

# **City of Quincy**

City Hall

404 West Jefferson Street

Quincy, FL 32351

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## **Meeting Agenda**

**Tuesday,  
June 14, 2016  
6:00 PM**

**City Hall Commission Chambers**

## **City Commission**

**Derrick Elias, Mayor (Commissioner District Three)**

**Andy Gay, Mayor Pro-Tem (Commissioner District Four)**

**Keith Dowdell (Commissioner District One)**

**Angela Sapp (Commissioner District Two)**

**Daniel McMillan (Commissioner District Five)**

**AGENDA FOR THE REGULAR MEETING**  
**OF THE CITY COMMISSION OF**  
**QUINCY, FLORIDA**  
**Tuesday~June 14, 2016**  
**6:00 PM**  
**CITY HALL CHAMBERS**

**Call to Order**

**Invocation**

**Pledge of Allegiance**

**Roll Call**

**Approval of Agenda**

**Special Presentations by Mayor or Commission**

**Approval of the Minutes of the previous meetings**

1. Approval of Minutes of the 05/24/2016 Regular Meeting  
(Sylvia Hicks, City Clerk)

**Proclamations**

**Public Hearings and Ordinances as scheduled or agended**

2. Ordinance 1076-2016 Second Reading Regarding Voluntary Annexation of Three  
Parcels on the Western Side of the City  
(Mike Wade, City Manager; Bernard Piawah, Building and Planning Director)
3. Ordinance 1077-2016 Second Reading Amending the Land Development Regulation  
and Zoning Code of the City of Quincy  
(Mike Wade, City Manager; Bernard Piawah, Building and Planning Director)

**Public Opportunity to speak on Commission propositions– (Pursuant to Sec.  
286.0114, Fla. Stat. and subject to the limitations of Sec. 286.0114(3)(a), Fla. Stat.)**

**Resolutions**

**Reports by Boards and Committees**

**Reports, requests and communications by the City Manager**

4. Chris Moran - Audit Update  
(Mike Wade, City Manager; Ted Beason, Finance Director)
5. Request to Purchase Two Mowers for Recreation Department  
(Mike Wade, City Manager; Greg Taylor, Parks and Recreation Director)

6. OMI/Ch2mHill Annual Report  
(Mike Wade, City Manager; Terry Presnell, OMI)

**Other items requested to be agendaed by Commission Member(s), the City Manager and other City Officials**

**Comments**

a) **City Manager**

b) **City Clerk**

c) **City Attorney**

- Financial Disclosures Due by July 1, 2016

d) **Commission Members**

- Commissioner Dowdell – Resign to Run Letter
- Schedule Workshop for Discussion on Mobile Food Vendors

**Comments from the Audience**

**Adjournment**

\*Items(s) Not in Agenda Packet

If a person decides to appeal any decision made by the City Commission with respect to any matter considered at this meeting, he/she may need a record of the proceedings, and for such purpose, he/she may need to ensure that verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. FS 286.0105.

Persons with disabilities who require assistance to participate in City meetings are request to notify The City Clerk's Office at (850) 618-0020 in advance.

CITY COMMISSION  
CITY HALL  
QUINCY, FLORIDA

REGULAR MEETING  
MAY 24, 2016  
6:00 P.M.

The Quincy City Commission met in regular session, Tuesday, May 24, 2016, with Mayor Commissioner Elias presiding and the following present:

Commissioner Angela Sapp  
Commissioner Daniel McMillan  
Commissioner Gerald A. Gay, III  
Commissioner Keith A. Dowdell

Also Present:

City Manager Mike Wade  
City Attorney Scott Shirley  
City Clerk Sylvia Hicks  
Police Chief Glenn Sapp  
Planning Director Bernard Piawah  
Finance Director Ted Beason  
Human Resources Director Bessie Evans  
Public Works Director Reginald Bell  
Fire Chief Curtis Bridges  
Parks and Recreation Director Greg Taylor  
Community Redevelopment Manager Regina Davis  
Administrative Assistant to the City Manager Vancheria Perkins  
OMI Representative Terry Presnell  
Sergeant at Arms Officer Derrick Pearson

**Call to Order:**

Mayor Commissioner Elias called the meeting to order followed by invocation and the Pledge of Allegiance.

**Approval of Agenda**

Commissioner Gay made a motion to approve the amended agenda with the following addition under Special Presentations: Mainstreet Presentation. Commissioner Dowdell seconded the motion. The ayes were unanimous. The motion carried five to zero.

**Special Presentations by the Mayor or Commission**

Main Street presented to the City of Quincy a Certificate of Appreciation in gratitude of the generous support and significant contribution towards the success of Quincyfest 2016 20<sup>th</sup> Anniversary All-American City Celebration. The following were present from the Main Street Board: Dawn McMillan, Stacey Hannigan, Joel Sampson, Lynn Sailor and Barbara Pople.

## **Approval of the Minutes of the previous meeting**

### *Approval of the Minutes of May 9, 2016 Regular Meeting*

Commissioner Dowdell made a motion to approve the minutes of the May 9, 2016 Regular Meeting with corrections if necessary. Commissioner Sapp seconded the motion. The motion carried five to zero.

### *Approval of the Minutes of the May 10, 2016 Canvassing Board Meeting*

Commissioner Sapp made a motion to approve the minutes of the May 10, 2016 Canvassing Board Meeting with corrections if necessary. Commissioner McMillan seconded the motion. The motion carried five to zero.

### *Approval of the Minutes of the May 11, 2016 Reorganization Meeting*

Commissioner Dowdell made a motion to approve the minutes of the May 11, 2016 Reorganization Meeting with corrections if necessary. Commissioner McMillan seconded the motion. The motion carried five to zero.

## **Proclamations**

### *Proclamation for Poppy Week 2016*

Mayor Elias Proclaimed May 22<sup>nd</sup> thru May 28<sup>th</sup> 2016 as Poppy Week.

## **Public Hearings and Ordinances as scheduled or agended**

### *Ordinance No. 1076-2016 First Reading Regarding Voluntary Annexation of Three Parcels on the Western Side of the City.*

At a public hearing Commissioner Dowdell made a motion to read Ordinance No. 1076-2016 by title only. Commissioner McMillan seconded the motion. Upon roll call by the City Clerk the ayes were: Commissioner Sapp, Commissioner McMillan, Commissioner Gay, Commissioner Dowdell and Mayor Elias. Nays were none. The Clerk read the title as follows:

## **ORDINANCE NUMBER 1076-2016**

**AN ORDINANCE OF THE CITY OF QUINCY, FLORIDA RELATING TO THE ANNEXATION OF CONTIGUOUS PROPERTY TO THE CITY; PROVIDING FOR AUTHORITY; PROVIDING FOR ANNEXATION AND LEGAL DESCRIPTION; PROVIDING FOR A MAP OF ANNEXED AREA; PROVIDING FOR ZONING AND LAND USE; PROVIDING FOR COMPLIANCE WITH LAW; PROVIDING FOR FILING; AND PROVIDING FOR AN EFFECTIVE DATE.**

There were no comments from the audience.

Commissioner McMillan made a motion to approve Ordinance No. 1076-2016 on first reading. Commissioner Gay seconded the motion. Upon roll call by the City Clerk the ayes were: Commissioner Sapp, Commissioner McMillan, Commissioner Gay, Commissioner Dowdell and Mayor Elias. Nays were none.

*Ordinance No. 1077-2016 First Reading Regarding Amending the Land Development Regulation and Zoning Code of the City of Quincy.*

At a public hearing Commissioner Dowdell made a motion to read Ordinance No. 1077-2016 by title only. Commissioner Sapp seconded the motion. Upon roll call by the City Clerk the ayes were: Commissioner Sapp, Commissioner McMillan, Commissioner Gay, Commissioner Dowdell and Mayor Elias. Nays were none. The Clerk read the title as follows:

**ORDINANCE NO. 1077-2016**

**AN ORDINANCE OF THE CITY OF QUINCY, FLORIDA, AMENDING THE CITY OF QUINCY CODE OF ORDINANCES, CHAPTER 46, LAND DEVELOPMENT CODE (ORDINANCE NO. 789, AS MAY HAVE BEEN AMENDED FROM TIME TO TIME); PROVIDING FOR FINDINGS; PROVIDING FOR PURPOSE AND INTENT; PROVIDING FOR TITLE OF LAND DEVELOPMENT CODE AMENDMENT; PROVIDING FOR AMENDMENT TO SEC. 46-161, DEFINITIONS; PROVIDING FOR AMENDMENT TO SEC. 46-162, SCOPE OF ARTICLE; PROVIDING FOR AMENDMENT TO SEC. 46-164, DISTRICTS DESIGNATED; PROVIDING FOR AMENDMENT TO SEC. 46-165, ZONING MAP ADOPTED, BASIS FOR REGULATION OF DISTRICTS; PROVIDING FOR AMENDMENT TO SEC. 46-172, SPECIAL USES; PROVIDING FOR AMENDMENT TO DIVISION 2, SECTS. 46-201 – 46-211, DISTRICT REGULATIONS; CREATING SEC. 46-212, MIXED USE DISTRICT; CREATING SEC. 46-213, PLANNED UNIT DEVELOPMENT DISTRICT; CREATING SEC. 46-214, BUSINESS PARK DISTRICT; CREATING SEC. 46-215, GOVERNMENT; AMENDING TABLE 1, MINIMUM REQUIREMENTS FOR ZONING DISTRICTS; AMENDING SEC. 46-751, NUMBER OF ACCESS POINTS; AMENDING SEC. 46-752, TABLE 2, DISTANCE BETWEEN TWO-WAY ACCESS POINTS ON SAME PARCEL; AMENDING SEC. 46-753, TABLE 3, DISTANCE BETWEEN ACCESS POINTS AND INTERSECTIONS; AMENDING SEC. 46-754 TABLE 4, DISTANCE BETWEEN ACCESS POINT AND PROPERTY LINE; AMENDING SEC. 46-755, TABLE 5, WIDTH AND RADIUS OF ACCESS DRIVES; CREATING SEC. 46-822 BUFFER AND LANDSCAPE STANDARDS; CREATING SEC. 46-822.1, PURPOSE; CREATING SEC. 46-822.2, APPLICABILITY; CREATING SEC. 46-822.3, LANDSCAPE PLAN; CREATING SEC. 46-822.4, REQUIRED BUFFERS; CREATING SEC. 46-822.5, LOCATION, SIZE AND COMPOSITION OF LANDSCAPE BUFFERS; CREATING SEC. 46-822.6, LANDSCAPE REQUIREMENTS FOR OFF-STREET PARKING FACILITIES AND VEHICULAR USE AREAS;**

**CREATING SEC. 46-822.7, MAINTENANCE REQUIREMENTS FOR LANDSCAPING OR BUFFERS; CREATING SEC. 46-823, OUTDOOR LIGHTING; REPEALING SEC. 46-794, SETBACKS AND LANDSCAPING FOR PARKING AND LOADING AREAS; REPEALING SEC. 46-819, LANDSCAPING; PROVIDING FOR SEVERABILITY; PROVIDING FOR COPY ON FILE; AND PROVIDING FOR AN EFFECTIVE DATE.**

There were no comments from the audience.

Commissioner Gay made a motion to approve Ordinance No. 1077-2016 on first reading. Commissioner McMillan seconded the motion. Upon roll call by the City Clerk the ayes were: Commissioner Sapp, Commissioner McMillan, Commissioner Gay, Commissioner Dowdell and Mayor Elias. Nays were none.

**Public Opportunity to speak on Commission propositions – (Pursuant to Sec. 286.0114. Fla. Stat. and subject to the limitations of Sec. 286.0114(3) (a). (Fla. Stat)**

James Bradwell of 1238 Selman Road came before the Commission regarding Ordinance No. 1028 Mobile Vending and requesting to give a variance on the length of the unit. He stated that his unit exceeds the maximum limit by four feet.

Mayor Elias stated we will discuss this item later in the agenda.

**Ordinances**

**Resolutions**

**Reports by Boards and Committees**

**Reports, requests and communications by the City Manager**

*Request for Special Use for a Daycare at 640 South Shelfer Street*

Commissioner Dowdell made a motion to approve the Special Use Request by Tracy Lockwood for a daycare center located at 640 South Shelfer Street. Commissioner Gay seconded the motion. The motion carried five to zero.

*Communities in School Summer Camp Agreement*

Commissioner Dowdell made a motion to approve and authorize the Mayor to execute the Communities in School Summer Camp Agreement between the City and Communities in School of Gadsden County Inc. (CISGC) for the use of Quincy Recreation Facilities. Commissioner Gay seconded the motion. The motion carried five to zero.

*Short Term Point to Point Transmission Agreement*

Commissioner Gay made a motion to approve entering into a Service Agreement for Firm Point-to-Point Transmission Service between Florida Power and Light Company and the City of Quincy, Florida and authorize the Mayor to sign the agreement on behalf of the City. Commissioner McMillan seconded the motion.

*Small Counties Outreach Program (SCOP) MLK Paving Project Close-out*

Commissioner Dowdell thanked everyone who played a part in paving MLK Blvd. Commissioner Dowdell made a motion to accept the MLK Blvd. Resurfacing Project and authorize the Mayor to execute all closing documents and process final payment to Peavy and Son Construction. Commissioner McMillan seconded the motion. The motion carried five to zero.

*Budget Adjustments*

Ted Beason Finance Director told the Commission that the City has been awarded a few grants during the fiscal year 2016 and thus recommends amending the budget to increase revenues and expenditures by the amount of the grant awards, (MKL SCOP \$172,56; Smoke Detectors \$1,000; and Police Radios \$2,267). Commissioner Gay made a motion to approve the Budget Adjustments. Commissioner McMillan seconded the motion. The motion carried five to zero.

*Financial Reports*

*P-Card Report, Cash Requirement Report, Arrearage Report*

Ted Beason Finance Director told the Commission that we anticipate the audit report to be ready at either the next meeting or the meeting after that and the reconciliations are complete.

**Other items requested to be agendaed by Commission Member(s) the City Manager and other City Officials**

**Comments**

**City Manager**

City Manager Mike Wade requested an Executive Session to discuss IAFF Negotiations

The Commission agreed to hold an Executive Session on June 1, 2016 at 6:00 pm.

*Citizen Inquiry to Purchase City Property*

City Manager Mike Wade told the Commission that someone had inquired about purchasing City property. He stated that we don't have a policy on land disposition.

*Citizen Inquiry about Mobile Food Vending*



James Bradwell of 1238 Selman Road inquired as to the length of a mobile vending unit. The Commission advised Mr. Bradwell that they will hold a workshop to discuss some of the issues in the ordinance.

City Manager Mike Wade reported to the Commission that the trash truck was down but Public Works has been working very diligently to get the City cleaned up.

City Manager Mike Wade stated that the Police Chief had met with Animal Control regarding the stray cats and will be setting traps.

City Manager Mike Wade announced that City will be closed in observance of Memorial Day Monday, May 30, 2016.

City Manager Mike Wade asked Matt Chester of Preble Rish to address the Commission. Mr. Chester advised the Commission that Mr. Morris had applied for a \$50,000 grant from DEP for the removal of invasive plants at Tanyard Creek. He indicated that the match will be the clean-up from the Public Works Department. He also stated that they would be submitting a grant to DEP in the amount of \$200,000 as phase II for next year. Commissioner Dowdell thanked Mr. Chester for the grant they applied for and received to pave Martin Luther King Jr., Boulevard. Commissioner Dowdell asked if they had found a grant for the flooding. Mr. Chester stated that they are working on it.

City Manager Mike Wade stated the smoke testing is complete and we are waiting on the report from Hatch Mott McDonald.

Commissioner Dowdell asked the Manager if they could pick up some tree trunks in his district. Public Works Director Reggie Bell stated that they don't have the equipment to pick up those large stumps.

**City Clerk**

**City Attorney**

**City Commission Members**

Commissioner Dowdell asked if the Police could monitor the following streets for speeding Lincoln, Smith, Live Oak and Williams Streets.

Commissioner Dowdell asked the Manager if he could give him some relief in the ditches.

Commissioner Dowdell thanked the CRA Manager .He also stated that anyone that has an event should contact the Tourist Development Council (TDC) for marketing money.

Commissioner Gay made a motion to appoint Frieda Bass-Prieto to the Community Redevelopment Agency Advisory Board. Commissioner Dowdell seconded the motion. The motion carried five to zero.

Commissioner Gay stated that on 8<sup>th</sup> and King Streets there are several potholes.

Commissioner Gay stated that he is pleased with the streets being clean in District IV. Commissioner Gay presented a Proclamation to Minister Figgers on behalf of his brother Darryl Figgers for an act of bravery. Darryl Figgers assisted in the evacuation of individuals from a burning car on May13, 2016 in Midway, Florida. Minister Figgers thanked the City on behalf of his brother.

Commissioner Sapp gave to the Commission and Manager parcel identification numbers of properties owned by the City that she said needs cleaning up. They are wooded areas in District II which poses a health safety issue. Commissioner Sapp asked the Manager to work on a plan to clean the areas.

Commissioner Sapp stated that at 600 Martin Luther King, Vernon Love's house, a large tree stump needs to be removed.

Commissioner McMillan stated that he was happy that Main Street Board came out. He thanked them for putting on Quincyfest.

### **Citizens to be Heard**

Minister Alphonso Figgers of 215 North Chalk Street congratulated Main Street for the fine job they did with Quincyfest.

Minister Figgers stated that their annual Senior Banquet will be held Saturday June 11, 2016 at the Washington Lodge.

Minister Figgers stated that New Bethel AME Church will be hosting a workshop on Saturday, June 4, 2016 from 11:00 a.m. – 2:00 p.m. with O'Neil Brown. The workshop will be about fitness and meal preparation.

James Honderick of 20 North Steward Street came before the Commission to ask them to reschedule the workshop regarding the Fire Department. Mr. Honderick told Minister Figgers that it was an impressive act that his brother had done.

Mayor Elias stated that at the joint City and County workshop the main item was infrastructure and asked the Commission to make a motion to send to the County one item. Commissioner Dowdell made a motion to present to the County the water project and infrastructure. Commissioner McMillan seconded the motion. The motion carried five to zero.

Mayor Elias asked for a date for the Executive Session regarding the IAFF Negotiations. The Commission agreed to hold the Executive Session Wednesday, June 1, 2016 at 6:00 p.m. in the Commission Chambers.

Mayor Elias stated the Manager asked if there were guidelines on land disposition. Commissioner McMillan made a motion to have staff and the Attorney to come up with

some guidelines that mirror the County and State guidelines on surplus land. Commissioner Gay seconded the motion. The motion carried five to zero.

Commissioner Dowdell asked why we set the limit of the mobile vehicle to a maximum of 20'. He stated due to the economic situation we need to allow our citizens to make money, he don't have a problem with changing the length. Commissioner Gay stated we did extensive research in 2010 and we knew at that time that this was a work in progress. Commissioner Gay doesn't have a problem with the size. Commissioner Gay stated Mr. Bradwell is licensed and his cooking unit has been inspected by the state. Commissioner Gay stated that the ordinance needs to be reevaluated from time to time. Commissioner Sapp stated we may have to, from time to time, reevaluate the ordinance and keep the money in Quincy. Commissioner McMillan stated he doesn't have a problem with the length but we need to protect the brick and mortar businesses. Mayor Elias stated that we will set a date for the workshop at the next meeting.

Mayor Elias stated he is looking forward to the audit.

Commissioner Sapp made a motion to adjourn the meeting. Commissioner Dowdell seconded motion. There being no further business the meeting adjourned.

APPROVED:

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Derrick D. Elias, Mayor and Presiding  
Officer of the City Commission and of  
City of Quincy, Florida

ATTEST:

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Sylvia Hicks  
Clerk of the City of Quincy and  
Clerk of the City Commission thereof

**CITY OF QUINCY  
CITY COMMISSION  
AGENDA REQUEST**

Date of Meeting: June 14, 2016

Date Submitted: June 9, 2016

To: Honorable Mayor and Members of the City Commission

From: Mike Wade, City Manager  
Bernard O. Piawah, Director, Building and Planning

Subject: Second Reading of Ordinance 1076-2016 Regarding  
Voluntary Annexation of Three Parcels on the Western Side  
of the City

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**Statement of Issue:**

This is a request for the Second Reading of Ordinance 1076-2016 regarding the voluntary annexation of three parcels located on the western jurisdictional boundary of the City. On May 24, 2016 the Commission was presented an item pertaining to the voluntary annexation of these parcels and the Commission voted unanimously to approve the first reading of Ordinance 1076-2016 and direct staff to bring it back for second and final reading to proceed with the proposed annexation.

The Annexation Ordinance for Second Reading has been fully noticed and advertised for two consecutive weeks in the newspaper prior to this regular meeting of the City Commission as required by state law. Staff is therefore recommending that Ordinance 1076-2016 be approved on Second Reading.

**Options:**

- Option 1: Motion to approve the second and final reading of Ordinance 1076-2016.
- Option 2: Do not vote to approve the proposed Ordinance 1076-2016.

