

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

~~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. Public participation requirements 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 public participation in conjunction with their applications, giving them the opportunity to understand and try to mitigate any real or perceived impacts the application may have on the neighborhood;
- (2) Ensuring 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; and

B. *Applicability.* Every application that requires board approval, including future land use map changes, rezonings, right-of-way vacations, 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 report is required, the applicant shall provide a written report, satisfactory to the City Manger's designee, documenting the results of the public participation effort in conjunction with the submittal of the development 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 change, amendment, or development to the proposed application such as a significant intensification of proposed uses, a substantial (20%) increase in building area, an increase in the number of floors proposed, or the addition of a drive-through;

(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 the public 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 and residents of the proposed application. If held in-person, 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 and residents 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 applicant shall inform the City of the day, time, and location of the workshop at least 15 days prior to holding the meeting. If requested, the city manager or designee may provide mailing labels to the applicant. The applicant

shall mail the required notices with proper postage at least 15 calendar days before the workshop.

~~2. The applicant shall also advertise the workshop in a newspaper of general circulation at least 15 calendar days before the date of the workshop.~~

3. Posted notice of the workshop shall also be provided at the site and shall include a description of the application with the nature and degree of the request, potential uses, and other information as required by the city, and shall identify the date, time, and location of the neighborhood workshop. Signs shall be posted at least 15 calendar days prior to the date of the meeting.

4. The applicant shall notify any other persons, organizations or agencies as deemed appropriate after consultation with the City during the project's First Step meeting.

5. The workshop shall 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 shall be held prior to submittal of the application. The applicant shall be required to schedule an additional workshop if the initial workshop has occurred more than three months prior to submittal of the application.

b. Virtual workshops. An applicant may elect to hold a virtual workshop in-lieu of an in-person workshop held at a physical location.

i. Virtual neighborhood workshops must be held using an interactive online video conferencing software such as Microsoft Teams, Zoom, WebEx, or other similar platforms and shall be recorded. Virtual neighborhood workshops shall be noticed in the same manner as in person neighborhood workshops.

ii. As some members of the public do not have access to digital platforms, the meeting (workshop) platform must have the ability for attendees to call into the conference using a telephone. If a platform can only be accessed via the internet, it cannot be used to hold the virtual workshop.

iii. Members of the public who access the workshop via telephone must be given the same information, graphics, maps, and any other pertinent information as those accessing the meeting via the internet upon request.

**Table III-1: Public Notice.**

APPLICATION TYPE	NEWSPAPER AD	MAILED NOTICE	POSTED NOTICE
<b>COMPREHENSIVE PLAN AMENDMENTS/LAND USE CHANGES</b>			
Text changes not including amendments to the list of permitted/prohibited uses.	As required by law.	Not required.	Not required.
Text changes amending the list of permitted/prohibited uses involving less than 5% of the total land area of the city.	As required by law.	Required.	Not required.
Text changes amending the list of permitted/prohibited uses involving more than 5% of the total land area of the city.	As required by law.	Not required.	Not required.
Land use map changes involving less than 5% of the total land area of the city.	As required by law.	Required.	Required.
Land use map changes involving more than 5% of the total land area of the city.	As required by law.	Not required.	Required, except as provided in this section.
<b>LAND DEVELOPMENT CODE AMENDMENTS/REZONINGS</b>			
Text changes not including amendments to the list of permitted/prohibited uses.	As required by law.	Not required.	Not required.
Text changes amending the list of permitted/prohibited uses involving less than 5% of the total land area of the city.	As required by law.	Required.	Not required.
Text changes amending the list of permitted/prohibited uses involving more than 5% of the total land area of the city.	As required by law.	Not required.	Not required.

Zoning map changes involving less than 5% of the total land area of the city.	As required by law.	Required.	Required.
Zoning map changes involving more than 5% of the total land area of the city.	As required by law.	Not required.	Required, except as provided in this section.
<b>Special use permits</b>	As required by law.	Required.	Required.
<b>Development review board</b>	As required by law.	Required.	Required.
<b>Variances</b>	As required by law.	Required.	Required.
<b>Historic preservation board (COA)</b>	As required by law.	Not required.	Required.
<b>Heritage overlay district board</b>	As required by law.	Not required.	Required.
<b>Right-of-way vacations</b>	As required by law.	Required.	<del>Not required.</del> <a href="#">Required.</a>

Sec. 30-3.45. - Levels of development review.

All development shall require rapid, intermediate, or major development review in accordance with the thresholds set forth in the table below. Any development activity below the thresholds identified for rapid review shall be reviewed in conjunction with a building permit application. Development that includes components within different thresholds shall be reviewed as one submittal in accordance with the highest threshold that is triggered by the development.

**Table III-2. Levels of development review.**

	<b>RAPID</b>	<b>INTERMEDIATE</b>	<b>MAJOR</b>
--	--------------	---------------------	--------------

<b>Residential</b>	Developments of 3 to 10 multiple-family dwelling units.	Developments of 11 to 99 multiple-family dwelling units.	Developments of 100 or more multiple-family dwelling units.
<b>Non-residential</b>	New construction or expansions of 1,001 and up to 10,000 square feet of building area.	New construction or expansions of 10,001 to 50,000 square feet of building area.	New construction or expansions over 50,001 square feet of building area.
<b>Parking; other impervious areas; construction activity</b>	Parking areas that include 8—40 new parking spaces. Impervious areas: 1,000—20,000 square feet. Excavation, filling, or removal of more than 200 cubic yards of material for the purpose of development.	Parking areas that include 41—100 new parking spaces. Impervious areas: 20,001—50,000 square feet.	Parking areas that include more than 100 new parking spaces. Impervious areas: More than 50,000 square feet.

### Notes to Table:

Development plan review by the appropriate board shall be required when the development includes one or more requests for a variance per this article.

**Table III-3. Summary of development review process.**

	<b>RAPID</b>	<b>INTERMEDIATE <del>AND</del> MAJOR</b>	<b><u>MAJOR</u></b>	<b>MASTER PLAN</b>
<b>First-step meeting</b>	Required.	Required.	<a href="#">Required</a>	Required.
<b>Neighborhood workshop</b>	Not required.	Required.	<a href="#">Required</a>	Required.
<b>Technical review committee (TRC)</b>	Required.	Required.	<a href="#">Required</a>	Required.

<b>Board review</b>	Required if requesting a variance.	Required if requesting a variance.	<a href="#">Required</a>	Required if requesting a variance.
<b>Final TRC review</b>	Required if either TRC or board, as applicable, issued applicant a preliminary development order.	Required if either TRC or board, as applicable, issued applicant a preliminary development order.	Required if either TRC or board, as applicable, issued applicant a preliminary development order.	Required if either TRC or board, as applicable, issued applicant a preliminary development order.