

DRC Meetings

DRC meetings are open to the public and are held on the first and third Wednesday of each month at 9:00 a.m. in Room 112 at City Hall. Although, participation is limited to committee members [reference Zoning Code Section III-603], any interested person may attend the meeting to learn of changes to any proposed development.

Public Hearings

Planning Board public hearings are held the second Wednesday of each month and City Commission public hearings are held on the first and third Monday of each month. Both are held in the City Commission Chambers and public attendance and comment are encouraged. Notices of the hearings are published in the newspaper, and 24" x 36" signs are posted on the subject property.

Agenda Information

Agendas for DRC Meetings, Planning Board and City Commission public hearings are posted to the City's website [www.sarasotagov.com] along with backup materials approximately one week prior to the meeting date. Select "Video on Demand" to view agendas, videos of meetings, and minutes.

If you wish to receive agenda copies for these meetings, please complete the form on the back of this brochure, submit it to your neighborhood workshop coordinator at the Community Workshop or mail it to City Hall, Neighborhood & Development Services Department, 1565 First Street, Sarasota, FL 34236.



Sign-Up to Receive Agendas

- DRC Agenda
- Planning Board Agenda
- City Commission Agenda

Name

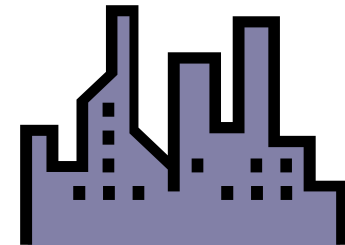
E-Mail Address



City Hall
Neighborhood & Development Services
1565 First Street
Sarasota, FL 34236
Telephone: [941] 954-4195
www.sarasotagov.com



**UNDERSTANDING THE
LAND DEVELOPMENT
PROCESS FOR THE CITY
OF SARASOTA**



*Courtesy of the
Neighborhood & Development Services Dept.
of the City of Sarasota*



Why is a Community Workshop Held?

The City of Sarasota Zoning Code requires a Community Workshop be held whenever the following types of applications are filed with the City:

- Future Land Use Map Amendments to the *Sarasota City Plan*
- Rezoning or an Amendment to a Rezone Ordinance
- Major and Minor Conditional Uses
- Street or Right-of-Way Vacations
- Governmental "G" Zone Waivers
- Development Agreements
- Amendments to the foregoing that require action by the Planning Board or City Commission.

There are other types of development applications for which the Zoning Code does **not require** a Community Workshop including site plans, encroachment agreements, and shared or off-site parking agreements. An additional workshop will be held if:

- Any increase to height, density or intensity of an application occurs
- An application is not filed within 12 months following the previous neighborhood workshop
- An amendment is requested that requires action by the Planning Board or City Commission

Who Receives Notice that A Community Workshop will be Held?

Each Owner of Record of any property located within 500 feet of the proposed development, as well as affected Neighborhood Associations that are registered with the Office of the City Auditor & Clerk, will receive written notice. The notice will be mailed 14 days prior to the date of the Community Workshop.

What is the Purpose of the Community Workshop?

The primary purpose is to allow the applicant to inform neighboring residents of the nature of their

proposed development and to solicit residents' comments.

At What Stage of Development does the Community Workshop take Place?

The Workshop, when required, must occur prior to the developer's submission of a formal development application to the City. At this stage, the developer's plans are often conceptual plans.

When formally filed, the development application moves through the City's approval process [i.e. the Development Review Committee, Planning Board, and City Commission], and the development plans may substantially change from those presented at the Community Workshop. Changes occur in order to meet regulatory standards in the City's Zoning Code and Engineering Design Criteria Manual [EDCM] or through changes a developer proposes.

Is the Developer Required to Incorporate Resident's Comments into their Plans?

The purpose of the Community Workshop is to solicit your feedback. But it is up to the developer to determine whether to alter their plans based on the feedback they receive.

How can Neighboring Residents follow Plans for a Proposed Development and the Changes that May Occur?

When a development application is filed with the City, the first reviewers are members of the Development Review Committee [DRC]. They examine the project for compliance with the applicable regulatory standards, and changes to the project can occur as a result of DRC review.

DRC members "sign-off" on the project when the proposed development meets all regulatory requirements. Planning Staff then prepares a written analysis of the development describing how it meets the various regulatory standards. Minutes of the Community Workshop as well as any citizen correspondence are also included in the staff report.

Next, a public hearing before the Planning Board is scheduled and neighboring residents receive notice of the date, location and time of the hearing. At the hearing, the applicant presents details of the project, staff presents its analysis, and neighboring residents and citizens at large are encouraged to attend and speak.

If a resident living within 500 feet of the project would like to have the same opportunity the applicant will have to present testimony from third parties, such as expert witnesses, to cross examine witnesses who speak against your position, and to speak a second time in rebuttal, that resident may seek "Affected Person" status. "Affected Person" status must be requested in writing 5 working days prior to the hearing. The request form is available at the Office of the City Auditor and Clerk at City Hall, Room 110, Tel. [941] 954-4160.

Some development cases proceed to an additional public hearing before the City Commission. If a City Commission public hearing is required, neighboring residents will receive notice of the date, location and time of the hearing. Again residents and citizens are encouraged to attend and speak or submit written comments to their City Commissioners.

How can Neighboring Residents Communicate with Planning Board Members prior to the Public Hearing?

The Planning Board welcomes input from neighborhood organizations and residents. Letters and e-mails should be sent to Board Members 10 days prior to the public hearing through City offices. Sending correspondence to Board Members at the City on a timely basis assures that your communication will become part of the staff analysis and of the official record of the proceedings. Letters, e-mails and faxes should be sent to Board Members at the following mailing address, fax number or e-mail address:

City of Sarasota Planning Board
c/o Neighborhood & Development Services
1565 First Street, Sarasota, FL 34236
Fax #: [941] 954-4179
E-mail: PlanningBoard@sarasotagov.com