**Staff Recommendation:**

Option 1

**CITY OF QUINCY  
CITY COMMISSION  
AGENDA REQUEST**

Date of Meeting: May 24, 2016

Date Submitted: May 19, 2016

To: Honorable Mayor and Members of the City Commission

From: Mike Wade, City Manager  
Bernard O. Piawah, Director, Building and Planning

Subject: First Reading of Ordinance 1076-2016 Regarding Voluntary Annexation of Three Parcels on the Western Side of the City

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**Statement of Issue:**

This is a request for First Reading of Ordinance 1076-2016 regarding the voluntary annexation of three parcels located on the western jurisdictional boundary of the City. On May 9, 2016 the Commission was presented an item pertaining to the voluntary annexation of these parcels and the Commission voted unanimously to direct staff to proceed with the proposed annexation. Subsequent to the City Commission's directive the Planning and Development Review Board met on May 17, 2016 to review the proposal and they voted unanimously to recommend that the City Commission approve the draft annexation ordinance. The draft Annexation Ordinance for First Reading has been fully noticed and advertised for two consecutive weeks in the newspaper prior to this regular meeting of the City Commission as required by state law. Staff is therefore recommending that Ordinance 1076-2016 be approved on First Reading and to direct staff to bring it back for second and final reading. Attached to this memorandum are: 1) the agenda item of May 9, 2016, and 2) Ordinance 1076-2016 for First Reading.

**Options:**

Option 1: Motion to approve the first reading of Ordinance 1076-2016 and direct staff to bring it back for second and final reading.

Option 2: Do not vote to approve the proposed Ordinance 1076-2016.

**Staff Recommendation:**

Option 1

**ATTACHMENT 1**

COPY

**Agenda Item of May 9, 2016**

**CITY OF QUINCY  
CITY COMMISSION  
AGENDA REQUEST**

Date of Meeting: May 9, 2016  
Date Submitted: May 5, 2016  
To: Honorable Mayor and Members of the City Commission  
From: Mike Wade, City Manager  
Bernard O. Piawah, Director, Building and Planning  
Subject: Request for Voluntary Annexation of Certain Properties on the Western Side of the City

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**Statement of Issue:**

This is a request for voluntary annexation of three parcels on the western jurisdictional boundary of the City. Per Section 171.044, Florida Statutes (FS), "the owner of real property in an unincorporated area of a county which is contiguous to municipality and reasonably compact may petition the governing body of said municipality that said property be annexed to the municipality". The proposed annexation area is compact and contiguous to the City's western boundary on Atlanta Street. These are prime commercial and urban properties that will provide for the commercial expansion of the City and enhance the City's tax base. The City's staff is recommending that the City Commission approve the request to annex these properties. Subsequently, the City's staff will draft the formal annexation ordinance for the Commission's adoption. (Attached to this memorandum are the signed voluntary annexation petitions and location map).

**Voluntary Annexation Requirement:** The proposed annexation meets the requirements of Section 171.044, FS because: 1) the subject area is contiguous to the City's boundary, 2) the subject area is compact, and 3) the annexation shall not result in the creation of an enclave.

**Property Description:**

The proposed annexation area involves the following three parcels:

1. Parcel No.: 3-10-2N-4W-0000-00144-0100: This parcel consist of 30.97 acres that abut Blue Star HWY on the north and Ben Bostick Road on the east. There is a building on the Bostick Road side of the property that is currently used for herbal plant growth. The remaining part of the property (more than half of it) that fronts Blue Star HWY is still vacant and has been identified for a major commercial development.
2. Parcel No. 3-11-2N-4W-0000-00324-0100: This parcel consists of 7.6 acres that is currently vacant and does not contain wetland or floodplain. It is at a prime commercial location with great potentials for future commercial development.
3. Parcel No. 3-11-2N-4W-0000-00324-0200: This parcel consists of approximately 2.5 acres that is currently developed as a mobile home park.

### **Why is the Annexation Necessary?**

Cities grow through annexation in order to stay abreast of the demands for land to support the economic and population growth of the City. The proposed annexation area will expand the City's boundary and above all will give the City a greater opportunity for economic growth on the western side of the City.

### **Conclusion:**

The City's staff believes that the proposed annexation is in the best interest of Quincy and is needed to support the growth of the City. In view of that, the City's staff is asking the City Commission to approve of this voluntary annexation request and direct staff to come back with the requisite annexation ordinance for adoption.

### **Options:**

- Option 1: Approve the proposed voluntary annexation in concept and direct staff to initiate the annexation ordinance accordingly.
- Option 2: Do not approve the proposed voluntary annexation in concept.

### **Staff Recommendation:**

Option 1

### **Attachment:**

1. Map of the Proposed Annexation Area
2. Voluntary Annexation Agreement

## **ATTACHMENT 2**

### **ORDINANCE NUMBER 1076-2016**

AN ORDINANCE OF THE CITY OF QUINCY, FLORIDA RELATING TO THE ANNEXATION OF CONTIGUOUS PROPERTY TO THE CITY; PROVIDING FOR AUTHORITY; PROVIDING FOR ANNEXATION AND LEGAL DESCRIPTION; PROVIDING FOR A MAP OF ANNEXED AREA; PROVIDING FOR ZONING AND LAND USE; PROVIDING FOR COMPLIANCE WITH LAW; PROVIDING FOR FILING; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission has received Petitions for Voluntary Annexation of property Exhibit "A", attached hereto and made a part hereof by reference, regarding the property described in the deeds attached as Exhibit "B", which is within Gadsden County, Florida, and which is compact and contiguous to City of Quincy, City limits.

NOW THEREFORE BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF QUINCY, FLORIDA, AS FOLLOWS:

SECTION 1. AUTHORITY. The authority for enactment of this Ordinance is Section 166.021, Florida Statutes, and Section 171.044, Florida Statutes.

SECTION 2. ANNEXATION AND LEGAL DESCRIPTION. The property described below which is situated in Gadsden County, Florida, compact and contiguous to the City of Quincy, Florida, is hereby annexed to the City of Quincy and the City of Quincy's boundary lines shall be redefined and hereby amended to include such property within its City limits, to wit:

PARCEL NUMBER: 3-10-2N-4W-0000-00144-0100 (CONTAINING 30.97 ACRES):

Legally described on the Property Appraiser's website as follows: OR 801 P 1915; OR 531 P 1164 OR 410 P 527 OR 433 P 63 COMMENCE AT THE SEC OF SECTION 10-2N-4W AND RUN N 00 DEG 05' 50" W 1590.58 FT TO CENTER OF RD #274; N 51 DEG 10'13" EAST 696.47 FT; N 38 DEG 49' 47" W 35.00 FT TO BEGIN: THEN RUN N 76 DEG 49'47" W 597.10 FT; N 19 DEG 15'43" E 388.58 FT TO US #90; NW/LY ALONG #90 AN ARC DIST OF 86.89 FT; N 01 DEG 40'13" W 10.63 FT; NW/LY ALONG ANOTHER CURVE AN ARC DIST OF 258.04 FT; NW/LY ON ANOTHER CURVE AN ARC OF 550.43 FT; S 24 DEG 42'41" W 1314.45 FT ON R/R; SE/LY ALONG CURVE OF R/R 570.72 FT; S 88 DEG 17'10" E 713.78 FT; N 51 DEG 10'13" E 718.74 FT TO THE P.O.B.

PARCEL NUMBER: 3-11-2N-4W-0000-00324-0100 (CONTAINING 7.6 ACRES):

Legally described on the Property Appraiser's website as follows: OR 411 P 1495 COMM. AT SWC OF 11-2-4, RUN N 00 DEG 05'50" W 1641.10 FT TO CENTERLINE OF SR S-274; N 51 DEG 14' 10" E 447.77 FT., S 38 DEG 45 MIN E 35 FT. TO BEGIN: RUN N 51 DEG 14' 10" E 499.50 FT., N 87 DEG 17 10" E 375.89 FT., S 00 DEG 15 ' 30" E 561.28 FT TO N BOUNDARY OF SAL R/R., W/LY ALONG A CURVE 163.91 FT., N 88 DEG 02'50" W 432.36 FT., N 38 DEG 45'50" W 273.95 FT TO TH EP.O.B.



PARCEL NUMBER: 3-11-2N-4W-0000-00324-0200 (CONTAINING 2.5 ACRES):  
Legally described on the Property Appraiser's website as follows: OR 526 P 1269 COMM AT  
NEC OF SW1/4 OF NW1/4, RUN S. 1915.02 FT., S. 88 DEG 8 MIN W. 41.05 FT. TO BEGIN, RUN S. 88  
DEG 8 MIN W. 200 FT., S. 1 DEG 10 MIN E. 524.95 FT., N. 89 DEG 40 MIN E. 200 FT., N. 1 DEG 10  
MIN W. 530.3 FT. TO P.O.B. OR 341 P 1030.

SECTION 3. MAP OF ANNEXED AREA. The property annexed is specifically set forth in the map marked as Exhibit "C", attached hereto and made part hereof by reference.

SECTION 4. ZONING AND LAND USE. Pursuant to general law, the property hereby annexed was subject to Gadsden County land development, land use plan, zoning and subdivision regulations which still remain in full force and effect until rezoned by the City of Quincy to comply with the comprehensive plan.

SECTION 5. COMPLIANCE WITH LAW. The property shall be subject to all of the laws, ordinances and regulations in effect in the City of Quincy upon the effective date of this Ordinance.

SECTION 6. FILING. Upon passage, the City Clerk is directed to file a certified copy of this ordinance with the Clerk of Circuit Court of Gadsden County, the Chief Administrative Officer of Gadsden County and with the Florida Department of State, within 7 days after adoption of this ordinance, as directed by general law.

SECTION 7. EFFECTIVE DATE. This ordinance shall become effective upon its adoption by the City of Quincy City Commission and signature of the Mayor.

**INTRODUCED IN OPEN SESSION OF THE CITY COMMISSION OF THE CITY OF QUINCY, FLORIDA THIS 24<sup>TH</sup> DAY OF MAY 2016.**

**ADOPTED BY THE CITY COMMISSION OF THE CITY OF QUINCY, FLORIDA, THIS \_\_\_ DAY OF \_\_\_\_\_, 2016.**

APPROVED:

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Derrick D. Elias, Mayor and Presiding  
Officer of the City Commission and of  
City of Quincy, Florida

ATTEST:

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Sylvia Hicks, City Clerk

ATTACHMENTS:

EXHIBIT "A" – PETITIONS FOR ANNEXATION

EXHIBIT "B" – DEEDS FOR ANNEXED PARCELS

EXHIBIT "C" – MAP OF ANNEXED PARCELS

**PETITION FOR VOLUNTARY ANNEXATION**

The undersigned owner of real property located within certain unincorporated area of Gadsden County, Florida, which is or will be contiguous to and reasonably compact with the City of Quincy, Florida, a municipal corporation located in the said Gadsden County, Florida, and which area is more particularly described and shown in hatched markings on Exhibit "A" attached hereto and made a part hereof, does hereby voluntarily consent to, agree with, and request the annexation of the said described real property by and to the said City of Quincy, Florida through the adoption of the appropriate ordinance by the City Commission of the said City of Quincy, Florida, pursuant to Section 171.044, Florida Statutes.

The undersigned does hereby agree that executed copies of this same Petition by all of the owners of the real property in the aforesaid described area consenting to, agreeing with, and requesting said voluntary annexation.

Date this 26<sup>TH</sup> day of January, A.D. 2016

**PROPERTY OWNER**

Name: Graves Williams *Big with the*  
Signature: *Graves Williams GP.*

**WITNESSES:**

Name: Wade Williams

Signature: *Wade Williams*

Name: *Pam Upton*

Signature: *Pam Upton*

As to Parcel Number: 3-10-2N-4W-0000-00144-0100

**EXHIBIT A**

**PARCEL NO. [3-10-2N-4W-0000-00144-0100](#)**

**LOCATION: BLUE STAR HWY**

**SIZE: 30.97 ACRES**



404 West Jefferson Street  
www.myquincy.net



Quincy, FL 32351  
850-618-1885

**PETITION FOR VOLUNTARY ANNEXATION**

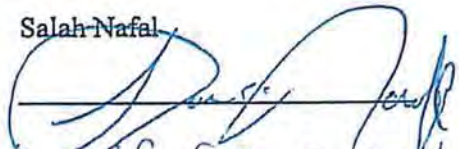
The undersigned owner of real property located within certain unincorporated area of Gadsden County, Florida, which is or will be contiguous to and reasonably compact with the City of Quincy, Florida, a municipal corporation located in the said Gadsden County, Florida, and which area is more particularly described and shown in hatched markings on Exhibit "A" attached hereto and made a part hereof, does hereby voluntarily consent to, agree with, and request the annexation of the said described real property by and to the said City of Quincy, Florida through the adoption of the appropriate ordinance by the City Commission of the said City of Quincy, Florida, pursuant to Section 171.044, Florida Statutes.

The undersigned does hereby agree that executed copies of this same Petition by all of the owners of the real property in the aforesaid described area consenting to, agreeing with, and requesting said voluntary annexation.

Date this 29th day of February, A.D. 2016

**PROPERTY OWNER**

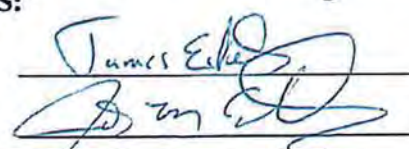
Name: Salah Nafal

Signature: 

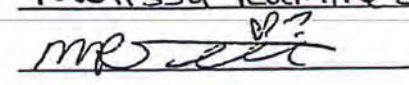
on behalf of Quincy Food Stores, Inc.

**WITNESSES:**

Name: James E. [unclear]

Signature: 

Name: Melissa Ramirez

Signature: 

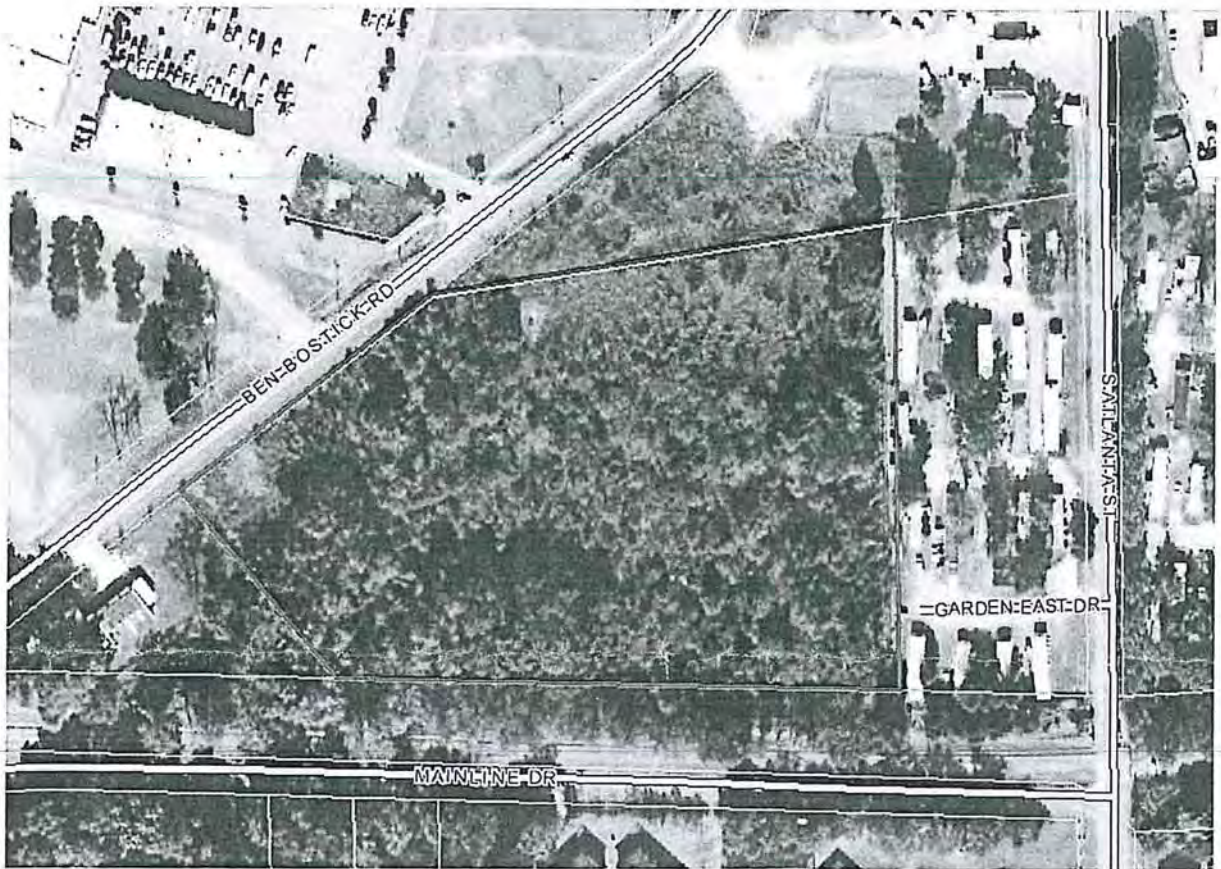
As to Parcel Number: 3-11-2N-4W-0000-00324-0100

**EXHIBIT A**

**PARCEL NO. 3-11-2N-4W-0000-00324-0100**

**LOCATION: WEST JEFFERSON STREET, QUINCY, FLORIDA**

**SIZE: 7.6 ACRES**



**PETITION FOR VOLUNTARY ANNEXATION**

The undersigned owner of real property located within certain unincorporated area of Gadsden County, Florida, which is or will be contiguous to and reasonably compact with the City of Quincy, Florida, a municipal corporation located in the said Gadsden County, Florida, and which area is more particularly described and shown in hatched markings on Exhibit "A" attached hereto and made a part hereof, does hereby voluntarily consent to, agree with, and request the annexation of the said described real property by and to the said City of Quincy, Florida through the adoption of the appropriate ordinance by the City Commission of the said City of Quincy, Florida, pursuant to Section 171.044, Florida Statutes.

The undersigned does hereby agree that executed copies of this same Petition by all of the owners of the real property in the aforesaid described area consenting to, agreeing with, and requesting said voluntary annexation.

Date this 29<sup>TH</sup> day of MARCH, A.D. 2016

**PROPERTY OWNER**

NAME: GADSDEN ESTATES INC

SIGNATURE: Richard B. Van Landingham

**WITNESSES:**

NAME: Amanda Shiver

SIGNATURE: Amanda

NAME: Mark Beiler

SIGNATURE: Mark Beiler

**As to Parcel Number: 3-11-2N-4W-0000-00324-0200**

EXHIBIT A

Parcel No: 3-11-2N-4W-0000-00324-0200

GADSDEN ESTATES INC	
Mailing Address	P O BOX 38 GREENSBORO, FL 32330
Situs/Physical Address	430 ATLANTA ST





"Exhibit B"

Special Warranty Deed  
Page 1  
This instrument prepared by:  
John V. Quinlan, Esquire  
Greene Hamrick Quinlan & Schermer, P.A.  
601 12<sup>th</sup> Street West  
Bradenton, Florida 34205  
941-747-1871

OFFICIAL RECORDS: 1 of 5  
Book: 801 Page: 1915

Consideration: 365,000.00  
Rec. Fees: 44.00  
Doc Stamps: 2,555.00

Recording Fee: \$44.00  
Doc Stamps: \$2,555.00

ding F  
tamps:

**SPECIAL WARRANTY DEED**

The Grantor, North Florida Tomatoes, Inc., a Florida corporation, whose address is set forth below, for and in consideration of Ten Dollars (\$10.00) and other valuable considerations received from the Grantee, hereby grants and conveys to the Grantee, Big Wish, LLC, a Florida limited liability company, whose mailing address is P. O. Box 1018, Quincy, Florida 32353, the real property located in Gadsden County, Florida, described as:

:DE  
ne

See Attached Exhibit "A"

Being parcel #3-10-2N-4W-0000-00144-0100, Gadsden County, Florida. This parcel identification number is furnished pursuant to Section 689.02 of the Florida Statutes and, pursuant to such Statute, is not a part of the legal description of the property and is not a substitute for the legal description of the property being conveyed.

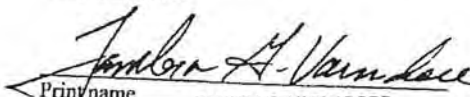
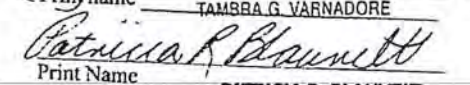
Together with all easements, rights of way, gores of land, streets, ways, alleys, passages, sewer rights, waters, water courses, water rights and powers, and all estates rights, titles interests, privileges, liberties, tenements, hereditaments and appurtenances whatsoever, in any way belonging, relating or appertaining to any of the property described above.

TO HAVE AND TO HOLD, the same in fee simple forever subject to the matters set forth on Exhibit "B" and real estate taxes for the year 2015.


The Grantor warrants and will defend title to the property against the lawful claims of those persons, solely claiming by, through or under the Grantor. ("Grantor" and "Grantee" are used for singular and plural, as the context requires.)

IN WITNESS WHEREOF, Grantor has executed or caused these presents to be executed effective this 28th day of April, 2015.

Signed in the presence of  
Two Witnesses:

  
Print Name TAMBRA G. VARNADORE  
  
Print Name PATRICIA R. BLAUVELT

North Florida Tomatoes, Inc.  
a Florida corporation

By   
Robert Jay Taylor, its Vice President  
P. O. Box 1087  
Palmetto, Florida 34220

GADSDEN COUNTY NICHOLAS THOMAS  
Instrument: 150002880 Recorded: 04/30/2015 1:43 PM

NOTARY APPEARS ON THE NEXT SUCCEEDING PAGE

"Exhibit B"

Special Warranty Deed  
Page 2  
This instrument prepared by:  
John V. Quinlan, Esquire  
Greene Hamrick Quinlan & Schermer, P.A.  
601 12<sup>th</sup> Street West  
Bradenton, Florida 34205  
941-747-1871

OFFICIAL RECORDS: 2 of 5  
Book: 801 Page: 1916

STATE OF FLORIDA  
COUNTY OF Manatee

The foregoing instrument was acknowledged before me this April 24, 2015 by Robert Jay Taylor, as Vice President, of North Florida Tomatoes, Inc., a Florida corporation on behalf of the corporation.

