ITEM #

SEMINOLE COUNTY GOVERNMENT
LAND PLANNING AGENCY / PLANNING AND ZONING COMMISSION
AGENDA MEMORANDUM

SUBJECT: Linneal Beach Drive (6259) Rezone from A-1 (Agriculture) to R-1AA (Single-Family Dwelling).

DEPARTMENT: Planning & Development **DIVISION:** Planning

AUTHORIZED BY: Alison Stettner **CONTACT:** Austin Watkins EXT. 7440

Agenda Date 12/10/08 **Regular** ☐ **Work Session** ☐ **Briefing** ☐
Special Hearing – 6:00 ☐ **Public Hearing – 7:00** ☒

MOTION/RECOMMENDATION:

1. **RECOMMEND APPROVAL** of the request to rezone 1.50 ± acres, located at 6259 Linneal Beach Drive, from A-1 (Agriculture) to R-1AA (Single-Family Dwelling), based on staff findings, (James Palmer, applicant); or

2. **RECOMMEND DENIAL** of the request to rezone 1.50 ± acres, located at 6259 Linneal Beach Drive, from A-1 (Agriculture) to R-1AA (Single-Family Dwelling), (James Palmer, applicant); or

3. **CONTINUE** the item to a time and date certain.

District 3 – Van Der Weide

Austin Watkins, Senior Planner

BACKGROUND:

Reviewed by:
Co Atty: KPT
DFS:
OTHER:
DCM:
CM:

File No. Z2008-31

The applicant is requesting a rezone from A-1 (Agriculture) to R-1AA (Single-Family Dwelling) on approximately 1.50 ± acres, located at 6259 Linneal Beach Drive. The R-1AA (Single-family Dwelling) district requires a minimum lot size of 11,700 square feet and a minimum width at the building line of 90 feet. The Future Land Use designation of the subject property is Low Density Residential (LDR) which allows the requested zoning district. The subject property is assigned the A-1 zoning classification. This request is to rezone the property to the R-1AA zoning classification, in order to subdivide the property in the future.

The Seminole County Land Development Code (LDC) requires the application of the Weighted Method for Determining Single-family Residential Compatibility in the Low Density Residential Future Land Use designation. Staff conducted the lot size compatibility analysis, as required by Section 30.1383 of the Land Development Code and determined that the analysis supports the requested R-1AA zoning classification.

STAFF RECOMMENDATION:

Staff recommends APPROVAL of the request to rezone 1.50 ± acres, located at 6259 Linneal Beach Drive, from A-1 (Agriculture) to R-1AA (Single-Family Dwelling), based on staff findings.

Attachments:

Staff Analysis
Location Map
Future Land Use & Zoning Map
Aerial Map
Rezone Ordinance
Denial Development Order (applicable only if denied)
School Impact Analysis
Ownership Disclosure Form

Linneal Beach Drive (6259) Rezone from A-1 to R-1AA		
APPLICANT	James Palmer	
PROPERTY OWNER	James Palmer	
REQUEST	Rezone from A-1 (Agriculture) to R-1AA (Single-Family Dwelling)	
PROPERTY SIZE	1.50 ± acres	
HEARING DATE (S)	P&Z: December 10, 2008	BCC: January 27, 2009
PARCEL ID	19-21-29-300-004E-0000	
LOCATION	Located at 6259 Linneal Beach Drive	
FUTURE LAND USE	Low Density Residential (LDR)	
ZONING	A-1 (Agriculture)	
FILE NUMBER	Z2008-31	
COMMISSION DISTRICT	#3 – Van Der Weide	

ANALYSIS OVERVIEW:

The following tables depict the minimum regulations for the current zoning districts of A-1 (Agriculture) and the requested district of R-1AA (Single-Family Dwelling):

DISTRICT REGULATIONS	Existing Zoning (A-1)	Proposed Zoning (R-1AA)
Minimum Lot Size	43,560 square feet	11,700 square feet
Minimum House Size	N/A	1,300 square feet
Minimum Width at Building Line	150 feet	90 feet
Front Yard Setback	50 feet	25 feet
Side Yard Setback	30 feet	10 feet
Side Street Setback	50 feet	25 feet
Rear Yard Setback	10 feet	30 feet
Maximum Building Height	35 feet	35 feet

PERMITTED & SPECIAL EXCEPTION USES

The following table depicts the permitted and special exception uses within the existing and proposed zoning districts:

