

ZONING TEXT AMENDMENT PROCESS

Updated November 7, 2008

1. There will be 2 amendment cycles yearly. The zoning code will also be amended to allow for expedited processing of emergency or critical amendments that may not follow this specific process. Staff will make all reasonable efforts to notify the Coalition of City Neighborhoods Association (CCNA) and the Greater Sarasota Chamber of Commerce of any emergency or critical amendments.
2. Zoning text amendments will utilize the application form recommended by the committee.
3. Each proposed zoning text amendment will be reviewed by a committee that includes representatives from the Neighborhood and Development Services staff, the CCNA, and the Greater Sarasota Chamber of Commerce. The role of the committee will be to categorize the proposed amendments into a grouping of scrivener's corrections, non-substantive amendments and substantive amendments. The committee will also give recommendations on prioritizing amendments. City staff will make the final determination on how many amendments proceed in each cycle based upon available staffing and the resources needed for the proposed amendment.
4. Staff will prepare a presentation matrix and take the proposed amendments to the City Commission for authorization to proceed.
5. Once the City Commission authorizes the amendments to be processed, an employee of the Neighborhood and Development Services Department will present the matrix to the CCNA meeting or committee and to the Greater Sarasota Chamber of Commerce City Issues Committee so that they can provide input if they chose to.
6. The Neighborhood and Development Services Department staff will post both the application form and the matrix on the City website, and will update the website as the new language for the amendments are developed and ready for comment.
7. Once City staff has agreed upon new language for the text amendment, an employee of the Neighborhood and Development Services staff will provide the new language to the CCNA and the Greater Sarasota Chamber of Commerce representative so it can be shared, reviewed and commented on by both organizations and the public.
8. Once comments are received and any further revisions made, the matrix will be presented to the Development Review Committee for approval.
9. After DRC approval the matrix will be scheduled for Planning Board public hearing. Staff will notify the CCNA and the Greater Sarasota Chamber of Commerce representative of the date.
10. After Planning Board recommendations, the matrix will be scheduled for City Commission public hearing. Staff will notify the CCNA and the Greater Sarasota Chamber of Commerce representative of the date.

TIMELINE

The following are estimated timeframes which may change based upon staffing and complexity of the cycle. Emergency or critical amendments may not follow this specific timeline.

Month 1 –

- Staff assembles all proposed zoning text amendment forms and calls a meeting with CCNA and the Greater Sarasota Chamber of Commerce representatives to review, categorize and prioritize.

Month 2 –

- Staff prepares a matrix and schedules meeting for City Commission authorization to proceed.

Month 3 –

- Staff presents the matrix to CCNA and the Greater Sarasota Chamber of Commerce City Issues Committee.
- Staff posts the application forms and the matrix on the City website.
- Staff begins drafting new language.

Month 4 –

- Staff finalizes draft language and shares it with the CCNA and the Greater Sarasota Chamber of Commerce representatives and public for input.
- Staff posts the draft language on the City website.

Month 5 –

- Staff makes any needed modifications to language based upon comments received.
- Staff secures DRC sign-off. Staff schedules Planning Board public hearing.
- Staff posts final language on website.
- Staff notifies CCNA and the Greater Sarasota Chamber of Commerce representatives of hearing date.