Tambra G. Varnadore  
(Signature of Notary Public - State of Florida)

TAMBRA G. VARNADORE

(Print, Type, or Stamp Commissioned Name of Notary Public)  
Personally Known  or Produced Identification   
Type of Identification Produced \_\_\_\_\_



TAMBRA G. VARNADORE  
MY COMMISSION # FF 173027  
EXPIRES: December 3, 2018  
Bonded Thru Budget Notary Services

Stamp: \$2,555.00

DE ne

MANATEE COUNTY NICHOLAS THOMAS  
Instrument: 150002880 Recorded: 04/30/2015 1:43 PM

"Exhibit B"

Special Warranty Deed

Page 3

This instrument prepared by:

John V. Quinlan, Esquire

Greene Hamrick Quinlan & Schermer, P.A.

601 12<sup>th</sup> Street West

Bradenton, Florida 34205

941-747-1871

OFFICIAL RECORDS: 3 of 5  
Book: 801 Page: 1917

EXHIBIT A

A PARCEL OF LAND LYING IN SECTIONS 10 AND 11, TOWNSHIP 2 NORTH, RANGE 4 WEST, GADSDEN COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

COMMENCE AT A CONCRETE MONUMENT (R.L.S. #3031) MARKING THE SOUTHEAST CORNER OF SAID SECTION 10, AND RUN; THENCE NORTH 00 DEGREES 05 MINUTES 50 SECONDS WEST 1590.58 FEET TO THE CENTERLINE OF COUNTY ROAD NO. 274 (70.00 FOOT RIGHT OF WAY); THENCE NORTH 51 DEGREES 10 MINUTES 13 SECONDS EAST ALONG SAID CENTERLINE A DISTANCE OF 696.47 FEET; THENCE NORTH 38 DEGREES 49 MINUTES 47 SECONDS WEST 35.00 FEET TO A FOUND IRON PIPE (2 INCH) KNOWN AS MARKING THE SOUTHEAST CORNER OF LANDS AS DESCRIBED IN OFFICIAL RECORDS BOOK 83, PAGE 487 OF THE PUBLIC RECORDS OF SAID COUNTY, FOR THE POINT OF BEGINNING. FROM SAID POINT OF BEGINNING THENCE NORTH 76 DEGREES 49 MINUTES 47 SECONDS WEST 597.10 FEET TO A CONCRETE MONUMENT (R.L.S. #3031) MARKING THE SOUTHWEST CORNER OF SAID LANDS; THENCE NORTH 19 DEGREES 15 MINUTES 43 SECONDS EAST 388.58 FEET TO A CONCRETE MONUMENT (R.L.S. #3031) MARKING THE NORTHWEST CORNER OF SAID LANDS, SAID POINT LYING ON THE SOUTHWESTERLY RIGHT OF WAY BOUNDARY OF STATE ROAD NO. 10 (HIGHWAY 90), ALSO SAID POINT LYING ON A CURVE, CONCAVE TO THE NORTHEAST; THENCE ALONG SAID SOUTHWESTERLY RIGHT OF WAY BOUNDARY AS FOLLOWS: THENCE NORTHWESTERLY ALONG SAID CURVE WITH A RADIUS OF 13197.93 FEET THROUGH A CENTRAL ANGLE OF 00 DEGREES 22 MINUTES 38 SECONDS FOR AN ARC DISTANCE OF 86.89 FEET (THE CHORD OF SAID ARC BEING NORTH 71 DEGREES 59 MINUTES 24 SECONDS WEST 86.89 FEET) TO THE END OF SAID CURVE; THENCE NORTH 01 DEGREES 40 MINUTES 13 SECONDS WEST 10.63 FEET TO A POINT OF CURVE TO THE RIGHT; THENCE NORTHWESTERLY ALONG SAID CURVE WITH A RADIUS OF 13187.93 FEET THROUGH A CENTRAL ANGLE OF 01 DEGREES 07 MINUTES 16 SECONDS FOR AN ARC DISTANCE OF 258.04 FEET (THE CHORD OF SAID ARC BEING NORTH 71 DEGREES 13 MINUTES 19 SECONDS WEST 258.04 FEET) TO A POINT OF COMPOUND CURVE TO THE RIGHT; THENCE NORTHWESTERLY ALONG SAID CURVE WITH A RADIUS OF 5581.89 FEET THROUGH A CENTRAL ANGLE OF 05 DEGREES 39 MINUTES 00 SECONDS FOR AN ARC DISTANCE OF 550.43 FEET (THE CHORD OF SAID ARC BEING NORTH 67 DEGREES 50 MINUTES 11 SECONDS WEST 550.21 FEET) TO A 5/8 INCH REBAR (R.L.S. #3031); THENCE SOUTH 24 DEGREES 42 MINUTES 41 SECONDS WEST 1314.45 FEET TO A 5/8 INCH RE-BAR (R.L.S. #3031) ON THE NORTHERLY RIGHT OF WAY BOUNDARY OF CSX RAILROAD (FORMERLY SEABOARD COASTLINE RAILROAD - 120.00 FOOT RIGHT OF WAY) SAID POINT ALSO LYING ON A CURVE, CONCAVE TO THE NORTHEAST; THENCE SOUTHEASTERLY ALONG SAID RIGHT OF WAY BOUNDARY AND SAID CURVE WITH A RADIUS OF 3297.93 FEET THROUGH A CENTRAL ANGLE OF 09 DEGREES 54 MINUTES 55 SECONDS FOR AN ARC DISTANCE OF 570.72 FEET (THE CHORD OF SAID ARC BEING SOUTH 83 DEGREES 19 MINUTES 42 SECONDS EAST 570.01 FEET) TO THE END OF SAID CURVE; THENCE SOUTH 88 DEGREES 17 MINUTES 10 SECONDS EAST 713.78 FEET TO A POINT OF INTERSECTION OF SAID NORTHERLY RIGHT OF WAY BOUNDARY AND THE

"Exhibit B"

Special Warranty Deed  
Page 4

This instrument prepared by:  
John V. Quinlan, Esquire  
Greene Hamrick Quinlan & Schermer, P.A.  
601 12<sup>th</sup> Street West  
Bradenton, Florida 34205  
941-747-1871

OFFICIAL RECORDS: 4 of 5  
Book: 801 Page: 1918

NORTHWESTERLY RIGHT OF WAY BOUNDARY OF SAID COUNTY ROAD NO. 274; THENCE  
LEAVING SAID NORTHERLY RIGHT OF WAY BOUNDARY AND RUN NORTH 51 DEGREES 10  
MINUTES 13 SECONDS EAST ALONG SAID NORTHWESTERLY RIGHT OF WAY BOUNDARY, A  
DISTANCE OF 718.74 FEET TO THE POINT OF BEGINNING.

2

"Exhibit B"

THIS INSTRUMENT PREPARED BY: PARCEL ID#: 11-24-44-0000-00324-0100  
JAMES O. SHELPER, Attorney GRANTOR ID#: 1300 Thomaswood Drive TALLAHASSEE, FL 32312 (904) 385-0070 GRANTEE ID#:

G.R. BOOK 411 PAGE 1495

**WARRANTY DEED**

THIS WARRANTY DEED is made on this 19th day of October, 1993, by BRUCE A. SHELPER, a married man, and PAUL G. WILLIAMS, a married man (hereinafter jointly referred to as "Grantor"), whose mailing address is P. O. Box 1018, Quincy, Florida 32351, to QUINCY FOOD STORES, INC., a Florida corporation, whose mailing address is P. O. Box 550, Greensboro, Florida 32330 (hereinafter referred to as "Grantee").

**W I T N E S S E T H :**

WHEREAS, the Grantor, for and in consideration of the sum of Ten Dollars and No Cents (\$10.00) and other good and valuable consideration to the Grantor in hand paid by the Grantee, the receipt whereof is hereby acknowledged, has granted, bargained, and sold to the Grantee and Grantee's heirs and assigns forever, Grantor's interest in the property located in Gadsden County, Florida, and more particularly described as follows:

Commence at the Southwest Corner of Section 11, Township 2 North, Range 4 West, and run thence North 00 degrees 05 minutes 50 seconds West along the Section line 1641.10 feet to the centerline of State Road S-274; thence run North 51 degrees 14 minutes 10 seconds East along the centerline of said road 447.77 feet; thence run South 38 degrees 45 minutes 50 seconds East 35 feet to a point which is the POINT OF BEGINNING. From said POINT OF BEGINNING run thence North 51 degrees 14 minutes 10 seconds East along the southeasterly boundary of said State Road 499.50 feet; thence run North 87 degrees 17 minutes 10 seconds East 375.89 feet; thence South 00 degrees 15 minutes 30 seconds East 561.28 feet to a point on the Northerly boundary of the Seaboard Airline Railroad, said point being on a curve; thence run in a Westerly direction along said curve an arc distance of 163.91 feet to a point of tangency; thence North 88 degrees 02 minutes 50 seconds West along said boundary of said railroad 432.36 feet; thence leaving the railroad run North 38 degrees 45 minutes 50 seconds West 273.95 feet to the POINT OF BEGINNING. Lying in Section 11, Township 2 North, Range 4 West, Gadsden County, Florida; containing 7.6 acres, more or less.

SUBJECT TO easements and restrictions of record, if any, and to property taxes for the year 1993, and all subsequent years.

Documentary Tax Pd. \$357.00  
NICOLAS THOMAS, CLERK GADSDEN COUNTY  
By: [Signature] Deputy Clerk  
Date: 11-24-93

"Exhibit B"

PARCEL I.D. No. 3-11-2n-4w-0000-00324-0200  
3-11-2n-4w-0000-00324-0300

This Instrument Prepared by:  
Lydia P. Barineau  
Gadsden Abstract Company  
120 S. Madison Street  
Quincy, FL 32351

526 PAGE 1269-1271  
G.R. BOOK  
REC. NICHOLAS THOMAS, CLERK  
GADSDEN CO., FLORIDA

0526 PG 1269  
0705011

01 JUN -4 PH 4:15

PURSUANT TO THE ISSUANCE  
OF TITLE INSURANCE

Grantee Tax I.D. No:  
Name: GADSDEN ESTATES INC.

WARRANTY DEED

--This Warranty Deed made and executed the 1<sup>st</sup> day of June, 2001 by  
GADSDEN MOBILE HOME PARK, INC, a Florida Corporation, whose address is P.O. Box  
5869, Sun City Center, FL 33571 hereinafter called the Grantor to GADSDEN ESTATES INC.,  
a Florida Corporation, whose address is P.O. Box 38, Greensboro, FL 32330, hereinafter called  
the Grantee. (Grantor and Grantee as used shall denote the singular and/or plural, and the  
masculine and/or feminine, and natural and/or artificial persons whenever and wherever the  
context so requires or admits.)

WITNESSETH

That said Grantor, for and in consideration of the sum of TEN AND 00/100'S (\$10.00)  
DOLLARS and other good and valuable consideration to said Grantor in hand paid by said  
Grantee, the receipt whereof is hereby acknowledged, has granted, bargained, and sold to the  
Grantee and Grantee's heirs and assigns forever the following described lands situate, lying and  
being in Gadsden County, Florida, to-wit:

SEE EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF

SUBJECT TO easements, restrictions, and reservations of record in any which are not  
specifically reimposed hereby.

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

IN WITNESS WHEREOF, grantor has hereunto set Grantors hand and seal the day and year first  
above written.

Signed, Sealed and Delivered  
In our presence.

John A. Tipton  
Witness Signature  
JOHN A. TIPTON  
Witness Print

Deborah Sweet  
Witness Signature

DEBORAH SWEET  
Witness Print

GADSDEN MOBILE HOME PARK, INC.  
a Florida corporation

By: Glenn K. Dickman  
GLENN K. DICKMAN  
ITS President

Documentary Tax Pd. \$ 714.00  
Intangible Tax Pd. \_\_\_\_\_  
NICHOLAS THOMAS, CLERK, GADSDEN COUNTY  
By: Nicholas Thomas 6/04/01  
Deputy Clerk Date

"Exhibit B"

OR526PG1271

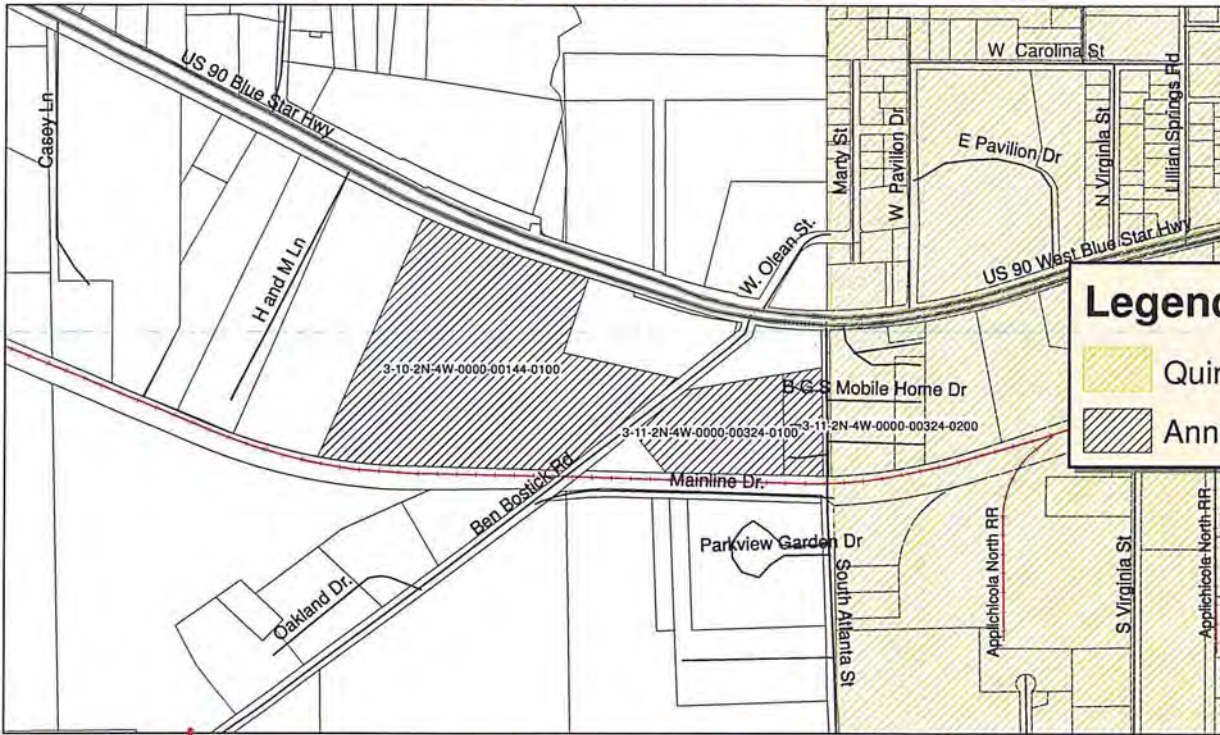
Exhibit A

Commence at the Northeast Corner of the Southwest Quarter of the Northwest Quarter of Section 11, Township 2 North, Range 4 West, Gadsden County, Florida, thence run South 1,915.02 feet, thence South 88 degrees 08 minutes West 41.05 feet to a concrete monument on the West right of way of Atlanta Street and the POINT OF BEGINNING; thence run South 88 degrees 08 minutes West 200 feet thence run South 01 degrees 10 minutes 00 seconds East 524.95 feet to a set re-bar on the North right of way line of the Seaboard Coastline Railroad; thence North 89 degrees 40 minutes East 200.01 feet along the Northern right of way line of the Seaboard Coastline Railroad to a concrete marker on the Westerly right of way line of Atlanta Street; thence North 01 degrees 10 minutes 00 seconds West 530.30 feet along the Westerly right of way line of Atlanta Street to the POINT OF BEGINNING; said land lying and being in the West One-half of the Southwest Quarter of Section 11, Township 2 North, Range 4 West, Gadsden County, Florida.

File No: G010180

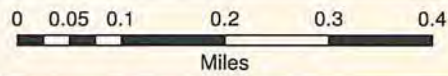
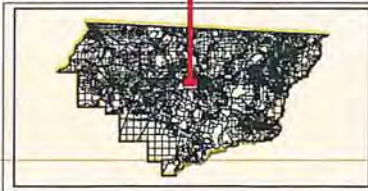
# "Exhibit C"

## QUINCY PROPOSED ANNEXATION AREA



**Legend**

- Quincy Corporate Limits
- Annex Properties



The information shown on the map is intended for planning purposes only, and is from the best available data at the time. Gadsden County assumes no responsibility for any errors or inaccuracies shown on the map.





**CITY OF QUINCY  
CITY COMMISSION  
AGENDA REQUEST**

**DATE OF MEETING:** June 14, 2016

**DATE SUBMITTED:** June 9, 2016

**TO:** Honorable Mayor and Members of the City Commission

**FROM:** Mike Wade, City Manager  
Bernard O. Piawah, Director, Building and Planning

**SUBJECT:** Second and Final Reading of Ordinance 1077-2016  
Amending the Land Development Regulation and Zoning  
code of the City of Quincy

---

**Statement of Issue:**

This is a request for the Second and Final Reading of Ordinance Number 1077-2016 to make changes to the land development regulations and zoning code. Notice of today's hearing was properly advertised.

**Options:**

- Option 1: Motion to approve the second and final reading of Ordinance 1076-2016 .
- Option 2: Motion to deny the proposed changes to the land development and zoning regulations.

**Staff Recommendation:**

Option 1

**CITY OF QUINCY  
CITY COMMISSION  
AGENDA REQUEST**

**DATE OF MEETING:** May 24, 2016

**DATE SUBMITTED:** May 19, 2016

**TO:** Honorable Mayor and Members of the City Commission

**FROM:** Mike Wade, City Manager  
Bernard O. Piawah, Director, Building and Planning

**SUBJECT:** First Reading of Ordinance 1077-2016 Amending the Land Development Regulation and Zoning code of the City of Quincy

---

**Statement of Issue:**

This is a request for First Reading of Ordinance Number 1077-2016 to make some changes to the land development regulations and zoning code. Notice of today's hearing was advertised in the Gadsden County Times of May 12, 2016. The proposed changes have been properly discussed in several City Commission workshops attended by the public. Section 46-823 was added providing outdoor lighting requirements for commercial locations to provide adequate lighting for the safety and well-being of their clients or customers. Also, the City's Planning and Development Review Board met on April 19, 2016 and reviewed the proposed changes and voted unanimously to recommend that the proposed revisions to the land development regulations and zoning code be approved by the City Commission. Please see attached the minutes of the PDRB meeting of April 19, 2016 and the proposed Ordinance Number 1077-2016.

**Summary of Proposed Changes:**

**ARTICLE III: ZONING REGULATION**

**1. Sec. 46-161: Definition.**

Revise Section 46-161 to add the following: definitions

- a. Assembly uses;
- b. Assisted Living Facilities;
- c. Business Park District;
- d. Central Business District;
- e. Light industrial use;

- f. Mixed Use; and
- g. Mixed Use District

## **2. Sec. 46-162:- Scope of Article**

Revise to increase the number to 16 and add a sub-district.

## **3. Sec. 46-164:- Districts Designated**

Revise Sec. 46-164 to add the following districts and sub-districts; and add purpose and intent:

- a) Mixed Use District;
- b) Planned Unit Development District;
- c) Business Park District;
- d) Government; and
- e) Central Business Sub-district.

## **4. Sec. 46-172:- Special Uses**

Revise the list to indicate the districts in which the uses are allowed and delete item (29) pertaining to special use permit approval for churches in the downtown.

~~"29) Churches and places of worship located within the Central Business District as defined by section 46-641. (Freestanding churches are exempt from this provision as well as any church issued a business license, zoning or building permit, or any other permit or license to operate a church on or before October 1, 2007."~~

## **5. Sec. 40-201-46-215: District Regulation**

Revise to add purpose and intent as introduction and to add prohibitive use language to every district

## **6. Sec. 46-207:- Residential multiple-family (R-3)**

Revise to add "assisted living facilities"

## **7. Section 46-208:- Light commercial district (LC-1).**

Revise Sec. 46-208 to add "assisted living facilities" to the list of allowed uses in this category.

**8. Section 46-209:- General Commercial(C-1).**

Revise Sec. 46-209 to add a sub-category entitled "Central Business Sub-district" and provide appropriate standards for development.

Assembly use in the downtown shall not exceed 15%

**9. Sec. 46-211:- Manufacturing (M-1).**

Revise Sec. 46-211 as follows:

- a) Add a new item (a)(4) identifying the type of industrial uses allowed in the M-1 District and cross-reference the Special Use section of the code where applicable.

**10. Sec. 46-212:- Mixed use district (MU)**

Add new district called "Mixed Use District" and provide guidelines for development.

**11. Sec.. 46-213:- Planned unit development (PUD**

Add new district called "Planned Unit Development" and provide guideline for development.

**12. Sec.46-214:- Business park district (BP)**

Add new district called "Business Park" and provide guidelines for development.

**13. Sec. 46-215:-Government (Govt.)**

Add new district called "government" and provide guidelines for development.

**14. Table 1: Minimum Requirement for each district**

Add the new districts to the table of allowed uses.

**15. Access Points and Driveways Tables: 1, 2 & 5.**

Add new districts to these tables.

**16. Sec. 46-822: Buffers and Landscape**

Add new section that consolidates guidelines for buffers and landscaping of Sections 46-794 and 46-819 and revise Sections 46-794 and 46-819 to reference the new Section 46-822 for landscapes and buffer.