Uses	A-1 (Existing)	R-1AA (Proposed)
Permitted Uses	Agricultural uses such as citrus or other fruit crops cultivation, production and horticulture, truck farms, plant nurseries and greenhouses not involved with retail sales to the general public, silva culture, public and private elementary schools, publicly owned and/or controlled parks and recreation areas, bait production, stables, barns, single-family dwelling and customary accessory uses including one (1) guesthouse or cottage, docks and boathouses, churches and structures appurtenant thereto, community residential homes (group homes and foster care facilities) housing six (6) or fewer permanent unrelated residents.	Single-Family dwelling units and their customary accessory uses, Community residential homes (group homes and foster care facilities), public and private elementary schools, and home office.
Special Exception Uses	Special Exceptions such as cemeteries and mausoleums, kennels including the commercial raising or breeding of dogs, hospitals, sanitariums and convalescent homes, veterinary clinics and assisted living facilities and group homes, public and private nursery schools, kindergartens, middle schools, high schools and colleges, public utility and service structures, fishing camps, marinas, gun clubs, or similar enterprises or clubs making use of land with nominal impacts to natural resources, privately owned and operated recreational facilities open to the paying public, such as athletic fields, stadium, racetracks, and speedways, golf driving ranges, riding stables, water plants, and sanitary landfill operations, off-street parking lots, farm worker housing, mobile homes, retail nurseries, landscaping contractors as an accessory use to a wholesale nursery or wholesale tree farm, communication towers, bed and breakfast establishments.	Churches with attendant educational and recreational buildings, public and private middle and high schools, parks, public utility and service structures, guest cottages, subdivision sewage treatment and water plants, assisted living facilities, and communication towers.
Minimum Lot Size	43,560 sq. ft.	11,700 sq. ft.

COMPATIBILITY WITH SURROUNDING PROPERTIES

The surrounding area has the Low Density Residential Future Land Use designation and is assigned the A-1 and R-1AA zoning classification. The proposed zoning district requires a minimum lot size of 11,700 square feet and a minimum width at the building line of 90 feet. The proposed rezone will provide additional R-1AA zoning, which is the predominant zoning district in the area.

SITE ANALYSIS:

ENVIRONMENTAL IMPACTS

Floodplain Impacts:

Based on FIRM map with an effective date of 2007, there appears to be no floodplains on the subject property.

Wetland Impacts:

Based on preliminary aerial photo and County wetland map analysis, there appears to be no wetlands on the subject property.

Endangered and Threatened Wildlife:

Based on a preliminary analysis, there are not endangered and threatened wildlife on the subject property. A listed species survey will be required prior to final engineering approval.

PUBLIC FACILITY IMPACTS

Rule 9J-5.0055(3), Florida Administrative Code, requires that adequate public facilities and services be available concurrent with the impacts of development. The applicant has elected to defer Concurrency Review at this time. The applicant will be required to undergo Concurrency Review prior to final engineering approval.

Utilities:

The site is located in the Utilities Inc. utility service area; however it will not be required to connect to public utilities, as there are no utilities available in the area.

Drainage:

The proposed project is located within the Little Wekiva Drainage Basin, and does not have limited downstream capacity. The site will have to be designed to not exceed the rate of discharge for the 25-year, 24-hour storm event and the current roadway drainage system capacity to Bear Lake.

Transportation / Traffic:

The property proposes access onto Linneal Beach Drive, which is classified as a Residential Road and does not have improvements programmed in the County 5-year Capital Improvement Program.

School Impacts:

The Seminole County Public School District has prepared an analysis, which is included as an attachment to this report.

Parks, Recreation and Open Space:

The applicant is required to provide 25% of the site in open space per Section 30.1344 of the Seminole County Land Development Code.

Buffers and Sidewalks:

The proposed development is adjacent to both residential and agricultural zoning districts; therefore, no exterior buffers are required. There is not an existing sidewalk along Linneal Beach Drive. A 5-foot wide sidewalk may be required, and will be determined at time of subdivision.

APPLICABLE POLICIES:

FISCAL IMPACT ANALYSIS

This project does not warrant running the County Fiscal Impact Analysis Model.

SPECIAL DISTRICTS

The subject property is not located within any special district or overlay.

COMPREHENSIVE PLAN

The County's Comprehensive Plan is designed to preserve and enhance the public health, safety and welfare through the management of growth, provision of adequate public services and the protection of natural resources.

