning Application Number</b>	SU 24-0622
<p><b>Important:</b> If a rezoning application is pending, enter the application number preceded by the case type prefix, otherwise type "N/A" or "Not Applicable". Use PD for PD rezoning applications, MM for major modifications, PRS for minor modifications/personal appearances.</p>	
<b>Related Project Identification Number (Site/Subdivision Application Number)</b>	N/A
<p><b>Important:</b> This 4-digit code is assigned by the Center for Development Services Intake Team for all Certified Parcel, Site Construction, Subdivision Construction, and Preliminary/Final Plat applications. If no project number exists, please type "N/A" or "Not Applicable".</p>	



June 12, 2024

Mr. Michael Williams, P.E.  
Hillsborough County Development Services Department  
Development Review Director  
County Engineer  
601 E. Kennedy Boulevard, 20<sup>th</sup> Floor  
Tampa, FL 33602

RE: Convent School – 5231 Mango Road (SU 24-0622)  
Folio: 64305-0000  
Administrative Variance Request – Mango Road  
Palm Traffic Project No. T24012

Dear Mr. Williams:

This letter documents our request for an administrative variance to Hillsborough County Land Development Code (LDC) Section 6.04.07 (minimum spacing) for the access to Mango Road for the project. The project is located east of Mango Road and north of Clay Pit Road, as shown in Figure 1. This request is made based on our virtual meeting on May 30, 2024 with Hillsborough County staff.

The Special Use request is to modify the existing 5,000 square foot church to a private K-12 school with up to 40 students. The school is focused on serving students with learning disabilities.

The project proposes to have the following access:

- One (1) existing realigned full access to Mango Road.

The proposed access is approximately 39 feet from Valencia Drive and approximately 236 feet from Mango Groves Boulevard, as shown in Figure 2.

The request is for an Administrative Variance to Section 6.04.07 of the Hillsborough County LDC for the access spacing for the access to Mango Road. Based on Section 6.04.07, the connection spacing for Mango Road is 245 feet for a Class 6 undivided road with a posted speed limit of 45 mph.

Justification must address Section 6.04.02.B.3 criteria (a), (b) and (c). In the consideration of the variance request, the issuing authority shall determine to the best of its ability that the following circumstances are met:

**a) There is unreasonable burden on the applicant**

This request is to provide one (1) driveway on Mango Road. The existing driveway will move slightly to the south to allow for a pond and sidewalk on the north side of the entry corridor and a future shared access on the south side of the entry corridor. To the south is a vacant undeveloped parcel with frontage on Mango Road. To minimize the impacts of the offset driveway to Valencia Drive, a future shared access connection will be provided to the parcel so in the event of development there would not need to be another driveway immediately to the south on Mango Road. Since the access to Mango Road serves as the only access to the property, not approving the variance would be an unreasonable burden on the applicant.

**b) The variance would not be detrimental to the public health, safety and welfare.**

The project driveway is proposed to serve as the sole means of access for a small school (up to 40 students) that is focused on serving students with learning disabilities. Given the size and nature of the use, the estimated traffic generated by the development is relatively minor (99 daily trip ends, 32 AM peak hour trip ends and 21 PM peak hour trip ends). Furthermore, the driveway was shifted slightly south to be within approximately 9 feet of spacing standard from Mango Groves Boulevard. With these modifications this driveway spacing would not be detrimental to the public health, safety and welfare of the motoring public.

**c) Without the variance, reasonable access cannot be provided.**

The access spacing variance is requested to provide a single access connection to Mango Road. Without the variance, reasonable to the property could not be provided.

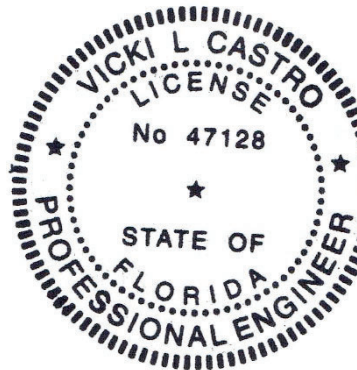
Please do not hesitate to contact us if you have any questions or require any additional information.

Sincerely,

Vicki L  
Castro

Vicki L Castro, P.E.  
Principal

Digitally signed  
by Vicki L Castro  
Date: 2024.06.12  
12:37:44 -04'00'



This item has been digitally signed and sealed by Vicki L Castro on the date adjacent to the seal.

Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

Based on the information provided by the applicant, this request is:

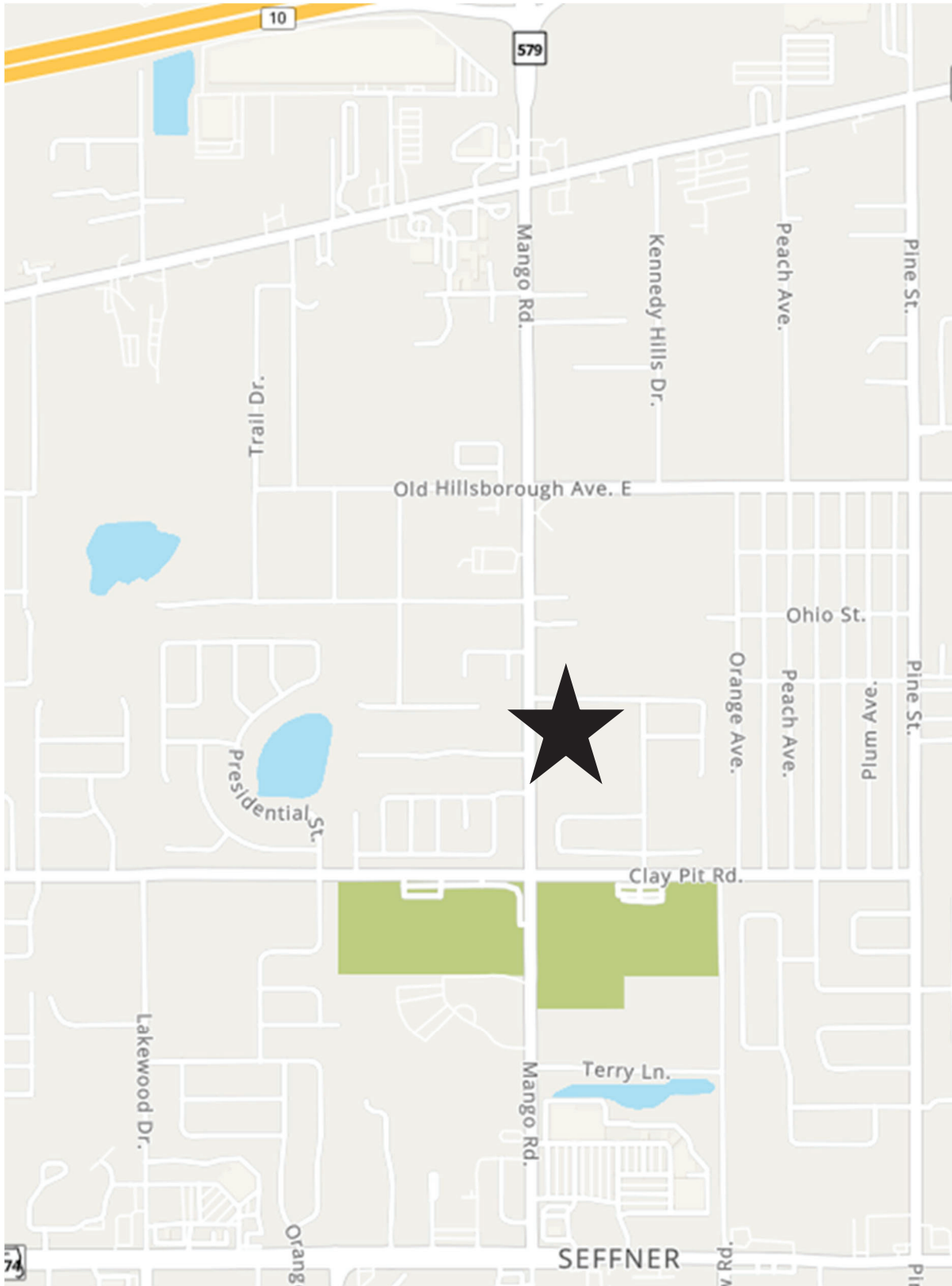
\_\_\_\_\_ Disapproved \_\_\_\_\_ Approved with Conditions \_\_\_\_\_ Approved

If there are any further questions or you need clarification, please contact Sheida Tirado, P.E.

Sincerely,

Michael J. Williams  
Hillsborough County Engineer

Figure 1. Location Map









**Hillsborough  
County Florida**  
Development Services

# Supplemental Information for Transportation Related Administrative Reviews

**Instructions:**

- This form must be provided separately for each request submitted (including different requests of the same type).
- This form must accompany all requests for applications types shown below. Staff will not log in or assign cases that are not accompanied by this form, or where the form is partially incomplete.
- A response is required in every field. Blank fields or non-responsive answers will result in your application being returned.
- All responses must be typed.
- Please contact Ingrid Padron at [padroni@hcpaf.fl.gov](mailto:padroni@hcpaf.fl.gov) or via telephone at (813) 307-1709 if you have questions about how to complete this form.