**17. Sec. 17: Create Section 46-823 to provide guidelines for outdoor lighting.**

**Options:**

Option 1: Motion to approve the proposed changes to the land development and zoning regulations.

Option 2: Motion to deny the proposed changes to the land development and zoning regulations.

**Staff Recommendation:**

Option 1

**Attachment:**

1. Minutes of PDRB Meeting
2. Proposed Ordinance Number 1077-2016

**ATTACHMENT 1:**  
**MINUTES OF PDRB MEETING**  
**CITY OF QUINCY**  
**PLANNING AND DEVELOPMENT**  
**REVIEW BOARD**  
**APRIL 19, 2016**  
**6:00 PM**

The Planning and Development Review Board (PDRB) met at City Hall in Quincy, Florida on Tuesday, April 19, 2016 at 6:00 PM and the following were present:

Mr. Alvin Young  
Mr. Willie Reeves  
Ms. Kimberly Williams  
Ms. Judy Ware

Members absent:  
Mr. Tommy Skipper  
Mr. Dan Hooker  
Ms. Denise Hannah

**Staff in Attendance**

Bernard Piawah, Director, Building and Planning  
Betty Powell, Administrative Assistant  
Scott Shirley, City Attorney

The meeting was called to order by the Chairperson, Alvin Young, followed by roll call. All members were in attendance, meeting a quorum, except Mr. Tommy Skipper, Mr. Dan Hooker and Ms. Denise Hannah.

A motion to approve the minutes of the previous meeting, March 15, 2016 with any corrections was made by Kimberly Williams. The motion was seconded by Mr. Willie Reeves and the motion passed unanimously.

**Items for Discussion:**

1. Special Use Review for the location of a daycare facility at 100 S. Madison Street.

Mr. Piawah addressed the Board. He indicated that the 100 S. Madison Street address was a previous daycare known as Tiny Tots and that the applicant wants to reopen as a daycare and are not doing anything differently.

Mr. Piawah states that he has identified no issues. There is a small playground area at the back and in the front there is adequate street parking for the dropping off and picking up of children. The Fire Department has reviewed the application and identified no issues with it.

Mr. Piawah asked the board to recommend the approval of the request.

The Chairman asked for a motion. A motion was made by Mr. Willie Reeves to accept the First Option to recommend approval of the Special Use permission for a daycare at 100 S. Madison Street. The motion was properly seconded by Ms. Judy Ware; the ayes were unanimous and the motion passed.

## 2. Review of Proposed changes to the Zoning Code.

Mr. Piawah addressed the Board informing them that he and Mr. Shirley, City Attorney, are trying to improve the code. Mr. Piawah stated that the City's code was put together a long time ago, between 1952 and 1958 and many of the necessary standards and definitions are not present. The board was informed that the proposed changes to the code have been workshopped in front of the City Commission and during those workshops, the only comment received was with respect to the M-1 category; the initial proposal was to revise the M-1 category so that it will no longer incorporate the uses allowed in the C-2 category. That proposal was dropped.

The summary of the proposed changes under review by the board were as follows:

### **Section 46-161: Definition**

Revise to add definition for the following terms: a) Assembly uses; b) Assisted Living Facilities; c) Business Park District; d) Central Business District; e) Light industrial use; f) Mixed Use and g) Mixed Use District.

### **Section 46-162: Scope of Article**

Revise to increase the number of districts from 12 to 16 and add a sub-district.

### **Section 46-164: Districts Designated**

Revise to add following districts and sub-districts; and add purpose and intent:

- a) Mixed Use District; b) Planned Unit Development District; c) Business Park District;
- d) Government; and e) Central Business Sub-district.

### **Section 46-172: Special Uses**

Revise the list to indicate the district in which the uses are allowed and delete item (29) pertaining to special use permit approval for churches in the downtown, as this section is

inconsistent with Federal Law.

**Section 40-201-46-215: District Regulation**

Revise to add purpose and intent and introduction and add prohibitive use language to every district.

**Section 46-207: Residential Multiple-Family (R-3)**

Revise to add “assisted living facilities”.

**Section 46-208: Light Commercial District (LC-1)**

Revise to add “assisted living facilities” to the list of allowed uses in category.

**Section 46-209: General Commercial (C-1)**

Revised to add a sub-category entitled “Central Business Sub-district” and provide appropriate standards for development. Assembly use in the downtown shall not exceed 15%.

**Section 46-211: Manufacturing (M-1)**

Revise to add (a)(4) identifying the type of industrial uses allowed in the M-1 District and cross-reference the Special Use section of the code where applicable.

**Section 46-212: Mixed Use District (M-U)**

Add new district called “Mixed Use District” and provide guidelines for development.

**Section 46-213: Planned Unit Development (PUD)**

Add new district called “Planning Unit Development” and provide guidelines for development.

**Section 46-214: Business Park District (BP)**

Add new district called “Business Park” and provide guidelines for development.

**Section 46-215: Government (GOVT.)**

Add new district called “government” and provide guidelines for development.

**Table1: Minimum Requirement for each District**

Add the new districts to the table of allowed uses.

**Access Points and Driveways Tables: 1, 2 & 5**

Add new districts to these tables.

**Section 46-822: Buffers and Landscape**

Add new section that consolidate guidelines for buffers and landscaping of Section 46-794 and 46-819 and revise Section 46-794 and 46-819 to reference the new Section 46-822 for landscapes and buffer.



**Section 17: Create Section 46-823 to provide guidelines for outdoor lighting**

Mr. Piawah advised the Board that the proposed changes have been fully noticed and advertised in the newspaper. Subsequent to the review by the Planning and Development Review Board, it will go back to the City Commission for final approval and adoption, after it has been advertised accordingly. Mr. Piawah further advised the Board of their options to vote: **First Option:** Vote to recommend approval of the proposed changes to the land development and zoning regulations; **Second Option:** Vote to recommend denial of the changes to the land development and zoning regulations.

After discussion, there was a question, if the changes would affect any of the wetlands. Mr. Piawah replied stating that no changes affecting wetlands were been proposed; we are not altering anything, just making simple revisions to the zoning code to make it user friendly.

Mr. Willie Reeves made a motion to adopt the First Option. The motion was properly seconded by Ms. Judy Ware. The board voted unanimously for the First Option and the motion passed.

Being no further business, the meeting adjourned.

\_\_\_\_\_

Chairman

\_\_\_\_\_

Date

**ORDINANCE NO. 1077-2016**

**AN ORDINANCE OF THE CITY OF QUINCY, FLORIDA, AMENDING THE CITY OF QUINCY CODE OF ORDINANCES, CHAPTER 46, LAND DEVELOPMENT CODE (ORDINANCE NO. 789, AS MAY HAVE BEEN AMENDED FROM TIME TO TIME); PROVIDING FOR FINDINGS; PROVIDING FOR PURPOSE AND INTENT; PROVIDING FOR TITLE OF LAND DEVELOPMENT CODE AMENDMENT; PROVIDING FOR AMENDMENT TO SEC. 46-161, DEFINITIONS; PROVIDING FOR AMENDMENT TO SEC. 46-162, SCOPE OF ARTICLE; PROVIDING FOR AMENDMENT TO SEC. 46-164, DISTRICTS DESIGNATED; PROVIDING FOR AMENDMENT TO SEC. 46-165, ZONING MAP ADOPTED, BASIS FOR REGULATION OF DISTRICTS; PROVIDING FOR AMENDMENT TO SEC. 46-172, SPECIAL USES; PROVIDING FOR AMENDMENT TO DIVISION 2, SECTS. 46-201 – 46-211, DISTRICT REGULATIONS; CREATING SEC. 46-212, MIXED USE DISTRICT; CREATING SEC. 46-213, PLANNED UNIT DEVELOPMENT DISTRICT; CREATING SEC. 46-214, BUSINESS PARK DISTRICT; CREATING SEC. 46-215, GOVERNMENT; AMENDING TABLE 1, MINIMUM REQUIREMENTS FOR ZONING DISTRICTS; AMENDING SEC. 46-751, NUMBER OF ACCESS POINTS; AMENDING SEC. 46-752, TABLE 2, DISTANCE BETWEEN TWO-WAY ACCESS POINTS ON SAME PARCEL; AMENDING SEC. 46-753, TABLE 3, DISTANCE BETWEEN ACCESS POINTS AND INTERSECTIONS; AMENDING SEC. 46-754 TABLE 4, DISTANCE BETWEEN ACCESS POINT AND PROPERTY LINE; AMENDING SEC. 46-755, TABLE 5, WIDTH AND RADIUS OF ACCESS DRIVES; CREATING SEC. 46-822 BUFFER AND LANDSCAPE STANDARDS; CREATING SEC. 46-822.1, PURPOSE; CREATING SEC. 46-822.2, APPLICABILITY; CREATING SEC. 46-822.3, LANDSCAPE PLAN; CREATING SEC. 46-822.4, REQUIRED BUFFERS; CREATING SEC. 46-822.5, LOCATION, SIZE AND COMPOSITION OF LANDSCAPE BUFFERS; CREATING SEC. 46-822.6, LANDSCAPE REQUIREMENTS FOR OFF-STREET PARKING FACILITIES AND VEHICULAR USE AREAS; CREATING SEC. 46-822.7, MAINTENANCE REQUIREMENTS FOR LANDSCAPING OR BUFFERS; CREATING SEC. 46-823, OUTDOOR LIGHTING; REPEALING SEC. 46-794, SETBACKS AND LANDSCAPING FOR PARKING AND LOADING AREAS; REPEALING SEC. 46-819, LANDSCAPING; PROVIDING FOR SEVERABILITY; PROVIDING FOR COPY ON FILE; AND PROVIDING FOR AN EFFECTIVE DATE.**

**SECTION 1. Findings.**

**WHEREAS**, pursuant to the requirements of the Community Planning Act, Chapter 2011-139, Laws of Florida, amending Chapter 163, Part II, Florida Statutes, (formerly the Local Government Comprehensive Planning and Land Development Regulation Act of Chapter 163, Part II, Florida Statutes, and former Chapter 9J-5, Florida Administrative Code) (hereinafter “Community Planning Act”) the City of Quincy has adopted and has in effect the City of Quincy Comprehensive Plan; and

**WHEREAS**, to implement the Comprehensive Plan and as required by Section 163.3202, Florida Statutes, the City has adopted a Land Development Code by Ordinance No. 789 effective on August 11, 1992, as may have been amended from time to time, which code includes zoning districts and zoning district regulations which are intended to be consistent with and implement the Comprehensive Plan; and

**WHEREAS**, over the past several years the City has identified a number of issues regarding the zoning districts and zoning district regulations which are in need of amendment in order to more faithfully implement the comprehensive plan and avoid disputes relating to the intent and operation of the zoning districts and zoning district regulations; and

**WHEREAS**, the City desires to adopt certain zoning district descriptions and district regulations which correspond to districts which have been depicted on the zoning map but not expressly included in the zoning district descriptions and zoning district regulations; and

**WHEREAS**, in order to more fully achieve the intended quality of development as designated in the various zoning districts, the City deems it necessary to adopt landscaping standards which would apply to development other than agriculture and one and two family dwellings, and to adopt standards for outdoor lighting applicable to most new development within the City; and

**WHEREAS**, the public hearings required to be held by Florida Statutes and City code have been appropriately noticed and held by the Planning and Development Review Board and by the City Commission.

**NOW THEREFORE, BE IT ENACTED BY THE CITY OF QUINCY, FLORIDA, THAT THE CITY OF QUINCY LAND DEVELOPMENT CODE IS HEREBY AMENDED AS FOLLOWS:**

**SECTION 2. Purpose and Intent.**

This ordinance is enacted pursuant to Section 2(b), Article VIII of the Constitution of the State of Florida, and the Municipal Home Rule Powers Act, Chapter 166, Part 1, Florida Statutes, in order to carry out the purpose and intent of, and exercise the authority set out in, the Community Planning Act, Sections 163.3161 through 3215, Florida Statutes, through the following amendments to the City’s Land Development Code (Code of Ordinances Chapter 46), Ordinance No. 789 effective August 11, 1992, as may have been amended from time to time.

**SECTION 3. Amendment to Code of Ordinances Sec. 46-161, Definitions.**

City of Quincy Code of Ordinances Sec. 46-161, Definitions, is hereby amended as follows:

[Words that are underlined are being added, words that are ~~struck through~~ are being deleted, and words that are neither underlined nor struck through are not being amended.]

Sec. 46-161. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

. . .

Assembly uses: means those uses that involve a group of people gathered for deliberation and legislation, worship or entertainment. These uses include: community center; athletic field; recreation facilities; schools and daycare facilities, places of worship (e.g., churches, mosques, synagogues, temples and accessory uses on the same site such as living quarter for ministers and staff, child day care, and other uses associated with the place of worship); public and semi-public auditoriums; exhibitions halls, civic theaters, meeting halls and facilities for live theatrical presentations or concerts by bands and orchestra; motion picture theaters; amphitheaters; meeting halls for rent and semi-public assembly.

Assisted Living Facilities: means residential care facilities that provide housing, meals, personal care and supportive services to one or more adults who are not relatives of the owner or administrator of the facility for a period exceeding 24 hours. Generally speaking, ALFs provide supervision, assistance with personal and supportive services, and assistance with or administration of medications to elders and disabled adults who require such services. To reside in a standard ALF, a person must meet the standard ALF "residency criteria," which is defined by Florida regulations and by facility policy.

. . .

Business Park District: means a land use or zoning district that has been platted, preliminarily platted, or is slated to be subdivided into multiple lots for the location of heavy non-retail commercial activities and light industrial uses that will create numerous jobs. Typical uses include corporate offices, research and development laboratories, light manufacturing plants, assembly and packaging plants, wholesale distribution facilities.

Central Business District: means those nine blocks centered around the courthouse and bounded on the north by Franklin Street, on the east by Duval Street, on the south by Crawford Street, and on the west by Munroe Street, within the city.

. . .

Light industrial use: means those activities that involve the wholesale and warehousing of materials as well the packaging, assembly, processing, manufacturing or fabrication of products that do not in their reconfiguration generate soot, dust, gas, odor, noise, lighting or vibration of the earth to an extent that, when measured from the subject property line, would be considered offensive to adjacent property owners and a pollution of the environment.

. . .

Mixed Use: means a mixture of residential, commercial or industrial uses where those uses are intended to be physically and/ or functionally integrated.

Mixed Use District: means a district allowing Mixed use and specifying the mix of uses in varying proportions.

**SECTION 4. Amendment to Code of Ordinances Sec. 46-162, Scope of article.**

City of Quincy Code of Ordinances Sec. 46-162, Scope of article, is hereby amended as follows:

*[Words that are underlined are being added, words that are ~~struck through~~ are being deleted, and words that are neither underlined nor struck through are not being amended.]*

Sec. 46-162. - Scope of article.

The city is divided into ~~12~~ 16 districts and one sub-district of specific types of land use. This article covers the types of uses allowed and prohibited in the various districts, as well as any special regulations concerning uses within these districts. This article also covers the requirements for special uses, home occupations and planned unit developments.

**SECTION 5. Amendment to Code of Ordinances Sec. 46-164, Districts designated.**

City of Quincy Code of Ordinances Sec. 46-164, Districts designated, is hereby amended as follows:

*[Words that are underlined are being added, words that are ~~struck through~~ are being deleted, and words that are neither underlined nor struck through are not being amended.]*

Sec. 46-164. - Districts designated.

- (a) In order to classify, regulate and restrict the location, erection, construction, reconstruction, alteration and use of land and buildings, the height, number of stories and bulk of buildings, the area of yards and other open spaces about buildings, and the intensity of land use, the city is divided into ~~12~~ 16 districts and one sub-district, to be known as follows:

CN	Conservation District
AG	Agricultural District
R-LT	Residential, Large Tract District
R-1A	Residential, Low-Density District
R-1	Single-Family District
R-2	One- and Two-Family District
R-3	Multiple-Family District
LC-1	Light Commercial District
C-1 & <u>CBD</u>	Commercial District; <u>and Central Business Subdistrict</u>
C-2	Heavy Commercial and Light Manufacturing District
M-1	Manufacturing District
AP	Airport District
<u>BP</u>	<u>Business Park District</u>
<u>MUD</u>	<u>Mixed Use District</u>
<u>PUD</u>	<u>Planned Unit Development</u>

- (b) The boundaries of the districts shown upon the map adopted by this article are hereby adopted and approved, and the regulations of this chapter are hereby established and declared to be in effect upon all land and structures included within the boundaries of each district shown upon the map.
- (c) Purpose and intent of zoning districts. The purpose and intent of establishing zoning districts is to ensure that all development is consistent with the goals, objectives and policies of the Comprehensive Plan, by establishing a series of zoning districts that indicate what uses are allowed and site development regulations that control the use of land in each district. All development within each zoning district shall be consistent with the purposes stated for each district.

**SECTION 6. Amendment to Code of Ordinances Sec. 46-165, Zoning map adopted; basis for district regulations.**

City of Quincy Code of Ordinances Sec. 46-165, Zoning map adopted; basis for district regulations, is hereby amended as follows:

*[Words that are underlined are being added, words that are ~~struck through~~ are being deleted, and words that are neither underlined nor struck through are not being amended.]*

Sec. 46-165. - Zoning map adopted; basis for district regulations.

- (a) The boundaries of the districts established by this article are hereby established as shown upon a map, which is made a part of this article by reference, such map being further identified as "A Map of the City of Quincy, 1992," and on which map there is endorsed the words "Revised and Approved as Revised, September 1, 1992," with the signatures of the members of the city commission appearing under the endorsement, and as may be revised from time.

. . .

**SECTION 7. Amendment to Code of Ordinances Sec. 46-172, Special uses.**

City of Quincy Code of Ordinances Sec. 46-172, Special uses, is hereby amended as follows:

*[Words that are underlined are being added, words that are ~~struck through~~ are being deleted, and words that are neither underlined nor struck through are not being amended.]*

Sec. 46-172. - Special uses.

- (a) Generally. No building, lot or structure to be occupied for one or more of the purposes listed in this section shall hereafter be used or erected, nor shall an existing building, structure, lot or premises, not previously used for such listed uses, hereafter be altered or converted to any such use, or altered or converted from one to another of the listed uses, except by special permission of the city commission after review by the planning and development review board and a public hearing, with such public hearing to be held only after notice of such hearing has been published once in a newspaper of general circulation in the city, the publication being not less than 15 days prior to the hearing. Any uses that pose a potential hazard to the health, safety and welfare of the citizens of the city shall be a special use.

- (b) Enumeration. ~~Uses subject to this section are as follows~~ Special uses are only allowed in the zoning districts indicated below and are otherwise to be regarded as prohibited uses:

- (1) Manufacture of:

- a. Ammonia, chlorine or bleaching powder - (M-1).
- b. Explosives - (M-1) and (BP).
- c. Fertilizer - (M-1).
- d. Glue, size and gelatin - (M-1).
- e. Oil cloth or linoleum - (M-1).
- f. Paint, oil, varnish or turpentine - (M-1).
- g. Pyroxylin - (M-1).
- h. Soap - (M-1).
- i. Starch, glucose or dextrin - (M-1).
- j. Sulphurous, sulfuric, nitric or hydrochloric acid - (M-1).
- k. Tallow, grease or lard - (M-1).
- l. Tar roofing or tar waterproofing - (M-1).

(2) Correctional institutions, including any type of jails, prisons or other such facilities for the detention or incarceration of individuals - (C-2), and Govt.

(3) Crematories - (M-1).

(4) Child care centers - (R-1; R-2; R-3; LC-1; C-1, and C-2).

(5) Explosives sales or storage - (C-2).

(6) Lumberyards - (M-1) and (C-2).

(7) Migrant labor camps or dwelling units - (R-3).

(8) Petroleum refining or storage - (M-1) and (BP).

(9) Rawhides or skins storage, curing or tanning - (M-1).

(10) Saw or planing mill - (M-1).

(11) Stockyards and slaughtering of animals - (M-1).

(12) Storage of iron or steel junk, wreckage of motor-driven vehicles, or wreckage of automobiles or automobile trucks - (M-1).

(13) Distillation of coal, wood, bones or tar - (M-1).



- (14) Chemical and allied products storage and distribution - (M-1) and (BP).
- (15) Townhouses in the residential (R-1) district.
- (16) Boardinghouses, lodgishouses and roominghomes, or dormitories - (R-3).
- (17) Utility facilities.
- (18) Clustered developments in all districts provided overall unit density does not exceed district requirements.
- (19) Community residential homes with seven to 14 residents - (R-3).
- (20) A residential density 50 percent greater than allowed by district regulations.
- (21) Multifamily residences in the general commercial district and in historic structures - (CBD).
- (22) Adaptive reuse of historic, commercial and residential structures.
- (23) Hotels and motels in the light commercial district.
- (24) Chimneys, water tanks or towers, stacks, ornamental towers or spires (e.g., church steeples), broadcasting towers and monuments exceeding height limitations for the district in which they are located.
- (25) Planned unit developments - (PUD).
- (26) Dry cleaning establishments - (C-2).
- (27) Funeral homes in light commercial (LC-1) district.
- (28) Community centers - (C-2).
- ~~(29) Churches and places of worship located within the Central Business District as defined by section 46-641. (Freestanding churches are exempt from this provision as well as any church issued a business license, zoning or building permit, or any other permit or license to operate a church on or before October 1, 2007.)~~

. . .

