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**General and Development Applications  
General Information**

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September 2011



Dear Applicant:

The City's anticipated schedule for processing General and Development Applications such as yours is presented in this general information package. This anticipated schedule is based upon Staff's past experience in reviewing Applications, current resources, and the desire to provide all Applicants with a high quality review.

On the rare occasion that the number of General and Development Applications filed is exceptionally high and existing Staff resources cannot provide a quality review, it may be necessary to delay the initiation of an Application review. If this unusual situation exists at the time you file an Application with the City Auditor and Clerk, you will be so advised. You will also be informed when the review will begin. Once the review begins, every effort will be made to assure that the remainder of the processing schedule will apply.

The City also reserves the right to schedule public hearings before the City Commission to facilitate the opportunity for a full and complete consideration of all Applications and to avoid any undue burden to all participants. For that reason, public hearings before the City Commission will be scheduled with a consideration of existing time constraints and the number of Applications under review.

Thank you for understanding.

Sincerely,

Pamela Nadalini,  
City Auditor and Clerk

Timothy Litchet, Director  
Neighborhood and Development Services

# **General and Development Applications**

## **General Information Package**

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# Introduction

The City of Sarasota is pleased that you have chosen the City of Sarasota for investment in a development project. It is hoped that this **General Information Package** will provide the information you need to assure your General and/or Development Application is processed expeditiously and efficiently. For your convenience, this General Information Package and the necessary Application forms are also available on the City's website at [www.sarasotagov.com](http://www.sarasotagov.com) and click on "Most Visited Pages" and select "Development Applications & Forms."

In accordance with City Ordinance No. 07-4709, Applications are processed on the basis of a Tiered Flat Fee system plus the costs of legally required advertising and any costs associated with legal review. You will be required to submit a fee with your Application based on the schedule of Tiered Flat Fees adopted by the City Commission. In addition, you will also be required to submit an escrow amount against which the costs of legally required advertising and any costs associated with legal review will be charged. Once the processing of your Application is complete, you will receive an accounting of the processing costs. You will receive a refund if there is a balance in your escrow account or a final bill if there are charges above the amount of the escrow amount deposited.

A list of Staff telephone numbers is included in this General Information Package. Feel free to contact any of the Staff members listed for assistance in processing your Application.

## Notice Regarding Public School Concurrency

Beginning October 1, 2008, all local governments within Sarasota County will be reviewing certain development applications for public school concurrency in order to comply with state law.

The Florida Statutes requires that adequate school facilities will be in place or under actual construction within 3 years after the issuance of the final subdivision or site plan approval. Therefore, development applications for final subdivision or site plan approval which contain a residential use are subject to the school concurrency review requirement.

Prior to submitting a development application for final subdivision or site plan review to the City, a "School Impact Analysis Application" and fee shall be submitted to the Long Range Planning Department of the Sarasota County School Board. Once the "School Impact Analysis Application" and fee have been submitted, the School Board staff will issue a confirmation letter to the applicant. This confirmation letter shall be submitted to the City within 10 business days of issuance along with the appropriate City of Sarasota Development Application Forms. The school concurrency review will run simultaneously with the City review of a development project. For school concurrency, a project will be considered "*de minimis*" if it generates less than one student. Applying student generation rates for our area means that projects with the following numbers of residential units are "*de minimis*" and do not require school concurrency review:

- Single-family projects of 4 dwelling units or less
- Multiple-family projects of 13 dwelling units or less

The Development Application information should identify these numbers as "*de minimis*" and, thus, not requiring school concurrency review.

Additionally, the School Board will require that a "School Impact Analysis Application" and fee be submitted in order to determine school capacity requirements for a comprehensive plan amendment, rezoning, or preliminary subdivision application. This review will follow the same process as described above.

