



# **CLEWISTON COMMERCE PARK**

**LAND ACQUISITION AND SITE DEVELOPMENT GUIDE**

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## **LAND ACQUISITION AND SITE DEVELOPMENT PROCESS**

The prevailing goal of the Clewiston Commerce Park is to provide lands for business and industry which support the economic base of the city and contributes to its economic growth and self-sufficiency. Park uses shall include light industrial and commercial activities consisting of manufacturing and assembly processes, research and development, and similar uses. The Park development standards are intended to result in new industry that is attractive in appearance for the benefit of the property, the City of Clewiston, and the owners and/or lessees of all lots within the park. The Park was platted during August 2007 as an "Industrial Subdivision" with Commerce Park Industrial District (CPID) zoning designation. The following lots are available for sale and immediate development within the park:

**BASE SALE PRICE:** For pricing information please contact the City Manager at City Hall. The City will not consider discounted pricing since it desires to establish equitability in its treatment of purchasers. Pricing will be reviewed and adjustments will be made as values increase. The City also reserves the right to place purchasers on lots that it feels are most suitable for each particular use and need. Furthermore, the City reserves the right to refuse the sale of properties at its sole discretion.

## **ACQUISITION PROCESS:**

- a. Intent to Purchase. A prospective buyer of an available lot within the Park shall submit to the City a “*Letter of Intent*” to purchase. As a minimum, the letter shall include the following information: 1) The lot desired, 2) the nature of intended use, 3) anticipated capital investment, 4) number and average wage of employees, and 5) desired date to begin site development.
- b. Land Purchase Agreement. The City uses a standard purchase agreement prepared by the City Attorney to sell city-owned property within the CPID. All purchase agreements must be accompanied by a deposit of 10% of the requested sale price of the lot(s) desired. The deposit shall be held and applied to the purchase price if the sale is consummated. In the event of a failure by the purchaser to follow through on the purchase of the property, the City has the ability to retain the deposit.
- b. Covenants and Economic Goals. With each purchase request, the City Commission will address and consider all declarations and covenants related to signage, driveway access, parking, landscaping, lighting, loading areas, outdoor storage areas, refuse collection areas, nuisances, site plan review procedures, and construction time requirements. Additionally, and as a consideration for approval of such purchase, the City will place a measure of control to prevent land speculation within the Park and to ensure properties are used for bona fide projects that locate or retain jobs and provide for new capital investment which meets the purpose of the CPID and the Economic Development Goals, Objectives, and Policies of the City Comprehensive Plan. Limitations on use, preference for certain uses over other uses, construction and appearance standards, capital investment, number and quality of jobs created, (typically no less than 10 jobs per CPID acre) and the development standards contained herein are designed toward these ends. All such declarations and covenants will be incorporated into any land purchase agreement approved by the City Commission.

## **PERMITTED USES:**

- a. Light industrial and commercial operations which produce:
  - 1) Computer components;
  - 2) Robotics;
  - 3) Food processing and packaging (no animal process/meat packing);
  - 4) Apparel related products;
  - 5) Finished wood products;
  - 6) Furniture, fixtures and bedding products;
  - 7) Assembled paper products;
  - 8) Formulation and packaging of drugs, cosmetics, soap;
  - 9) Fabricated metal products;

- 10) Manufactured machinery;
- 11) Electrical equipment and components;
- 12) Optics;
- 13) Aerospace composites;
- 14) Integrated circuits;
- 15) Ceramics and glass products;
- 16) Consumer electronics;
- 17) Image recognition;
- 18) Medical devices, dental equipment and supplies; and
- 19) Restaurant, hotel and store supplies, fixtures and equipment;

b. The following services and trade establishments provided that they do not offer retail services on the same premises.