**SECTION 8. Amendment to Code of Ordinances, Chapter 46, Division 2, District Regulations, Secs. 46-201 – 46-211.**

City of Quincy Code of Ordinances, Chapter 46, Division 2, District Regulations, Secs. 46-201 – 46-211, are hereby amended as follows:

*[Words that are underlined are being added, words that are ~~struck through~~ are being deleted, and words that are neither underlined nor struck through are not being amended.]*

## DIVISION 2. - DISTRICT REGULATIONS

Sections 46-201 – 46-215, together with Table 1, establish all of the allowed uses within the City, specify in what zoning districts each of those uses are allowed, and establish minimum site area, building height, impervious surface ratio and minimum setbacks applicable to all new development. Uses not listed as permitted or special uses in any given zoning district as enumerated in Sections 46-201 – 46-215 are prohibited uses.

Sec. 46-201. - Conservation (CN) district.

- (1) Uses permitted. Uses permitted in the CN district are as follows:
  - a. Single-family dwellings (must be built to meet floodproofing standards).
  - b. Accessory buildings and uses incidental to each single-family dwelling, when placed upon the same lot or parcel of land and not used or operated commercially.
  - c. Resource-based passive recreational uses.
- (2) Building height, site area and yards. For building height limits, site area, and front yard, side yard and rear yard requirements, see table 1 following this division.
- (3) Transfer of development rights. On sites containing both floodprone and wetland areas and nonfloodprone or nonwetland areas, the development rights for the wet areas may be transferred to the upland areas. See appendix A to Ordinance No. 789, Transfer of Development Rights, which is available for inspection at the offices of the city.
- (4) Impervious surface ratio. Maximum impervious surface ratio is 50 percent.
- (5) Use of public lands. Public-owned lands in the conservation district may only be used for resource-based passive recreation and open space.
- (6) Uses prohibited: Any use not listed as permitted or special use.

Sec. 46-202. - Agricultural (AG) district.

- (a) Uses permitted. Uses permitted in the AG district are as follows:
  - (1) Uses permitted in the CN district.
  - (2) Agricultural activities.
- (b) Building height, site area and yards. For building height limits, site area, and front yard, side yard and rear yard requirements, see table 1 following this division.

- (c) Impervious surface ratio. Maximum impervious surface ratio is 50 percent.
- (d) Uses prohibited: Any use not listed as permitted or special use.

Sec. 46-203. - Residential, large tract (R-LT) district.

- (a) Uses permitted. Uses permitted in the R-LT district are as follows:
  - (1) Uses permitted in the CN district.
  - (2) Churches, including educational buildings.
  - (3) Playgrounds and recreation facilities under the supervision of the city.
- (b) Building height, site area and yards. For building height limits, site area, and front yard, side yard and rear yard requirements, see table 1 following this division.
- (c) Impervious surface ratio. Maximum impervious surface ratio is 50 percent.
- (d) Uses prohibited: Any use not listed as permitted or special use.

Sec. 46-204. - Residential, low-density (R-1A) district.

- (a) Uses permitted. Uses permitted in the R-1A district are as follows: any uses permitted in the R-LT district.
- (b) Building height, site area and yards. For building height limits, site area, and front yard, side yard and rear yard requirements, see table 1 following this division.
- (c) Impervious surface ratio. Maximum impervious surface ratio is 50 percent.
- (d) Uses prohibited: Any use not listed as permitted or special use.

Sec. 46-205. - Residential single-family (R-1) district.

- (a) Uses permitted. Uses permitted in the R-1 district are as follows: any uses permitted in the R-LT district.
- (b) Building height, site area and yards. For building height limits, site area, and front yard, side yard and rear yard requirements, see table 1 following this division.
- (c) Impervious surface ratio. Maximum impervious surface ratio is 50 percent.

(d) Uses prohibited: Any use not listed as permitted or special use.

Sec. 46-206. - Residential one- and two-family (R-2) district.

- (a) Uses permitted. Uses permitted in the R-2 district are as follows:
  - (1) Any use permitted in the R-LT district.
  - (2) Two-family dwellings (duplexes).
  - (3) Townhouses (see table 1, following this division, for limitations).
- (b) Building height, site area and yards. For building height limits, site area, and front yard, side yard and rear yard requirements, see table 1 following this division.
- (c) Impervious surface ratio. Maximum impervious surface ratio is 50 percent.
- (d) Uses prohibited: Any use not listed as permitted or special use.

Sec. 46-207. - Residential multiple-family (R-3) district.

- (a) Uses permitted. Uses permitted in the R-3 district are as follows:
  - (1) Any use permitted in the R-2 district.
  - (2) Multiple-family dwellings.
  - (3) Assisted living facilities and community residential homes
  - (4) Mobile or manufactured home parks.
  - (5) Travel trailer parks.
- (b) Building height, site area and yards. For building height limits, site area, and front yard, side yard and rear yard requirements, see table 1 following this division.
- (c) Impervious surface ratio. Maximum impervious surface ratio is 50 percent.
- (d) Landscaping. All development and redevelopment in this district shall include a landscaping and buffer plan with sufficient details to determine consistency with the code.
- (e) Uses prohibited: Any use not listed as permitted or special use.

Sec. 46-208. - Light commercial (LC-1) district.

- (a) Uses permitted. Uses permitted in the LC-1 district are as follows:
- (1) Any use permitted in the R-2 district.
  - (2) Arts and crafts establishments.
  - (3) Professional offices: medical, dental, legal, accounting, engineering, planning, architectural or surveying.
  - (4) Studios for music, art, dance, drama, voice, photography and interior design.
  - (5) Florists.
  - (6) Nursing and rest homes and assisted living facilities
  - (7) Barbershops and beauty shops.
  - (8) Antique stores in a completely enclosed structure with no outside storage.
  - (9) Pharmacies.
  - (10) Business offices, excluding the display or storage of merchandise.
  - (11) Schools, colleges and universities.
  - (12) Conventional restaurants.
  - (13) Funeral homes as a special use.
  - (14) Convenience stores.
  - (15) Drive-in or drive-through restaurants.
- (b) Impervious surface ratio. Maximum impervious surface ratio is 60 percent.
- (c) Building site area. For building site area, see table 1 following this division. In no case shall a single- or two-family dwelling be erected on a site which provides an area less per family than is required under the minimum area provisions stipulated for the R-2 district.
- (d) Front and side yards. For nonresidential uses, setbacks are as required by the fire code. For residential uses, the provisions pertinent to the R-2 district shall govern.
- (e) Building height. For building height limits, see table 1 following this division.
- (f) Landscaping. All development and redevelopment in this district shall include a landscaping and buffer plan with sufficient details to determine consistency with the code.

(g) Uses prohibited: Any use not listed as permitted or special use.

Sec. 46-209. - General commercial (C-1) district.

(a) Uses permitted. Uses permitted in the C-1 district are as follows:

- (1) Any nonresidential use permitted in the LC-1 district.
- (2) Trade and personal service establishments, except no automobile service stations or automobile sales lots will be permitted in those blocks adjoining or within one block of the courthouse square.
- (3) Automobile, trailer and farm implement sales lots for products that are in condition mechanically for immediate operation, but excluding the storage of wrecked or partially dismantled cars.
- (4) Commercial amusements, including ballrooms, theaters, commercial games and sports.
- (5) Retail stores, excluding lumberyards, junk dealers or any business where the materials sold are not housed within a building.
- (6) Hotels and motels.
- (7) Automobile service stations.
- (8) Garages, but excluding the storage of wrecked or partially dismantled cars.
- (9) Funeral homes.
- (10) Veterinary hospitals, kennels or clinics.
- (11) Maintenance and storage facilities.
- (12) Miniwarehouses.
- (13) Malls and mini-malls.
- (14) Nightclubs, bars and cocktail lounges. The location must meet the requirements of section 6-1
- (15) Temporary office spaces.
- (16) Special events.

- (b) Impervious surface ratio. Maximum impervious surface ratio is 70 percent, or 100 percent for the central business district.
- (c) Site area and building height. For building site area and building height limits, see table 1 following this division.
- (d) Front and side yards. For nonresidential uses, front and side yard setbacks are as required by the fire code.
- (e) Landscaping. All development and redevelopment in this district shall include a landscaping and buffer plan with sufficient details to determine consistency with the code.
- (f) Uses prohibited: Any use not listed as permitted or special use.
- (g) Central Business Sub-district
  - 1) This district is represented by the nine blocks centered around the courthouse and bounded on the north by Franklin Street, on the east by Duval Street, on the south by Crawford Street, and on the west by Munroe Street, within the city.
  - 2) This district is currently zoned C-1 on the zoning atlas and allows a mixture of residential and non-residential uses.
  - 3) Assembly uses as defined by the city's code (see Section 46-161) shall not exceed 15% of the total land area of the central business sub-district.
  - 4) Any proposal to develop or otherwise establish a new assembly use on a vacant site in the central business sub-district or in an existing building in the central business sub-district must be supported by a demonstration that the proposed use will not cause the total area in assembly uses in the sub-district to exceed 15%
  - 5) Areas in assembly use on the date of the passage of this ordinance shall continue as such, but if discontinued for more than 180 days, the location shall be reassessed to ensure that the resumption of that use will not cause the total percentage of the area in assembly use to exceed 15%.
  - 6) Residential density is up to 25 units per acre.
  - 7) Mixed use structures are allowed in this district with commercial on the ground floor and residential on the upper floors.
  - 8) Building standards for the central business district are as follows:

- a. Residential. For a standalone residential structure the building standards for R-3 zoning under article III, Table 1, applies. For multiuse structures the standards for commercial development stated below and in Table 1 applies.
- b. Commercial. The following outlines commercial building standards:
- c. Minimum site area: None.
- d. Building height: Four stories plus unique architectural details.
- e. Impervious surface: 100 percent.
- f. Minimum setback: None. Setbacks may be required because of the fire code. Building setbacks shall be measured from the overhang.
- g. Offstreet parking: None.

Sec. 46-210. - Heavy commercial and light manufacturing (C-2) district.

- (a) Uses permitted. Uses permitted in the C-2 district are as follows:
  - (1) Any use permitted in the C-1 district.
  - (2) Any business or establishment for wholesale distribution.
  - (3) Light manufacturing.
  - (4) Lumber and building materials storage yards.
  - (5) Industries not obnoxious to the community by the emission of odors, dust, smoke or fumes.
  - (6) Plant nurseries.
  - (7) Body and paint shops.
  - (8) Food processing.
- (b) Impervious surface ratio. Maximum impervious surface ratio is 80 percent.
- (c) Front and side yards. Front and side yards shall be as required by the fire code.
- (d) Buildings site area and building height. For building site area and building height limits, see table 1 following this division.
- (e) Landscaping. All development and redevelopment in this district shall include a landscaping and buffer plan with sufficient details to determine consistency with the code.



(f) Uses prohibited: Any use not listed as permitted or special use.

Sec. 46-211. - Manufacturing (M-1) district.

(a) Uses permitted. Uses permitted in the M-1 district are as follows:

~~(4)~~ Any use permitted in the C-2 district.

~~(1)-(2)~~ Any heavy manufacturing that is not obnoxious to the community because of emission of odors, dust, smoke or fumes, excluding those industries listed as special uses or industries that because of other potentially negative impacts are determined by the administrator to require more extensive review.

~~(2)-(3)~~ Junkyards.

~~(3)-(4)~~ Dry dyeing establishments.

(b) The following uses are allowed but shall undergo special use review:

Manufacture of, and the location of the following activities:

a. Ammonia, chlorine or bleaching powder.

b. Explosives.

c. Fertilizer.

d. Glue, size and gelatin.

e. Oil cloth or linoleum.

f. Paint, oil, varnish or turpentine.

g. Pyroxylin.

h. Soap.

i. Starch, glucose or dextrine.

j. Sulphurous, sulfuric, nitric or hydrochloric acid.

k. Tallow, grease or lard.

l. Tar roofing or tar waterproofing.

m. Petroleum refining or storage.

n. Rawhides or skins storage, curing or tanning.

o. Saw or planing mill.

p. Stockyards and slaughtering of animals.

q. Storage of iron or steel junk, wreckage of motor-driven vehicles, or wreckage of automobiles or automobile trucks;

r. Distillation of coal, wood, bones or tar; and

s. Chemical and allied products storage and distribution.

t. Crematories

(c) ~~(b)~~ Impervious surface ratio. Maximum impervious surface ratio is 80 percent.

- (d) ~~(e)~~ Front and side yards. Front and side yards shall be as required by the fire code.
- (e) ~~(d)~~ Building site area and building height. For building site area and building height limits, see table 1 following this division.
- (e) Landscaping. All development and redevelopment in this district shall include a landscaping and buffer plan with sufficient details to determine consistency with the code.
- (f) Uses prohibited: Any use not listed as permitted or special use.

**SECTION 9. Creation of Code of Ordinances Chapter 46, Division 2, District Regulations, Secs. 46-212 – 46-215.**

City of Quincy Code of Ordinances Chapter 46, Division 2, District Regulations, Secs. 46-212 – 46-215, are hereby created:

*[Words that are underlined are being added, words that are ~~struck through~~ are being deleted, and words that are neither underlined nor struck through are not being amended.]*

Sec. 46-212. – Mixed Use (MU) district.

- (a) The purpose of this district is to promote the mixing of residential, commercial and industrial uses in varying proportions in order to create a high quality development where people can live and work.

The mixing of uses is optional, but when pursued the relative proportion of mix in the development is intended to be:

- Residential 50%;
- Commercial 25%;
- Light industrial 20%; and
- Other uses 5%.

Uses permitted are:

Residential: Density is up to 15 units per acre; and

Non-residential: Non-residential intensity is 0.5 floor area ratio.

The following range of non-residential uses are permitted in the mixed use district:

Arts and crafts establishments;

Professional offices: medical, dental, legal, accounting, engineering, planning, architectural or surveying;  
Studios for music, art, dance, drama, voice, photography and interior design.  
Florists;  
Nursing and rest homes and assisted living facilities of 16 units or more  
Barbershops and beauty shops;  
Antique stores in a completely enclosed structure with no outside storage;  
Pharmacies;  
Business offices, excluding the display or storage of merchandise;  
Schools, colleges and universities;  
Convenience stores;  
Drive-in or drive-through restaurants; and  
Product assembly and packaging facilities and any similar uses not exceeding 20,000 square feet.

- (b) Building site area. For building site area, see table 1 following this division. In no case shall a single- or two-family dwelling be erected on a site which provides an area less per family than is required under the minimum area provisions stipulated for the R-2 district.
- (c) Front and side yards. For nonresidential uses, setbacks are as required by the fire code. For residential uses, depending on density, the provisions pertinent to the R-1, and R-2 districts shall govern.
- (d) Building height. For building height limits, see table 1 following this division.
- (e) Landscaping. All development and redevelopment in this district shall include a landscaping and buffer plan with sufficient details to determine consistent with the code.
- (f) Uses prohibited: Any use not listed as permitted or special use.

Sec. 46-213. – Planned Unit Development (PUD) district.

- (a) Planned Unit Development is described in Division 5 of the Code.
- (b) Permitted uses are based on the plan of development and are limited to the type of uses allowed in the respective zoning districts of the city.
- (c) The purpose of this district is to promote the development of communities that are based on flexible and innovative design standards that:
  - (1) Encourage the enhancement and preservation of lands.
  - (2) Provide for more efficient and flexible use of land that promotes more open space.

- (3) Promote a coordinated development of the site, utilizing the natural features of the land, and providing for connected pedestrian and vehicular circulation and the integration of the uses in the development with adjacent land uses.
- (4) Allows a variety of housing types: single family detached, duplexes, multiple unit dwellings, town homes; etc., that will enable various income groups to reside in the same community.
- (5) Allow a mixture of land uses.
  
- (d) No minimum project size is required; however, a proposed PUD has to involve a single parcel or contiguous parcels under single ownership and a development proposal that consists of a variety of residential types; or a combination of residential and nonresidential uses.
- (e) Density standard: Density depends on the proposed plan of development and at a minimum has to be consistent with the standards of R-1, R-2, or R-3.
- (f) Landscaping: All development and redevelopment in this district shall include a landscaping and buffer plan with sufficient details to determine consistency with the code.
- (g) Uses prohibited: Any use not listed as permitted or special use.

Sec. 46-214. – Business Park (BP) district.

- (a) Uses permitted in this district are:
  - (1) Corporate offices;
  - (2) Research and development laboratories;
  - (3) Light manufacturing facilities
  - (4) Product assembly and packaging facilities; and
  - (5) Wholesale distribution facilities.
  - (6) Any use allowed by special use (see Section 46-172))
- (b) Impervious surface ratio. Maximum impervious surface ratio is 80 percent.
- (c) Front and side yards. Front and side yards shall be as required by the fire code.

- (d) Buildings site area and building height. For building site area and building height limits, see Table 1 following this division.
- (e) Landscaping. All development and redevelopment in this district shall include a landscaping and buffer plan with sufficient details to determine consistent with the code.
- (f) Uses prohibited: Assembly use (see Sec. 46-161) and any use not listed as permitted or special use.

Sec. 46-215. – Government or Public (Govt).

(a) Uses permitted. Uses permitted in the Govt. district are as follows:

- (1) Public buildings and grounds
- (2) Recreation facilities
- (3) Public schools

- (b) Impervious surface ratio. Maximum impervious surface ratio is 60 percent.
- (c) Front and side yards. Front and side yards shall be as required by the fire code.
- (d) Buildings site area and building height. For building site area and building height limits, see table 1 following this division.
- (f) Landscaping. All development and redevelopment in this district shall include a landscaping and buffer plan with sufficient details to determine consistency with the code.
- (g) Uses prohibited: Any use not listed as permitted or special use including assembly use as defined by the Quincy Code of Ordinances (see Sec. 46-161).

Secs. 46-212~~6~~—46-230. - Reserved.

**SECTION 10. Amendment to Code of Ordinances, Chapter 46, Division 2, District Regulations, Table 1, Minimum Requirements for Zoning Districts.**

City of Quincy Code of Ordinances, Chapter 46, Division 2, District Regulations, Table 1, Minimum Requirements for Zoning Districts, is hereby amended as follows:

*[Words that are underlined are being added, words that are ~~struck through~~ are being deleted, and words that are neither underlined nor struck through are not being amended.]*

TABLE 1. ~~MINIMUM~~ REQUIREMENTS FOR ZONING DISTRICTS  
~~Minimum~~ Requirements for each Residential Zoning District

Land Use	Minimum Site Area	Building Height	Impervious Surface (percent)	Minimum Setback
Conservation (CN) Residential large tract (LT)	1 dwelling per lot, 20-acre minimum	None*	50	Front, back and side: 10 percent of lot** 10% of maximum lot width, not to exceed 30 feet**
Agricultural (AG)	1 dwelling per lot, 10-acre minimum	None*	50	Front, back and side: 10 percent of maximum lot width, not to exceed 30 feet**
Residential low-density (R-1A) No more than 2 units per acre	1 parcel, ½-acre minimum	3 stories	50	Front, back, and side: 10 percent of lot**
Single-family (R-1) 3 to 5 units per acre	1 parcel, 7,500 square feet minimum	3 stories	50	Front, back, and side: 10 percent of lot**
One- and two-family (R-2) 6 to 8 units per acre	(a) One-family: 5,000 square feet minimum (b) Two-family: 6,000 square feet minimum (c) No more than 3 duplexes allowed per acre	3 stories	50	Front, back, and side: 10 percent of lot** Duplex: 15 feet minimum between buildings on a lot
Multiple-family (R-3) 9 to 25 units per acre	(a) One-family: 5,000 square feet minimum (b) Two-family: 6,000 square feet minimum (c) Multiple-family: 2,500 square feet per unit	3 stories	70	Front, back and side: 10 percent of maximum lot width, not to exceed 30 feet** Duplex: 15 feet minimum between buildings on a lot

\* There is no height limitation for this zone except within 100 feet of the property line, and then the height limitation is the same as the adjoining district.

\*\* In case of development within an existing residential area, the building's front setback line will not be closer to the front property line than that of the closest structures within 100 feet on the same side of the street.

**Minimum Requirements for each Commercial and Mixed Use Zoning District**

Land Use	Minimum Site Area	Building Height	Impervious Surface (percent)	Minimum Setback
Light commercial (LC-1)	None	3 stories	60	None*
General commercial (C-1)	None	4 stories	70	None*
Heavy commercial/light industry (C-2)	None	4 stories	70	None*
Central business district (CBD)	None	4 stories plus unique architectural details	100	None*
Industrial (M-1)	None	None	80	None*
Mixed Use (MU)	<u>Residential: Depending on density the standards of R-1, and R-2 districts applies.</u> <u>Nonresidential: no site minimum</u>	<u>3 stories</u>	<u>50</u>	<u>Residential: the same as for R-1, R-2, or R-3; depending on density.</u> <u>Nonresidential : no minimum setback</u>
<u>Planned Unit Development (PUD)</u>	<u>Residential: Depending on density the standards of R-1, R-2 or R-3 applies.</u> <u>Nonresidential: no site</u>	<u>3 stories</u>	<u>60</u>	<u>Residential: the same as for R-1, R-2, or R-3; depending on density.</u> <u>Nonresidential :</u>

	<u>minimum.</u> <u>See division 5 for additional standards.</u>			<u>See Division 5 for additional standards</u>
<u>Business Park (BP)</u>	<u>None</u>	<u>4 stories</u>	<u>70</u>	<u>None</u>
<u>Government (Govt)</u>	<u>None</u>	<u>4 stories</u>	<u>60</u>	<u>None</u>

\*Setback may be required because of fire code. Buildings are measured from overhang.

**SECTION 11. Amendment to Code of Ordinances Sec. 46-751, Number of access points.**

City of Quincy Code of Ordinances Sec. 46-751, Number of access points, is hereby amended as follows:

*[Words that are underlined are being added, words that are ~~struck through~~ are being deleted, and words that are neither underlined nor struck through are not being amended.]*

Sec. 46-751 - Number of access points.