If you have any questions about the school concurrency requirement, please feel free to contact the following staff:

Micki Ryan, Planning Analyst  
Long Range Planning Dept.  
Sarasota County School Board  
7895 Fruitville Road  
Sarasota, FL 34240  
941-927-9000, ext. 32263

David Smith, AICP, General Manager  
Neighborhood and Development Services Department  
City of Sarasota  
1565 1st Street  
Sarasota, FL 34236  
941-954-4175

# I. Pre-Application Conference

An informal Pre-Application Conference with the Development Review Committee [DRC] is recommended, but not required. Submit the Pre-Application Conference Request Form to the Office of the City Auditor and Clerk, 1565 First Street, Sarasota 34236 [15] days prior to any scheduled DRC Meeting.

During the Pre-Application Conference, the Applicant should provide a brief overview of the proposal. DRC members will assist by identifying, in part, issues and elements of the City's Zoning Code (2002 Ed.) and/or the City's Comprehensive Plan, also called the Sarasota City Plan, relevant to the proposal. The Pre-Application Conference is an opportunity to seek assistance from DRC members and raise issues or questions concerning the proposal. The Applicant should review the contents of the General Information Application Package prior to the Pre-Application Conference, and if necessary, prepare a list of questions for DRC members. After the Pre-Application Conference, a non-binding Letter of Understanding will be forwarded to the Applicant by City Staff.

Applicants are advised to submit additional information with this request; however, it is not required. If additional information is provided, an original and eleven [11] copies of information folded to 8 ½ x 11" size should be submitted. Supplementary materials may include a sketch or concept plan, site plan(s), architectural renderings, special studies, detailed narrative, or any other submittal items the Applicant deems pertinent.

# II. Community Workshop Guidelines

**PURPOSE:** The purpose of the Community Workshop is to inform neighboring property owners, residents, and business owners of the nature of the proposed development, explain the site plan, if any, solicit suggestions and identify concerns prior to the filing of a formal development application.

**REQUIREMENTS:** Community Workshops are required for the following applications: Major and Minor Conditional Use Approval, Rezoning, Rezoning Ordinance Amendments, Street/R-O-W Vacations, "G" Zone Waivers, privately-initiated Comprehensive Plan Amendments requiring a change to the Future Land Use Map, and amendments to the text of the Sarasota City Plan that affect a specific and limited area of the City as determined by the Director of the Department of Neighborhood and Development Services.

The City requires all applicants to hold an additional Community Workshop if any of the following occur:

- a) Any increase to the height, density or intensity of an application occurs following the Community Workshop;
- b) An amendment is requested that requires action by the Planning Board or City Commission; or
- c) An application is not filed within 12 months following the previous Community Workshop.

**LOCATION:** It is recommended that the meeting be held at a local community facility such as a church meeting room, school, fire station, or other facility that is open to the general public, compliant with the accessibility requirements of the Americans with Disabilities Act (ADA), and is located as close to the subject site as possible or, if necessary, at City Hall. Community Workshops shall not be held at the subject property, office of the Applicant, or at the offices of the Applicant's agents or consultants. It is the Neighborhood Coordinator's responsibility to schedule the meeting facility.

***NOTE:** If the applicant's facility is recognized as a community gathering place, the Director of the Department of Neighborhood and Development Services, or designee, may, at his/her discretion, allow the meeting on-site.*

**TIME:** The Community Workshop must be conducted on a weekday evening, excluding Fridays, with a start time of 5:30 p.m. to 6:00 p.m.

**NOTIFICATION:** The Office of the City Auditor and Clerk shall notify all property owners within 500 feet of the subject site of the proposed Application. The City reserves the right to set the notification boundary as deemed necessary. In addition, affected neighborhood associations registered with the City will be notified. The notifications shall be mailed by the City two weeks (14 calendar days) prior to the meeting date. A mailing list with the name and address of all affected property owners will be produced by the Office of the City Auditor and Clerk. All Community Workshop applications must be received at least five business days prior to the start of the required fourteen day notification period.

The notification shall include but not be limited to the following information:

1. Applicant's name and telephone number;
2. The street address of the subject property with an identification map;
3. If applicable, the name by which the site is commonly known;
4. A clear, factual explanation provided by the Applicant detailing the proposal, such as the proposed use, height, density, intensity, parking, vehicular access, landscaping and/or any other applicable information; and
5. The correct time, day, date and location where the meeting is to be held.

