

LEGISLATIVE #

110373B

Proposed Amendment to Section 30-350 – Citizen Participation

Incorporating the revisions of the City Plan Board (in strikethrough/underline)

Sec. 30-350. Citizen participation.

- (a) *Purpose and intent.* The purpose of the citizen participation process is to:
- (1) Ensure that applicants pursue early and effective citizen participation in conjunction with their applications, giving the applicants the opportunity to understand and try to mitigate any real or perceived impacts their applications may have on the community;
 - (2) Ensure that citizens and property owners have an adequate opportunity to learn about applications that may affect them and to work with the applicant to resolve concerns at an early stage of the process; and
 - (3) Facilitate ongoing communication among the applicant, interested citizens and property owners, and city staff throughout the application review process.

It is not the purpose of the citizen participation process to produce complete consensus on all applications, but to encourage applicants to be good neighbors and to allow for informed decision making.

- (b) *Procedures for facilitating citizen participation.*
- (1) The following development applications are exempt from the requirements of section 30-350:
 - a. City-initiated large and small scale amendments (as described in F.S. ch. 163) to the future land use map of the city's comprehensive plan that change the future land use from Alachua County to City of Gainesville categories for annexed properties;
 - b. City-initiated changes to the zoning map that implement associated amendments to the future land use map for annexed properties; and
 - c. Special use permits for minor decorative functional or safety improvements to legal nonconforming uses, per section 30-346(d)(1).

- d. Development plan approvals for nonresidential projects of 10,000 square feet or less of floor area when not located adjacent to or across the street from property designated for single family residential use on the future land use map; and
 - e. Development plan approvals for residential projects of ten units or less.
 - f. Environmental remediation and/or safety improvements required by local, state and federal agencies.
 - g. Evaluation and Appraisal Report (EAR) based comprehensive plan amendments.
 - h. All text changes to the Comprehensive Plan or Land Development Code.
- (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 development plan, subdivision, rezoning, special use permit or change to the future land use map shall include a written record of the citizen participation process.
 - (3) The applicant must provide the opportunity for a workshop to inform neighboring property owners of the proposed application. The workshop must be held in a location generally near the subject property and must be handicapped accessible. 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 within ½-mile of the property. The city manager or designee shall provide mailing labels to the applicant. The applicant shall mail these notices with proper postage and they shall be postmarked at least 14 days before the workshop. The applicant must also advertise the workshop in a newspaper of general circulation at least 14 days before the workshop date.
 - (4) The workshop must start between 6:00 p.m. and 8:00 p.m. on a weekday or between 9:00 a.m. and 5:00 p.m. on a weekend. All required workshops must be held prior to submittal of the application. ~~at least two weeks prior to the public hearing on the petition.~~ The applicant shall be required to schedule an additional workshop if the initial workshop has occurred more than 6 months prior to submittal of the application.
 - (5) The applicant shall submit to the city, as part of the application, a

summary of the materials presented at the workshop, the issues raised, the suggestions and concerns of the neighboring property owners, a sign-in sheet, a copy of the workshop advertisement, and a copy of the letter sent to the property owners.