(a) The number of allowed driveways are as follows:

TABLE 1. NUMBER OF ACCESS POINTS BY ZONING

	Land Use				
Road Type	R-1, R-2	R-3, C1-A, <u>PUD, MU, GOVT</u>		C-1, C-2, M-1, <u>BP</u>	
Local	1 by right 2 by review No minimum frontage	1 driveway 2 driveways	<100 feet >100 feet	1 driveway 2 driveways	<200 feet >200 feet
Collector	1 driveway <100 feet 2 driveways >100 feet	1 driveway 2 driveways	<200 feet >200 feet	1 driveway 2 driveways	<300 feet >300 feet
Collector, state or county	FDOT or county standards				



Arterial, state	FDOT or county standards
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(b)

All parcels shall be allowed the number of driveways shown in this section, except for those properties restricted by subdivision plats or as otherwise stated in this division.

**SECTION 12. Amendment to Code of Ordinances Sec. 46-752, Distance between two-way access points on same parcel.**

City of Quincy Code of Ordinances Sec. 46-752, Distance between two-way access points on same parcel, is hereby amended as follows:

*[Words that are underlined are being added, words that are ~~struck through~~ are being deleted, and words that are neither underlined nor struck through are not being amended.]*

Sec. 46-752. - Distance between two-way access points on same parcel.

The minimum distance between any two two-way driveway centerlines serving the same property are as follows:

TABLE 2. DISTANCE BETWEEN ACCESS POINTS ON ONE PARCEL

	Land Use		
Road Type	R-1, R-2	R-3, C1-A, <u>PUD, MU, GOVT</u>	C-1, C-2, M-1, <u>BP</u>
Local	70 feet	100 feet	200 feet
Collector	100 feet	200 feet	300 feet
Collector, state or county	FDOT or county standards		
Arterial, state	FDOT or county standards		

**SECTION 13. Amendment to Code of Ordinances Sec. 46-753, Distance between access points and intersections.**

City of Quincy Code of Ordinances Sec. 46-753, Distance between access points and intersections, is hereby amended as follows:

[Words that are underlined are being added, words that are ~~struck through~~ are being deleted, and words that are neither underlined nor struck through are not being amended.]

Sec. 46-753. - Distance between access points and intersections.

Driveways should be located as far as feasible from intersections to provide for stacking and protection of left turn movements. Minimum distance from the intersecting right-of-way line to the nearest edge of the driveway shall be as follows:

TABLE 3. DISTANCE BETWEEN ACCESS POINTS AND INTERSECTIONS

	Land Use		
Road Type	R-1, R-2	R-3, C1-A, <u>PUD, MU, GOVT</u>	C-1, C-2, M-1, <u>BP</u>
Local	35 feet	45 feet	60 feet
Collector	45 feet	60 feet	90 feet
Collector, state or county	FDOT or county standards		
Arterial, state	FDOT or county standards		

**SECTION 14. Amendment to Code of Ordinances Sec. 46-754, Distance between access point and property line.**

City of Quincy Code of Ordinances Sec. 46-754, Distance between access point and property line, is hereby amended as follows:

[Words that are underlined are being added, words that are ~~struck through~~ are being deleted, and words that are neither underlined nor struck through are not being amended.]

Sec. 46-754. - Distance between access point and property line.

The minimum distance between the nearest edge of an access drive and any property line without a cross-access easement shall be as follows:

TABLE 4. DISTANCE BETWEEN ACCESS POINT AND PROPERTY LINE

	Land Use

Road Type	R-1, R-2	R-3, C1-A, <u>PUD, MU, GOVT</u>	C-1, C-2, M-1, <u>BP</u>
Local	5 feet	10 feet	15 feet
Collector	10 feet	15 feet	20 feet
Collector, state or county	FDOT or county standards		
Arterial, state	FDOT or county standards		

**SECTION 15. Amendment to Code of Ordinances Sec. 46-755, Width and radius of access drives.**

City of Quincy Code of Ordinances Sec. 46-755, Width and radius of access drives, is hereby amended as follows:

*[Words that are underlined are being added, words that are ~~struck through~~ are being deleted, and words that are neither underlined nor struck through are not being amended.]*

Sec. 46-755. - Width and radius of access drives.

(a) Width of two-way driveway access and radii shall be within the dimensions specified in this section. Actual width and radii shall be based on:

- (1) Classification of the roadway;
- (2) Number of access points to the parcel; and
- (3) Expected traffic demand, including truck usage.

TABLE 5. WIDTH AND RADIUS OF ACCESS DRIVES

R-1, R-2	18	24	5	10
R-3, C-1A, <u>PUD, MU, GOVT</u>	18	24	10	20
C-1	24	30	20	35

C-2, M-1, BP	24	35	25	40
Width		Radius		
Minimum (feet)	Maximum (feet)	Minimum (feet)	Maximum (feet)	

(b) Driveways shall be not less than ten feet in width for one-way traffic and 18 feet in width for two-way traffic, except that ten-foot-wide driveways are permissible for two-way traffic when:

- (1) The driveway is no longer than 50 feet;
- (2) It provides access to not more than six spaces; and
- (3) Sufficient turning space is provided so that vehicles need not back into a public street.

**SECTION 16. Creation of Code of Ordinances Sec. 46-822, Buffer and Landscape Standards.**

City of Quincy Code of Ordinances Sec. 46-822, Buffer and Landscape Standards, is hereby created as follows:

*[Words that are underlined are being added, words that are ~~struck through~~ are being deleted, and words that are neither underlined nor struck through are not being amended.]*

Sec. 46-822 – Buffer and Landscape Standards.

Sec. 46-822.1. Purpose

The purpose of this section is to provide standards for buffer and landscaping of open space areas when required by the code.

Sec. 46-822.2. Applicability

- A. All new development and redevelopment, excluding active agricultural use and the individual development of single-family or two-family detached dwelling unit, shall comply with the landscape provision of Section 46-823.

- B. Any parking lot constructed as a result of expansion of an existing development shall comply with Section 46-823.
- C. Expansion of all existing development which exceeds twenty five percent (25%) of the existing floor area or any change in use which results in a higher impact use shall provide for at least 25% of the amount of landscaping which would be required for a comparable new development.
- D. General standards: All open space, as required by this chapter, shall be landscaped as provided in this section.
1. All open space, excluding vehicular and pedestrian circulation features and surface parking, shall be covered with natural grass, ground cover, shrubbery, or other suitable plant material, or may have paved active recreation areas, patios, terraces, pedestrian circulation areas, swimming pools, water features, and similar site components incorporated in the open space designs.

Sec. 46-822.3. Landscape Plan

- A. All proposed development and redevelopment, including a sub-division plat, shall submit a generalized landscape site plan drawn to scale which contains adequate information to determine compliance with this code. The plan shall include at least the following elements:
- Boundary lines and lot dimensions;
  - Zoning of site and adjoining properties and the type of adjacent uses;
  - Proposed building locations;
  - Location of existing and proposed streets, driveways, sidewalks and parking areas;
  - Location, size, and spacing of plant material;
  - Size and location of landscaped areas, island, screening, and buffers;
  - Planting details;
  - Location, species, size, diameter and height of trees to be preserved; and
  - Location and extent of utility lines, including electric, telephone, cable TV, natural gas, utility poles, and interior lighting poles.

Sec. 46-822.4. Required Buffers

- A. Landscape buffers are required between land uses or land use districts as follows:
- a. R-3 multifamily district. Between any multifamily use with more than four dwelling units and any R-1 or R-2 residential land use or land use district;
- b. Mixed use district.

- i. Between any single-family through quadraplex residential use and any other multifamily residential use; and
  - ii. Between any residential district and any nonresidential district.
- c. Exception. Buffers shall not be required for land uses or land use districts which are separated by a public roadway.

Sec. 46-822.5. Location, size and composition of landscape buffers

- A. Location. All required buffers shall be located along the side(s) and rear property lines. Rear buffers shall run the entire length of the property line. Side buffers shall be located so as to screen from view from abutting side properties all parking areas and buildings, except in no case shall a buffer block sight distance of motor vehicle operators entering onto public roadways.
- B. Size and composition.
- a. Size. Required vegetated buffers shall be at least three feet wide and six feet in height and of sufficient density so as to block from view abutting land uses. If existing vegetation is sparse or not of sufficient density to block from view abutting land uses a visual screen or fence may be required in conjunction with the vegetated buffer.
  - b. Composition.
    - i. Required buffers shall consist entirely of natural vegetation if such vegetation is of sufficient density and height as to block from view abutting land uses or land use districts.
    - ii. Required buffers may also consist of landscaped trees, shrubs, vines or other vegetation, or a combination of vegetation, screens, berms, or fences, provided any such buffer is of sufficient density so as to block from view abutting land uses or land use districts.
    - iii. Screens or fences may be constructed of wood, block, masonry or other common fencing material provided such buffer is 100 percent solid material.
- C. Pedestrian access. Pedestrian access such as doors, gates, etc. may be installed, and are encouraged, to provide access between residential areas and adjacent nonresidential areas. Such access ways shall only be located so as to provide access to a public right-of-way, unless mutually agreed upon between property owners, and shall not be more than five feet in width.

Sec. 46-822.6. Landscape requirements for off-street parking facilities and vehicular use areas

- A. Except for parking areas in the central business district, areas used for off-street parking or other vehicular storage must be landscaped for ten percent of [the] parking area developed, in addition to the following requirements:
- B. Setback areas.
  - a) Setbacks generally. All offstreet parking and loading areas, except those for single-family residential uses, and in the central business district shall be set back a minimum of ten feet from the front property line and six feet from the side and rear property lines, except that the minimum setback shall be reduced to four feet between access aisles, drives, and side or rear property lines. The area between the parking areas and the property lines shall be landscaped.
- C. Exceptions to setback requirements.
  - 1) If there is joint use of common access aisles or drives alongside or rear property lines of two or more building lots, the setbacks need not be provided.
  - 2) When a continuous curb or wheel stop is used adjacent to a required setback area or an interior landscape area large enough to allow a two-foot vehicular overhang, the parking space depth may be reduced from 19 to 17 feet.
- D. Landscaping for parking areas.
  - 1) Parking lots shall be landscaped with one shade tree per six spaces. The owner of the business shall maintain the planted trees.
  - 2) No paving may be placed within 12 feet of any tree, and new trees shall be located so that they are surrounded by at least 200 square feet of unpaved area.
  - 3) Natural vegetation may be used, if not cleared, to meet the ten percent requirement.
  - 4) If natural vegetation is not used, a tree shall be planted for each 50 linear feet of lot frontage. Trees may be clustered rather than evenly spaced.
  - 5) Acceptable landscape materials shall include: vines, lawn grass, ground cover, pebbles, brick pavers, [and] mulch with low growing plants, including the preservation of existing trees and shrubs.

- E. Visual screen for vehicular use areas. A visual screen or barrier must be used to block from visual view all parking area or vehicular use areas from adjacent public streets, or residential developments, if no buffer exists or is required. The visual screen must consist of 20 percent solid materials and have a minimum height of 18 inches; low shrubs, hedges, berms, fences or a combination thereof are acceptable.
- F. Motor vehicle overhang. Motor vehicles shall not overhang into any landscaped setback or planted area.
- G. Interior landscape requirements for vehicular use areas. Vehicular use or parking areas which are 10,000 square feet or greater in size must also meet the following requirements:
  - a. At least 25 percent of the general landscape requirement shall be devoted to separate interior planting areas of one per 10,000 square feet of vehicular use areas.
  - b. The interior planting areas shall be located in a manner that assists and helps to control the movement of vehicular and pedestrian traffic.
    - i. Provide a continuous landscape strip between every four rows of parking. This should be a minimum of eight feet in width to accommodate a low hedge and shade trees.
    - ii. Create large planting islands (over 600 square feet) to be located throughout the lot and planted with shade trees, low shrubs, and/or ground cover. These should preferably be located at the ends of parking rows.
    - iii. Provide planting islands (a minimum of nine feet wide) between every ten to 15 spaces to avoid long rows of parked cars. Each of these planting islands should provide at least one shade tree having a clear trunk height of at least six feet.
  - c. Vehicles may not overhang into any interior planting area.
- H. Plant material requirements. Any vegetative form used to fulfill any provision of the parking area landscaping requirements must meet the following basic standards:
  - a. Trees. Trees must be at least six feet tall when planted and must reach a minimum of 15 feet at mature height and normal adult dripline of 15 feet.
  - b. Shrubs and hedges. Shrubs and/or hedges must be a minimum height of 18 inches when planted.



- c. Ground covers. Ground covers should [be] planted with a spacing which will provide 75 percent coverage within one year.
- d. Lawn grasses. Grasses should be planted to a density which will achieve permanent coverage within one year. Planting methods may be seeding, sprigging, plugging or sodding.
- e. Synthetic plants and planters. Artificial plant material may not be used for any landscaping requirement. Architectural planters may be substituted for landscape requirements when planted with live plants.
- f. Natural vegetation. Use of natural vegetation will involve retention of all native or naturally occurring plants, shrubs or trees in required landscaping areas. Planters for shrubs are required to have a depth of 18 inches and ten square feet of area. Planters for trees must have a depth of 30 inches and 25 square feet of area.

Sec. 46-822.7. Maintenance requirements for landscaping or buffers

- A. Responsibility for property maintenance of required landscaping or buffers shall be with the owner of the property or any consenting lessee.
- B. Maintenance of landscaped areas or vegetated buffers shall consist of: Mowing, pruning, removal of litter, replacement of dead plant material, and proper watering, fertilizing, etc..
- C. Maintenance of visual barriers or fences shall include keeping such structures in good appearance and repair including replacement of damaged or deteriorated sections.

**SECTION 17. Creation of Code of Ordinances Sec. 46-823, Outdoor Lighting.**

City of Quincy Code of Ordinances Sec. 46-823, Outdoor lighting, is hereby created as follows:

*[Words that are underlined are being added, words that are ~~struck through~~ are being deleted, and words that are neither underlined nor struck through are not being amended.]*

Sec. 46-823 Outdoor Lighting

- (a) Purpose. To provide regulations for outdoor lighting that will:
  - (1) Protect and promote the public health, safety, and welfare;
  - (2) Promote safety and security in vehicular use areas;
  - (3) Protect neighbors, the environment, and the night sky from adverse lighting impacts such as light pollution, light trespass, glare, excessive lighting, and offensive light sources; and

- (4) Promote energy and resource efficient lighting.
- (b) Applicability. All outdoor lighting uses within the city including, but not limited to, multi-family residential, commercial, industrial, public and private recreational and institutional uses, architectural, and landscape lighting.
- (c) Installation and Maintenance Responsibility:
- (1) It shall be the responsibility of the property owner to install the lighting fixtures using the services of a professionally licensed contractor, based on an approved lighting plan.
- (2) All lighting fixtures, including their supports, braces, guys and anchors, electrical parts and all painted and display areas, shall be maintained in accordance with the building and electrical codes adopted by the city, and shall present a neat and clean appearance.
- (d) Exemptions.
- (1) Properties with a single-family or two-family dwelling.
- (2) Lighting for public rights-of-way, public streets, and approved private streets.
- (3) Lighting necessary for emergency equipment and work conducted in the interests of law enforcement, fire rescue, storm debris clean-up or other similar public safety efforts.
- (4) Lighting for construction, renovation, or repair of roads and utilities.
- (5) Temporary general construction lighting, which shall be regulated in accordance with building construction standards and shall be valid during the active period of a building permit.
- (6) Holiday decorative lighting.
- (7) Sign lighting, which is regulated elsewhere in this Land Development Code.
- (8) Lighting required by federal or state laws or regulations.
- (e) General requirements.
- (1) Luminaire design and operation.
- a. For the lighting of predominately horizontal surfaces such as, but not limited to, parking areas, recreational areas, and building entrances, luminaires shall be full-cutoff fixtures and shall be aimed downwards.
- b. For the lighting of predominately non-horizontal surfaces such as, but not limited to, facades, landscaping, fountains, displays, and statuary, luminaires shall be shielded and shall be installed and aimed so as to not project output past the object being illuminated, skyward, onto a public roadway, or onto adjacent uses.

- c. Lighting shall be designed, located, aimed, shielded, and maintained so as to minimize light pollution.
- d. Luminaires shall consist of lighting at least as energy and resource efficient as high performance LED lighting.
- e. Controls shall be provided that automatically extinguish all outdoor lighting when sufficient daylight is available using a control device or system such as a photoelectric switch, astronomic time switch or equivalent functions from a programmable lighting controller, building automaton system or lighting energy management system, all with battery or similar backup power. Automatic lighting controls are not required for the interior of parking structures.
- f. Vegetation and landscaping may be required to control glare and light trespass; however, vegetation screens shall be planted and maintained in a manner that does not obstruct security lighting. Where landscaping is used for light screening, it shall be in addition to the applicable landscaping requirements of the City's code.

The use of search lights, lasers, lighting or lights that pulse, flash, rotate or simulate motion for advertising or promotions is prohibited. No exceptions or waivers shall be permitted.

(2) Pole height.

- a. Except as otherwise regulated by this section, the height of luminaires shall not exceed 30 feet.
- b. During approval of a development plan, building permit or special use permit, the appropriate reviewing board, city manager or designee may permit by special exception pole heights up to 50 feet provided the following conditions are met:

- 1. The development for which the special exception is requested has a total floor area of 100,000 square feet or greater;
- 2. Any property adjacent to the property for which a special exception is requested has a zoning that allows a similar use; and
- 3. The special exception is requested for an area that is greater than 75 feet from any adjacent property that either contains a residential dwelling or that has a residential zoning district classification as established by [section 30-41](#).

In granting the special exception, the city may impose any reasonable conditions, restrictions or limitations to preserve and promote the purpose and intent of this section.

(3) Illumination standards.

- a. Lighting shall have illuminances, uniformities and glare control in accordance with the published standards of the Illuminating Engineering Society of North America (IESNA).
- b. Except as follows, light trespass onto adjacent property shall not exceed 1.0 footcandles measured line-of-sight from any point on the receiving property.
  - 1. Residential property. Light trespass onto any adjacent property that either contains a residential dwelling or that has a residential zoning district classification as established by section 30-41 shall not exceed 0.5 footcandles measured line-of-sight from any point on the receiving property.
  - 2. Nature parks. Light trespass onto any adjacent nature park shall not exceed 0.4 footcandles measured line-of-sight from any point on the receiving nature park.
- (f) Specific requirements. In addition to the general requirements applicable to all outdoor lighting uses, this subsection outlines additional requirements for the following specific outdoor lighting uses or areas. If provisions in this subsection conflict with any of the general requirements, the provisions in this subsection shall prevail.
  - (1) Recreational lighting. Lighting for outdoor recreational uses (including pole heights) may be designed in accordance with the published standards of the Illuminating Engineering Society of North America (IESNA).
  - (2) Nature parks. Buildings shall not be externally illuminated on any vertical faces fronting a nature park.
  - (3) Building exteriors. Lighting provided for the general security of areas such as, but not limited to, building entrances, stairways, ramps and main walkways shall not exceed an average horizontal illuminance of five footcandles at ground level, a uniformity ratio of 6:1, a maximum uniformity ratio of 10:1, and an average vertical illuminance of 0.2 footcandles measured five feet above the height of the luminaire.
  - (4) Parking lots.
    - a. Lighting shall be uniform throughout the parking lot, with no dark patches or pockets, for safety and identification of features.
    - b. Luminaire locations shall not be in conflict with existing and proposed landscaping.
    - c. Except as provided in the next subsection, lighting shall maintain a minimum horizontal illuminance of 0.5 footcandles at ground level and shall not exceed an average horizontal illuminance of 2.5 footcandles, a uniformity ratio of 5:1, and a maximum uniformity ratio of 15:1.

- d. Parking lots within 75 feet of any adjacent property that either contains a residential dwelling or that has a residential zoning district classification as established by section 30-41 shall meet the following requirements:
  - 1. Luminaires shall be full-cutoff fixtures from which no light is emitted at or above an angle of 80 degrees from the pole;
  - 2. The height of luminaires shall not exceed 15 feet; and
  - 3. Lighting shall maintain a minimum horizontal illuminance of 0.2 footcandles at ground level and shall not exceed an average horizontal illuminance of 1.0 footcandles, a uniformity ratio of 5:1, a maximum uniformity ratio of 10:1, and an average vertical illuminance of 0.1 footcandles measured five feet above the height of the luminaire.
- e. Multiple-family residential developments shall have additional lighting at the entrance and exit points of parking lots sufficient to light the area for pedestrians entering and exiting the parking area. Lighting levels at entrances and exits shall maintain a minimum horizontal illuminance of 1.0 footcandles at ground level.
- f. Lighting shall be provided in accordance with this section throughout the nighttime hours of operation and/or use by the public of a business or facility. However, lighting shall be automatically extinguished no later than one hour after the close of business or facility operation and/or use by the public. After-hours security lighting may be permitted when such lighting does not exceed 50 percent of the number of luminaires or the illumination level required or permitted during regular nighttime operation hours.

(5) Parking structures.