The Office of the City Auditor and Clerk shall provide a sign to be posted on the property or right-of-way that is the subject of the proposed development or land use request. At a minimum, the sign shall indicate the date, time, and place of the Community Workshop, as well as a brief description of the proposed development or land use request. The sign shall be posted in plain view on the site at least ten (10) calendar days before the scheduled Community Workshop. Posting of the sign shall be the responsibility of the City Public Works Department.

**THE NEIGHBORHOOD COORDINATOR MUST BE CONTACTED AT (941) 954-2601 PRIOR TO SETTING THE COMMUNITY WORKSHOP DATE TO CONFIRM STAFF AVAILABILITY.**

**MEETING:** The meeting is to be facilitated by the Neighborhood Coordinator. The Applicant or his/her representative is required to present the proposal and address questions/comments from meeting attendees. It is the Applicant's responsibility to provide any visual aide deemed necessary. The duration of the Community Workshop shall be no longer than 90 minutes.

**PRESENTATION:** Materials for presentation at the Community Workshop may include a sketch or concept plan, site plan(s), architectural renderings, special studies, detailed narrative, or any of the submittal items described in the Development Approval Application Minimum Submission Checklist. Copies of all material presented must be provided to the Department of Neighborhood and Development Services at or prior to the Community Workshop. The Neighborhood Coordinator will provide a meeting agenda and attendee sign-in sheet. The list of Community Workshop attendees and a summary of meeting [minutes] from the Community Workshop will become part of the Application package at the time of submission. A copy of the proposed site plan, if any, should be included as part of this documentation.

**FOLLOW-UP:** Within ten [10] business days following the Community Workshop, City Staff will send a summary of meeting [minutes] to those individuals who provided contact information, including a name and address, on the sign-in sheet. Information may also be sent via the City's web subscription service to those individuals who have registered. A copy of the attendance sign-in sheet and summary of meeting minutes shall be provided to the Office of the City Auditor and Clerk. If requested, Staff of the Office of the City Auditor and Clerk will mail future public notifications concerning the proposed Application to those individuals who do not fall within the standard 500-foot notification area or are not property owners.

**IF YOU HAVE ANY QUESTIONS OR CONCERNS, PLEASE CONTACT THE NEIGHBORHOOD COORDINATOR OR THE CASE PLANNER HANDLING YOUR APPLICATION.**

Please see the list of contact telephone numbers on page 18 of this General Information Package.

**NOTE:** For City-initiated amendments to the City's Comprehensive Plan, a Community Workshop may be held if the City Commission determines that a Community Workshop is warranted at the time a resolution initiating an amendment is approved. The initiating resolution will state the public notice requirement for the Community Workshop.

### III. Transportation Concurrency Study / De Minimis Determination Guidelines and Process

The City requires an analysis of the traffic impact for any development in the City. Following are the steps to complete the required Transportation Concurrency and Traffic Circulation review process.

1. The Applicant must complete the Application and furnish related information detailing existing and proposed use(s) on the property, including but not limited to: gross square footage, intensity of use, number of employees, total number of seats (for restaurants, theaters, etc.) and the anticipated occupancy/build-out date. Applicants must submit a preliminary site plan (11" x 17" preferred) with the completed Application.
2. The Applicant must submit two complete sets of the Application and the required site plans with the appropriate fees to the Office of the City Auditor and Clerk.
3. The Office of the City Auditor and Clerk will forward one copy of the completed package to the appropriate City Staff within two (2) business days.
4. Within seven (7) business days of receipt, the City will issue a "Preliminary Transportation Concurrency Analysis," indicating whether the proposal is "de minimis" or a Transportation Concurrency and Traffic Circulation Study is required.