The proposed project is consistent with the following list of policies (there may be other provisions of the Comprehensive Plan that apply that are not included in this list). These policies are proposed to be adopted at the December 9, 2008 Board of County Commissioners Meeting:

Policy FLU 16.4: Relationship of Land Use to Zoning Classifications
Policy FLU 16.5: Evaluation Criteria of Property Rights Assertions

INTERGOVERNMENTAL NOTIFICATION:

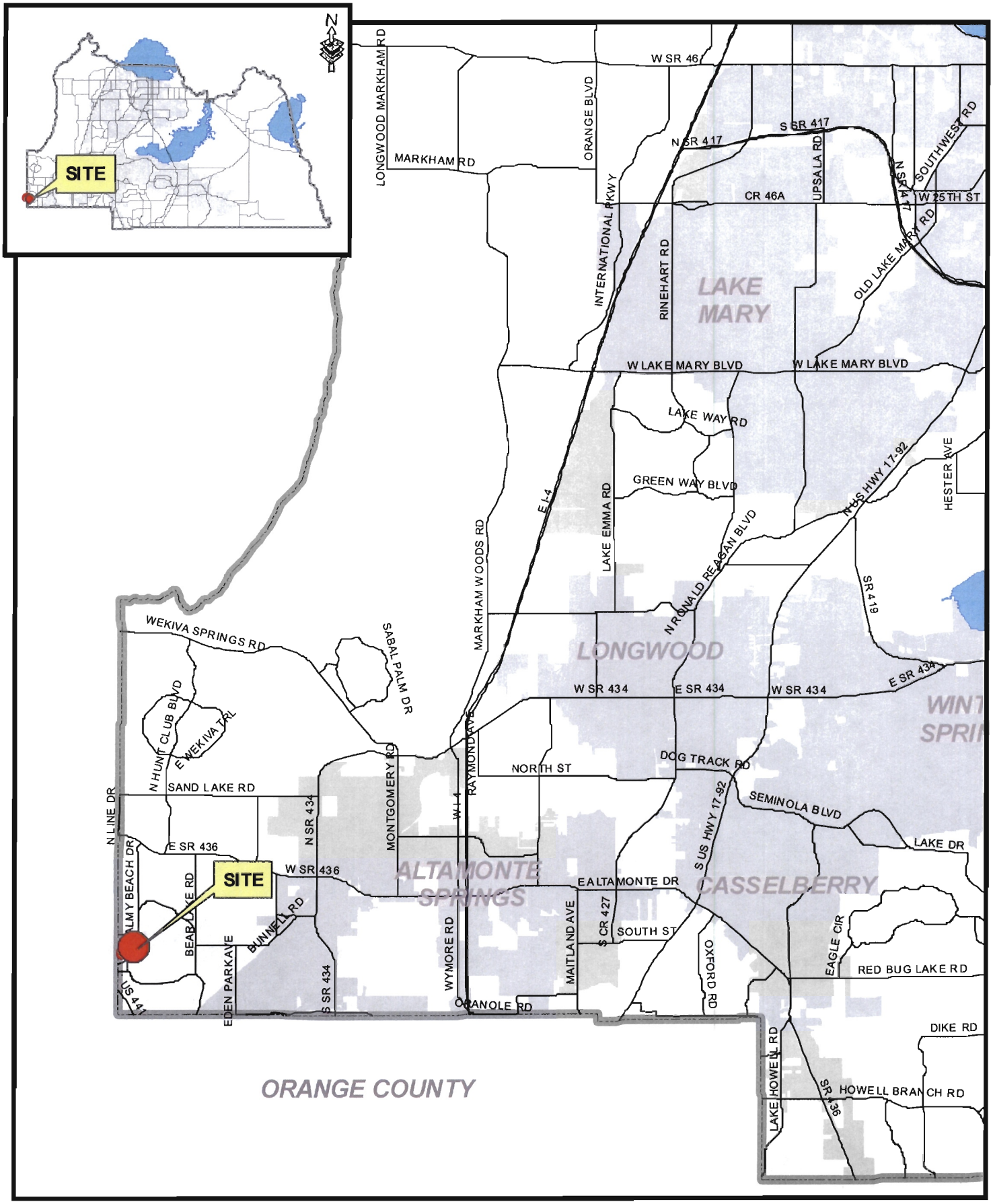
No intergovernmental notices were required for this project.

LETTERS OF SUPPORT OR OPPOSITION:

No letters of concern have been received.

STAFF RECOMMENDATION:

Staff recommends APPROVAL of the request to rezone 1.50 ± acres, located at 6259 Linneal Beach Drive, from A-1 (Agriculture) to R-1AA (Single-Family Dwelling).



