

the city has four redevelopment districts and seven special area plan districts, see Map 1 and Map 2.

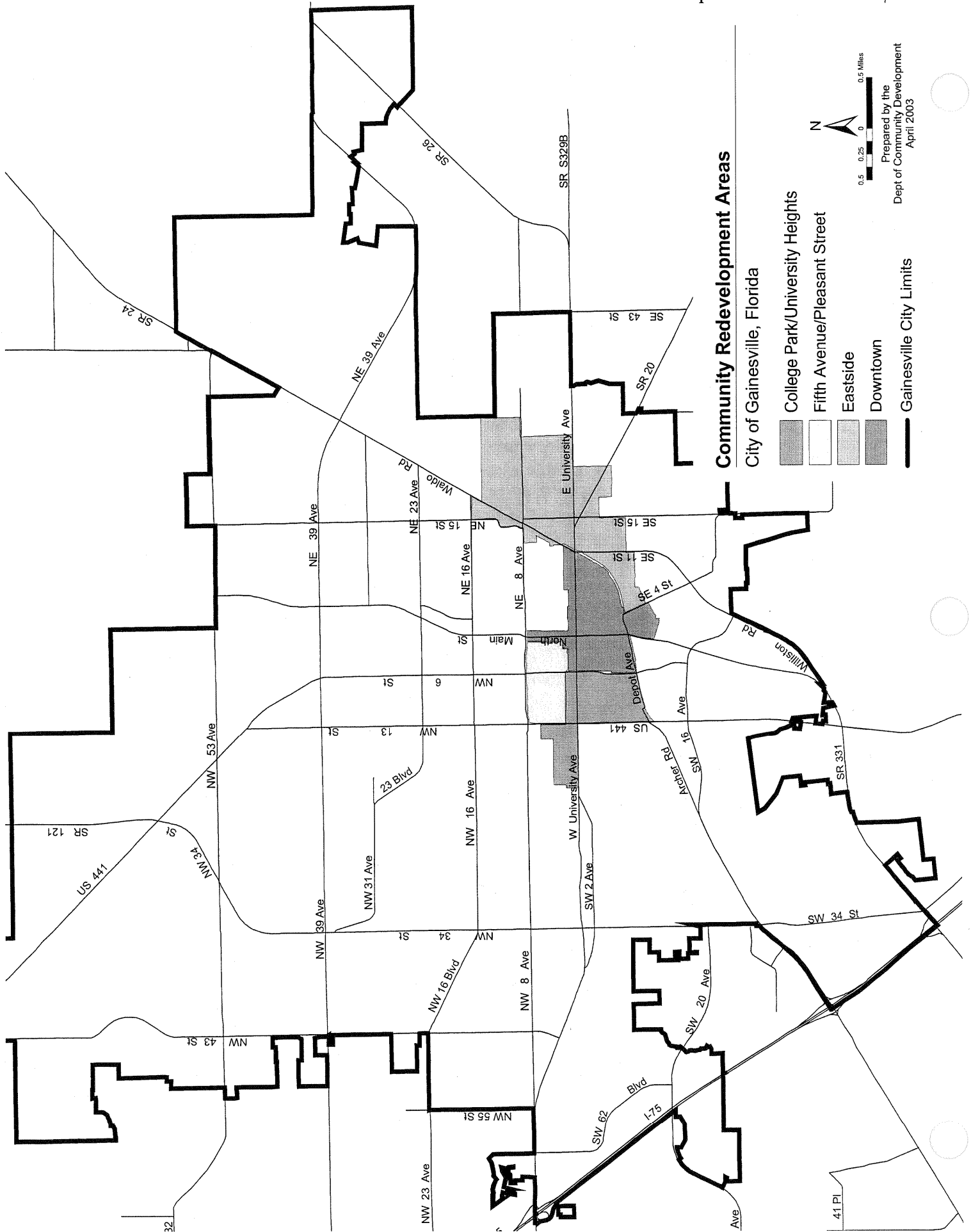
The purpose of the neighborhood workshop is to ensure that applicants pursue early and effective citizen participation in conjunction with their applications, giving the applicants an opportunity to understand and try to mitigate any real or perceived impacts the applications may have on the community and for citizens to have an adequate opportunity to learn about applications that may affect them. The neighborhood workshop is intended to facilitate ongoing communication through the application review process. The code provides specific exceptions to the neighborhood workshop requirement that exempts the land use and zoning connected with annexation activities, since that process already requires a series of public meetings and exemptions for de minimus proposals. All other applications are required to have citizen participation workshops. Many times the workshops have been scheduled and very few or no citizens attend. The development community would like an alternative procedure to be available within the code that would allow the petitioners to notify citizens of their intent to make a development application to the city for land use amendment, rezoning, special use permit or development approval and offer a neighborhood workshop if five (5) or more citizens request the proposed workshop by responding to the workshop notice.

Sec. 30-350(b)(2) states that, except for development applications that are specifically exempted, every application that requires a public hearing for a site plan, rezoning, special use permit or change to the future land use map must provide a written record of the citizen participation process before the application is deemed complete. If the alternative workshop request procedure is established, when there are fewer than five responses, the written record of the citizen participation step will be the mailing list and statement from the applicant that fewer than five persons made a request for such a workshop and for that reason it was cancelled. Any person who requested a workshop should receive a written cancellation.