- 1) Bookbinding;
- 2) Bakery;
- 3) Blending of liquor;
- 4) Cheese making;
- 5) Carpet and rug cleaning;
- 6) Diaper service;
- 7) Drapery and window blind fabrication and service;
- 8) Glass and mirror shop;
- 9) Linen supply;
- 10) Magazine wholesale agency;
- 11) Pattern making;
- 12) Printing, publishing, lithography, and engraving;
- 13) Communication-information/data processing;
- 14) Telecommunication;
- 15) Exterminating;
- 16) Janitorial;
- 17) Plumbing, mechanical, or electrical shop;
- 18) Shipping and parcel services;
- 19) Manufacture of powder blends; and
- 20) Call service centers.

#### **DEVELOPMENT STANDARDS:**

\_\_\_\_\_Lot Size. No lot shall be not less than seventy-five (75) feet in width and not less than twenty thousand (20,000) square feet in area.

\_\_\_\_\_Height. No building shall exceed 50 feet in height. Smoke stacks, radio antennas, chimneys, and similar structures are excluded from this restriction.

Setbacks.

- 1) \_\_\_\_\_Street Side. All parcels shall have a minimum street side yard setback of twenty (20) feet and for each additional ten (10) feet of building

length exceeding one hundred and fifty (150) feet, an additional foot of setback shall be provided; the maximum street side setback need not exceed thirty (30) feet. Street side yard setbacks shall be measured from back of street curb.

2) \_\_\_\_\_Interior Side Yard. The minimum interior side yard shall be fifteen (15) feet, except that the interior side yard setback may be reduced to zero on one side of the lot provided that:

A. \_\_\_\_\_The wall constructed at the zero setback shall be of maintenance-free masonry material.

B. \_\_\_\_\_The opposite side yard is increased to thirty (30) feet. In the event that two contiguous property owners desire to construct buildings using zero side yard setbacks, utilizing a common driveway for ingress and egress to the rear of both properties, said opposite side yard may be reduced to fifteen (15) feet provided easements are obtained and recorded ensuring a thirty (30) foot minimum separation between the two buildings for ingress and egress to the rear of the property. This thirty (30) foot access way shall be maintained free of obstructions skyward and with no openings that would facilitate any loading or unloading, in any portion of the buildings which fronts on the easement.

3) Rear Yard. There shall be no minimum rear yard requirement.

\_\_\_\_\_Off Street Parking. Two (2) parking spaces for each three (3) employees, but in no event less than two (2) spaces for each 1,000 square feet of gross floor area. Parking on any public street within the CPID is strictly prohibited.

\_\_\_\_\_Landscaping. Landscaping shall be as set forth in Chapter 102, Article IV of the Land Development Regulations. Additionally, all required setback areas, except where used for permitted parking, shall be landscaped. A required landscaped area shall not be crossed by more than the minimum of walkways and driveways necessary for access to the building. Each plot shall provide not less than twenty percent (20%) of its area in landscaped open space. All landscaping areas, including sodded areas, shall receive regular maintenance including trimming, minimum fertilization to protect wetlands, mowing and replacement of diseased plant materials, as required. Irrigation systems are required and shall be underground, automatic, kept in good repair, and shall not discolor any wall, sign surface or other structure. Perimeter landscaping shall be maintained so as to avoid blight and preserve the beauty, quality, and value of the park, and to maintain a uniform and sightly appearance. The area between the building and the street shall be used for open landscaping and green areas to the greatest extent possible, taking into account necessary parking. All landscaping shall be completed prior to issuance of a Certificate of Occupancy with respect to the

building constructed or erected on any lot and shall be subject to the approval of the Building Official.

\_\_\_\_\_Signage. Sign standards shall be as set forth in Chapter 18, Article VIII of the City Code. Not more than two signs may be erected relating to a single business activity except for directional signs that do not exceed 2 square feet in sign area and are limited to such texts as “Office,” “Entrance,” “Exit,” “Parking,” and “No Parking.” Wall signs are permitted on each wall of a building provided the wall sign does not exceed twenty percent of the total area of the wall or a maximum of 250 square feet, whichever provides the smaller area. “False fronts” and mansard roofs shall not be included when calculating the total area of the wall. One “on-premises” free-standing sign not in excess of 80 square feet in sign area or more than 20 feet in height is permitted.