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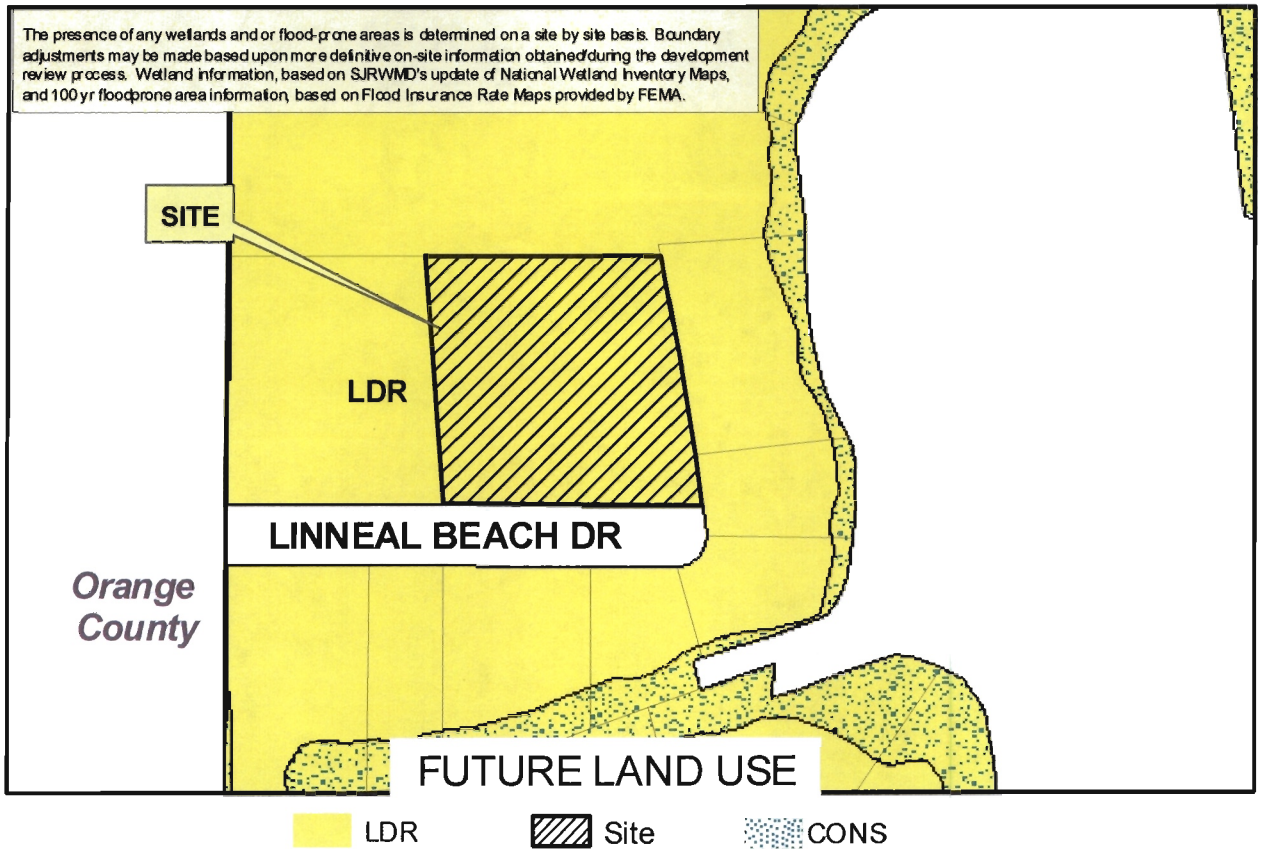
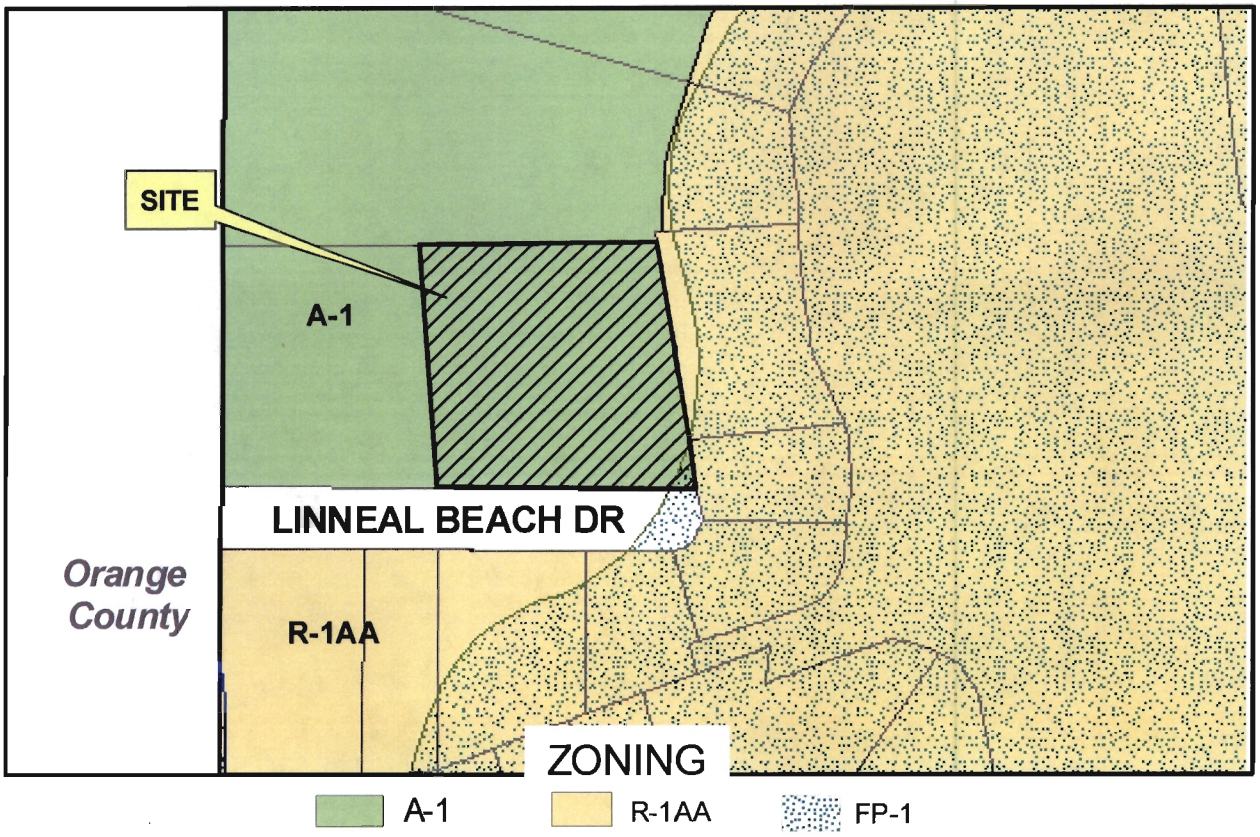