<b>Request Type</b> (check one)	<input checked="" type="checkbox"/> Section 6.04.02.B. Administrative Variance <input type="checkbox"/> Technical Manual Design Exception Request <input type="checkbox"/> Alternative Parking Plan Request (Reference LDC Sec. 6.05.02.G3.) <input type="checkbox"/> Request for Determination of Required Parking for Unlisted Uses (Reference LDC Sec. 6.05.02.G.1. and G.2.)
<b>Submittal Type</b> (check one)	<input checked="" type="checkbox"/> New Request <input type="checkbox"/> Revised Request <input type="checkbox"/> Additional Information
<b>Submittal Number and Description/Running History</b> (check one and complete text box using instructions provided below)	<input checked="" type="checkbox"/> 1. AV-Substandard Rd - Mango Rd <input type="checkbox"/> 4. <input type="checkbox"/> 2. <input type="checkbox"/> 5. <input type="checkbox"/> 3. <input type="checkbox"/> 6.
<p><b>Important:</b> To help staff differentiate multiple requests (whether of the same or different type), please use the above fields to assign a unique submittal number/name to each separate request. Previous submittals relating to the same project/phase shall be listed using the name and number previously identified. It is critical that the applicant reference this unique name in the request letter and subsequent filings/correspondence. If the applicant is revising or submitting additional information related to a previously submitted request, then the applicant would check the number of the previous submittal.</p>	
<b>Project Name/ Phase</b>	Convent School - 5231 Mango Rd
<p><b>Important:</b> The name selected must be used on all future communications and submittals of additional/revised information relating to this variance. If request is specific to a discrete phase, please also list that phase.</p>	
<b>Folio Number(s)</b>	64305-0000
<input type="checkbox"/> Check This Box If There Are More Than Five Folio Numbers	
<p><b>Important:</b> List all folios related to the project, up to a maximum of five. If there are additional folios, check the box to indicate such. Folio numbers must be provided in the format provided by the Hillsborough County Property Appraiser's website (i.e. 6 numbers, followed by a hyphen, followed by 4 additional numbers, e.g. "012345-6789"). Multiple records should be separated by a semicolon and a space e.g. "012345-6789; 054321-9876").</p>	
<b>Name of Person Submitting Request</b>	Vicki Castro, P.E.
<p><b>Important:</b> For Design Exception (DE) Requests, the person submitting must be a Professional Engineer (PE) licensed within the state of Florida. The DE request letter must be signed and sealed.</p>	
<b>Current Property Zoning Designation</b>	RSC-4
<p><b>Important:</b> For Example, type "Residential Multi-Family Conventional – 9" or "RMC-9". This is not the same as the property's Future Land Use (FLU) Designation. Typing "N/A" or "Unknown" will result in your application being returned. This information may be obtained via the Official Hillsborough County Zoning Atlas, which is available at <a href="https://maps.hillsboroughcounty.org/maphillsborough/maphillsborough.html">https://maps.hillsboroughcounty.org/maphillsborough/maphillsborough.html</a>. For additional assistance, please contact the <a href="#">Zoning Counselors</a> at the Center for Development Services at (813) 272-5600 Option 3.</p>	
<b>Pending Zoning Application Number</b>	SU 24-0622
<p><b>Important:</b> If a rezoning application is pending, enter the application number preceded by the case type prefix, otherwise type "N/A" or "Not Applicable". Use PD for PD rezoning applications, MM for major modifications, PRS for minor modifications/personal appearances.</p>	
<b>Related Project Identification Number (Site/Subdivision Application Number)</b>	N/A
<p><b>Important:</b> This 4-digit code is assigned by the Center for Development Services Intake Team for all Certified Parcel, Site Construction, Subdivision Construction, and Preliminary/Final Plat applications. If no project number exists, please type "N/A" or "Not Applicable".</p>	



June 12, 2024

Mr. Michael Williams, P.E.  
Hillsborough County Development Services Department  
Development Review Director  
County Engineer  
601 E. Kennedy Boulevard, 20<sup>th</sup> Floor  
Tampa, FL 33602

RE: Convent School – 5231 Mango Road (SU 24-0622)  
Folio: 64305-0000  
Administrative Variance Request – Mango Road  
Palm Traffic Project No. T24012

Dear Mr. Williams:

The purpose of this letter is to provide justification for the administrative variance to meet the requirements of the Hillsborough County Land Development Code (LDC) Section 6.04.03.L (existing facility) in association with the proposed development located east of Mango Road and north of Clay Pit Road, as shown in Figure 1. This request is made based on our virtual meeting on May 30, 2024, with Hillsborough County staff.

The Special Use request is to modify the existing 5,000 square foot church to a private K-12 school with up to 40 students. The school is focused on serving students with learning disabilities.

The project proposes to have the following access:

- One (1) existing realigned full access to Mango Road.

This request is for an administrative variance to the TS-7 typical section of the Hillsborough County Transportation Technical Manual in accordance with LDC Section 6.04.02.B for the section of Mango Road from Clay Pit Road to the project driveway, for the following reasons: (a) there is an unreasonable burden on the applicant; (b) the variance would not be detrimental to the public health, safety and welfare; and; if applicable, (c) without the variance, reasonable access cannot be provided. These items are further discussed below.

**a) There is unreasonable burden on the applicant**

The existing ROW along Mango Road is approximately 96 feet. The typical TS-7 section for local and collector rural roadway requires a minimum of 96 feet of ROW with 12-foot travel lanes, a 5-foot paved shoulder, open drainage and a 5-foot sidewalk. The adjacent segment of Mango Road has approximately 11-foot travel lanes, a 5-foot paved shoulder, open drainage and a 5-foot sidewalk. While the existing ROW does meet the standard, it is off set to the east. Therefore, the ditch section on the west side is greatly reduced but maintains at least a 6-foot separation between the paved shoulder and the sidewalk. Due to the constrained right of way on the west side of Mango Road, the additional travel lane width, modified ditch section and sidewalk cannot be provided. Therefore, the requirement to improve Mango Road is unreasonable.

**b) The variance would not be detrimental to the public health, safety and welfare.**

Mango Road currently has 11-foot travel lanes. According to the Florida Green Book, on a suburban roadway where the speed limit is between 40 and 45 mph, 11-foot lanes may be used. The posted speed limit on Mango Road is 45 mph. The existing 11-foot travel lanes help keep the speed down and help provide a safe section that serves the neighborhood. Given the information outlined in this section, the existing roadway section would not be detrimental to the public health, safety and welfare of the motoring public.

**c) Without the variance, reasonable access cannot be provided.**

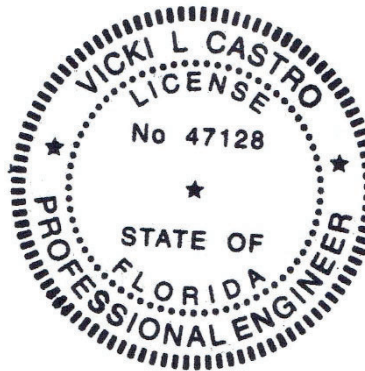
The proposed project will maintain only the one (1) existing full access to Mango Road. Again, without the variance, reasonable access cannot be provided.

Please do not hesitate to contact us if you have any questions or require any additional information.

Sincerely,

Vicki L  
Castro

Digitally signed  
by Vicki L Castro  
Date: 2024.06.12  
12:14:33 -04'00'



This item has been digitally signed and sealed by Vicki L Castro on the date adjacent to the seal.  
Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

Vicki L Castro, P.E.  
Principal

Based on the information provided by the applicant, this request is:

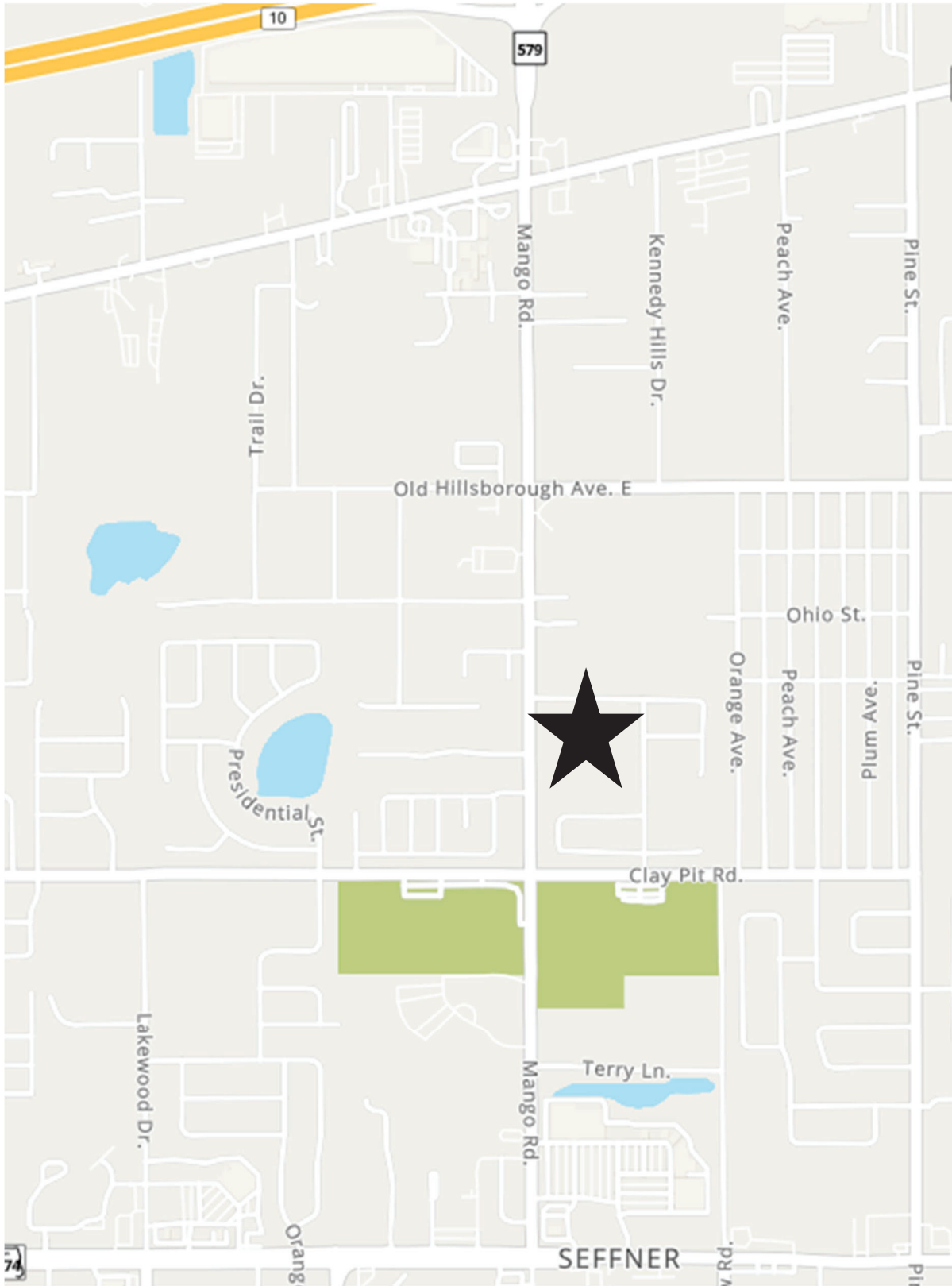
\_\_\_\_\_ Disapproved \_\_\_\_\_ Approved with Conditions \_\_\_\_\_ Approved

If there are any further questions or you need clarification, please contact Sheida Tirado, P.E.

