

MEMORANDUM

TO: Development Review Committee (DRC) Members
THROUGH: Sean Reiss, Acting Administrator, Land Use and Comprehensive Planning Division,
Tallahassee-Leon County Planning Department
FROM: Marcus Lloyd, Tallahassee-Leon County Planning Department
DATE: September 11, 2026
SUBJECT: September 14, 2026 - DRC Meeting
Welaunee Arch Concept Planned Unit Development (TRZ260004)

Parcel ID (s): 1204202220000
Applicant Contact: Holtzman Vogel & Moore Bass Consulting, Inc.
Future Land Use Map Designation: Planned Development (PD)
Zoning District: Critical Planning Area (CPA) and Planned Development (PD)

Planning Department Findings:

1. The application is for an amendment to the Official Zoning Map from the Critical Planning Area (CPA) Zoning District and Planned Development (PD) to the Planned Unit Development (PUD) Zoning District. The subject site is within the northern portion of the Welaunee Plantation lands known as “The Arch” and is located on approximately 1,227 acres north of Interstate 10 and southeast of Centerville Road. The PUD implements portions of the Welaunee Critical Area Plan (referred to as the CAP); specifically, the West Arch and North Arch Districts, which incorporate a range of uses, including mixed-use nodes, neighborhood scale commercial, a variety of residential uses, and open space districts.
2. The proposed project is a mixed-use development that includes open space, residential, and non-residential land uses, which are configured in the following districts: Town Center, Village Center, Neighborhood, and Residential. The proposed districts are as follows:

Land Use Districts	Approximate Acreage	Percent of Total	Permitted Density/Intensity
Town Center (TC)	20	1.6%	8-20 du/acre; 4,000-30,000 SF/acre
Village Center (VC)	5	0.4%	4-14 du/acre; 4,000-20,000 SF/acre
Neighborhood (NH)	332	27.1%	4-14 du/acre; up to 20,000 SF/acre
Residential (RES)	460	37.5%	2-10 du/acre
Open Space/ Greenway (OS/G)	395	32.2%	Minimum 20% of Phase 1
Rights-of-Way	15	1.2%	-
Total	1,227	100%	-

3. The subject site is designated as Planned Development on the Future Land Use Map. Requirements pertaining to the PUD zoning district are set forth in §10-165, City of Tallahassee Land Development Code. The Planned Development (PD) future land use category requires the approval of a Planned Development Master Plan pursuant to Policy 2.8.18 in the Land Use and Mobility Element of the Comprehensive Plan. The CAP is the adopted master plan for this Planned Development area. A PUD that is consistent with the CAP is required for the subject property prior to any development applications can be approved.
4. Requirements pertaining to the PUD zoning district are set out in §10-165, *City of Tallahassee Land Development Code*. Included in this section are review criteria; eligibility requirements; and review process and submittal requirements.

The application is subject to the following PUD eligibility requirements set forth in §10-165 (b), *City of Tallahassee Land Development Code*. The application complies with the following three eligibility requirements.

- (1) Minimum area – *the proposed PUD is approximately 1,227 acres, the minimum area requirement for a PUD is 3 acres. In addition, as discussed above, a PUD is required by the Comprehensive Plan.*
 - (2) Unified control/ownership – *All land included within the application is under unified ownership and control.*
 - (3) “Configuration” eligibility requirement – *the parcels proposed to be rezoned have sufficient land dedication to accommodate the proposed uses.*
5. The application is subject to Review Criterion #1, “Consistency with the comprehensive plan”, §10-165(e) 1. In 2002, the CAP was approved for the subject property, along with other lands in the Welaunee Critical Planning Area (CPA). The CAP was amended in 2021 to contain specific goals, objectives, and policies to guide development within the Welaunee Arch. The CAP provides maximum densities and intensities of use specified by Table 13-2. As part of its review and approval, the CAP was found to be consistent with the Comprehensive Plan. The Welaunee Arch Master Plan shall be implemented by one or more Planned Unit Development (PUD) Concept Plans, Regulating Plans with Form-based Codes, or other implementing plan as allowed by the Comprehensive Plan at the time of development. The proposed project is required to implement the goals, objectives, policies and development thresholds of the CAP with the approval of the PUD application. The proposed project must, therefore, be consistent with the CAP in order to be consistent with the Comprehensive Plan.
 6. The following conditions are required to ensure consistency between the proposed PUD Concept Plan and the Welaunee CAP:
 - (1) Comprehensive Plan Policy 2.8.18 (5) and Policy 13.2.3 of the CAP requires that the applicant provide guidelines for the implementation of the master plan. Based on this policy, the proposed PUD shall clarify when the necessary infrastructure and amenities to support the development are to be built, shall ensure they are not left until final build out, and that they are not implemented in a fragmented and piecemeal manner. These details shall ensure that