Staff recommends the following amendment to the language of the code to provide a means to cancel the required neighborhood workshop for lack of interest:






Sec. 30-350(b)(2)

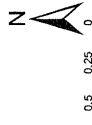
Except for development applications that, pursuant to section 30-350(b)(1), are exempt from the requirements of section 30-350, every application that requires a public hearing for a site plan, rezoning, special use permit or change to the future land use map shall include a written record of the citizen participation process before an application is deemed complete. For those applicants for which workshop notice has resulted in five or fewer responses of noticed persons requesting the workshop, the written record shall consist of the mailing list, a copy of the workshop notice and request procedure and an affidavit by the



**Community Redevelopment Areas**

City of Gainesville, Florida

-  College Park/University Heights
-  Fifth Avenue/Pleasant Street
-  Eastside
-  Downtown
-  Gainesville City Limits



Prepared by the  
Dept of Community Development  
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applicant that the workshop has been cancelled due to a lack of participation by more than five of the notified property owners.

Sec. 30-350(b)(3)

The applicant must provide the opportunity for conduct a workshop to inform neighboring property owners of the proposed application. The workshop must be held in a location accessible to the public. The applicant must provide notification by mail to all owners of property located within 400 feet of the subject property and to all neighborhood associations registered with the city.

1. The applicant may provide the notification in the form of a workshop to be held if five or more meeting notices are returned to the applicant requesting the workshop, except for those developments proposed in any redevelopment district or any special area plan district. Any property owner may choose to hold the public workshop rather than scheduling the workshop based upon the number of workshop requests received.
2. If the proposed development is located in a community redevelopment district or in a special area plan district, there shall be a neighborhood workshop regardless of the number of workshop requests returned and the workshop shall be held at the Civic Design Center. Staff shall provide a regular meeting schedule for neighborhood workshops at the Civic Design Center and shall assist developers in scheduling their proposal on the Design Center agenda. These meetings may occur anytime after 5 p.m. until 10 p.m. A landscape architect or architect, designated by the City Manager, shall take neighborhood comment and offer design review of the proposal.

The city manager or designee shall provide mailing labels to the applicant. The applicant must mail these notices with proper postage at least 14 days before the workshop. In the event a workshop is cancelled due to lack of interest, the applicant shall provide a written cancellation to the four or fewer persons that may have responded. The applicant must also advertise the workshop in a newspaper of general circulation at least 14 days before the workshop. The City manager or designee will develop specifications for this advertisement.

### **Consent Agenda Process**

Sec. 30-348 prescribes the procedures for quasi-judicial hearings. Certain development plans, because of the scale of development and or a proposed location in areas remote from residential neighborhoods, when submitted in conformance with all the requirements of the City's Code of Ordinances, while properly before the board for a quasi-judicial proceeding, are straightforward and without controversy. These plans often do not require further board discussion. All of the development plans on the agenda are submitted to the board in written and graphic format and are, therefore, subject to review by each board member.

Staff may recommend to the board in preparing the draft agenda that certain plans may be approved by consent of the board as a group. This process would relieve the board of unnecessary discussion and, therefore, allow more discussion before the board of those plans for which there are concerns. A consent agenda process could allow any board member or any citizen to request that the board remove an item proposed for action by consent at the time of adoption of the agenda and for such item to be placed on the agenda for discussion at the board's discretion. The appropriate reviewing boards shall provide a procedure for review of development applications by consent of the board without further discussion when an application is deemed complete by the staff and the proposal falls within the scope of Minor Review II as prescribed in Sec. 30-159.

### **Notice of development plan review**

The proposed level of review for "Minor Review II" is proposed as a level of review that requires board approval. For this reason, Sec. 30-351(d)(1) should be amended to specifically identify notice for these items. The proposed notice would be the same notice for all other similar items for board review.

- (1). Notice of development plan review shall include:
  - a. Concept review;
  - b. Preliminary plans and final review for intermediate and major development plans.
  - c. Minor development II development plans.

### **Development Review Board Membership**

The City Government Sub-Committee recommended slotted positions for architect, landscape architect, finance/business, traffic engineer, urban planner, historic preservation specialist and engineer. The Economic Development Committee recommended that the slotted positions for the DRB include a citizen at large position.

In order to meet the committee's concerns, staff recommends that the desired members be amended to include an urban planner, a historic preservation specialist and a citizen at large. The position listed for the real estate or development category could be expanded to finance and business by simply listing that category as finance and business, which would include real estate and development.

(The second amendment by substitution motion on 1/24/05 stated that a natural scientist be included on the DRB, but that position is clearly identified in current code.)

Sec. 30-352(b)

*(b) Membership*

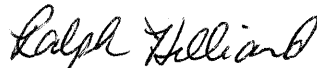
(1) The board shall have seven members appointed by the city commission. Any interested citizen may be appointed to the board, but, whenever possible, the board should include at least one from each of the following:

- a. An architect or landscape architect;
- b. A civil engineer;
- c. A person engaged in ~~real estate sales or development~~ business or finance;
- d. A professional with experience in natural or environmental sciences;
- e. An urban planner;
- f. A historic preservation specialist;
- g. A citizen at large.

**Impact on Affordable Housing**

None.

Respectfully submitted,



Ralph Hilliard  
Planning Manager

RH:CRM