Sincerely,

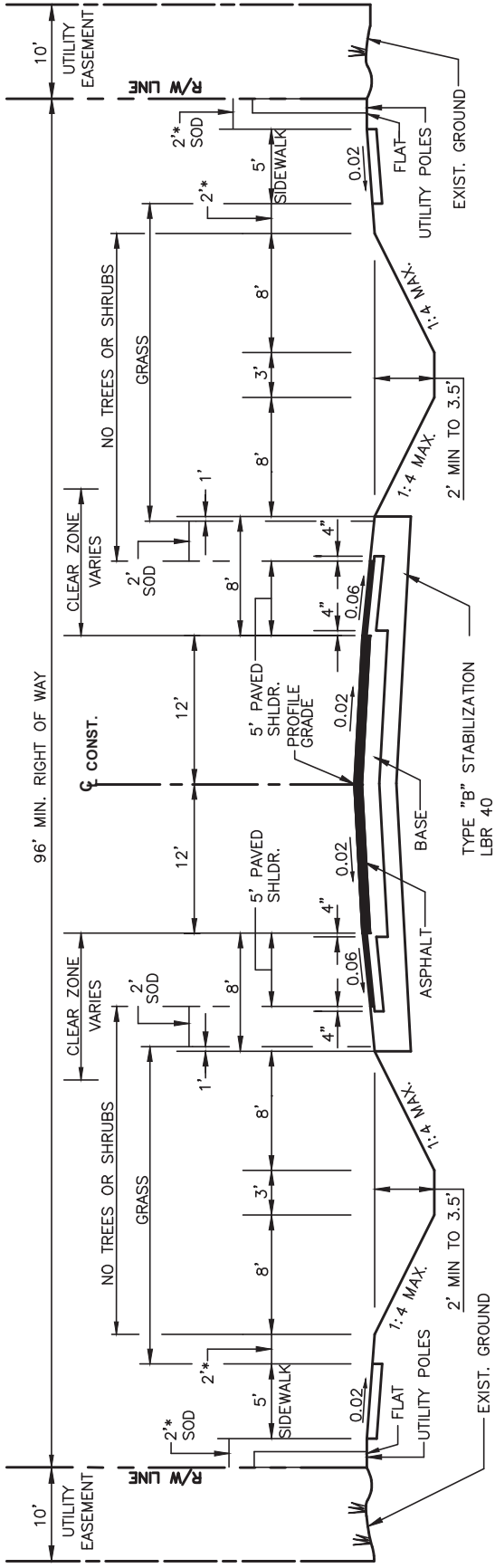
Michael J. Williams  
Hillsborough County Engineer

Figure 1. Location Map





DRAWING NO. **TS-7**  
SHEET NO. 1 OF 1



**TYPICAL SECTION**

N.T.S.  
FOR LESS THAN 10,000 AADT  
MAX. ALLOWABLE DESIGN SPEED – 50 MPH

1. ALL DIMENSIONS SHOWN ARE MINIMUM.
2. SEE APPROPRIATE SECTIONS OF TECHNICAL MANUAL FOR DESIGN PARAMETERS.
- \* 3. PROVIDE 2' MINIMUM CLEARANCE FROM FENCES, WALLS, HEDGES, ABOVEGROUND UTILITIES OR IMPROVEMENTS, DROP OFFS, OR FROM THE TOPS OF BANKS WITH SLOPES STEEPER THAN 1 TO 4, THAT INTERFERE WITH THE SAFE, FUNCTIONAL USE OF THE SIDEWALK. INTERMITTENT ABOVEGROUND UTILITIES, OR MATURE TREES, 2' OR LESS IN DIAMETER MAY BE PLACED IN THIS 2' STRIP AS FAR FROM THE SIDEWALK AS POSSIBLE, IF NOT IN THE CLEAR ZONE.
4. SOD SHALL BE PLACED IN TWO ROWS STAGGERED. (BOTH TEMPORARY AND PERMANENT)
5. PAVED SHOULDER TO BE STRIPED AS A DESIGNATED BIKE LANE, AS APPROPRIATE.

**LOCAL & COLLECTOR RURAL ROADS  
(2 LANE UNDIVIDED)  
TYPICAL SECTION**



**TRANSPORTATION  
TECHNICAL  
MANUAL**

REVISION DATE:  
10/17

**Table 210.2.1 – Minimum Travel and Auxiliary Lane Widths**

Context Classification		Travel (feet)			Auxiliary (feet)			Two-Way Left Turn (feet)	
		Design Speed (mph)			Design Speed (mph)			Design Speed (mph)	
		25-35	40-45	≥ 50	25-35	40-45	≥ 50	25-35	40
C1	Natural	11	11	12	11	11	12	N/A	
C2	Rural	11	11	12	11	11	12		
C2T	Rural Town	11	11	12	11	11	12	12	12
C3	Suburban	10	11	12	10	11	12	11	12
C4	Urban General	10	11	12	10	11	12	11	12
C5	Urban Center	10	11	12	10	11	12	11	12
C6	Urban Core	10	11	12	10	11	12	11	12

**Notes:**

**Travel Lanes:**

- (1) Minimum 11-foot travel lanes on designated freight corridors, SIS facilities, or when truck volume exceeds 10% on very low speed roadways (design speed ≤ 35 mph) (regardless of context).
- (2) Minimum 12-foot travel lanes on all undivided 2-lane, 2-way roadways (for all context classifications and design speeds). However, 11-foot lanes may be used on 2-lane, 2-way curbed roadways that have adjacent buffered bicycle lanes.
- (3) 10-foot travel lanes are typically provided on very low speed roadways (design speed ≤ 35 mph), but should consider wider lanes when transit is present or truck volume exceeds 10%.
- (4) Travel lanes should not exceed 14 feet in width.

**Auxiliary Lanes:**

- (1) Auxiliary lanes are typically the same width as the adjacent travel lane.
- (2) Table values for right turn lanes may be reduced by 1 foot when a bicycle keyhole is present.
- (3) Median turn lanes should not exceed 15 feet in width.
- (4) For high speed curbed roadways, 11-foot minimum lane widths are allowed for the following:
  - Dual left turn lanes
  - Single left turn lanes at directional median openings.
- (5) For RRR Projects, 9-foot right turn lanes on very low speed roadways (design speed ≤ 35 mph) are allowed.

**Two-way Left Turn Lanes:**

- (1) Two-way left turn lanes are typically one foot wider than the adjacent travel lanes.
- (2) For RRR Projects, the values in the table may be reduced by 1-foot.



Transportation Comment Sheet

**3.0 TRANSPORTATION SUMMARY (FULL TRANSPORTATION REPORT IN SECTION 9 OF STAFF REPORT)**

Adjoining Roadways (check if applicable)			
Road Name	Classification	Current Conditions	Select Future Improvements
CR 579 (Mango Rd)	County Arterial - Rural	2 Lanes <input checked="" type="checkbox"/> Substandard Road <input type="checkbox"/> Sufficient ROW Width	<input checked="" type="checkbox"/> Corridor Preservation Plan <input type="checkbox"/> Site Access Improvements <input type="checkbox"/> Substandard Road Improvements <input type="checkbox"/> Other

Project Trip Generation <input type="checkbox"/> Not applicable for this request			
	Average Annual Daily Trips	A.M. Peak Hour Trips	P.M. Peak Hour Trips
Existing	54	2	4
Proposed	99	32	21
Difference (+/-)	+99	+32	+21

\*Trips reported are based on net new external trips unless otherwise noted.

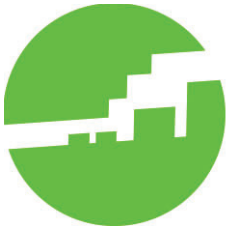
Connectivity and Cross Access <input type="checkbox"/> Not applicable for this request				
Project Boundary	Primary Access	Additional Connectivity/Access	Cross Access	Finding
North		None	None	Meets LDC
South		Vehicular & Pedestrian	None	Meets LDC
East		None	None	Meets LDC
West	X	None	None	Meets LDC
Notes:				

Design Exception/Administrative Variance <input type="checkbox"/> Not applicable for this request		
Road Name/Nature of Request	Type	Finding
CR 579/Substandard Roadway	Administrative Variance Requested	Approvable
CR 579/ Spacing	Administrative Variance Requested	Approvable
Notes: Shared Access provided to adjacent parcel on CR 579.		

4.0 Additional Site Information & Agency Comments Summary			
Transportation	Objections	Conditions Requested	Additional Information/Comments
<input checked="" type="checkbox"/> Design Exception/Adm. Variance Requested <input type="checkbox"/> Off-Site Improvements Provided	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	See report.

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**Hillsborough County  
City-County  
Planning Commission**

Plan Hillsborough  
[planhillsborough.org](http://planhillsborough.org)  
[planner@plancom.org](mailto:planner@plancom.org)  
813 – 272 – 5940  
601 E Kennedy Blvd  
18<sup>th</sup> floor  
Tampa, FL, 33602

<b>Unincorporated Hillsborough County Special Use Consistency Review</b>	
<b>Hearing Date:</b> July 29, 2024 <b>Report Prepared:</b> July 16, 2024	<b>Case Number:</b> SU 24-0622 <b>Folio(s):</b> 64305.0000 <b>General Location:</b> East of Mango Road, west of Mango Fruit Street and north of Clay Pit Road
<b>Comprehensive Plan Finding</b>	<b>CONSISTENT</b>
<b>Adopted Future Land Use</b>	Residential-4 (4 du/ga; 0.25 FAR)
<b>Service Area</b>	Urban
<b>Community Plan(s)</b>	Seffner-Mango
<b>Special Use Request</b>	Special Use (SU) to allow the addition of a private K-12 school with up to 40 students to serve children with learning disabilities.
<b>Parcel Size</b>	3.13 ± acres
<b>Street Functional Classification</b>	Mango Road – <b>County Arterial</b> Mango Fruit Street – <b>County Collector</b> Clay Pit Road – <b>County Collector</b>
<b>Commercial Locational Criteria</b>	Not applicable
<b>Evacuation Area</b>	None

**Table 1: COMPARISON OF SURROUNDING PROPERTIES**

Vicinity	Future Land Use Designation	Zoning	Existing Land Use
Subject Property	Residential-4	RSC-4	Public/Quasi-Public/Institutions
North	Residential-4	PD + RSC-9 + RSC-4	HOA Property + Single Family Residential
South	Residential-4 + Office Commercial-20	PD + RSC-4	HOA Property + Single Family Residential + Public/Quasi-Public/Institutions
East	Residential-4	PD + RDC-6	Single Family Residential + Two Family Residential
West	Residential-9 + Urban Mixed Use-20	RMC-9 + RDC-12	Vacant + Two Family Residential

**Staff Analysis of Goals, Objectives and Policies:**

The 3.13 ± acre subject site is located east of Mango Road, west of Mango Fruit Street and north of Clay Pit Road. The site is in the Urban Service Area and is located within the limits of the Seffner-Mango Community Plan. The applicant is requesting a Special Use for the addition of a private K-12 school that will include six classrooms of up to 40 students to serve children with learning disabilities.

The site is in the Urban Service Area where according to Objective 1 of the Future Land Use Element (FLUE), 80 percent of the County’s growth is to be directed. Policy 1.4 requires all new development to be compatible with the surrounding area, noting that “compatibility does not mean “the same as” Rather, it refers to the sensitivity of development proposals in maintaining the character of existing development.” The site currently has a church on the site. According to the revised request uploaded into Optix on July 3, 2024, the school is proposed to be adjacent to the existing church will follow the Residential Single Family Conventional (RSC-4) zoning district development standards. The proposed building will be a max of 15,000 square feet and will also serve as dorms for the nuns who reside in the convent (up to 15 residents). The surrounding area is comprised of single family and two-family residential developments. To the immediate north and south are vacant land used for stormwater retention ponds for the surrounding development. The proposal for a K-12 private school meets the intent of Objective 1 and Policy 1.4.