Applicant: James Palmer
Physical STR: 19-21-29-300-004E-0000
Gross Acres: 1.52 +/- BCC District: 3
Existing Use: Single Family Home
Special Notes:

	Amend/ Rezone#	From	To
FLU	–	–	–
Zoning	Z2008-031	A-1	R-1AA

N



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Rezone No: Z2008-031
From: A-1 To: R-1AA

Parcel
Subject Property

N

Winter 2006 Color Aerials

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ORDINANCE NO. 2009- **SEMINOLE COUNTY, FLORIDA**

Z2008-31

AN ORDINANCE AMENDING, PURSUANT TO THE LAND DEVELOPMENT CODE OF SEMINOLE COUNTY, THE ZONING CLASSIFICATIONS ASSIGNED TO CERTAIN PROPERTY LOCATED IN SEMINOLE COUNTY (LENGTHY LEGAL DESCRIPTION ATTACHED AS EXHIBIT); ASSIGNING CERTAIN PROPERTY CURRENTLY ASSIGNED THE A-1 (AGRICULTURE) ZONING CLASSIFICATION THE R-1AA (SINGLE-FAMILY DWELLING) ZONING CLASSIFICATION; PROVIDING FOR LEGISLATIVE FINDINGS; PROVIDING FOR SEVERABILITY; PROVIDING FOR EXCLUSION FROM CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF SEMINOLE COUNTY, FLORIDA:

Section 1. LEGISLATIVE FINDINGS.

(a) The Board of County Commissioners hereby adopts and incorporates into this Ordinance as legislative findings the contents of the documents titled "Linneal Beach (6259) Rezone", dated January 27, 2009.

(b) The Board hereby determines that the economic impact statement referred to by the Seminole County Home Rule Charter is unnecessary and waived as to this Ordinance.

Section 2. REZONINGS. The zoning classification assigned to the following described property is changed from A-1 (Agriculture) to R-1AA (Single-family Dwelling):

SEE ATTACHED EXHIBIT A

Section 3. EXCLUSION FROM CODIFICATION. It is the intention of the Board of County Commissioners that the provisions of this Ordinance shall not be codified.

Section 4. SEVERABILITY. If any provision of this Ordinance or the application thereof to any person or circumstance is held invalid, it is the intent of the Board of County Commissioners that the invalidity shall not affect other provisions or applications of this Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared severable.