required open space, stormwater, trail amenities, and transportation systems are planned and implemented within each phase of development consistent with CAP policies. The PUD shall be amended to state that phases of development may not be allowed to proceed until open space, stormwater, trail amenities, and transportation systems are implemented in a logical and connected sequence throughout the PUD to ensure completion of all CAP components.

- (2) Per CAP Policy 13.2.39, the recording of conservation easements and approval of management plans for Conservation and Preservation Lands were contemplated to be effective before or concurrent with the effective dates of the PUD Concept Plan, but it is more appropriate for these items to be finalized at a time when more detailed and site-specific analyses have been completed. A Master Plan minor amendment shall be required to address the timing for recording conservation easements and approving management plans. This minor amendment will be processed as part of this PUD approval process. The PUD shall be amended to clarify that such conservation easements and management plans shall be recorded and approved prior to site plan and subdivision approvals to ensure that the easements are effective prior to the physical development of a site. The PUD shall be amended to state that phases of development may not be allowed to proceed until conservation easements and management plans are implemented in a logical and connected sequence throughout the PUD.
- (3) To ensure consistency with CAP Policies 13.2.38 and 13.2.39, a NFI shall be approved by the City prior to final PUD approval.
- (4) CAP Policy 13.2.33 requires a Stormwater Facility Master Plan (SFMP) be finalized prior to final PUD approval. The SFMP shall be consistent with the requirements detailed in the CAP.
- (5) CAP Policies 13.2.12 (Landscaping) and 13.2.22 (Complete Streets) require shade trees in mixed-use and neighborhood zones on all streets. The Landscaping section, 2nd Paragraph on Page 20, shall remove the following sentence “Street trees shall be planted along all roadways except for roadways that are developed in association with residential subdivisions.” This language can apply to the residential district within the CAP, however, neighborhood districts, even when developed solely as residential subdivisions, shall be required to meet CAP requirements regarding street trees, sidewalks/bike lanes, complete street standards, and all other relevant CAP standards that apply to creating pedestrian-oriented designs.
- (6) The following sentence on Page 20 shall be revised to include a minimum tree planting standard to ensure the adequate provision of shade trees along public frontages:
“Landscaping in the Town Center, Village Center, and Neighborhood zones shall include shade trees planted as street trees and shall be planted at a distance no further than 60 feet on collector roads, and no further than 50 feet apart on local streets, unless demonstrated to the satisfaction of the Growth Management Department to not be feasible.” The standards shall be revised to establish a minimum planting standards for street trees and include street tree standards for arterial roadways. Staff recommends adopting the MMTD general street scaping standards of LDC Sec. 10-283.3. Additionally, to ensure consistency with CAP Policies 13.2.12 and 13.2.22, all typical sections in mixed-use and neighborhood zones shall depict street trees.
- (7) Policy 13.2.19 of the CAP indicates that Welaunee Boulevard (NE Gateway) will be a complete street. Figure 8 shall be revised to include a sidewalk on the eastern side of the roadway,

opposite of the paved multi-use path. The PUD shall also reflect that Welaunee Boulevard is planned to ultimately be a divided, four-lane arterial roadway. The PUD shall state that the additional lanes (and sidewalk) shall be constructed in accordance with the City's concurrency policies and procedures as the area develops.