Per Objective 8, Future Land Use categories outline the maximum level of intensity or density and range of permitted land uses allowed in each category. Appendix A contains a description of the character and

intent permitted in each of the Future Land use categories. The site is in the Residential-4 (RES-4) Future Land Use category. In the RES-4 category, projects are limited to 175,000 square feet or 0.25 Floor Area Ratio (FAR), whichever is less intense. According to the site plan, the proposal will use 20,000 square feet/0.15 Floor Area Ratio (FAR), therefore, the proposal meets Objective 8. The RES-4 Future Land Use category allows for the consideration of residential, suburban scale neighborhood commercial, office uses, and multi-purpose projects. Non-residential uses shall meet locational criteria for specific land use. As the language states above, residential uses are allowed. Objective 17 states that neighborhood serving uses, specifically residential support uses, are allowed in residential neighborhoods. A school is considered a residential support use; therefore, the proposal meets Objective 17 and its associated policies.

The Comprehensive Plan requires that all development meet or exceed the land development regulations in Hillsborough County (FLUE Objective 9, FLUE Policy 9.1 and FLUE Policy 9.2). County Transportation staff have no objection to the proposal subject to the conditions outlined by the Development Services Department.

The proposal meets the intent of FLUE Objective 16 and its accompanying policies 16.1, 16.2, 16.3, 16.5 and 16.10 that require new development to be compatible to the surrounding neighborhood. Goal 12 and Objective 12-1 of the Community Design Component (CDC) of the FLUE require new developments to recognize the existing community and be designed to relate to and be compatible with the predominant character of the surrounding area. In this case, the surrounding land use pattern is mostly single-family and two-family uses. The proposed 10' buffer with Type A screening and 25' building setback will serve as a barrier between the school and single family uses to the west. Gradual transitions of intensities between different land uses shall be provided for as new development is proposed and approved, through the use of professional site planning, buffering and screening techniques and control of specific land uses according to FLUE Policy 16.2. The site will also have the 245' minimum required queuing lane as required by the Land Development Code (LDC), as well as the required parking to serve both the church and school uses. Although events are not anticipated, the applicant stated the site's parking area will be able to accommodate any events the school may have. Considering the factors of additional buffering, screening and parking, the proposal will complement the area as well as the surrounding neighborhood.

The site is within the limits of the Seffner-Mango Community Plan. Goal 2 of the Community Plan seeks to enhance the community character and ensure quality residential and non-residential development. The plan also supports in-fill development and redevelopment within the Urban Service Area while providing for compatibility with existing uses. The proposed addition of a private K-12 school will supplement and amplify the Seffner-Mango community and surrounding area.

Overall, staff finds that the proposed use is an allowable use in the RES-4 category, is compatible with the existing development pattern found within the surrounding area and does support the vision of the Seffner-Mango Community Plan. The proposed Special Use would allow for development that is consistent with the Goals, Objectives, and Policies of the Future Land Use Element of the *Unincorporated Hillsborough County Comprehensive Plan*.

### **Recommendation**

Based upon the above considerations and the following Goals, Objectives and Policies, Planning Commission staff finds the proposed Special Use **CONSISTENT** with the *Unincorporated Hillsborough County Comprehensive Plan*, subject to the conditions proposed by the Development Services Department.

**Staff Identified Goals, Objectives and Policies of the *Unincorporated Hillsborough County Comprehensive Plan* Related to the Request:**

**FUTURE LAND USE ELEMENT**

***Urban Service Area***

**Objective 1:** Hillsborough County shall pro-actively direct new growth into the urban service area with the goal that at least 80% of all population growth will occur within the USA during the planning horizon of this Plan. Within the Urban Service Area, Hillsborough County will not impede agriculture. Building permit activity and other similar measures will be used to evaluate this objective.

**Policy 1.4:** Compatibility is defined as the characteristics of different uses or activities or design which allow them to be located near or adjacent to each other in harmony. Some elements affecting compatibility include the following: height, scale, mass and bulk of structures, pedestrian or vehicular traffic, circulation, access and parking impacts, landscaping, lighting, noise, odor and architecture. Compatibility does not mean “the same as.” Rather, it refers to the sensitivity of development proposals in maintaining the character of existing development.

***Land Use Categories***

**Objective 8:** The Future Land Use Map will include Land Use Categories which outline the maximum level of intensity or density and range of permitted land uses allowed and planned for an area. A table of the land use categories and description of each category can be found in Appendix A.

**Policy 8.1:** The character of each land use category is defined by building type, residential density, functional use, and the physical composition of the land. The integration of these factors sets the general atmosphere and character of each land use category. Each category has a range of potentially permissible uses which are not exhaustive, but are intended to be illustrative of the character of uses permitted within the land use designation. Not all of those potential uses are routinely acceptable anywhere within that land use category.

***Relationship to Land Development Regulations***

**Objective 9:** All existing and future land development regulations shall be made consistent with the Comprehensive Plan, and all development approvals shall be consistent with those development regulations as per the timeframe provided for within Chapter 163, Florida Statutes. Whenever feasible and consistent with Comprehensive Plan policies, land development regulations shall be designed to provide flexible, alternative solutions to problems.

**Policy 9.1:** Each land use plan category shall have a set of zoning districts that may be permitted within that land use plan category, and development shall not be approved for zoning that is inconsistent with the plan.

**Policy 9.2:** Developments must meet or exceed the requirements of all land development regulations as established and adopted by Hillsborough County, the state of Florida and the federal government unless such requirements have been previously waived by those governmental bodies.

## **Neighborhood/Community Development**

**Objective 16: Neighborhood Protection** – *The neighborhood is the functional unit of community development. There is a need to protect existing, neighborhoods and communities and those that will emerge in the future. To preserve, protect, and enhance neighborhoods and communities, all new development must conform to the following policies.*

**Policy 16.2:** *Gradual transitions of intensities between different land uses shall be provided for as new development is proposed and approved, through the use of professional site planning, buffering, and screening techniques and control of specific land uses.*

**Policy 16.3:** *Development and redevelopment shall be integrated with the adjacent land uses through:*

- a) the creation of like uses; or*
- b) creation of complementary uses; or*
- c) mitigation of adverse impacts; and*
- d) transportation/pedestrian connections*

**Policy 16.5:** *Development of higher intensity non-residential land uses that are adjacent to established neighborhoods shall be restricted to collectors and arterials and to locations external to established and developing neighborhoods.*

### **Objective 17: Neighborhood and Community Serving Uses**

*Certain non-residential land uses, including but not limited to residential support uses and public facilities, shall be allowed within residential neighborhoods to directly serve the population. These uses shall be located and designed in a manner to be compatible to the surrounding residential development pattern.*

**Policy 17.7:** *New development and redevelopment must mitigate the adverse noise, visual, odor and vibration impacts created by that development upon all adjacent land uses.*

## **Community Design Component (CDC)**

### **5.0 NEIGHBORHOOD LEVEL DESIGN**

#### **5.1 COMPATIBILITY**

**OBJECTIVE 12-1:** *New developments should recognize the existing community and be designed in a way that is compatible with the established character of the surrounding neighborhood.*

**Policy 12-1.4:** *Compatibility may be achieved through the utilization of site design techniques including but not limited to transitions in uses, buffering, setbacks, open space and graduated height restrictions, to affect elements such as height, scale, mass and bulk of structures, pedestrian or vehicular traffic, circulation, access and parking impacts, landscaping, lighting, noise, odor and architecture.*

#### **7.0 SITE DESIGN**

##### **7.1 DEVELOPMENT PATTERN**

**GOAL 17:** *Develop commercial areas in a manner which enhances the County’s character and ambiance.*

**OBJECTIVE 17-1:** *Facilitate patterns of site development that appear purposeful and organized.*

**Policy 17-1.4:** *Affect the design of new commercial structures to provide an organized and purposeful character for the whole commercial environment.*

## **ENVIRONMENTAL & SUSTAINABILITY SECTION**

**Objective 3.9:** *Manage natural preserves to ensure a healthy, functioning environment, economy, and quality of life.*

**Policy 3.9.9:** *Protect natural resources, coastal resources, publicly owned, or managed natural preserves from adverse impacts attributable to adjacent land uses. Continue to require development activities on adjacent properties to comply with adopted criteria, standards, methodologies, and procedures to prevent adverse impacts.*