Section 5. EFFECTIVE DATE. A certified copy of this Ordinance shall be provided to the Florida Department of State by the Clerk of the Board of County Commissioners in accordance with Section 125.66, Florida Statutes.

ENACTED this 27th day of January 2009.

BOARD OF COUNTY COMMISSIONERS
SEMINOLE COUNTY, FLORIDA

By:_____
Bob Dallari, Chairman

EXHIBIT "A"

LEGAL DESCRIPTION

COMMENCE AT THE NORTHWEST CORNER OF SECTION 19, TOWNSHIP 21 SOUTH, RANGE 29 EAST, RUN SOUTH 00º05'00" EAST ALONG THE WEST LINE OF SAID SECTION, A DISTANCE OF 1,289.02 FEET TO THE NORTH RIGHT OF WAY OF LENNEAL BEACH DRIVE AS PER PLAT OF BEAR LAKE ESTATES, ACCORDING TO THE PLAT THEREOF AS RECORDED IN PLAT BOOK 12, PAGE 95, PUBLIC RECORDS OF SEMINOLE COUNTY, FLORIDA, THENCE NORTH 89º54'00" EAST ALONG SAID RIGHT OF WAY, A DISTANCE OF 246.02 FEET FOR THE POINT OF BEGINNING OF THIS DESCRIPTION, CONTINUE THENCE NORTH 89º54'00" EAST 246.01 FEET TO A CONCRETE MONUMENT, THENCE NORTH 8º03'00" WEST 279.07 FEET TO THE CONCRETE MONUMENT, THENCE SOUTH 89º54'00" WEST 226.67 FEET, THENCE SOUTH 04º05'10" EAST 277.06 FEET TO THE POINT OF BEGINNING.

(CONTAINING 1.50 ACRES, MORE OR LESS)

SEMINOLE COUNTY DENIAL DEVELOPMENT ORDER

On January 27, 2009, Seminole County issued this Development Order relating to and touching and concerning the following described property:

Legal description attached as Exhibit "A".

FINDINGS OF FACT

Property Owner: James Palmer
6259 Linneal Beach Drive
Apopka, FL 32703

Project Name: Linneal Beach Drive (6259) Rezone

Requested Development Approval:

Rezone from A-1 (Agriculture) to R-1AA (Single-family Dwelling) on approximately 0.31 acres, located at 6259 Linneal Beach Drive.

The Board of County Commissioners has determined that the request for rezone from A-1 (Agriculture) to R-1AA (Single-family Dwelling) is not compatible with the surrounding area and could not be supported.

After fully considering staff analysis titled "Linneal Beach Drive (6259) Rezone from A-1 (Agriculture) to R-1AA (Single-family Dwelling)" and all evidence submitted at the public hearing on January 27, 2009, regarding this matter the Board of County Commissioners have found, determined and concluded that the requested development approval should be denied.

ORDER

NOW, THEREFORE, IT IS ORDERED AND AGREED THAT:
The aforementioned application for development approval is DENIED.
Done and Ordered on the date first written above.

SEMINOLE COUNTY BOARD OF
COUNTY COMMISSIONERS

By:_____
Bob Dallari, Chairman

EXHIBIT "A"

LEGAL DESCRIPTION

COMMENCE AT THE NORTHWEST CORNER OF SECTION 19, TOWNSHIP 21 SOUTH, RANGE 29 EAST, RUN SOUTH 00º05'00" EAST ALONG THE WEST LINE OF SAID SECTION, A DISTANCE OF 1,289.02 FEET TO THE NORTH RIGHT OF WAY OF LENNEAL BEACH DRIVE AS PER PLAT OF BEAR LAKE ESTATES, ACCORDING TO THE PLAT THEREOF AS RECORDED IN PLAT BOOK 12, PAGE 95, PUBLIC RECORDS OF SEMINOLE COUNTY, FLORIDA, THENCE NORTH 89º54'00" EAST ALONG SAID RIGHT OF WAY, A DISTANCE OF 246.02 FEET FOR THE POINT OF BEGINNING OF THIS DESCRIPTION, CONTINUE THENCE NORTH 89º54'00" EAST 246.01 FEET TO A CONCRETE MONUMENT, THENCE NORTH 8º03'00" WEST 279.07 FEET TO THE CONCRETE MONUMENT, THENCE SOUTH 89º54'00" WEST 226.67 FEET, THENCE SOUTH 04º05'10" EAST 277.06 FEET TO THE POINT OF BEGINNING.