*A development is deemed "de minimis" if the net trip(s) generated [estimated using the Institute of Transportation Engineers' (ITE), Trip Generation, 7<sup>th</sup> Edition (2003)] from the proposed and the prior or existing development do not exceed one percent (1%) of the service volume of the adopted level of service of the adjacent roadways or the roadways where the driveway connection(s) are proposed, utilizing the most recent table of the generalized two-way peak hour volumes in the Florida Department of Transportation (FDOT), Quality Level of Service Handbook.*

5. For projects deemed "de minimis," the City will send a memorandum within two (2) business days to the Applicant, the Office of the City Auditor and Clerk, the Neighborhood and Development Services Department, and other affected city departments and will recommend any conditions for access management or transportation circulation, if necessary.
6. If the project is deemed "de minimis," the Applicant can submit the site plan to the Office of the City Auditor and Clerk. If a proposed project is not deemed "de minimis," a Transportation Concurrency and Traffic Circulation Study is required.
7. The Applicant shall notify the City in writing within five (5) business days of their desire to proceed with the Transportation Concurrency and Traffic Circulation Study and shall include two copies of a traffic circulation plan, indicating ingress to and egress from adjacent streets along with internal circulation for automobiles, trucks, delivery vehicles, pedestrians, transit vehicles, and bicycles.
8. If a Transportation Concurrency and Traffic Circulation Study is required, the Applicant may either submit a "draft" Transportation Concurrency and Traffic Circulation Study or a copy of the signed agreement to perform the Transportation Concurrency and Traffic Circulation Study as part of the Application package to the Office of the City Auditor and Clerk. If the second choice is selected, the Applicant is moving forward with the development review process at their sole risk as City Staff will not be able to sign off on a site plan until a "draft" Transportation Concurrency and Traffic Circulation Study is completed in accordance with the timeline indicated in Item 11 below.
9. The City will request one of its selected transportation engineering consultants to furnish a scope of services and a cost estimate for the performance of a Transportation Concurrency and Traffic Circulation Study. The City will provide the scope of services to the Applicant within five (5) business days from the receipt of the notification letter (see Item 7 above) to proceed with the Transportation Concurrency and Traffic Circulation Study. The Transportation Concurrency and Traffic Circulation Study shall be in compliance with Appendix A, "Concurrency Calculation Methodology" of the Zoning Code (2002 Edition). Copies of Appendix A available in the Neighborhood and Development Services Department or the Office of the City Auditor and Clerk upon request. The complete Zoning Code (2002 Edition) including Appendix A is also available on line at the City's website at [www.sarasotagov.com](http://www.sarasotagov.com).

Upon receipt of the completed Application from the Office of the City Auditor and Clerk, the City will authorize the transportation engineering consultant to begin the work. *A study cannot begin until the Applicant furnishes the Office of the City Auditor and Clerk with payment for the total cost of the Transportation Concurrency and Traffic Circulation Study.* The Staff will prepare and provide the agreements for the Transportation Concurrency and Traffic Circulation Study to the Applicant within five (5) business days. *The agreements for the Study must be fully executed within ten (10) business days*

of the study's commencement. Once the agreements are signed, any changes to the scope of services will require an amendment to the agreement which may require an additional fifteen (15) business days.

10. Completion of the Transportation Concurrency and Traffic Circulation Study will take thirty (30) to fifty (50) business days from the date of execution of the agreements. The Applicant may not communicate with the consultant except through City staff.
11. Upon completion of the Transportation Concurrency and Traffic Circulation Study, the City will review the "initial draft" within five (5) business days and notify the consultant to make required changes, if necessary, and to prepare the "second draft" which is given to the Applicant within two (2) business days from receipt by the City. The Applicant has the option to review the "second draft" of the Transportation Concurrency and Traffic Circulation Study and may request a meeting with City Staff and the transportation consultant for discussion of the findings. Any changes will be incorporated in the "final draft" which will be provided to the City Staff by the consultant and forwarded to the Applicant by the City within two (2) business days of receipt for submission with other Applications to the Office of the City Auditor and Clerk.
12. Within five (5) business days of receipt of the "final draft" of the Transportation Concurrency and Traffic Circulation Study, Staff will issue to the Applicant a "Recommendation for Transportation Concurrency Certificate" outlining any conditions for inclusion in the site plan such as access management and transportation circulation. The final signed and sealed copy of the Transportation Concurrency and Traffic Circulation Study will be provided to the Applicant, the assigned Case Planner and the Office of the City Auditor and Clerk after the Development Review Committee has signed off on the project.