## **LIVABLE COMMUNITIES ELEMENT: SEFFNER-MANGO COMMUNITY PLAN**

**2. Goal:** *Enhance community character and ensure quality residential and nonresidential development.*

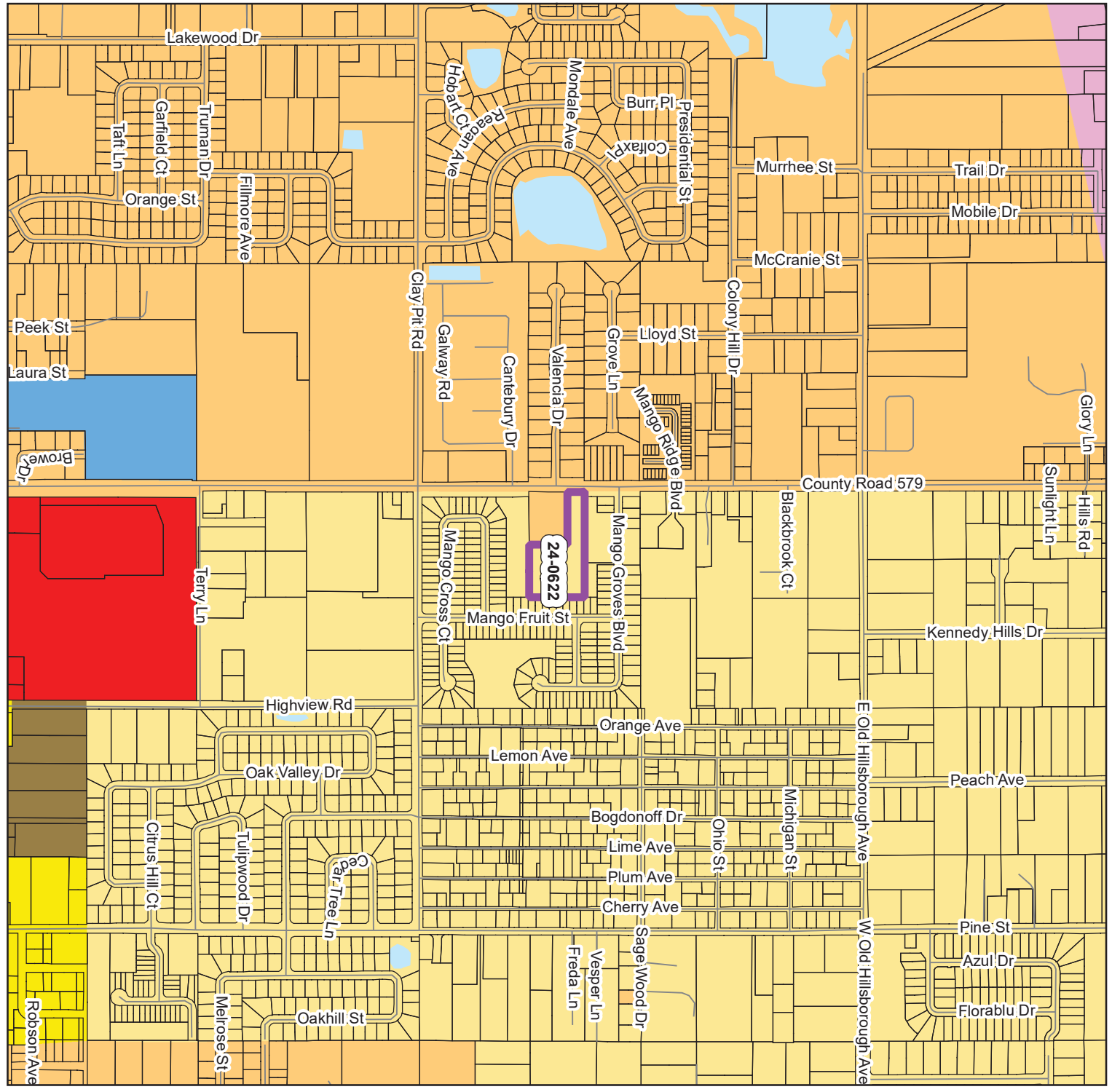
### **Strategies:**

- *Prohibit “flex” provisions within and into the Seffner-Mango Community Plan Area.*
- *Support in-fill and redevelopment within the Urban Service Area while providing for compatibility with existing uses.*



# HILLSBOROUGH COUNTY FUTURE LAND USE

RZ SU 24-0622

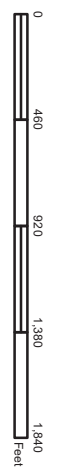


**Rezoning**  
(Call out the values)

STATUS	Color
APPROVED	Light Green
CONTINUED	Yellow-Green
DENIED	Red
WITHDRAWN	Blue
PENDING	Purple

Tampa Service Area	Dark Blue
Urban Service Area	Medium Blue
Shoreline	Light Blue
County Boundary	Blue with Dashed Line
Jurisdiction Boundary	Blue with Dotted Line
Roads	White with Black Outline
Parcels	Thin Black Outline
Wm NATURAL LULC - Wet, Poly	Light Green
AGRICULTURAL/MINING-120 (.25 FAR)	Light Green
PEC PLANNED ENVIRONMENTAL COMMUNITY-112 (.25 FAR)	Light Green
AGRICULTURAL-1/10 (.25 FAR)	Light Green
AGRICULTURAL/RURAL-1/5 (.25 FAR)	Light Green
AGRICULTURAL ESTATE-1/2.5 (.25 FAR)	Light Green
RESIDENTIAL-1 (.25 FAR)	Light Green
RESIDENTIAL-2 (.25 FAR)	Light Green
RESIDENTIAL PLANNED-2 (.35 FAR)	Light Green
RESIDENTIAL-4 (.25 FAR)	Light Green
RESIDENTIAL-6 (.25 FAR)	Light Green
RESIDENTIAL-9 (.35 FAR)	Light Green
RESIDENTIAL-12 (.35 FAR)	Light Green
RESIDENTIAL-16 (.35 FAR)	Light Green
RESIDENTIAL-20 (.35 FAR)	Light Green
RESIDENTIAL-35 (1.0 FAR)	Light Green
NEIGHBORHOOD MIXED USE-4 (3) (.35 FAR)	Light Green
SUBURBAN MIXED USE-6 (.35 FAR)	Light Green
COMMUNITY MIXED USE-12 (.50 FAR)	Light Green
URBAN MIXED USE-20 (1.0 FAR)	Light Green
REGIONAL MIXED USE-35 (2.0 FAR)	Light Green
INNOVATION CORRIDOR MIXED USE-35 (2.0 FAR)	Light Green
OFFICE COMMERCIAL-20 (.75 FAR)	Light Green
RESEARCH CORPORATE PARK (1.0 FAR)	Light Green
ENERGY INDUSTRIAL PARK (50 FAR USES OTHER THAN RETAIL, 25 FAR RETAIL/COMMERCE)	Light Green
LIGHT INDUSTRIAL PLANNED (.75 FAR)	Light Green
HEAVY INDUSTRIAL (75 FAR)	Light Green
PUBLIC/QUASIPUBLIC	Light Green
NATURAL PRESERVATION	Light Green
WIMJUNA VILLAGE RESIDENTIAL-2 (.25 FAR)	Light Green
CITRUS PARK VILLAGE	Light Green

**DATA SOURCES:** Rezoned boundaries from the Planning Commission and an aerial, fiscal lines and street from Hillsborough County Property Appraiser. Parcel boundaries from the Hillsborough County Property Appraiser. Other data from the Hillsborough County GIS Department and Hillsborough County City/County Planning Commission. **ACQUIRER:** This map was prepared by the Hillsborough County City/County Planning Commission. **APPROVED:** Hillsborough County City/County Planning Commission. **DATE:** 4/15/2024. **FOR:** Hillsborough County City/County Planning Commission. **BY:** Beverly F. Danes. **FILE:** G:\Rezonings\System\MapProjects\HilCo\Gen\Rezonings - Copy.mxd



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# Additional / Revised Information Sheet

Office Use Only		
Application Number: SU-SCH 24-0622	Received Date:	Received By:

The following form is required when submitted changes for any application that was previously submitted. A cover letter must be submitted providing a summary of the changes and/or additional information provided. If there is a change in project size the cover letter must list any new folio number(s) added. Additionally, **the second page of this form must be included indicating the additional/revised documents being submitted with this form.**

Application Number: SU-SCH 24-0622 Applicant's Name: Isabelle Albert, Halff  
 Reviewing Planner's Name: Jared Follin Date: 07/03/2024

Application Type:

- Planned Development (PD)  
  Minor Modification/Personal Appearance (PRS)  
  Standard Rezoning (RZ)  
 Variance (VAR)  
  Development of Regional Impact (DRI)  
  Major Modification (MM)  
 Special Use (SU)  
  Conditional Use (CU)  
  Other \_\_\_\_\_

Current Hearing Date (if applicable): 07/29/2024

### Important Project Size Change Information

Changes to project size may result in a new hearing date as all reviews will be subject to the established cut-off dates.

Will this revision add land to the project?     Yes     No

If "Yes" is checked on the above please ensure you include all items marked with \* on the last page.

Will this revision remove land from the project?     Yes     No

If "Yes" is checked on the above please ensure you include all items marked with \* on the last page.

**Email this form along with all submittal items indicated on the next page in pdf form to:**

**[ZoningIntake-DSD@hcfgov.net](mailto:ZoningIntake-DSD@hcfgov.net)**

Files must be in pdf format and minimum resolution of 300 dpi. Each item should be submitted as a separate file titled according to its contents. All items should be submitted in one email with application number (including prefix) included on the subject line. Maximum attachment(s) size is 15 MB.

For additional help and submittal questions, please call (813) 277-1633 or email [ZoningIntake-DSD@hcfgov.net](mailto:ZoningIntake-DSD@hcfgov.net).

***I certify that changes described above are the only changes that have been made to the submission. Any further changes will require an additional submission and certification.***

*Isabelle Albert*

Signature

7/3/2024

Date



**Hillsborough  
County Florida**  
Development Services

# Identification of Sensitive/Protected Information and Acknowledgement of Public Records

Pursuant to [Chapter 119 Florida Statutes](#), all information submitted to Development Services is considered public record and open to inspection by the public. Certain information may be considered sensitive or protected information which may be excluded from this provision. Sensitive/protected information may include, but is not limited to, documents such as medical records, income tax returns, death certificates, bank statements, and documents containing social security numbers.

While all efforts will be taken to ensure the security of protected information, certain specified information, such as addresses of exempt parcels, may need to be disclosed as part of the public hearing process for select applications. If your application requires a public hearing and contains sensitive/protected information, please contact [Hillsborough County Development Services](#) to determine what information will need to be disclosed as part of the public hearing process.

Additionally, parcels exempt under [Florida Statutes §119.071\(4\)](#) will need to contact [Hillsborough County Development Services](#) to obtain a release of exempt parcel information.

**Are you seeking an exemption from public disclosure of selected information submitted with your application pursuant to Chapter 119 FS?**     Yes     No

I hereby confirm that the material submitted with application SU-SCH 24-0622

Includes sensitive and/or protected information.

Type of information included and location \_\_\_\_\_

Does not include sensitive and/or protected information.

**Please note:** Sensitive/protected information will not be accepted/requested unless it is required for the processing of the application.

If an exemption is being sought, the request will be reviewed to determine if the applicant can be processed with the data being held from public view. Also, by signing this form I acknowledge that any and all information in the submittal will become public information if not required by law to be protected.

Signature: *Isabella Albert*  
(Must be signed by applicant or authorized representative)

Intake Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Additional / Revised Information Sheet

Please indicate below which revised/additional items are being submitted with this form.

Included	Submittal Item
----------	----------------

- 1  **Cover Letter\*\*** If adding or removing land from the project site, the final list of folios must be included
- 2  **Revised Application Form\*\***
- 3  **Copy of Current Deed\*** Must be provided for any new folio(s) being added
- 4  **Affidavit to Authorize Agent\*** (If Applicable) Must be provided for any new folio(s) being added
- 5  **Sunbiz Form\*** (If Applicable) Must be provided for any new folio(s) being added
- 6  **Property Information Sheet\*\***
- 7  **Legal Description of the Subject Site\*\***
- 8  **Close Proximity Property Owners List\*\***
- 9  **Site Plan\*\*** All changes on the site plan must be listed in detail in the Cover Letter.
- 10  **Survey**
- 11  **Wet Zone Survey**
- 12  **General Development Plan**
- 13  **Project Description/Written Statement**
- 14  **Design Exception and Administrative Variance requests/approvals**
- 15  **Variance Criteria Response**
- 16  **Copy of Code Enforcement or Building Violation**
- 17  **Transportation Analysis**
- 18  **Sign-off form**
- 19  **Other Documents** (please describe):

\*Revised documents required when adding land to the project site. Other revised documents may be requested by the planner reviewing the application.

\*\*Required documents required when removing land from the project site. Other revised documents may be requested by the planner reviewing the application.