(CONTAINING 1.50 ACRES, MORE OR LESS)

Seminole County Public Schools
School Impact Analysis
School Capacity Determination

To: Aaron Mercer, Applicant
Seminole County Board of County Commissioners

From: Michael Rigby, AICP, Facilities Planner, Seminole County Public Schools

Date: July 8, 2008

RE: **Palmer/Linneal Beach Dr. Rezone (Z2008-03)**

Seminole County Public Schools (SCPS), in reviewing the above request, has determined that if approved, the new FULM designation and/or zoning will have the effect of increasing residential density, and as a result generate additional school age children.

Description – The project is located on +/-1.5 acres at 6259 Linneal Beach Drive in unincorporated Seminole County. The applicant is requesting a rezone to R-1AA and seeks approval to construct residential project containing approximately 1 additional single family dwelling unit.
Parcel ID #: 19-21-29-300-004E-0000.

Based on information received from Planning and from the application for the request, SCPS staff has summarized the potential school enrollment impacts in the following table:

Type	Concurrency Service Area	Enrollment	Capacity	Students Generated by Project	Programmed 3 Year Additions	Reserved Capacity	Remaining Capacity
Elementary	E-8	4297	3899	0	896	5	493
Middle	M-2	3739	3950	0	0	3	208
High	H-2	5388	5470	0	88	4	166

Comments:
The students generated at the three CSA levels would at this point be able to be accommodated without exceeding the adopted levels of service (LOS) for each school type. The planned expansions/additions in the current five-year capital plan would provide additional student capacity to relieve the affected schools.

Review and evaluations performed on proposed future land use changes and rezones, unplatted parcels, or projects that have not recived final approval do not guarantee that the developments subject to this declaration are exempt from the school concurrency requirement, which is effective as of January 1, 2008. Changes in enrollment, any newly platted developments, and any subsequent final development approvals may affect the provision of concurrent school facilities at the point of final subdivision approval, including the potential of not meeting statutory concurrency requirements based on future conditions.

Terms and Definitions:

Capacity: The number of students that can be satisfactorily accommodated in a room at any given time and which, is typically a lesser percentage of the total number of student stations. That percentage factor is typically referred to as the "Utilization Factor". The capacity of a campus is therefore determined by multiplying the total number of student stations by the utilization factor (percentage). NOTE: Capacity is **ONLY** a measure of space, not of enrollment.

Class Size Reduction (CSR): Article IX of the Florida Constitution requires the legislature to "make adequate provision" to ensure that by the beginning of the 2010 school year, there will be a sufficient number of classrooms for a public school in core related curricula so that:

i) The maximum number of students who are assigned to each teacher who is teaching in public school classrooms for pre-kindergarten through grade 3 does not exceed 18 students;
ii) The maximum number of students who are assigned to each teacher who is teaching in public school classrooms for grades 4 through 8 does not exceed 22 students; and
iii) The maximum number of students who are assigned to each teacher who is teaching in public school classrooms for grades 9 through 12 does not exceed 25 students

Concurrency Service Area (CSA): A geographic unit promulgated by the School Board and adopted by local governments within which the level of service is measured when an application for residential development is reviewed for school concurrency purposes.

Florida Inventory of School Houses (FISH): The numbering and data collection system developed and assigned through the Department of Education for land parcels, buildings, and rooms in public educational facilities. Based upon district data entry, FISH generates the student station counts and report data for school spaces throughout the districts and the State.

Full Time Equivalent (FTE): A calculation of student enrollment conducted by The Florida Department of Education (FDOE) authorized under Section 1011.62, Florida Statutes to determine a maximum total weighted full-time equivalent student enrollment for each public school district for the K-12 Florida Educational Funding Program (FEFP).

Level of Service Standard (LOS): A standard or condition established to measure utilization within a concurrency service area. Current Level of Service is determined by the sum of the FTE student count at the same type of schools within a concurrency service area, divided by the sum of the permanent FISH capacity of the same type of schools within a concurrency service area. Projected or future Level of Service is determined by the sum of the projected COFTE enrollments at the same type of schools within a concurrency service area, divided by the sum of the planned permanent FISH capacity of the same type of schools within a concurrency service area."

Projected Number of Additional Students: is determined by applying the current SCPS student generation rate (calculated by using US Census data analysis) to the number and type of units proposed. The number of units is determined using information provided by the County and/or from the applicant's request. If no actual unit count is provided the unit count is then estimated based on the maximum allowable density under the existing/proposed future land use designation.

Reserved Capacity: School capacity that is assigned to a proposed project once it has recived a SCALD and has applied for or received a final development approval for the project's development application.