Please note that steps 1 through 8 (as applicable) must be completed *prior* to the submission of the Development Approval Application. If you have questions, please contact the Transportation Planner at 954-4180 (contact numbers included on page 18 of the General Information package).

## IV. Development Application Approval Process

The Application is submitted to the Office of the City Auditor and Clerk with the appropriate fee and escrow amount and, if deemed complete, the Application is logged and forwarded to the appropriate department for review within two [2] business days. If the Application is one which must be reviewed by the Development Review Committee (DRC), the Application is forwarded to the Neighborhood and Development Services Department, which distributes the Application to members of the DRC. DRC members review the Application within ten [10] business days for compliance with requirements of the Zoning Code (2002 Ed.). Members prepare initial comments regarding the Application and submit them to the Applicant. If DRC comments require revisions to the development plans, a resubmittal to the Office of the City Auditor and Clerk is required. The revised plans are distributed, as indicated above, and DRC members have an additional ten [10] business days to review the plans and prepare comments.

The review process for Applications going to the DRC is as follows:

1. The attached "Development Review Activity Listing" and the attached "Development Review Meeting Schedule" list closure dates for initial submittal and resubmittal, Staff comment due dates, and DRC, Planning Board/Local Planning Agency, and, if applicable, City Commission meeting dates. Reference the chart of "Development Application Types" to determine which City agencies review each Application type.
2. If the Application is received on the submission date indicated on the Development Review Meeting Schedule, the first DRC meeting is held one day after written comments of Staff's initial review are due. This meeting serves as a forum to clarify and explain Staff's written remarks, and Applicants should not expect to submit their responses, verbal or written, to DRC members at this first meeting. DRC "sign-off" of the plans is typically not achieved at the first meeting -- unless there are no changes required based on Staff comments. Plans requiring modification to incorporate the initial DRC comments will require resubmittal for additional review.
3. In those instances where changes must be re-examined by the entire DRC membership and if Applicant's changes comply with the initial DRC comments, development plans will be "signed-off" by DRC members at its next scheduled meeting following the second 10-day review cycle.

To minimize the time required for DRC review and "sign-off", a **complete** Application should be submitted at the beginning of the process. Refer to the **Minimum Submission Checklist** in the Application Forms Package for specific Application requirements.