- (8) Policies 13.2.17 (Transportation Systems) and 13.2.24 (Parking in Mixed-Use Centers) grant exceptions to CAP standards based on engineering criteria. The following conditions apply:
 - i. CAP Policy 13.2.17 states: Within mixed-use centers and neighborhoods, where feasible based on engineering design criteria and the protection of environmental features, a grid of interconnected streets will provide alternative travel paths. Page 13, Transportation Section, Internal Roads: "The applicant shall establish engineering design criteria to determine where internal roads may not be feasible." The feasibility criteria discussed in the referenced PUD language shall be established prior to PUD approval.
 - ii. CAP Policy 13.2.24 requires that in mixed-use centers, vehicular parking shall be located on the street, in parking structures, or off-street at the street level. Off-street parking shall be provided in the rear of buildings where feasible based on engineering design standards and the protection of environmental features, or on the side of buildings and shall be limited in size and scale through such measures as shared parking, parking credits, and maximum parking limits. Standards and criteria for rear parking alternatives in mixed-use districts shall be established as part of the PUD Concept Plan prior to final approval.
- (9) Land Use Districts: The land use district descriptions and development standards set forth in the application are generally consistent with those in Policy 13.2.4 (2-3) of the CAP, also referred to as the West Arch District and North Arch District. The intent of these districts is to create a community pattern of multiple neighborhoods that are compact and walkable, with a mixture of uses, diversity of housing types, commercial opportunities to reduce urban sprawl, and interconnected street systems. The concept plan proposes the following districts: Town Center, Village Center, Neighborhood, Residential, and Open Space/Greenway. The following conditions shall apply to all districts:
 - i. The CAP requires that development of each Arch district shall include a single mixed-use center designated as either a Town Center zone or Village Center zone and the PUD Concept plan is consistent with the allowed size of each district. However, the PUD currently states that this is subject to change at final development plan. This statement is inconsistent with the CAP and current PUD code sections. The applicant shall specify the location and size of the mixed-use zones, as well as all other districts prior to adoption of the PUD, and establish each final district. Upon submittal of future development applications, modifications to the placement or size of these districts shall not be greater than 10% of the district size detailed in the General Land Use Plan or modifications will be subject to PUD amendment standards as determined by the City's LDC. This condition applies to wherever this language has been included and where each district size is within a range, rather than a specific size.
 - ii. Page 10, first paragraph states that a precise size and location shall be established for each district as part of the PUD concept plan approval. The current PUD language includes references to "market conditions" or "other factors" to modify PUD district sizes without a major amendment. Similar language related to final district size within the PUD Concept Plan is included in references on page 10, Village Center section; page 22; page 24, note 1; page 25, note 1; Figure 4, note 1.

- iii. The PUD Concept Plan references alleys, but standards have not been provided. The concept plan shall be revised to include an alley typical section. Alleys not designed to approved City design standards will not be owned and maintained by the City.
 - iv. The PUD shall be revised to remove the two Program Changes sections found on pages 7 and 12. Any revision to the PUD concept plan regarding the placement or size of the implemented districts shall be subject to PUD amendment standards as determined by the City's LDC, specifically outlined in Sec. 10-165.
- (10) CAP Policy 13.2.7 requires that mixed-use zones establish specific design standards to meet the intent of the CAP, creating mixed-use pedestrian-oriented nodes that discourage urban sprawl. The following conditions relate to this policy:
- i. CAP Policy 13.2.7(3) requires that stormwater facilities within mixed-use zones include design standards. The applicant shall include these design standards within the PUD Concept Plan prior to final approval to ensure these facilities meet the intent of the mixed-use districts.
 - ii. Block standards provided shall be revised to reflect the intent of the CAP to ensure the creation of a pedestrian-friendly, walkable center. Blocks shall be defined and designed to facilitate compact, pedestrian oriented development and ensure consistent public frontages and streetscapes across blocks. Minimum and maximum block length standards shall be established and required mid-block pedestrian crossings shall be established for block lengths that exceed a certain threshold to ensure convenient and interconnected pedestrian circulation.
 - iii. CAP Policy 13.2.7 require design standards to ensure a high-quality relationship between building facades and the public realm. The proposed concept plan shall be revised to include such standards. Staff recommend the following language be incorporated into the development standards:

"Development within the mixed-use zones shall be subject to the following requirements to ensure a high-quality relationship between building facades and the public realm:

 - Development shall establish a well-defined street edge with buildings close to the street.
 - Curb cuts shall be limited along primary frontages; vehicular access shall be directed to secondary frontages with parking primarily located in the rear of buildings.
 - Direct pedestrian connections shall be provided from the front building facades to the adjacent public streetscape.
 - Streetscapes shall be shaded through the use of street trees, awnings, canopies, or arcades.
 - Buildings shall incorporate active ground level uses along primary public frontages.
 - Buildings shall open onto primary public frontages and incorporate front facade transparency to ensure an active visual connection to the public realm."
- (11) CAP Policy 13.2.7 requires that mixed-use zones establish specific design standards to meet the intent of the CAP, creating mixed-use pedestrian-oriented nodes that discourage automobile dependency. Auto-oriented uses, such as convenience stores with fuel sales and drive-through uses, are permitted within these mixed-use districts only when subject to specific design standards that ensure the intent of the CAP is met. The following conditions for auto-orientated uses in mixed-use districts are based on this policy:

- i. On Page 31, the following sentence shall be removed: “Site-specific access and circulation requirements shall not interfere with normal business operations of permitted uses.” Additionally, design, access, and circulation standards for auto-oriented uses shall be required for such uses to ensure compatibility with the intent of the mixed-use centers to be pedestrian friendly and compact. The allowance of a 60-foot wide, double loaded bay of parking between the street and the front building façade shall be limited to frontages along arterial roadways (pg. 14 and pg. 31). Additional measures, that ensure pedestrian friendly streetscapes are built along frontages facing the parking area, shall be required to ensure continuous and convenient pedestrian circulation along arterial blocks.
 - ii. Asterisks for auto-oriented uses shall be applied to the permitted use table (Pages 22-23), with a footnote at the bottom stating that these uses shall be consistent with the design, access, and circulation requirements for such uses.
 - iii. The glossary definition for Convenience Store with Fuel shall be revised to state the following: “Such uses shall be designed to be consistent with the required design, access, and circulation standards for auto-oriented uses.”
 - iv. To ensure compatibility with low-density residential uses, convenience stores with fuel sales shall have specific standards that include a minimum distance separation from single family detached residential homes. These standards shall be listed under the permitted use table as a footnote on Page 23.
- (12) Per CAP Policy 13.2.4, the two mixed-use districts allow a wide range of uses to create a compact, pedestrian oriented, efficient node that serves the surrounding areas. However, the CAP does not allow light industrial uses within the mixed-use districts. Light industrial shall be removed from the permitted use table (Page 23) and the glossary section.
- (13) CAP Policy 13.2.24 requires that in mixed-use centers, vehicular parking shall be located on the street, in parking structures, or off-street at the street level. Off-street parking shall be provided in the rear of buildings where feasible based on engineering design standards and the protection of environmental features, or on the side of buildings and shall be limited in size and scale through such measures as shared parking, parking credits, and maximum parking limits. Rear parking is the primary parking location to be utilized for development within the mixed-use zones. Side parking is allowed if rear parking is deemed infeasible. The proposed concept plan shall define the criteria for parking location feasibility and appropriate parking location alternatives prior to final PUD concept plan approval.
- (14) The applicant shall establish parking standards for the Arch. City standards may be used, but these standards must be referenced in the PUD and not in a separate document that could change in the future.
- (15) There are multiple references on Page 14 of the PUD concept plan related to the option of one 60-foot wide (double-loaded) bay of parking allowed between the building and the street. Standards that allow parking between the street and front building façade shall be revised to state that front bay parking is only allowed along arterial roadways. If front bay parking is implemented, then it shall be consistently applied across the entire block frontage in the mixed-use zones along arterial roadways. On-street parking, parallel or angled, may be permitted on non-arterial streets.