**SPECIAL USE FOR PRIVATE SCHOOL (K-12)  
WRITTEN STATEMENT**

March 28, 2024

*Revised June 4, 2024*

*Revised July 3, 2024*

The request involves rezoning a 3.13-acre site located in Seffner, Florida, within the urban service area. This site, identified by tax folio 64305.0000, is zoned Residential Single-Family Conventional (RSC-4), with a Residential (RES-4) future land use designation. The subject site has an existing convent on site approximately 5,000 SF in size according to Property Appraiser.

The special use request is the addition of a private school (K-12) that will include 6 classrooms of up to 40 students max to serve children with learning disabilities. The school is proposed to be adjacent to the existing building and will follow RSC-4 zoning district development standards. The proposed building will be a max of 15,000 SF and will also serve as dorms for the nuns who reside in the convent (up to 15 residents). The site will have the 245' minimum required queuing lane as required by the land development code, as well as the required parking to serve both the convent and school uses. There are no extracurricular events proposed for the associated uses. Although events are not anticipated, the site's parking area will be able to accommodate any events the school may have.

The surrounding area is comprised of single-family residential development. To the immediate north and south are vacant areas used as stormwater retention ponds for the surrounding development. To the east and to the west across the Mango Road (CR 579) are single family dwelling units.

The proposed request meets the intent of the RES-4 future land use category and Seffner Mango community plan within the Hillsborough County Comprehensive Plan.

This Document Prepared By and Return to: Insured Real Estate Title Services, Inc. 2000 E. Edgewood Drive, Suite 105, Lakeland, FL 33803  
Diane Anzalone  
N12096-21

Parcel ID Number: A0643050000 / A0646791002

# Warranty Deed

This Indenture, Made this **8th** day of **September**, 2021 A.D., **Between**  
**Church of Christ Eastside Congregation Inc., a Florida not for profit corporation**  
of the County of **Hillsborough**, State of **Florida**, **grantor,** and  
**Sisters of Jesus the High Priest Corporation, a Florida not for profit corporation**  
whose address is: **11978 Brighton Knoll Loop, Riverview, FL 33579**  
of the County of **Hillsborough**, State of **Florida**, **grantee.**

**Witnesseth** that the GRANTOR, for and in consideration of the sum of  
**FOUR HUNDRED TWENTY THOUSAND AND NO/100**  
and other good and valuable consideration to GRANTOR in hand paid by GRANTEE, the receipt whereof is hereby acknowledged, has granted, bargained and sold to the said GRANTEE and GRANTEE'S heirs, successors and assigns forever, the following described land, situate, lying and being in the County of **Hillsborough**, State of **Florida** to wit:

**Parcel 1:**

**The East 315 feet of the South 1/2 of the Northwest 1/4 of the Southwest 1/4 of the Northwest 1/4 and the North 30 feet of the South 1/2 of the Northwest 1/4 of the Southwest 1/4 of the Northwest 1/4 LESS the East 315 feet, Section 3, Township 29 South, Range 20 East, Hillsborough County, Florida.**

**Parcel 2:**

**Lot 1, BIG PINES SUBDIVISION, according to the map or plat thereof as recorded in Plat Book 82, page 21, Public Records of Hillsborough County, Florida.**

Together with all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

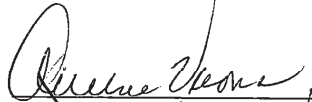
TO HAVE AND TO HOLD, the same in fee simple forever.

AND the Grantor hereby covenants with said Grantee that it is lawfully seized of said land in fee simple; that it has good right and lawful authority to sell and convey said land; and that said land is free of all encumbrances, except for easements and restrictions of record and ad valorem real property taxes for the year 2021.


and the grantor does hereby fully warrant the title to said land, and will defend the same against lawful claims of all persons whomsoever.

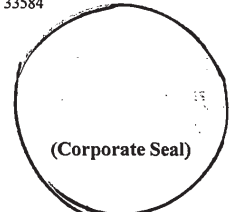
**In Witness Whereof**, the grantor has hereunto set his hand and seal the day and year first above written.

**Signed, sealed and delivered in our presence:**

  
Printed Name: **Arlene Vuona**  
Witness

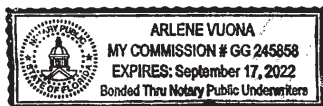
  
Printed Name: **Diane Anzalone**  
Witness

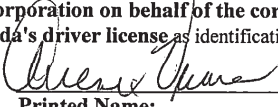
**Church of Christ Eastside Congregation Inc., a Florida not for profit corporation**  
By  **Eloise Johnson, President** (Seal)  
P.O. Address: 5231 Hwy 579, Seffner, FL 33584



State of Florida  
County of **Hillsborough**

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this **8th** day of **September**, 2021, by **Eloise Johnson, President of Church of Christ Eastside Congregation Inc., a Florida not for profit corporation on behalf of the corporation** who is personally known to me or who has produced his Florida's driver license as identification.



  
Printed Name:  
**Notary Public**  
My Commission Expires:

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# (SU-GEN) Submittal Requirements for Applications Requiring Public Hearings

**Official Use Only**

Application No: 24-0622 Intake Date: 03/28/2024  
Hearing(s) and type: Date: 06/24/2024 Type: LUHO Receipt Number: 353572  
Date: \_\_\_\_\_ Type: \_\_\_\_\_ Intake Staff Signature: Alejandra Prado

Applicant/Representative: Isabelle Albert, Halff Phone: 813.331.0976

Representative's Email: ialbert@halff.com

The following information is used by reviewing agencies for their comments and should remain constant, with very few exceptions, throughout the review process. Additional reviews, such as legal description accuracy, compatibility of uses, agency reviews, etc., will still be conducted separately and may require additional revisions.

The following ownership information must be provided and will be verified upon submission initial submittal. If you are viewing this form electronically, you may click on each underlined item for additional information.

## Part A: Property Information & Owner Authorization Requirements

Included	N/A	Requirements
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Property/Applicant/Owner Information Form</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Affidavit(s) to Authorize Agent</u> (if applicable) NOTE: All property owners must sign either the Application form or the Affidavit to Authorize Agent. If property is owned by a corporation, submit the Sunbiz information indicating that you are authorized to sign the application and/or affidavit.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Sunbiz Form</u> (if applicable). This can be obtained at <a href="http://Sunbiz.org">Sunbiz.org</a> .
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Property/Project Information Sheet</u> All information must be completed for each folio included in the request. Also, please make a note of any partial folios included.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Identification of Sensitive/Protected Information and Acknowledgement of Public Records</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Copy of Current Recorded Deed(s)</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Close Proximity Property Owners List</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Legal Description</u> for the subject site
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Copy of Code Enforcement/Building Code Violation(s)</u> (if applicable)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Fastrack Approval</u> (if applicable)

**Additional application-specific requirements are listed in Part B.**



# Property/Applicant/Owner Information Form

Application No: <u>24-0622</u>	Official Use Only	Intake Date: <u>03/28/2024</u>
Hearing(s) and type: Date: <u>06/24/2024</u>	Type: <u>LUHO</u>	Receipt Number: <u>353572</u>
Date: _____	Type: _____	Intake Staff Signature: <u>Alejandra Prado</u>

### Property Information

Address: 5231 County Road 579 City/State/Zip: Seffner, FL 33584

TWN-RN-SEC: 03-29-20 Folio(s): 64305.0000 Zoning: RSC-4 Future Land Use: RES-4 Property Size: 3.13 ac.

### Property Owner Information

Name: SISTERS OF JESUS THE HIGH PRIEST CORPORATION Daytime Phone: 813.331.0976

Address: 11978 BRIGHTON KNOLL LOOP City/State/Zip: RIVERVIEW, FL 33579

Email: ialbert@halff.com Fax Number: \_\_\_\_\_

### Applicant Information

Name: Same as above Daytime Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Fax Number: \_\_\_\_\_

### Applicant's Representative (if different than above)

Name: Isabelle Albert, HALFF Daytime Phone: 813.331.0976

Address: 1000 N Ashley Drive, Ste 900 City/State/Zip: Tampa, FL 33602

Email: ialbert@halff.com Fax Number: \_\_\_\_\_

I hereby swear or affirm that all the information provided in the submitted application packet is true and accurate, to the best of my knowledge, and authorize the representative listed above to act on my behalf on this application.

Isabelle Albert

Signature of the Applicant

Isabelle Albert

Type or print name

I hereby authorize the processing of this application and recognize that the final action taken on this petition shall be binding to the property as well as to the current and any future owners.

Isabelle Albert

Signature of the Owner(s) – (All parties on the deed must sign)

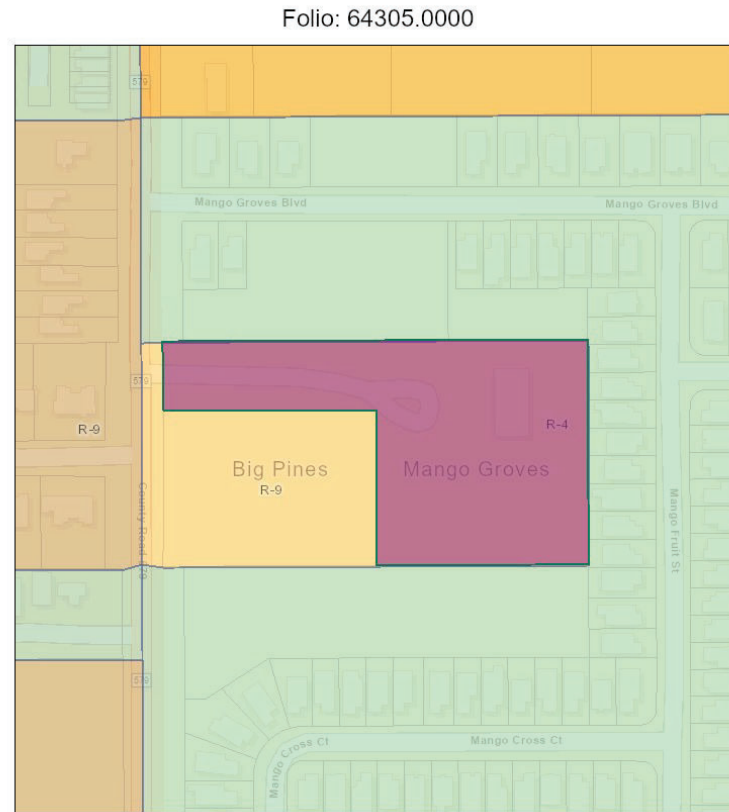
Isabelle Albert

Type or print name

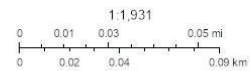


# PARCEL INFORMATION HILLSBOROUGH COUNTY FLORIDA

Jurisdiction	Unincorporated County
Zoning Category	Residential
Zoning	RSC-4
Description	Residential - Single-Family Conventional
Flood Zone:X	AREA OF MINIMAL FLOOD HAZARD
FIRM Panel	0385H
FIRM Panel	12057C0385H
Suffix	H
Effective Date	Thu Aug 28 2008
Pre 2008 Flood Zone	X
Pre 2008 Firm Panel	1201120385E
County Wide Planning Area	Seffner Mango
Community Base Planning Area	Seffner Mango
Census Data	Tract: 012107 Block: 3018
Future Landuse	R-4
Urban Service Area	USA
Mobility Assessment District	Urban
Mobility Benefit District	2
Fire Impact Fee	Northeast
Parks/Schools Impact Fee	NORTHEAST
ROW/Transportation Impact Fee	ZONE 4
Wind Borne Debris Area	Outside 140 MPH Area
Aviation Authority Height Restrictions	170' AMSL
Competitive Sites	NO
Redevelopment Area	NO