# Development Review Activity Listing

| <u>SCHEDULE</u>  | <u>ACTIVITY</u>  |
|--|--|
| Before Submitting Formal Application                   | An informal Pre-Application Conference with the Development Review Committee [DRC] is <b>recommended</b> , but not required. If a Pre-Application Conference is held, a non-binding Letter of Understanding will be sent to the Applicant by the Neighborhood and Development Services Department. Submit a Pre-Application Conference request to the Office of the City Auditor and Clerk nine [9] days prior to any scheduled DRC meeting.   |
| Before Submitting Formal Application                   | Community Workshops are <b>required</b> for the following Applications: Conditional Use, Rezone, Rezone Ordinance Amendment, Street/ROW Vacation, Development Agreement, and "G" Zone Waiver. Community Workshops must be scheduled with the Neighborhoods Partnership Office and held <b>prior</b> to submission of formal Application. Contact the Neighborhoods Partnership Office to schedule a Community Workshop.  |
| Before Submitting Formal Application                   | A Transportation Concurrency Analysis must be completed or in process with the City <b>prior</b> to formal Application submittal. One of the following must be included in the Application: a <i>de minimis</i> letter, Draft Traffic Study, or signed contract for traffic study. Contact the Transportation Planner regarding the concurrency analysis at 954-4180.  |
| Before Submitting Formal Application                   | Utility Company correspondence [notice and response] regarding the possible presence of utility lines is <b>required</b> to be submitted with Street / R-O-W Vacation Applications. [See Utility Company Contact Information on previous page.]  |
| Application Submission                                 | <b><u>Eleven [11] complete sets of the Development Approval Application and the Tiered Flat Fee and Escrow Amount are submitted to the Office of the City Auditor and Clerk.</u></b> The Office of the City Auditor and Clerk reviews the Application to verify that the proper documents have been submitted.   |
| 2 Days   | If complete, the Application is logged-in and forwarded to the Neighborhood and Development Services Department within two [2] working days. If the Application is incomplete, it will be returned to the Applicant within two [2] working days.   |
| 2 Days   | The Office of the City Auditor and Clerk also prepares and mails a "Notice of Filing", within five [5] working days of Application acceptance, to all property owners within a 500-foot radius of the site and to all registered neighborhood associations.  |
| 2 Days   | The Neighborhood and Development Services Department logs the Application, assigns a Case Planner, and distributes the Application to members of the Development Review Committee [DRC] within two [2] working days.   |
| 10 Days  | DRC members review the Application for compliance with Zoning Code requirements. Written comments are forwarded to the Applicant, with copies to the Neighborhood and Development Services Department and the Office of the City Auditor and Clerk, within ten [10] working days.  |
| If <b>NO REVISIONS</b> to the Application are required | If the submitted Application does not require revision, the Application will be "signed-off" by DRC members and scheduled for the next Planning Board/Local Planning Agency Meeting. [See Development Review Meeting Schedule.]  |
| If <b>REVISIONS</b> to the Application are required    | If revisions to the Application are required, eleven [11] complete sets of the <b>REVISED APPLICATION</b> are submitted to the Office of the City Auditor and Clerk.<br>The following information is <b>required for re-submittals</b> : <ul style="list-style-type: none"> <li>- A certified narrative (by signature of owner, developer, representative, engineer, or architect) responding to each issue raised by DRC members.</li> <li>- A corresponding pointer on plan documents noting where each narrative issue has been resolved.</li> <li>- Changes on plans noted with "clouds".</li> </ul> |

# Development Review Activity Listing

| <u>SCHEDULE</u>  | <u>ACTIVITY</u>  |