School Size: For planning purposes, each public school district must determine the maximum size of future elementary, middle and high schools. Existing school size is determined solely through FISH data. Seminole County Public Schools has established the sizes of future schools (with the exception of special centers and magnet schools) as follows:

i) Elementary: 780 student stations
ii) Middle: 1500 student stations
iii) High: 2,800 student stations

Students Resulting from Recently Approved Developments is the sum of students generated from residential developments receiving plats or final approved site plans since the January 1, 2008 implantation date for school concurrency. Student enrollment changes due to existing housing are excluded from these totals.

Student Stations: The actual number or count of spaces contained within a room that can physically accommodate a student. By State Board Rule, the student station count is developed at the individual room level. Prior to Class Size Reduction (CSR), the number of student stations assigned to a room was dependent upon the room size and the particular the instructional program assigned to the room. This is no longer the case for core curricula spaces (see e. below). The total number of student stations at a campus is determined by the cumulative student station count total of the rooms at the campus that are assigned student station counts.

Utilization: A State Board Rule prescribed percentage of student stations that a room (and proportionately, a school and school district) can satisfactorily accommodate at any given time. From a school/campus analysis perspective, "utilization" is determined as the percentage of school enrollment to capacity. Current DOE established K-12 utilization factors are as follows:
Elementary 100%, Middle 90%, High 95%

SEMINOLE COUNTY
APPLICATION & AFFIDAVIT

Ownership Disclosure Form

Please provide the information as requested below in accordance with Ordinance No. 07- _____:

1. List all natural persons who have an ownership interest in the property, which is the subject matter of this petition, by name and address.

Name: James R. Palmer
Address: 1900 Summit Tower BlvD
Phone #: 407-875-3400 Orlando, Fl. 32810

Name: _____
Address: _____
Phone #: _____

Name: _____
Address: _____
Phone #: _____

Name: _____
Address: _____
Phone #: _____

(Use additional sheets for more space.)

2. For each corporate owner, list the name, address, and title of each officer of the corporation, the name and address of each director of the corporation, and the name and address of each shareholder who owns 2% or more of the stock of the corporation. Shareholders need not be disclosed as to corporations whose shares of stock are traded publicly on any national or regional stock exchange.

Name of Corporation: _____
Officers: _____
Address: _____
Directors: _____
Address: _____
Shareholders: _____
Address: _____

Name of Corporation: _____
Officers: _____
Address: _____
Directors: _____
Address: _____
Shareholders: _____
Address: _____

(Use additional sheets for more space.)

3. In the case of a trust, list the name and address of each trustee and the name and address of the beneficiaries of the trust.

Name of Trust: _____
Trustees: _____
Address: _____

Beneficiaries: _____
Address: _____

(Use additional sheets for more space.)

SEMINOLE COUNTY
APPLICATION AND AFFIDAVIT

4. For partnerships, including limited partnerships, list the name and address of each principal in the partnership, including general or limited partners.

Name of Partnership:_____ Name of Partnership:_____
Principal:_____ Principal:_____
Address:_____ Address:_____
(Use additional sheets for more space.)

5. In the circumstances of a contract for purchase, list the name of each contract vendee, with their names and addresses, the same as required for corporations, trust, or partnerships. In addition, the date of the contract for purchase shall be specified along with any contingency clause relating to the outcome of the consideration of this petition.

Contract Vendee: Contract Vendee:
Name:_____ Name:_____
Address:_____ Address:_____
(Use additional sheets for more space.)

6. As to any type of owner referred to above, a change of ownership occurring subsequent to this application, shall be disclosed in writing to the Planning and Development Director prior to the date of the public hearing on the application.

7. I affirm that the above representations are true and are based upon my personal knowledge and belief after all reasonable inquiry. I understand that any failure to make mandated disclosures is grounds for the subject rezone, future land use amendment, special exception, or variance involved with this Application to become void. I certify that I am legally authorized to execute this Application and Affidavit and to bind the Applicant to the disclosures herein.

6-27-08
Date

Owner, Agent, Applicant Signature

STATE OF FLORIDA
COUNTY OF Orange

Sworn to (or affirmed) and subscribed before me this 27th day of June, 200 08 by James R. Palmer.

Paula Marie Baker
Signature of Notary Public

Paula M Baker
Print, Type or Stamp Name of Notary Public

Notary Public State of Florida
Paula Marie Baker
My Commission DD613581
Expires 11/12/2010

Personally Known X OR Produced Identification _____
Type of Identification Produced _____

For Use by Planning & Development Staff

Date:_____ Application Number:_____