March 28, 2024



Eri Community Maps Contributors, University of South Florida, City of Tampa, FDEP, © OpenStreetMap, Microsoft, Esri, TomTom, Garmin, SatNav, GeoTechnologies, Inc, MET/NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS, EGIS

Hillsborough County Florida

**Folio: 64305.0000**  
**PIN: U-03-29-20-ZZZ-000002-34300.0**  
**Sisters Of Jesus The High Priest Corporation**  
**Mailing Address:**  
 11978 Brighton Knoll Loop  
 null  
 Riverview, FL 33579-2200  
**Site Address:**  
 5231 579 Hwy  
 Seffner, FL 33584  
**SEC-TWN-RNG: 03-29-20**  
**Acreage: 3.12763**  
**Market Value: \$550,090.00**  
**Landuse Code: 7100 Institutional**

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1. Any error, omissions, or inaccuracies in the information provided regardless of how caused.
2. Any decision made or action taken or not taken by any person in reliance upon any information or data furnished hereunder.



# Specific Submittal Requirements for General Special Use

This section provides information on items that must be addressed/submitted for a General Special Use and will be subsequently reviewed when the application is assigned to a planner. Where certain information does not apply to a project, a notation shall appear on the plan stating the reason, for example, "No existing water bodies within project." Additionally, the explanations and justifications for when certain information does not apply to the project shall be included in the Narrative. If Hillsborough County determines the submitted plan lacks required information, the application shall not proceed to hearing as provided for in DRPM Section 6.2.1.1.A. Additionally, the required information is only the minimum necessary to schedule an application for hearing and Hillsborough County reserves the right to request additional information during review of the application.

If you are viewing this form electronically, you may click on each underlined item for additional information.

For any items marked N/A, justification must be provided as to why the item is not included.

## Part B: Project Information

**IMPORTANT:** All revisions should be notated with removed text ~~stricken through~~ and added text underlined.

### Additional Submittal Requirements for a General Special Use

- 1  **Project Description/Written Statement**
- 2  **Proposed Site Plan** (Digital copy in PDF format with paper size set to no smaller than 24" x 36" with a minimum resolution of 300 dpi, if digital file is signed/certified or otherwise locked, an identical unlocked file shall also be submitted)
- 3  **Transportation Analysis or Letter demonstrating no need for this analysis based upon the established criteria** (50 or less peak hr. trips).
- 4  **Supplemental Information** (optional/if applicable. This may include: a) report, b) Special Surveys, Approvals, or Reports Required Where Development is Dependent on Such Surveys, Approvals or Reports, c) Indications as to the Nature and Succession of Staging, d) Proposals on Provision and Continuing Operation and Maintenance of Facilities for Common Use, e) Commitment for Completion and Adherence to Approved Plans, and f) Compliance with F.S. Chapter 723)

### Additional Requirements for Certain Special Uses

In addition to the submittal requirements listed above, the following supplemental information shall be provided for applications regarding the following:

#### Community Residential Home

1. For Type B and C homes, a survey showing all other Type B and C community residential homes within 1,200 feet of the proposed home, and all areas of non-agricultural single-family zoning with 500 feet of the proposed home
2. The printed listing of the existing community residential homes from the **Agency for Health Care Administration (AHCA)** located within 1,200 feet radius from the proposed Facility address. To obtain this information, visit [www.floridahealthfinder.gov](http://www.floridahealthfinder.gov). Print the results related to the following types of facilities: Assisted living facilities, Adult family care homes, Residential treatment facilities and Intermediate care facilities.
3. A printed e-mail or letter from the **Department of Children and Families (DCF)** stating if "any of their licensed group homes are within a 1,200 foot radius". To obtain this letter, please contact: Rebecca Dorsey at [Rebecca.Dorsey@myflfamilies.com](mailto:Rebecca.Dorsey@myflfamilies.com). Per DCF, please allow up to 3 working days for a response.
4. The complete and current listing of community residential homes from the **Agency for Persons with Disabilities (APD)**. To obtain this information, please contact: Myra Leitold at [Myra.Leitold@apdcares.org](mailto:Myra.Leitold@apdcares.org) or (813) 233-4356. APD listings are not available online.

#### Correctional Facility

1. Documentation of the measures to be utilized to prevent the escape of inmates.

#### Farm Worker Housing

1. An affidavit from the property owner or housing provider stating the proposed project will provide housing only for farm workers or their dependents.
2. For farm worker housing in Comprehensive Plan areas other than AM, A, AR, AE, RES-1 and RES2-P, documentation the proposed housing will be located within one mile of a commercially productive farm.



# Specific Submittal Requirements for General Special Use

## Additional Requirements for Certain Special Uses (Continued)

### Landfills, Class I, II and III

1. For all landfills, a survey showing all properties occupied by a school, house of worship or hospital within 1,000 feet of the proposed landfill.
2. For landfills adjacent to property or properties occupied by a dwelling, a survey showing the distance from the proposed fill area to the nearest part of the dwelling(s) and the nearest private potable water well(s).
3. For Class I and II landfills, documentation the proposed landfill is at least 10,000 feet away from any licensed and operating airport runway used by turbine powered aircraft, and at least 5,000 feet from and licensed and operating airport runway used by piston powered aircraft only, or documentation the proposed landfill will be designed and operated in a manner that does not pose bird hazards to aircraft.

### Non-Industrial Uses in Industrially Designated Areas

1. For uses proposed in PD districts, documentation of the amount of conforming development within the PD for which building permits or certificates of occupancy have been lawfully issued.
2. For uses proposed outside of PD districts, documentation of the amount of conforming development within the same block and the blocks contiguous or across the street.

### Wastewater Treatment Plants and Facilities

1. Certification from the Engineer of Record that the design of the proposed plant/facility includes odor and noise nuisance control and mitigation measures approved by Hillsborough County.
2. For Type 1 plants, a survey or site plan showing the proposed facility will be at least 150 feet from any off-site property zoned or used for agricultural or residential purposes, and at least 150 feet away from any on-site platted residential lot or dwelling unit.
3. For Type 2 plants, a survey or site plan showing the proposed facility will be at least 250 feet from any off-site property zoned or used for agricultural or residential purposes, and at least 250 feet away from any on-site platted residential lot or dwelling unit.
4. For master pump/lift stations serving 3,000 EDUs or greater, a survey or site plan showing the proposed facility will be at least 50 feet from any residential structures or building envelopes.

### Radio and Television Transmitting and Receiving Facility

1. Documentation showing the Hillsborough County Aviation Authority has reviewed the proposed facility as required by Airport Zoning Regulations (HCAA Resolution 2010-54, April 1, 2010, as revised) to determine if there is any potential impact on public airports in Hillsborough County.
2. When a facility is proposed for the purposes of wireless communications, the application shall include adequate documentation, signed by an appropriate accredited engineer, demonstrating why the proposed antennas (WCA) cannot be located on an existing or approved wireless communications support structure (WCSS) public structure or other existing structure. This requirement shall not apply to facilities proposed for the transmission of radio and/or television signals.

### Schools, Private and Charter (K—12) Supplemental Site Plan Requirements

1. the site plan provided with applications for Schools, Private and Charter (K—12) shall demonstrate substantial compliance with length of onsite vehicular circulation relating to Private and Charter Schools Vehicle Circulation, Queuing and Parking as provided in Land Development Code Section 6.03.13.



# Specific Submittal Requirements for General Special Use

## Required Transportation Analysis

Included	N/A	Requirements
<input type="checkbox"/>	<input checked="" type="checkbox"/>	For projects generating 50 or fewer total (cumulative) peak hour trips, a letter shall be submitted which provides trip generation information and a statement similar to the following: "Pursuant to the Development Review Procedures Manual, this project is not required to submit a transportation analysis. Project trip generation is attached hereto."
<input checked="" type="checkbox"/>	<input type="checkbox"/>	A trip generation and site access analysis shall be provided with the initial application submittal if the total (cumulative) project peak hour trips are greater than 50. The analysis shall be Signed & Sealed by a Professional Engineer (PE), a Professional Transportation Planner (PTP) or American Institute of Certified Planners (AICP) accredited professional.
<input type="checkbox"/>	<input type="checkbox"/>	If the application is for a Public-School Facility, Private or Charter School, the applicant shall be required to meet with Development Services staff to determine a methodology for additional analysis which may be required. For Private and Charter Schools, such analysis shall include the additional requirements contained within Section 6.03.13 of the Hillsborough County Land Development Code. Methodology meeting notes shall be attached to the Transportation Study.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Where required, trip generation and site access analyses shall follow the below format, and include the below information, unless otherwise approved by staff:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Within a section titled "Project Overview" include:               <ol style="list-style-type: none"> <li>1. A brief description of the project (location, size, acres).</li> <li>2. A description of the project's existing and proposed entitlements.</li> <li>3. For projects with existing constructed uses, a description of the amount and type of the uses proposed to remain, if any.</li> <li>4. An overview map of project location.</li> <li>5. Information regarding the purpose of the report.</li> </ol> </li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Within a section titled "Proposed Access Summary and Study Methodology" include:               <ol style="list-style-type: none"> <li>1. A description of roadways and other transportation facilities where access is proposed, included posted speed limits.</li> <li>2. A description of the nature of each access (i.e. pedestrian only, or vehicular and pedestrian; right-in/right-out only vs. full access, etc.).</li> <li>3. A description of the project study area.</li> <li>4. A general methodology statement, including documentation of any deviations from best practices.</li> </ol> </li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Within a section titled "Traffic Count Data" include:               <ol style="list-style-type: none"> <li>1. A summary of data collection efforts in support the project.</li> <li>2. A description of the type of count conducted (i.e. manual collection, video collection, tube count, TMC, etc.) for each facility.</li> <li>3. A description of the dates and times counts were collected (including the day of the week, i.e. Monday, Tuesday, etc.).</li> <li>4. A description of any peak season adjustment factors applied, and data sources utilized.</li> <li>5. A statement as to whether any anomalies were present within the transportation facility being studied (i.e. construction, special events, road closures, etc.) that would have potentially impacted data collection efforts, as well as any data anomalies identified during the collection process. If any were identified and if there were any mitigating factors, further describe.</li> </ol> </li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Within a section titled "Trip Generation Summary" include:               <ol style="list-style-type: none"> <li>1. A tabular summary of trip generation data for each proposed use. Where possible, include the Institute of Transportation Engineer (ITE) Land Use Code, ITE Land Use Description, and whether average rates or equations were utilized.</li> <li>2. A tabular summary of internal capture and pass-by trip adjustments applied, if any.</li> <li>3. A description of the data sources used for trip generation, internal capture and pass-by rates.</li> <li>4. Statements regarding any special considerations and supporting data, if any, necessary to support trip generation for uses not included within the Institute of Transportation Engineer's Trip Generation Handbook, latest edition, or where a land use code selected wasn't an exact match for a proposed use but was the closest analog available.</li> </ol> </li> </ul>