|--|--|
| 2 Days   | The revised Application is logged and forwarded to the Neighborhood and Development Services Department within two [2] business days.  |
| 2 Days   | The Neighborhood and Development Services Department distributes the revised Application to DRC members within two [2] business days.  |
| 10 Days  | DRC members review the Application for compliance with Zoning Code requirements. Written comments are forwarded to the Applicant, with copies to the Neighborhood and Development Services Department and the Office of the City Auditor and Clerk, within ten [10] business days.   |
|  | <b>*** The above steps repeat until All DRC Members "Sign-Off" on the Application. ***</b>   |
| Next Available<br>DRC Meeting  | The Development Review Committee meets on the first and third Wednesday of each month at 9:00 a.m. in the Commission Chambers at City Hall. Applications that comply with Zoning Code requirements receive "Sign-Off" at the meeting. DRC members notify the Office of the City Auditor and Clerk in writing that the Application has achieved "Sign-Off" and can be scheduled for a public hearing before the Planning Board/Local Planning Agency.   |
| Submission Material for<br>Planning Board/Local<br>Planning Agency Meeting | The case planner will notify the Applicant in writing of the required submission materials including the number of plan sets in addition to one electronic version of the plans in Adobe [.pdf format] for the Planning Board/Local Planning Agency and/or City Commission public hearing(s).<br><br><b><i>No changes to the Application are permitted prior to the public hearing unless the Application is resubmitted to the DRC for review.</i></b>  |
| Determination of<br>Sufficient Funds                                       | The Office of the City Auditor and Clerk will determine sufficiency of funds from the Initial Fee deposit. If sufficient funds are available, the Application will be scheduled and advertised for public hearing. If sufficient funds are <b>not</b> available, the Application will be held until additional funds are deposited.  |
| Advertising for Public<br>Hearing  | Following "Sign-Off" by the DRC, the Office of the City Auditor and Clerk: <ul style="list-style-type: none"> <li>- Sends notice to all property owners within 500 feet</li> <li>- Advertises in a newspaper of general circulation</li> <li>- Prepares and posts signs on the property at least ten [10] days prior to the public hearing before the Planning Board/Local Planning Agency.</li> </ul>   |
| Next Available<br>Planning Board/Local<br>Planning Agency Meeting          | The Planning Board/Local Planning Agency holds a public hearing and takes either final action or makes a recommendation to the City Commission regarding the Application. The Planning Board/Local Planning Agency may choose to continue the public hearing or its deliberations if it does not take action. If the action is advisory, City Commission approval of the Application is required. Neighborhood and Development Services Department Staff notifies the Office of the City Auditor and Clerk that the Application should be scheduled for a public hearing before the City Commission. |
| Determination of<br>Sufficient Funds                                       | The Office of the City Auditor and Clerk will determine sufficiency of funds from the Initial Fee deposit. If sufficient funds are available, the Application will be scheduled and advertised for public hearing. If sufficient funds are <b>not</b> available, the Application will be held until additional funds are deposited.  |
| Advertising for Public<br>Hearing  | Following action by the Planning Board/Local Planning Agency, the Office of the City Auditor and Clerk: <ul style="list-style-type: none"> <li>- Sends notice to all property owners within 500 feet</li> <li>- Advertises in a newspaper of general circulation</li> <li>- Prepares and posts signs on the property at least ten [10] days prior to the public hearing before the City Commission</li> </ul>  |
| Next Available<br>City Commission Mtg.                                     | A public hearing is held before the City Commission for action.  |