- a. Applicability. These standards for parking structures shall apply to any multilevel parking structure and any floor of a building, including but not limited to the first floor and/or basement level, used for parking or storage of vehicles. However, when either the top floor of a building used for parking or storage of vehicles or the top floor of a multilevel parking structure is uncovered and open to the sky, said floor shall be regulated in accordance with the standards for parking lots but shall have luminaires that do not exceed a height of 15 feet.
- b. Luminaires shall be full-cutoff, semi-cutoff and/or refractor high intensity discharge (HID) fixtures. The exact type, configuration and placement of luminaires shall be designed to prevent glare, cavern effect and to facilitate vertical illumination of the floor so that drivers are able to discern objects within the facility. Designs shall attain a cutoff angle of 24 degrees to 38 degrees on driver approach and 60 degrees to 75 degrees on driver retreat as shown in Figure 1.

c. Lighting intensities for all floors, ramps, entrance/exit areas, and stairways shall be sufficient to provide a very clear illumination of all corners and parts of the parking floor.

d. The IES Lighting Handbook and the 2011 National Electrical Code, Article 100, define a *luminaire* as, "a complete lighting unit consisting of a lamp or lamps together with the parts designed to distribute the light, to position and protect the lamps, and to connect the lamps to the power supply."

(g) Lighting plan submission. Lighting plans demonstrating compliance with the requirements of this section shall be submitted to the technical review committee for review and approval for development plan review, a building permit, and special use permit applications. Lighting plans shall be certified by a registered architect, engineer, or lighting professional holding a current lighting certification (LC) from the National Council on Qualifications for the Lighting Profession (NCQLP) as providing illumination in accordance with the applicable standards of this section and shall include the following information:

- (1) A brief written narrative, with accompanying plan or sketch, which demonstrates the objectives of the lighting.
- (2) A statement of the proposed hours when the luminaires will be on and when they will be extinguished.
- (3) A layout of all existing and proposed luminaires by type, location, mounting height, aiming direction, orientation, lamp, and photometry.
- (4) Description of the proposed equipment, including luminaire catalog cuts, glare reduction devices, lamps, lamp color temperature, on/off control devices, mounting heights, mounting methods, pole foundation details, and pole protection means.
- (5) Manufacturer specification sheets, cut-sheets or other manufacturer-provided information for all existing and proposed luminaires, including designation as full-cutoff fixtures if applicable and/or required.
- (6) Photometric data and drawings to illustrate how light sources are shielded to prevent spillover lighting and how the aiming of lights will prevent light trespass and glare to drivers, pedestrians, adjacent properties, and the night sky.
- (7) An illustration showing lighting levels (illuminance in footcandles), uniformity ratios, lamp wattages, shades, deflectors, beam directions, and luminous areas for each source of light.
- (8) A photometric grid showing footcandle readings every ten feet within the property or site, and 25 feet beyond the property lines, plotted out to 0.0 footcandles. The map or grid shall be drawn to a scale acceptable to the city

manager or designee, but in no instance to a scale smaller than one inch equals 100 feet. Iso-footcandle contour line style plans are also acceptable.

- (9) Landscaping information demonstrating that the site lighting and existing and proposed landscaping have been coordinated to minimize conflict between vegetation and intended light distribution, both initially and at vegetation maturity.
  - (10) A description of adjacent properties that may be adversely impacted by the lighting. The lighting plan may require the inclusion of illuminance values on specific adjacent properties (e.g. adjacent properties with residential dwellings).
  - (11) For parking structures, the lighting plan shall include the following additional information:

    - a. Minimum horizontal and vertical lighting intensities for each floor, floor ramps, entrance areas and stairways. Data may be requested for certain daylight periods.
    - b. Uniformity ratios and maximum uniformity ratios for each floor, floor ramps, entrance areas and stairways. Data may be requested for certain daylight periods.
    - c. The cutoff angles on driver approach and retreat.
    - d. Any cavern effects from light shielding.
- (h) Nonconforming luminaires and lighting. Any luminaire or lighting installation lawfully existing on the date of the adoption of this regulation, that does not conform with the requirements of this section shall be deemed legally nonconforming.
- (1) A nonconforming luminaire or lighting installation shall be made to conform with the requirements of this section when:

    - a. Minor corrective action, such as re-aiming or shielding, can achieve conformity with the applicable requirements of this section;
    - b. Fifty percent or more of the existing luminaires on a property are replaced;
    - c. The number of existing luminaires on a property is increased by 50 percent or more; or
    - d. The city manager or designee deems the nonconforming luminaire or lighting installation a safety hazard.
  - (2) A development that becomes nonconforming with this section due to a change in operational hours from daytime only to include nighttime operation shall be required to comply with these regulations within 90 days of the effective date of the change.

**SECTION 18. Repeal of Code of Ordinances Sec. 46-794, Setbacks and landscaping for parking and loading areas and Sec. 46-819, Landscaping.**

City of Quincy Code of Ordinances Sec. 46-794, Setbacks and landscaping for parking and loading areas and Sec. 46-819, Landscaping, are hereby repealed as follows:

*[Words that are underlined are being added, words that are ~~struck through~~ are being deleted, and words that are neither underlined nor struck through are not being amended.]*

~~Sec. 46-794. — Setbacks and landscaping for parking and loading areas.~~

~~(a) Setbacks generally. All offstreet parking and loading areas, except those for single-family residential uses, shall be set back a minimum of ten feet from the front property line and six feet from the side and rear property lines, except that the minimum setback shall be reduced to four feet between access aisles, drives, and side or rear property lines.~~

~~(b) Exceptions to setback requirements.~~

~~(1) If there is joint use of common access aisles or drives along side or rear property lines of two or more building lots, the setbacks need not be provided.~~

~~(2) When a continuous curb or wheel stop is used adjacent to a required setback area or an interior landscape area large enough to allow a two-foot vehicular overhang, the parking space depth may be reduced from 19 to 17 feet.~~

~~(c) Landscaping.~~

~~(1) Parking lots shall be landscaped with one shade tree per six spaces. The owner of the business shall maintain the planted trees.~~

~~(2) No paving may be placed within 12 feet of any tree, and new trees shall be located so that they are surrounded by at least 200 square feet of unpaved area.~~

~~Sec. 46-819. — Landscaping.~~

~~Offstreet parking facilities shall be landscaped so as to clearly delineate and buffer vehicular use areas, and to limit internal movement of vehicles and pedestrians to the designated traffic configuration.~~

**SECTION 19. Severability.**



If any portion of this ordinance is deemed by any court of competent jurisdiction to be void, unconstitutional, or unenforceable, then the remaining provisions and portions shall remain in full force and effect.

**SECTION 20. Copy on File.**

A certified copy of the enacting Ordinance as well as certified copies of the City of Quincy Zoning Map Amendment cited in Section 3 above shall be filed with the City Clerk of the City of Quincy.

**SECTION 21. Effective Date.**

This Ordinance shall become effective upon passage.

**INTRODUCED** on first reading in open session of the City Commission of the City of Quincy, Florida, on this 24th day of May, A.D. 2016.

**PASSED** on second and final reading in open session of the City Commission of the City of Quincy, Florida, on this \_\_\_ day of \_\_\_, A.D. 2016.

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Derrick D. Elias, Mayor  
Presiding Officer of the City Commission of  
the City of Quincy, Florida

ATTEST:

Approved as to Form:

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Sylvia Hicks  
Clerk of the City of Quincy and  
Clerk of the City Commission thereof

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Scott Shirley  
City Attorney

**CITY OF QUINCY  
CITY COMMISSION  
AGENDA REQUEST**

Date of Meeting: June 14, 2016  
Date Submitted: June 10, 2016  
To: Honorable Mayor and Members of the City Commission  
From: Mike Wade, City Manager  
Greg Taylor, Director, Parks and Recreation  
Subject: Purchase of two John Deere Commercial Lawn Mowers  
State Contract # FL Ag & Lawn Equipment 21100000-15-1

---

**Issue:**

Quincy Parks and Recreation Department is requesting approval for the purchase of two John Deere Commercial Lawn Mowers for a total of \$15,909.02 – 7,954.51 each.

**Background:**

In the 2015-16 Budget, the Parks and Recreation Department has two mowers budgeted. The Department does not have any mowers of its own and must rely upon the Public Works to share a mower when it is available. Sharing a mower constantly puts us behind in cutting our parks.

We would like to purchase two John Deere commercial mowers according to state contract, where the State of Florida has sought competitive bids and awarded contracts. The mowers will be purchased from Ag Pro, located in Tallahassee. Our City has purchased most of our mowers from this dealership in the past and they have been reliable.

We have money in our present budget to cover the costs of the two mowers.

**Options:**

- Option 1: Approve the purchase of the two mowers
- Option 2: Do not approve the purchase of the two mowers

**Staff Recommendation:**

- Option 1.

**Attachments:** Ag Pro Proposal

**ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):**

Deere & Company  
 2000 John Deere Run  
 Cary, NC 27513  
 FED ID: 36-2382580; DUNS#: 60-7690989

**ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:**

Ag-pro  
 2890 Industrial Plaza Drive  
 Tallahassee, FL 323013551  
 850-877-5522  
 DEmerison@agproco.com

### Quote Summary

**Prepared For:**

City Of Quincy  
 FL  
 Home : 850-508-4539

**Delivering Dealer:**

**Ag-pro**  
 Matthew Cobb  
 2890 Industrial Plaza Drive  
 Tallahassee, FL 323013551  
 Phone: 850-877-5522  
 mcobb@agproco.com

**Quote ID:** 13290632  
**Created On:** 05 May 2016  
**Last Modified On:** 08 June 2016  
**Expiration Date:** 30 June 2016

Equipment Summary	Selling Price	Qty	=	Extended
JOHN DEERE Z920M Commercial ZTrak	\$ 7,954.51	2	=	\$ 15,909.02
<b>Contract:</b> FL Ag & Lawn Equipment 21100000-15-1				
<b>Price Effective Date:</b> May 11, 2015				

**Equipment Total** **\$ 15,909.02**

\* Includes Fees and Non-contract items

<b>Quote Summary</b>	
Equipment Total	\$ 15,909.02
Trade In	
<b>SubTotal</b>	<b>\$ 15,909.02</b>
Total	\$ 15,909.02
Down Payment	(0.00)
Rental Applied	(0.00)
<b>Balance Due</b>	<b>\$ 15,909.02</b>

Salesperson : X \_\_\_\_\_

Accepted By : X \_\_\_\_\_

# Selling Equipment

Quote Id: 13290632      Customer Name:

**ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):**

Deere & Company  
 2000 John Deere Run  
 Cary, NC 27513  
 FED ID: 36-2382580; DUNS#: 60-7690989

**ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:**

Ag-pro  
 2890 Industrial Plaza Drive  
 Tallahassee, FL 323013551  
 850-877-5522  
 DEmerison@agproco.com

## JOHN DEERE Z920M Commercial ZTrak

Hours:

Stock Number:

Contract: FL Ag & Lawn Equipment 21100000-15-1

Selling Price \*

Price Effective Date: May 11, 2015

\$ 7,954.51

\* Price per item - includes Fees and Non-contract items

Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
2142TC	Z920M Commercial ZTrak	2	\$ 9,529.00	21.00	\$ 2,001.09	\$ 7,527.91	\$ 15,055.82
<b>Standard Options - Per Unit</b>							
001A	United States and Canada	2	\$ 0.00	21.00	\$ 0.00	\$ 0.00	\$ 0.00
1036	24x12x12 Pneumatic Turf Tire for 54 In. and 60 In. Decks	2	\$ 0.00	21.00	\$ 0.00	\$ 0.00	\$ 0.00
1504	60 In. 7-Iron PRO Side Discharge Mower Deck	2	\$ 540.00	21.00	\$ 113.40	\$ 426.60	\$ 853.20
2000	Deluxe Comfort Seat with Armrests	2	\$ 0.00	21.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>Standard Options Total</b>			<b>\$ 540.00</b>		<b>\$ 113.40</b>	<b>\$ 426.60</b>	<b>\$ 853.20</b>
<b>Suggested Price</b>						<b>\$ 15,909.02</b>	
<b>Total Selling Price</b>			<b>\$ 10,069.00</b>		<b>\$ 2,114.49</b>	<b>\$ 7,954.51</b>	<b>\$ 15,909.02</b>

Operations Management Services



2015 Annual Report

City of Quincy, Florida





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## Executive Summary

CH2M is pleased to present the City of Quincy (the City) with the following annual report as an overview of activities related to the City's water and wastewater facilities during 2014 and 2015.

Our goal is to provide you with a comprehensive overview of the day-to-day operations, approach to project enhancement, cost containment strategies, and system capabilities related to community growth and development. Specific topics include permit compliance, system improvements, unit cost data, and historical trends for present treatment capacities.

CH2M's commitment to quality service is confirmed through specific accomplishments found throughout the report. The report includes actions CH2M initiated to ensure continued exemplary service to the citizens.

Our success is exemplified through the continued support received from City officials. We would like to express our appreciation to, Mr. Mike Wade, Mayor Derrick Elias, and City department directors and commissioners. CH2M understands the importance of developing strong relationships with our clients and feels the Quincy team is a prime example of this concept.

The completion of our work in 2015 marks 21 years of a successful partnership between the City and CH2M, as well as another year of quality service we provided to citizens. This report summarizes activities and accomplishments for contract year 2014-2015.





# Water Treatment Facility

## General Overview

On February 17, 2003, the City switched from the surface water facility located on North Adams Street, to the well field system located near the Mt. Pleasant community on State Highway 90 West. From October 1, 2005, through September 30, 2006, the City's water treatment system consisted of the well field, located past the Mt. Pleasant community, with two ancillary water wells located within city limits for emergency supplies. The well field consists of four wells that pump to the existing ground storage tanks. From the ground storage tanks, three high service pumps transfer water to three elevated storage tanks.

A computer supervisory control and data acquisition (SCADA) system controls the well field and high service pumps. The treatment processes—used for well water—consist of chlorine for disinfection and fluoride for dental hygiene purposes. The well field system is staffed 8 hours per day, 5 days per week, and 4 hours each on both Saturday and Sunday.

The distribution system is looped, which means changes occurring at a specific site affect the dynamics of the entire system. Should a sudden or unexpected high water demand occur, such as a major fire, staff is prepared to take immediate action to minimize any adverse impact to the City's water system. Given the topographical elevations in the City vary significantly, maintaining consistent pressure and volume requirements presents a constant challenge. CH2M's proven operations strategies consistently met the needs of the City's water customers during the past year.

Storage capacity consists of one 500,000 gallon elevated storage tank, two 300,000 gallon elevated storage tanks, one 1 million gallon (mg) ground storage tank, and two 500,000 gallon ground storage tanks—with a total combined capacity of approximately 3.1 mg. In the unlikely event complete system failure occurs, CH2M's emergency response plan directs facility staff to retain all stored water reserves and distribute as directed by the City.

CH2M provides checks and balances to ensure consistent operations, minimizing the chance of interruptions to water service. The following are routine procedures used at the water treatment facility:

- Prevent and predict future issues through a complete computerized preventive maintenance (PM) and corrective maintenance (CM) program for all water treatment equipment
- Perform regularly scheduled amp draws for all pump motors, predicting problems that may occur before a motor burns up, thus decreasing down time and increasing repair costs
- Use established technical service representatives for system components, which allows for faster repair times when a problem is beyond our ability to fix in-house
- Complete trend charts that track daily system performance, allowing operations personnel to see problems developing ahead of time and optimizing system performance during longer time periods
- Perform daily quality control analyses for each test parameter, which include known standards and duplicate analyses to ensure both accuracy and precision
- Respond immediately to all complaint calls; every effort is made to determine the nature of the problem and the means to prevent recurrence

CH2M maintains close watch on the City's water treatment system. All data, documentation, and records are readily available to the City for review upon request.

As the City grows and water requirements increase, CH2M is particularly cognizant of the fact that the water system must meet the average daily demands—with reserve capacity for peak demands during high consumption periods. Storage levels are constantly monitored from the operations control room. Minimum levels have been established in-house, based on previous experience and historical flow data; these vary seasonally. Monitoring water storage ensures an adequate, safe supply for customer consumption in all situations.

Monitoring water storage also accounts for reserve supply in the event of fire fighting use. The present capacity of the water treatment system is approximately 3.62 million gallons per day (mgd). Based on minimum standards set by the U.S. Environmental Protection Agency (U.S. EPA) for flowing water pressure, we estimate the maximum output capability of the water system at approximately 3 mgd.

The annual daily flows in 2014-2015 averaged 1.16 mgd. Presently, the state permits the City to withdraw a daily maximum of 3.62 mgd and a maximum total of 73 mg for the month. The water treatment system produces approximately 38.7 percent of its capacity, or 32.0 percent of its permitted maximum.

In addition to the surface water facility, the City has two operational backup wells; these wells are used only in emergency conditions (due to high hydrogen sulfide content of produced water). The well field, consisting of well numbers 6, 7, 8, and 9, supplied 422 million gallons of water to the system. The total water pumped to the City's water system in 2014-2015 was 422 million gallons. A very small amount of water was added to the system from well numbers 2 and 4. This was pumped to retrieve samples for compliance testing and during emergencies when the well field was not available.



# Water Treatment Facility

## Historical Comparison 2013-2014 versus 2014-2015

Water consumption decreased from approximately 1.3 mgd to 1.16 mgd, based on a 12-month moving average. This water consumption equates to an average annual decrease of 0.14 mgd per month and a total decrease of 53.84 mg for the year. A total of 422 million gallons of water was produced.

Exhibit 1 displays water treatment facility flow comparisons from 2013-2014 to 2014-2015.

### Contract Parameters

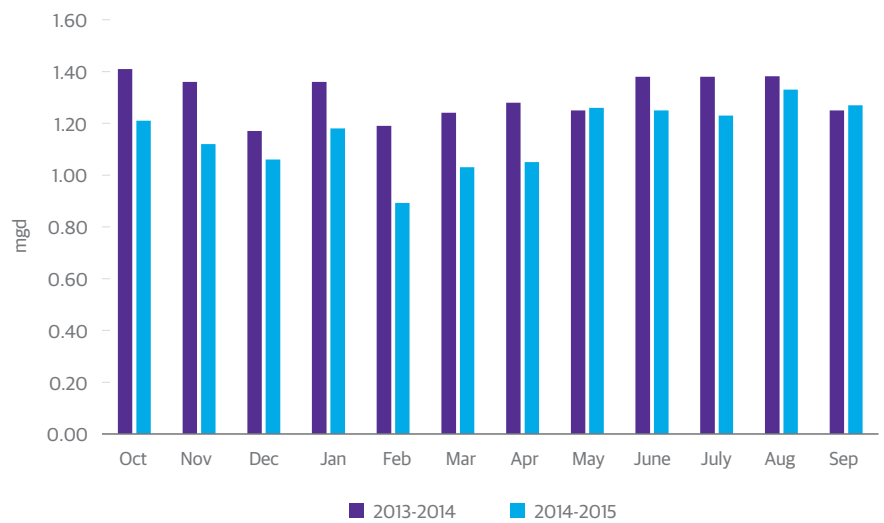
The cost for services provided by CH2M is based on production of 1.3 mgd for the water system. As represented in Exhibit 2, water production is just below the contract parameter. The agreement between the City and CH2M allows for a change in scope when the parameter limit is exceeded by five percent on a 12-month moving average.

Customer satisfaction plays an important role in daily operation of the water treatment system. In order to exceed the expectations of the citizens, CH2M provides the following services:

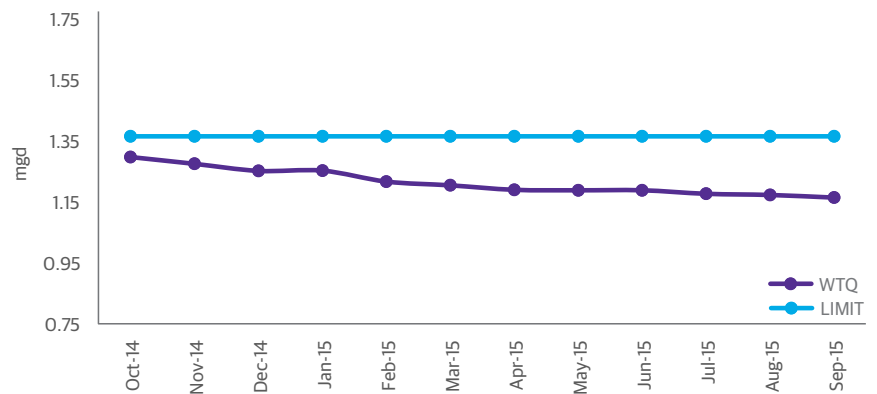
- Address all customer complaint calls personally within 2 hours of call, as directed by the City
- Document and track all complaint calls, identifying trends for specific problems and allows us to organize the appropriate remedial action
- Conduct special sampling for the utility department to aid in customer complaints, cause of complaints, and corrective action

CH2M takes a proactive approach to customer satisfaction. Our vast resources in the water treatment industry provide answers for the most difficult questions asked by our customers.

**Exhibit 1**  
2014-2015 Water Treatment Plant Flow Comparison



**Exhibit 2**  
Water Production Contract Parameter



## Accomplishments

The following highlights represent improvements and additions to the water treatment facility during the past year:

- Performed nitrate and nitrite testing on well field well numbers 6 and 9, and backup well numbers 2 and 4
- Collected 10 bacteria samples per month to further ensure the water meets state and federal guidelines
- Collected Stage 2 Disinfection Byproducts Rule samples from two locations
- Collected two fluoride samples per month (for outside testing) and five fluoride samples per month (for in-house testing)

In May 2007, we converted the communications phone line from a dry-line system to DSL high-speed at the well field and the wastewater plant office. The change to DSL has greatly improved the system's reliability, but has not completely solved the problems.

At present we are still having continued issues with communications from the well field communications building to a couple of wells. When the communication failure occurs, staff manually operates the wells to provide sufficient water volume to the City. This issue is further complicated by the fact that we now provide the City of Gretna with water. We feel this issue may become a larger problem since the City of Gretna is expanding their water service area to include the Town of Greensboro. These additional flow requirements could cause some issues if, and when, the telemetry system goes down.