\_\_\_\_\_Fences and walls. All fences and walls shall be constructed of concrete, masonry, or metal. Metal fences shall be of the open-weave, chain-link type. Fences and walls shall not exceed ten (10) feet in height. Fences and walls shall not be located within any setback area on a street with the exception that a double frontage plot shall be permitted to contain fences and walls in the rear or secondary required setback area when provided with a twenty-five (25) feet planting area adjacent to the street landscaped in conformance with this Ordinance.

\_\_\_\_\_Lighting. Adequate lighting shall be provided for all automobile parking areas, trucking and loading areas, and all pedestrian and vehicle access points. All exterior lighting shall be so installed as not to cause any nuisance to adjoining residential areas and designed so that it does not directly project onto adjacent property or onto a public thoroughfare.

\_\_\_\_\_Loading Areas. Loading and unloading areas will be designed to permit the pickup and delivery of materials without impeding the public right-of-way. Truck docks will be located at the side or rear yard of the building. On a through or corner lot, no truck docks will be permitted on any rear or side lot which has frontage along an adjacent roadway. Front yard docks or loading areas are not allowed.

\_\_\_\_\_Outdoor Storage Areas. All activities of a business will be carried on within the confines of the building. Storage of materials and finished product outside of a building is permitted, so long as it does not constitute a nuisance or interfere with adjoining owner’s reasonable use of their land. All outdoor storage shall be on a hard-surfaced area, visually screened from access streets, residential neighborhoods, and adjacent property with a complete opaque fence or wall (that is architecturally compatible to the building’s finished materials) or landscaping as approved by the City. Outdoor storage does not include parking of company owned and operated motor vehicles and equipment. No storage shall be permitted between a frontage street and the

building line. No waste materials, manufacturing process by-product, rubbish, or discarded matter of any kind shall be permitted to be stored in open areas and beyond a time reasonably required to arrange removal. The use of tractor-trailers or other trucks or vehicles for storage is prohibited and will be strictly enforced. The City reserves the right to inspect any property suspected to be in violation of this provision. If evidence is found supporting noncompliance, remedies will begin immediately.

\_\_\_\_\_Improvement standards. All developed property shall be landscaped, improved and maintained in full conformity with all applicable requirements of the City land development code, and other State of Florida and federal standards.

- 1) \_\_\_\_\_Buildings. All structures erected within the CIPD, with the exception of trim and minor architectural features, shall be constructed of ceramics, masonry, concrete, stucco or other materials of a similar nature, as approved by the City. All exterior wall fronting on any street shall be aesthetically pleasing, and if concrete block, shall be given a veneer of either stucco, plaster, ceramic, or similar covering approved by the City. All buildings and structures shall be kept properly and protected from deterioration and shall not be permitted to become dilapidated. No building or structure, or part thereof, shall be erected, in whole or in part, that is obnoxious, objectionable, a nuisance or a hazard to adjoining properties, as they relate to sound, vibrations, odors, glare, radioactive materials, smoke and particulate matters. Building facades facing roadways shall be designed to appear to be the fronts of buildings. This provision shall apply to corner and double frontage lots.
- 2) \_\_\_\_\_Stormwater. Each site shall be designed to accommodate a minimum of one-half (1/2) inch of dry pretreatment to be detained on site prior to discharge into the master surface water management system.
- 3) \_\_\_\_\_Access Areas. All driveways, walkways, parking areas, storage, and loading areas of developed property shall be well-graded and surfaced with asphalt concrete or other materials approved by the City. It is intended that driveways on boundary streets be minimized. Spacing on boundary streets shall be at least seventy-five (75) feet apart (center spacing), at least one hundred (100) feet from any street intersection, and a maximum of twenty-four (24) feet in width. Joint driveways may be developed to serve abutting parcels and are favorably encouraged.
- 4) \_\_\_\_\_Property Maintenance. Building, landscaping, and other improvements shall be continuously maintained yielding a well kept appearance especially along the perimeters of any lot or other property. The city shall from time to time inspect site and landscape maintenance, and if not satisfied with the level of maintenance on a site, shall notify the