- (16) CAP Policy 13.2.4 establishes the Neighborhood district intent, creating a diverse ranges of housing choices integrated with neighborhood scale non-residential uses within proximity to mixed-use nodes. The following conditions apply to this district.
 - i. Note 4 on Page 26 shall be revised to replace Suburban Future Land Use Map (FLUM) reference with Sub-Urban Neighborhood based on 2050 Comprehensive Plan FLUM.
 - ii. Language regarding sidewalk standards for this district shall be incorporated as a note on Page 26. The Neighborhood district requires sidewalks along both sides of the street, as well as shade trees.
 - (17) CAP Policy 13.2.4 establishes the Residential District, intending to provide the opportunity for a range of housing choices in proximity to mixed-use land use zones that include non-residential uses which can provide commercial shopping opportunities to meet daily needs. The following comments apply to this district:
 - i. Permitted Use table: an asterisk and footnote shall be added on Page 23 stating that indoor recreation shall only be limited to those associated with residential amenities, commercial indoor recreational uses are not permitted under this district.
 - ii. Revise to remove reference to maximum density of the Urban Residential future land use category on Page 11. The density may remain the same based on CAP standards, as it applies to this reference. Replace Suburban FLUM reference with Sub-Urban Neighborhood based on 2050 Comprehensive Plan FLUM.
 - (18) CAP Policy 13.2.4 establishes the Open Space District, intending to integrate preservation lands, conservation lands, and amenitized open space throughout the PUD. The following conditions apply to the open space district:
 - i. CAP policy 13.2.38 (5) includes the following language that shall be incorporated into the district intent on Page 28: “Privately owned open space/greenways shall, at a minimum, guarantee designated public trail access in perpetuity at the time of development. All required conservation easements will be placed over the Conservation and Preservation areas in accordance with local government regulations.”
 - ii. CAP policy 13.2.38 (9) includes the following language that shall be incorporated into the District Intent on Page 28: “Active Recreation uses may be constructed in the open space area within each development district and in the primary open space system outside of Conservation and Preservation areas.”
 - iii. CAP policy 13.2.38 (9) includes the following language that shall be incorporated into the District Intent (Page 28) and as a footnote under the permitted use table (Page 23): “Community facilities such as bandshells, amphitheaters, gazebos and other improved gathering places are allowed uses if designed for non-vehicular access only, provided these activities are located such that impacts to conservation and preservation areas are minimized and the overall purpose of the conservation easement is maintained.”
7. The application is subject to Review Criterion #2, “Consistency with other ordinances,” § 10-165 (e)
2. The proposed Planned Unit Development district is required to be consistent with all other ordinances adopted by the City, including but not limited to the applicable environmental and concurrency management ordinances. The Development Review Committee will review the

proposed amendment to ensure consistency with all other ordinances. Recommended conditions of approval, if any, shall be included in any final development approval.

8. The application is subject to Review Criterion #3, “Consistency with purpose and intent of the planned unit development district”, § 10-165 (e) 3. An application for a Planned Unit Development district is required to indicate how the proposed Planned Unit Development district meets the purpose and intent of the planned unit development district, as set forth in subsection (e)(1) of this section. During the development of the CAP in the Comprehensive Plan, it was determined that a PUD is the appropriate vehicle for developing the property and is, in fact, mandated. The following condition is needed to ensure consistency with PUD requirements:

- (1) All notes regarding “Final Development Plans” shall be removed. This refers to deleted Land Development Code language that is no longer used during the PUD implementation process. The applicant shall work with the Growth Management department on the appropriate language to incorporate where these references are utilized. Language shall be incorporated stating that all future development shall be consistent with the requirements of the City at time of permitting.

Public Notification:

The application requires City Commission action. This request was noticed and advertised in accordance with the provisions of the Tallahassee Land Development Code (Attachment 3). The Planning Department mailed 370 notices to all owners and tenants within 1,000 feet of the site. Notices were also mailed to following Homeowner/Neighborhood Associations: Buckhead HOA, Centerville Rural Community Association, Killlearn Homes Association and Pheasant Ridge Owners Association. Staff have received multiple inquiries requesting additional information regarding the PUD Concept Plan.

Planning Department Recommendation:

The Planning Department recommends approval of the Arch Phase 1 (Welaunee) Concept Planned Unit Development (TRZ260004) subject to the conditions detailed above in Findings 6 and 8.

If you have any questions about the review, please contact Planning Department staff at 891-6400.