## Maintenance and Repairs

During the 2014-2015 contract year, employees completed many maintenance and repair activities, making the water treatment system more efficient. Maintenance and repair activities include:

- Rebuilt chlorination systems at the well field and water plant on Adams Street per Florida Department of Environmental Protection (FDEP) requirements
- Rebuilt the motors on wells number 6, 7, and 8 due to the failure of the windings in the motors. This has been an ongoing issue with the well field since the facility was placed in service in 2003

# Wastewater Treatment Facility

## General Overview

The City's wastewater system is a five-stage Bardenpho activated sludge facility permitted to treat 1.5 mgd of wastewater flow. The facility, located at 300 North GFA drive, was constructed in 1957 and is staffed 7 days per week, 16 hours per day. The facility discharges directly into Quincy Creek, approximately two miles downstream from the existing water facility intake.

Major components of the facility include a bar screen, grit removal system, aerobic digester, equalization basins, fermentation basins, anoxic basins, aeration basins, secondary clarifiers, traveling bridge filters, chlorine contact chambers, and residual stabilization.

Exhibit 3 summarizes actual facility performance during 2014–2015:

Exhibit 4 displays actual facility flow compared to permit flow in 2014–2015.

The facility is operating at 61.67 percent of permitted capacity. The total volume of wastewater treated last year was 338 million gallons.

Statistical process control procedures were established to ensure continuous compliance with National Pollutant Discharge Elimination System (NPDES) permit limitations. The mean cell residence time (sludge age), food to microorganism ratio, and sludge volume indices are tracked weekly to monitor facility performance. Upper and lower control limits have been established to provide guidance when approaching critical stages in the facility operation. Unit process control procedures include strategies for equipment longevity.

Exhibit 3  
Permit Parameters

Parameter	Average	Limit	Parameter	Average	Limit
Flow (mgd)	0.9	1.5	Dissolved Oxygen (minimum)	7.6	5
Biological Oxygen Demand 5 Day (BOD5) (mg/L)	2	5	Percent Removal BOD5	99%	N/A
Total Suspended Solids (TSS) (mg/L)	1.8	5	Percent Removal TSS	99%	N/A
pH (minimum)	6.5	6	pH (maximum)	7.4	8.5
Total Phosphorus	.45	1	Total Nitrogen	2.75	3
Total Copper (ug/l)	1.7	Calculation Based on Hardness	Total Hardness	118	N/A
Total Zinc (ug/l)				56.9	Calculation Based on Hardness
Fecal Coliform (No./100 mls)				1	200
Percent Capacity of Permitted Flow				61	N/A

Exhibit 4  
Wastewater Actual Flow

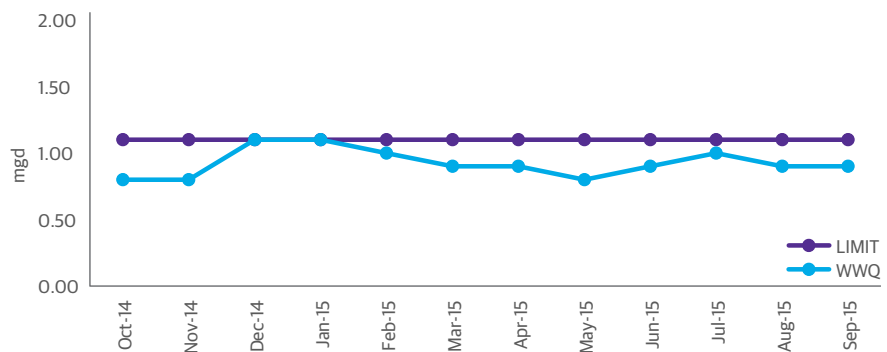


Exhibit 5 represents monthly flow in 2014-2015, compared to 2013-2014, with a total decrease of 24.33 mg for the year.

## History

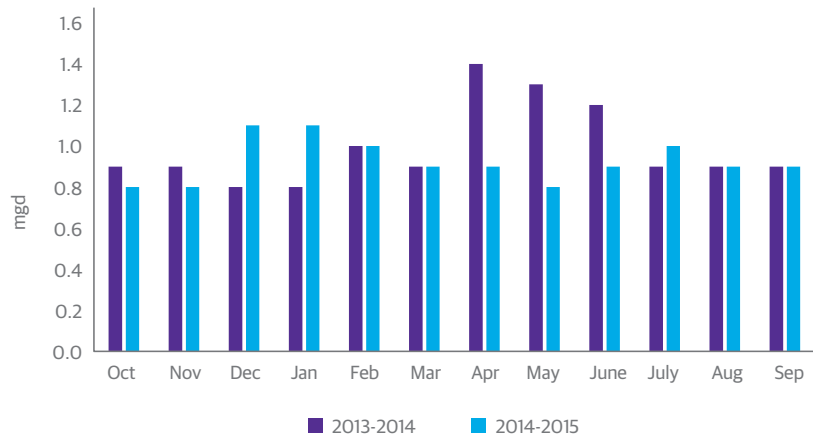
The wastewater facility underwent major upgrades in 1978, 1981, and 1999. The anaerobic digester was converted to an aerobic unit; the trickling filter was converted into a contact stabilization basin; and the City installed two secondary clarifiers and an emergency stand-by generator in 1978.

Building improvements included a new laboratory and a new lime-stabilization facility in 1981. During the 1999 upgrade, the facility was converted to the five-stage Bardenpho process. This included the addition of fermentation zones, anoxic zones, nitrification zones, recirculation pumps, filtration, and new chlorine contact chambers. The 1999 upgrade also included conversion of an existing aeration basin to an anoxic zone and a reaeration zone, and the old chlorine contact chamber was upgraded to an effluent pump station.

The bar screen, raw pumps, and chlorination system were replaced, and staff added new propeller aspirators to enable the digester to be aerated without the tank being full. To increase the amount of sludge that could be hauled, another lime-stabilization tank was added.

The FDEP, via an administrative order issued in November 1995, mandated an increase in the treatment level of the effluent discharged into Quincy Creek. Construction commenced in November 1998 to upgrade the facility to meet stricter levels required by this order. The facility was fully online in March 2000.

**Exhibit 5**  
WWTP Flow Comparison 2013-2014 versus 2014-2015



Quincy Wastewater Treatment Plant.

# Wastewater Treatment Facility

## Accomplishments 2014-2015

The following highlights represent improvements and additions to the wastewater treatment facility during the past year:

- Received “In Compliance” on last FDEP plant and biosolids inspection
- Implemented a new operating strategy to run the facility without some equipment initially designed for the facility. Staff changed aerator run times, increased chemical feeds, and made other operational changes to keep the facility in compliance rules and limits
- The facility has passed the last 19 bioassays under the new bioassay plan

## Solids Disposal

### New Biosolids Facility

In January 2013, CH2M was unable to land apply the biosolids generated by the wastewater plant onto the fields we had permitted without making a major change to the facilities biosolids treatment systems. The City of Quincy was able to continue to land apply biosolids at its permitted sites by entering into a consent order with FDEP. Under the Consent Order the City could apply until the last day of 2013, while the City was having a new biosolids handling facility was built. The new facility construction started in July of 2013. The new biosolids press was received in November and installed. The new unit started working in January of 2014.

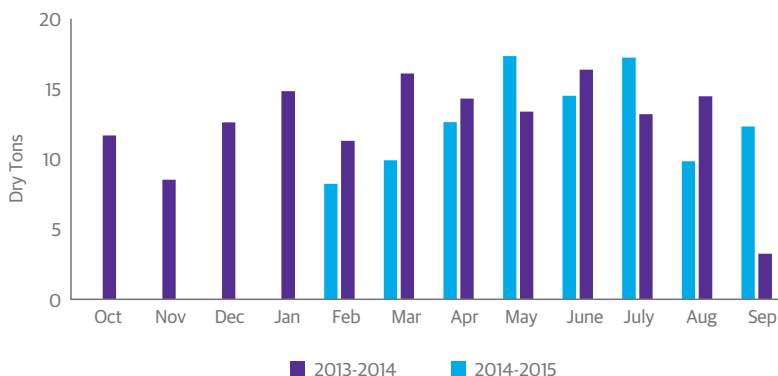
Once the new biosolids handling facility was operational, we began hauling the biosolids to the Decatur County landfill in Attapulgus, Georgia. At present, the facility is hauling one semi load of biosolids each week, carrying about 21 tons of material. The new unit had a pretty steep learning curve to be able to get acceptable dryness of the material. We spent most of the first year working with polymer vendors and the machine manufacturer tweaking the polymer and machine to work with our facility sludge. We learned that the cheaper polymers do not work with our sludge and had to switch to a much more expensive polymer to achieve acceptable performance.

During this contract year, we disposed of 162.5 dry tons of biosolids at the landfill. This is 61.55 tons more than the previous contract year but we did not start hauling to the landfill until February 2014, so we did not have any data for those 4 months.

Exhibit 6 displays biosolids disposed of in 2013-2014 as compared to 2014-2015.

### Exhibit 6

Comparison of Disposed Biosolids 2013-2014 versus 2014-2015



## Laboratory

Quality control procedures in CH2M laboratories take highest priority. Analytical integrity ensures process efficiency and provides a reliable database to the City and the permitting authority. All quality assurance data generated at the site is submitted to CH2M's corporate laboratory coordinator for review.

The following list reflects routine minimum standards for CH2M laboratories:

- Adhere to CH2M's comprehensive quality assurance/quality control program for all permit required analyses. This includes, but is not limited to, precision and accuracy results, and corresponding control charts
- Manage bound-and-numbered bench sheets for all analytical data required by the City and FDEP
- Manage chain-of-custody documentation for all samples entering or leaving the facility (internal or external) and are kept in CH2M bound-and-numbered books
- Maintain a chemical hygiene plan, including material safety data sheets, for all chemicals and reagents, emergency responses, training sign-off sheets, and any site-specific requirements
- Segregate existing chemical stock according to chemical compatibility. All chemicals and reagents exceeding the expiration date are discarded according to state and local guidelines
- Perform standard operating procedures for all chemical and physical analyses



Sludge trailer being filled with biosolids.



New biosolids screw press.

- Use a comprehensive, computerized PM program for all laboratory equipment
- Enter all data generated in the laboratory into the City's computerized operations package. The program capabilities include customized formatting for ease of adaptability as process and chemical requirements change



# Wastewater Treatment Facility

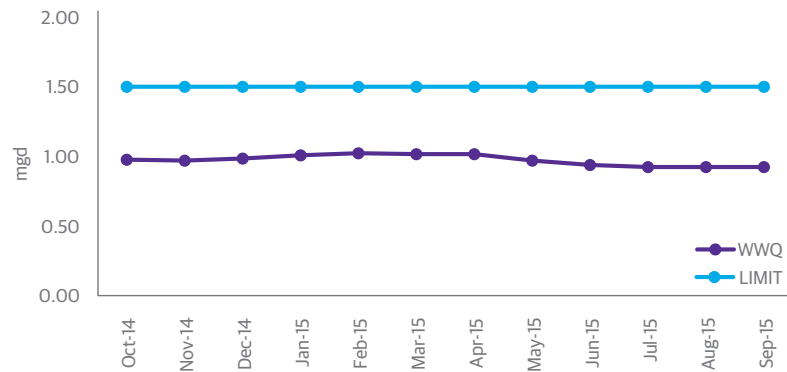
## Contract Parameters

The City's agreement with CH2M for wastewater treatment specifies three parameters for incoming flow:

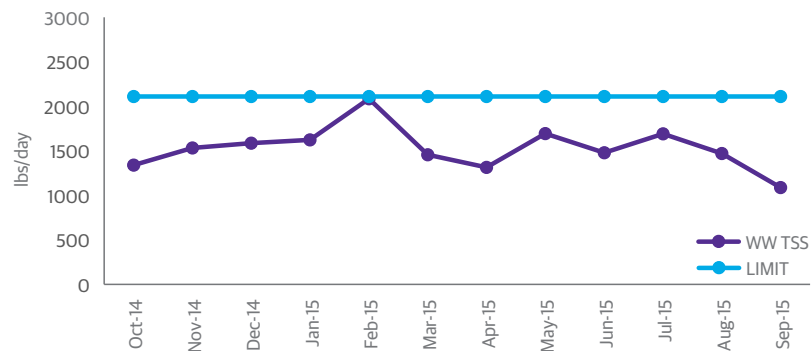
- Flow of 1.01 mgd
- Biochemical oxygen demand (BOD) of 1,870 pounds per day
- TSS of 1,920 pounds per day

If these parameters are exceeded by 10 percent, based on a 12-month moving average, the excess constitutes a change in scope. These limits have not been exceeded. Exhibits 7, 8, and 9 detail each contract parameter.

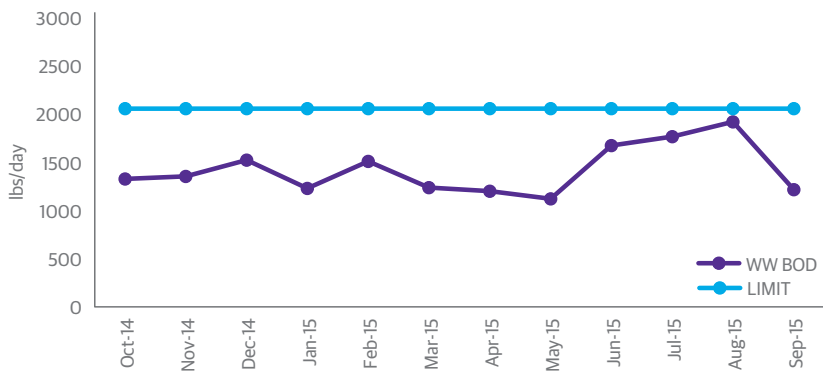
**Exhibit 7**  
Wastewater Flow Contract Parameter



**Exhibit 8**  
Wastewater TSS Contract Parameter



**Exhibit 9**  
Wastewater BOD Contract Parameter



## Bioassay

During the past several years, we had an ongoing issue with quarterly bioassay toxicity testing failures. This issue first came to light when FDEP changed its method of determining how a test passed or failed. Through the old method, if you passed the retest, the bioassay was considered passing. Now FDEP considers any non-passing test a failure (whether it was an initial or a retest). This issue was addressed in the Administration Order (passed down to the City in July of 2008) and in our new permit issued in August 2008.

As part of the new permit, we began testing quarterly instead of biannually. If we failed more than three bioassay tests, we would have to complete a plan to address why the bioassay failed. The facility did not pass the required amount of tests during the year, so staff generated a plan to address the cause of the failure.

Site staff worked with CH2M compliance staff and City staff to brainstorm an idea on how a plan should be worded and initiated. The City decided to use a different laboratory to set up this plan, and we implemented its changes. Staff started the new plan in March 2010.

## Inflow and Infiltration

During the past 15 years, the wastewater facility has had an ongoing issue with inflow and infiltration (I&I). I&I cause pumps to run longer at the facility, with more sand and grit entering the facility. The extra pumping raises electrical bills, and additional sand and grit settles in plant basins, costing money to remove at a later time. This I&I has also caused many facility overflows at the WWTP through the years.

The City is working with its engineer to address these ongoing issues and is also conducting a smoke testing of its collection system to find the sources of I&I, developing a plan to fix the causes.

## Maintenance

Maintenance is a primary concern at all CH2M projects. Maintenance can be divided into two functions: preventive and corrective.

PM is an area that is typically lacking or sporadically performed in a lot of treatment facilities, which leads to excess wear and premature equipment failure. PM consists of everything from inspecting a piece of equipment on a regular basis to specific tasks required by each individual unit.

These maintenance tasks are performed at least at the frequency required by the manufacturer. On most units, staff performs these maintenance functions above the required frequency.

# Wastewater Treatment Facility

Staff logs thousands PM functions during the course of a year. Records are kept on each piece of equipment. A weekly list of PM tasks is printed from our computerized maintenance management system and checked off by the individual performing the task. This program ensures maximum performance and reliability from each unit at the treatment facilities as well as protecting the City's investment in equipment.

During 2014-2015 CH2M staff conducted 452 hours of PM activities on the City of Quincy's assets. These activities extend the useful service life of these assets.

Due to the age and nature of some pieces of equipment, breakdowns are going to occur, and this is when CM is used. CM can involve anything from a simple adjustment to the complete rebuild or replacement of equipment.

CH2M staff makes necessary repairs whenever possible. The Quincy team consists of a versatile and talented group of people, which saves considerable time and expense in most cases. When repairs are beyond our capabilities, we will call in a qualified technician to correct the issue.

Since it has been almost a decade since the last facility upgrade, equipment has begun to breakdown more frequently. The breakdowns are due to the environment in which the equipment is in service and the number of hours on the equipment. Most of the equipment does not get shut down—except to service it. Many of the machines run 24 hours per day, 7 days per week.

During 2014-2015 CH2M conducted 210 hours of CM activities on the City of Quincy's assets. These range from equipment replacement to equipment repairs.

Also during this time period, an additional 99 hours of facility improvement and safety upgrades to the City of Quincy's assets. Combined we conducted a total of 991.37 hours of maintenance activities.

One need for the facility is more money for facility repairs. We raised the maximum amount in our repair account from \$2,000 to \$2,500 2 years ago with no increase in the total amount of the repairs account. This account has been at \$30,000 for close to 10 years. These repair increases are mainly due to the age of the equipment at the facility and the environment. The facility does not shut down and operates 365 days a year. We know the City of Quincy has been enduring financial struggles. A modest increase of \$10,000 a year for a couple of years would greatly increase the amount of equipment we could rehabilitate at the facility, thus prolonging equipment life.

# 452

During 2014-2015 CH2M staff conducted 452 hours of PM activities on the City of Quincy's assets. These activities extend the useful service life of these assets.

## Equipment Concerns

CH2M has been working with the City to address out-of-service pieces of equipment. We are working to find ways to get these pieces replaced with new equipment. Staff has come up with new ways of operating the facilities to cope with these pieces of equipment being out of service, and these process changes have kept the facility in compliance. A recommendation has been made to repair or replace out-of-service items, keeping the facilities in compliance with FDEP permits.

During 2014-2015 we worked with the City of Quincy to replace out-of-service equipment. Right now the only major equipment not working at the WWTP is the old mixers that go in the digester and the #1 effluent pump that pumps effluent back to the filters. It can be ran but the pump shaft bushings need to be replaced. The worn bushings are causing water to spray out of the unit when it is running. However, both of the facility filters are due for major overhauls/rebuilds. The units need the media replaced and to be sand blasted and repainted to control corrosion. These rebuilds were mentioned by FDEP in our new permit once it is implemented.

For the water treatment plant, the only equipment not working is the generator for well number 9 at the well field and the chlorine analyzer at the surface water plant. The generator at well #9 is down due to an internal problem with the engine. The unit was discovered to have anti-freeze/coolant in the engines oil. We continue to have issues with the well motors at the well field even after all of the variable frequency drives (VFDs) have been replaced and the load reactors have been installed. In addition, the chlorine analyzer is down due to an electronic issue inside the unit. It cannot be repaired, thus it needs to be replaced.

## Sustainability

CH2M has challenged all of its projects from its smallest to its largest to develop and implement a Sustainability Plan. Staff are currently involved in several efforts to help save the City of Quincy money, while at the same time protecting the environment by recycling and reducing the amount of natural resources the project consumes. We currently participate in the following:

- Recycle plastics, aluminum, cardboard, copper, steel, oil, and batteries
- Reduce the consumption of paper by using double-sided copies, and using used paper for scrap notes, etc. Staff also only purchase paper made with recycled paper content
- Conserving energy by turning off all nonessential lights for operations



# Awards

The Quincy project received the following awards:

- CH2M Corporate Safety Award in 1998, 1999, and from 2001 - 2012 for no lost-time accidents
- Florida Water and Pollution Control Operator's Association (FWPCOA) safety award for the wastewater system 2011
- Florida Water Environment Association (FWEA) top ten safety award 2011
- Received the National Safety Council Perfect Record Award for operating 18,731 hours without an injury or illness involving days away from work



## Summary

CH2M has served the City for 21 consecutive years and our relationship has been effective, cost-efficient, and rewarding opportunity for every member of our team—most of whom live and work in this community. Our goal to provide excellent service, enhance our environment, and empower our people.

Nothing is taken for granted when providing services to your citizens and the City—as well as responsibilities to State of Florida regulators and our staff. We enjoy our long-term relationship, seeking to remain an integral part of this community, and we strive each day to be better than the day before. We are committed to service and action.

CH2M remains focused on enhancing our partnership with the City by raising our own expectations for service delivery and striving to exceed contract-required performance standards. Our focus leads to operations and maintenance success and efficient, cost-effective water treatment facility and wastewater treatment facility operations and maintenance for the City as demonstrated in this report. We look forward to 2015-2016 and the opportunity to continue to provide excellent service to the citizens of the City of Quincy.

June 10, 2016

TO: Gadsden County Supervisor of Election  
16 South Madison Street  
Quincy, FL 32351  
(850) 627-6144 fax

In accordance with Section 99.012 of the Florida Statutes, "No officer may qualify as a candidate for another public office, whether state, district, county or municipal, if the terms or any part thereof run concurrently with each other, without resigning from the office him or her presently holds." The Florida law permits an office-holder to make their resignation effective the day they would assume the new office if elected. Please accept this letter as my official resignation from City commissioner, District 1 with an effective date of November 21, 2016. The purpose is to run for Gadsden County Commissioner District 5.

Keith A Dowdell  
408 Williams Street  
Quincy, FL 32351  
(850) 241-8100  
[kdowdell04@gmail.com](mailto:kdowdell04@gmail.com)

cc: Governor, State of Florida  
Secretary of State, State of Florida