owner in writing. If within fifteen (15) days from notification, maintenance has not been brought to acceptable standards in conformance with the following maintenance standards, the City may order the work done at the tenant's, grantee's, or lessee's expense and may treat the charges as an assessment.

- 5) \_\_\_\_\_Waste. All trash and garbage shall be placed in designated containers, or within the tenant's contained service area which shall be screened and properly landscaped. The size and number of containers shall be as determined by the city. Yards and landscape areas will be kept free of trash, leaves, and dead landscaping materials. All tenants must use the City's designated disposal service.
  
- 6) \_\_\_\_\_Parking lots and sidewalks. All parking lots, sidewalks, and other hard surface areas shall be swept and cleaned regularly and cracks and damaged areas of sidewalks shall be repaired or replaced as required. Damaged or eroding areas of the asphalt parking surface shall be replaced as required and an overall resurfacing of the parking area will be done as necessary. Broken bumper stops and/or curbing shall be replaced as required; and drainage inlets, storm sewers and any surface drainage facilities shall be maintained in good repair and clear of debris so as to ensure their proper function. Each tenant, grantee, or lessee shall provide adequate off-street motor vehicle and trailer storage for the tenant's, grantee's, or lessee's needs, but, in any event, no less than that required by Section 110-432.d. herein.

## **DEVELOPMENT REVIEW PROCESS**

\_\_\_\_\_ Pre-application Conference. The applicant shall file for a pre-application conference with the City Manager. The City will invite all of the necessary city representatives to provide review and input. The applicant shall provide a letter of intent to purchase property and summary of the proposed CPID development one week prior to the pre-application conference. Upon determination by the City Manager that the application meets the purpose of the CPID and the Economic Development Goals, Objectives, and Policies of the City Comprehensive Plan, an invitation will be extended for request for land purchase and submission of a formal development proposal for consideration by the City's Technical Review Committee (TRC). The following must be provided for TRC consideration:

\_\_\_\_\_A letter of intent to purchase CPID property and summary of the proposed CPID development. All purchase agreements must be accompanied by a deposit of 10% of the requested sale price of the lot(s) desired. Said deposit shall be held and applied to the purchase price if the sale is consummated. In the event of a failure by the purchaser to follow through on the purchase of the property, the City has the ability to retain the deposit



\_\_\_\_\_ A city development application for site plan review along with six (6) sets of the site development plan shall be submitted to the Planning Department along with designated purchase, processing and development fees. The site development plan must include or reflect the following information:

- a) \_\_\_\_\_ Shall be drawn at a scale of not more than one inch equals 100 feet (1" = 100').
- b) \_\_\_\_\_ Vicinity sketch of adjacent properties.
- c) \_\_\_\_\_ Date site plan was prepared.
- d) \_\_\_\_\_ Name, address and professional seal of architect, landscape architect, engineer or professional surveyor who prepared the plan.
- e) \_\_\_\_\_ North arrow and legal description.
- f) \_\_\_\_\_ Property lines, dimensions, and building setback distances from roof overhang or foundations to edge of public street right-of-ways or property lines and all structures, lot lines within one hundred (100) feet of the site.
- g) \_\_\_\_\_ Existing and proposed topographic elevations at two foot intervals on the site and to a distance of 50 feet outside the boundary lines of the site.
- h) \_\_\_\_\_ Direction of storm water drainage and how storm water runoff will be handled as well as a statement describing where storm water will be ultimately discharged.
- i) \_\_\_\_\_ Location of existing and proposed buildings, their intended use, the length, width and height of each building, the square footage of each building and the specific types of material to be used in construction.
- j) \_\_\_\_\_ Location of abutting streets, rights-of-way, service drives, curb cuts, and access easements serving the site, as well as driveways opposite the site and driveways within 100 feet on either side of the site including all driveway widths and curb radius.
- k) \_\_\_\_\_ Location and size of all water and sanitary sewer lines and storm drainage lines, catch basins, and location of storm retention/detention ponds. Stormwater retention/detention ponds with a maximum depth in excess of two (2) feet are permitted in the rear yard only and must be adequately fenced and screened.
- l) \_\_\_\_\_ Location and type of all sidewalks, bike paths, and other walkways.
- m) \_\_\_\_\_ Location, type and size of any walls, fences or other screening provisions.
- n) \_\_\_\_\_ Location of all proposed landscape materials, including size and type of plantings.
- o) \_\_\_\_\_ Location, size and height of all proposed accessory structures, if prior approval is received, transformers, dumpsters or trash removal areas or devices, and method of screening and signs. Rooftop or outdoor equipment should also be indicated including proposed method of screening where appropriate.

- p) \_\_\_\_\_Proposed parking areas and access drives showing number and size of spaces and aisles, loading areas, and handicapped access ramps. Also note method of surfacing such areas.
- q) \_\_\_\_\_Exterior lighting showing area of illumination and type of fixture as well as method of shielding from adjacent properties and roadways.
- r) \_\_\_\_\_Location and specifications for any existing or proposed above or below ground storage facilities for any chemicals, salts, flammable materials, or hazardous materials as well as any containment structures or clear zones required by this Ordinance or other state or federal agencies.
- s) \_\_\_\_\_Architectural elevation drawing of the building(s) including type and color of outer wall coverings and cross-section drawings of the site

\_\_\_\_\_A traffic impact statement (prepared by a professional engineer or duly qualified transportation planner) that identifies the number of net new external trips, identifies pass-by calculations, internal capture calculations, identifies the a.m. and p.m. peak hour trips on all adjacent roadway links, and which identifies the level of service (LOS) on all adjacent roadway links with and without the project.

- 1) \_\_\_\_\_A narrative explanation as to how the proposed development complies with the City’s comprehensive plan and objectives of the CPID.
- 2) \_\_\_\_\_Any other information deemed appropriate by the City Manager.

**Staff Technical Review.**

- 1) \_\_\_\_\_The application shall be reviewed by the TRC for compliance with the submittal requirements. Upon a determination that sufficient information has been submitted to initiate the substantive review, a “sufficiency” letter shall be sent to the applicant by the City Manager. If the determination is that the application does not include sufficient information, a letter shall be sent to the applicant identifying the deficiencies that need to be addressed. The staff shall conduct a sufficiency review of all additional information submitted in response to a sufficiency letter and either identify additional deficiencies, or provide the letter finding the application to be complete.
- 2) \_\_\_\_\_Once the application is determined to be complete, the staff technical review committee shall conduct their substantive review. The application shall be reviewed for consistency with the CPID development standards, the comprehensive plan and this code; written recommendations to shall be provided to the applicant and the local planning agency not less than one week prior to the scheduled public hearing.

\_\_\_\_\_ Local Planning Agency Review. The local planning agency shall hold a public hearing to review the application and shall make findings and recommendations as to compliance of the application with the adopted comprehensive plan and the CPID development standards. The finding shall be reduced to writing and provided to the applicant and submitted for consideration by the City Commission.

\_\_\_\_\_ City Commission Action. The City Commission shall conduct a public hearing and review the application shall make findings, or adopt the findings of the local planning agency, of consistency with the comprehensive plan and the City Code.

**FINAL APPROVAL:** Approval of the proposed CPID development shall be interpreted as including:

- a. Purchase of the CPID property at agreed upon price and authority for City Attorney to execute sales agreement and associated documents.
- b. Site plan approval and development authorization (preliminary and/or final).