

Sec. 30-3.7. - ~~Neighborhood workshop.~~ Public Participation Plan

~~A. Purpose and intent. Neighborhood workshops are intended to encourage applicants to be good neighbors and to allow for informed decision-making, although not necessarily to produce complete consensus on all applications, by:~~

- ~~1. Ensuring 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. Ensuring 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. Facilitating ongoing communication among the applicant, interested citizens and property owners, and city staff throughout the application review process.~~

(A) Purpose and intent. The purpose of the public participation plan is to:

(1) Ensure that applicants pursue early and effective public participation in conjunction with their applications, giving them the opportunity to understand and try to mitigate any real or perceived impacts their application may have on the neighborhood.

(2) Ensure that the public has an adequate opportunity to learn about applications that may affect them and to work with applicants to resolve concerns at an early stage of the review and decision-making process.

(3) Facilitate ongoing communication between the applicant, interested parties, city staff, appointed and elected officials throughout the applicant review process.

(4) The public participation plan is not intended to produce complete consensus on all applications, but to encourage applicants to be good neighbors and to allow for informed decision-making.

B. *Applicability.* Every application that requires board approval, including future land use map changes, rezonings, special use permits, subdivisions, or development plans shall first hold a neighborhood workshop and shall include in the application a public participation report.~~a written record of such meeting.~~ Development plans ~~located within a transect zone~~ that meet or exceed the thresholds for intermediate or major development review shall also conduct a neighborhood workshop and submit a public participation report. The following development applications are exempt from the requirements of this section:

1. Text changes to the Comprehensive Plan or Land Development Code.
2. City-initiated amendments to the future land use map of the Comprehensive Plan that change the future land use from Alachua County to City of Gainesville categories.
3. City-initiated amendments to the zoning map that change the zoning from Alachua County to City of Gainesville districts.
4. Development plan applications for nonresidential projects of 10,000 square feet or less of floor area when not abutting or adjacent to property zoned for single-family residential use.

5. Development plan applications for residential projects of ten units or less.
6. Environmental remediation or safety improvements required by local, state, and federal agencies.

C. ~~Workshop Requirements~~ Public Participation Report

(1) When a public participation plan is required, the applicant shall provide a written report, satisfactory to the City Manger's designee, documenting the results of the public participation effort prior to submittal of the application.

(a.) Report contents.

(1) At a minimum, the public participation report shall include the following information:

(a) Which residents, property owners, interested parties, political jurisdictions and public agencies may be affected by the application;

(b) How those parties identified will be informed of a substantive of change, amendment, or development to the proposed application;

(c) How the applicant will keep the City informed as to the status of public participation efforts.

(2) The public participation report shall describe the methods the applicant employed to involve the public, including:

(a) Dates and locations of all meetings where publics were invited to discuss the applicant's proposal, including the required neighborhood workshop;

(b) The content, dates mailed, and number of mailings, including letters, meeting notices, newsletters and other writings;

(c) A description of where residents, property owners and other interested parties receiving notices, newsletters, or other written materials are located; and

(d) The number of people who participated in the process.

(3) The report shall summarize the substance of concerns, issues and problems expressed during the process.

(4) The report shall describe how the applicant has addressed, or intends to address the concerns, issues and problems expressed during the process.

(5) The report shall identify which concerns, issues and problems the applicant is unwilling or unable to address, if any, and shall state why.

D. Neighborhood Workshop Requirements.

- a. The applicant shall provide the opportunity for a workshop to inform neighboring property owners of the proposed application. The workshop shall be held in a location generally near the subject property and shall be held in a facility that is ADA compliant.
  1. The applicant shall 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 and located within one-half-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 at least 15 calendar days before the workshop.