# Specific Submittal Requirements for General Special Use

## Required Transportation Analysis (continued)

Included	N/A	Requirements
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Within a section titled "Trip Distribution Summary" include:               <ol style="list-style-type: none"> <li>A tabular and/or map summarizing directional distribution percentages.</li> <li>A description of the data sources and methodology used to determine directional distribution.</li> <li>When trip distribution deviates from traffic count data and/or where engineering judgement was utilized, the specific observations, data and analysis used to support such deviation shall be provided.</li> </ol> </li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Within a section titled "Safety Considerations" include:               <ol style="list-style-type: none"> <li>A statement regarding whether or not the applicant is aware of any special safety considerations for the proposed project access, and the extent to which any agencies were consulted regarding same (e.g. for projects occurring within or nearby a school zone, whether the Hillsborough County Public Works Department Traffic Operations Section was consulted, and if so, provide documentation regarding the substance and outcome of such conversations).</li> <li>Where projects provide stubouts for future roadway extension, the analysis shall include a discussion regarding the configuration and design of internal roadway networks (i.e. how the project will be designed to minimize unplanned cut-through traffic), design/safety considerations relative to the proposed access/ cross-access, and quantification of trips likely to use such access/cross-access and any safety/design considerations or recommendations related thereto (i.e. proposed traffic control devices, traffic calming or other design recommendations), which shall also be included in the access "Recommendations Section".</li> </ol> </li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Within a section titled "Access Recommendations" include:               <ol style="list-style-type: none"> <li>A description of all recommended site access and any other proposed roadway or intersection improvements, median modifications, etc.</li> <li>A description of recommended new traffic control or traffic calming devices, if any, whether internal or external to the project.</li> <li>A table summarizing access management recommendations which includes:                   <ol style="list-style-type: none"> <li>Number of Trips by Specific Movement</li> <li>Turn Lane Warranted for Each Specific Movement (Yes/No)</li> <li>Minimum 95% Queue Length per Synchro</li> <li>Minimum Queue Required Per TTM</li> <li>Minimum Turn Lane Length Required</li> <li>Minimum Turn Lane Length Proposed</li> </ol> </li> </ol> </li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Required Graphics/Tables:               <ol style="list-style-type: none"> <li>Existing (Background) Traffic (AADT)</li> <li>Existing (Background) Trips (AM Peak)*</li> <li>Existing (Background) Trips (PM Peak)*</li> </ol> <p><i>*Can be combined into one graphic if desired.</i></p> <ol style="list-style-type: none"> <li>Proposed Distribution Percentages (Inbound and Outbound, AM Peak)</li> <li>Proposed Distribution Percentage (Inbound and Outbound, PM Peak)</li> <li>Gross Project Traffic (AM Peak)**</li> <li>Gross Project Traffic (PM Peak)**</li> </ol> <p><i>**Can be combined into one graphic if desired.</i></p> <ol style="list-style-type: none"> <li>Existing + Project (Total) Traffic (AADT)</li> <li>Existing + Project (Total) Traffic (AM Peak)***</li> <li>Existing + Project (Total) Traffic (PM Peak)***</li> </ol> <p><i>***Can be combined into one graphic, but do not separate pass-by traffic. Although not required, can provide additional graphics showing pass-by if desired.</i></p> </li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>If the application is for a Public-School Facility, Private or Charter School, the applicant shall be required to meet with Development Services staff to determine a methodology for additional analysis which may be required. For Private and Charter Schools, such analysis shall include the additional requirements contained within Section 6.03.13 of the Hillsborough County Land Development Code.</p>



# Specific Submittal Requirements for General Special Use

## Required Transportation Analysis (continued)

Included	N/A	Requirements
<input type="checkbox"/>	<input checked="" type="checkbox"/>	For all other applications, transportation review staff may require additional analysis if, in staff's sole discretion, project development may create traffic safety issues or otherwise result in potentially unsafe conditions, or where necessary to properly analyze project access. All such additional required analyses shall be Signed and Sealed by a Professional Engineer (PE) or prepared by a Professional Transportation Planner® (PTP) or American Institute of Certified Planners (AICP) accredited professional.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Any additional support information which may be required as determined by Hillsborough County.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Requests for exceptions to any of the above identified requirements shall be made in writing to the County Engineer or their designee.





# Transportation Analysis Requirements

Is the project anticipated to generate greater than one (1) percent of the Level of Service “C” capacity of adjacent streets or 50 peak hour trips, whichever is greater?  Yes  No

**If no**, you must submit a letter with our application documenting the project does not warrant study based upon the criteria above.

**If yes**, you must submit a detailed transportation analysis that is signed and sealed by a professional engineer. The transportation analysis shall be prepared using generally accepted traffic analysis standards and should include the following information:

- a. An overview of the project containing, at a minimum,
  - i. A brief description of the project (location, size, acres).
  - ii. An overview map of project location.
  - iii. A description of the project’s existing and proposed land use.
  - iv. Roadways where access is proposed.
  - v. Purpose of the report.
- b. Defining the study area - The standards for level of service shall be applied to all regulated roads within one quarter-mile, of any point on the proposed development boundary. For regulated roads, the table below shall determine the development’s area of influence:

Proposed Project Daily Trip Generation	Maximum Radius of Development’s Area of Influence
0-200	Address only the segments of regulated roads that are directly accessed by the proposed project
201-500	0.5 miles
501-1,000	1.0 miles
1,001-5,000	2.0 miles
5,001-10,000	3.0 miles
10,001-20,000	4.0 miles
Over 20,000	5.0 miles

- i. The radius shall be measured from each project entrance with each regulated roadway, or at the intersection of the non-regulated roadway (which provides project access) at the first regulated roadway
  - ii. Include all signalized and unsignalized intersections on the links to be studied within the area of influence
  - iii. Include all unsignalized intersections of regulated roadways, roadways identified on the MPO Needs Plan, and roadways identified on the Hillsborough County Corridor Plan
  - iv. Include the project entrance with a regulated roadway, or at the intersection of the non-regulated roadway (which provides project access) at the first regulated roadway
  - v. If the study radius ends between intersections identified in ii. & iii. above, the study area shall extend to the next regulated roadway intersection.
- c. The detailed traffic analysis shall be prepared using generally accepted traffic analysis standards and guidelines including but not be limited to the following:
  - i. Traffic Analysis
    - Conduct intersection analysis for each intersection utilizing acceptable traffic analysis software which is consistent with the techniques of the latest edition of the Highway Capacity Manual (HCM) published by the Transportation Research Board.
    - Conduct a roadway facility analysis utilizing the Florida Department of Transportation (FDOT) ART-Plan and/or HIGH-Plan software.



# Transportation Analysis Requirements

- ii. Existing Traffic
  - Include a brief description of the existing morning peak hour, afternoon peak hour, and daily traffic analysis periods.
  - Existing A.M. Traffic - Include existing and peak season adjusted volumes, provide peak season factor
  - Existing P.M. Traffic - Include existing and peak season adjusted volumes, provide peak season factor
- iii. Project and Passerby Traffic
  - Include the source of the trip generation information.
  - Include a description of the total trips generated by the project.
  - Include types and sizes of land uses (and ITE code) evaluated.
  - Include a description for the morning peak hour, afternoon peak hour, and daily traffic analysis periods.
  - Indicate passerby and internal capture rates.
- iv. Project and Passerby Traffic Distribution
  - Report the percent distribution of traffic onto impacted roadways and project driveways and provide documentation for determining distribution.
  - Report project and passerby as separate numbers for both AM and PM analysis.
- v. Existing Plus Project Traffic
  - Existing Plus Project Traffic A.M. - Indicate existing, project, and passerby trips (do not combine). Peak season adjusted volumes shall be used for the existing traffic.
  - Existing Plus Project Traffic P.M. - Indicate existing, project, and passerby trips (do not combine). Peak season adjusted volumes shall be used for the existing traffic.
- vi. Future Plus Project Traffic
  - For future year analysis the AADT shall be grown by a growth rate or vested trips as provided by Hillsborough County. If growth rates are utilized, the analysis shall extend to one (1) year beyond the project's buildout.
  - Future Plus Project Traffic A.M. - Indicate existing, project, and passerby trips (do not combine). Peak season adjusted volumes shall be used for the existing traffic.
  - Future Plus Project Traffic P.M. - Indicate existing, project, and passerby trips (do not combine). Peak season adjusted volumes shall be used for the existing traffic.
- d. The transportation analysis shall include a summary which contains the following:
  - i. A description of the project's impact as it relates to the purpose of the report.
  - ii. A description of all recommended roadway and intersection improvements, including the widening of existing roadways which provide project access, consistent with the requirements of the latest edition of the Hillsborough County Transportation Technical Manual.
  - ii. A description of right-of-way to be dedicated to meet minimum right-of-way criteria as identified in the latest edition of the Hillsborough County Transportation Technical Manual and or MPO Needs Plan and Hillsborough County Corridor Plan.
  - iv. A description of proposed access points, auxiliary lanes, and median openings.
  - v. A description of recommended new traffic control devices.
  - vi. A description of pedestrian, bicycle, and transit facilities to be constructed.
- e. If required, in order to make a capacity determination, additional analysis shall be conducted for all roadways and intersections as required by current County Standards and/or requested by County Staff.



## **Transportation Analysis Requirements**

- f. All data must be field collected, unless otherwise stated. No Defaults values will be allowed, unless otherwise stated. The applicant shall not use data from the current Hillsborough County LOS Report. The Report is only for initial review purposes. The applicant may request data from staff where the Report indicates that a detailed analysis has been conducted or as indicated below.
- g. Arterial and intersection analysis shall be prepared consistent with the guidelines established in the latest editions of the Highway Capacity Manual and the FDOT Level of Service Handbook.
- h. The detailed transportation analysis shall include the following background and support documentation:
  - i. ITE Trip Generation Printout and/or Alternative Trip Generation Analysis.
  - ii. Traffic and Intersection Counts (Traffic Data shall not be older than one (1) year from the date of Transportation Analysis submittal to Hillsborough County Development Services.
  - iii. Hard and electronic copies of all traffic analysis, AADT, and TMC's.

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