# CITY OF SARASOTA DEVELOPMENT REVIEW SCHEDULE 2012

| PRE-APPLICATION<br>&<br>FORMAL APPLICATION<br>FILING DATE<br><br>[BY 4:00 P.M.]<br><br>[INITIAL & RESUBMITTAL] | DRC STAFF<br>RESPONSE DATE    | DRC MEETING<br><br>1ST & 3RD<br>WEDNESDAY<br>@ 9:00 A.M. | IF SIGN-OFF<br>TRACK ACROSS<br><br>IF <b>NOT</b> , TRACK<br>RESUBMITTAL<br>DATE IN 2ND<br>COLUMN* | PLANNING BOARD<br>MEETING<br><br>2ND WEDNESDAY @<br>6:00 P.M. | CITY COMMISSION<br>MEETING<br><br>3RD MONDAY<br>[IF SPACE AVAILABLE] |
|--|-------------------------------|--|---|---|--|
| Friday<br>December 9, 2011   | Tuesday<br>January 3, 2012    | January 4, 2012  | ➡   | February 8, 2012  | March 19, 2012   |
| Thursday<br>December 22, 2011  | Tuesday<br>January 17, 2012   | January 18, 2012   | ➡   | March 14, 2012  | April 16, 2012   |
| Tuesday<br>January 10, 2012  | Tuesday<br>January 31, 2012   | February 1, 2012   | ➡   | March 14, 2012  | April 16, 2012   |
| Wednesday<br>January 25, 2012  | Tuesday<br>February 14, 2012  | February 15, 2012  | ➡   | April 11, 2012  | May 21, 2012   |
| Tuesday<br>February 14, 2012   | Tuesday<br>March 6, 2012      | March 7, 2012  | ➡   | April 11, 2012  | May 21, 2012   |
| Wednesday<br>February 29, 2012   | Tuesday<br>March 20, 2012     | March 21, 2012   | ➡   | May 9, 2012   | June 18, 2012  |
| Wednesday<br>March 14, 2012  | Tuesday<br>April 3, 2012      | April 4, 2012  | ➡   | May 9, 2012   | June 18, 2012  |
| Wednesday<br>March 28, 2012  | Tuesday<br>April 17, 2012     | April 18, 2012   | ➡   | June 13, 2012   | July 16, 2012  |
| Wednesday<br>April 11, 2012  | Tuesday<br>May 1, 2012        | May 2, 2012  | ➡   | June 13, 2012   | July 16, 2012  |
| Wednesday<br>April 25, 2012  | Tuesday<br>May 15, 2012       | May 16, 2012   | ➡   | August 8, 2012 *  | September 17, 2012   |
| Tuesday<br>May 15, 2012  | Tuesday<br>June 5, 2012       | June 6, 2012   | ➡   | August 8, 2012 *  | September 17, 2012   |
| Wednesday<br>May 30, 2012  | Tuesday<br>June 19, 2012      | June 20, 2012  | ➡   | August 8, 2012 *  | September 17, 2012   |
| Wednesday<br>June 13, 2012   | Tuesday<br>July 3, 2012       | ** Thursday **<br>July 5, 2012                           | ➡   | August 8, 2012 *  | September 17, 2012   |
| Tuesday<br>June 26, 2012   | Tuesday<br>July 17, 2012      | July 18, 2012  | ➡   | September 12, 2012  | October 15, 2012   |
| Wednesday<br>July 11, 2012   | Tuesday<br>July 31, 2012      | August 1, 2012   | ➡   | September 12, 2012  | October 15, 2012   |
| Wednesday<br>July 25, 2012   | Tuesday<br>August 14, 2012    | August 15, 2012  | ➡   | October 10, 2012  | November 19, 2012  |
| Tuesday<br>August 14, 2012   | Tuesday<br>September 4, 2012  | September 5, 2012  | ➡   | October 10, 2012  | November 19, 2012  |
| Tuesday<br>August 28, 2012   | Tuesday<br>September 18, 2012 | September 19, 2012                                       | ➡   | November 14, 2012   | December 17, 2012<br>Cancelled                                       |
| Wednesday<br>September 12, 2012  | Tuesday<br>October 2, 2012    | October 3, 2012  | ➡   | November 14, 2012   | December 17, 2012<br>Cancelled                                       |
| Wednesday<br>September 26, 2012  | Tuesday<br>October 16, 2012   | October 17, 2012   | ➡   | December 12, 2012   | January 22, 2013   |
| Wednesday<br>October 17, 2012  | Tuesday<br>November 6, 2012   | November 7, 2012   | ➡   | December 12, 2012   | January 22, 2013   |
| Tuesday<br>October 30, 2012  | Tuesday<br>November 20, 2012  | November 21, 2012  | ➡   | January 9, 2013   | February 19, 2013  |
| Friday<br>November 9, 2012   | Tuesday<br>December 4, 2012   | December 5, 2012   | ➡   | January 9, 2013   | February 19, 2013  |
| Wednesday<br>November 28, 2012   | Tuesday<br>December 18, 2012  | December 19, 2012  | ➡   | February 13, 2013   | March 18, 2013   |

\* In 2010 the Planning Board elected to omit July from their annual meeting schedule. Planning Board Meetings are held the SECOND Wednesday of each month.

**City of Sarasota  
Development Review Schedule  
2011**

| <b>PRE-APPLICATION<br/>&amp;<br/>FORMAL APPLICATION<br/>FILING DATE</b><br>[BY 4:00 P.M.]<br><i>[ INITIAL &amp; RESUBMITTAL* ]</i> | <b>DRC STAFF<br/>RESPONSE DATE</b> | <b>DRC MEETING</b><br>1 <sup>ST</sup> & 3 <sup>RD</sup><br>WEDNESDAY<br>@ 9:00 A.M. | <b>IF SIGN-OFF<br/>TRACK ACROSS</b><br><br><b>IF NOT, TRACK<br/>RESUBMITTAL<br/>DATE IN 2<sup>ND</sup><br/>COLUMN*</b> | <b>PLANNING BOARD<br/>MEETING</b><br>2 <sup>ND</sup> WEDNESDAY @<br>6:00 P.M. | <b>CITY COMMISSION<br/>MEETING</b><br>3 <sup>RD</sup> MONDAY<br>[IF SPACE AVAILABLE] |
|--|------------------------------------|---|--|---|--|
| Friday<br>December 10, 2010  | Tuesday<br>January 4, 2011         | January 5, 2011   | ➡  | February 9, 2011  | March 21, 2011   |
| Monday<br>December 27, 2010  | Tuesday<br>January 18, 2011        | January 19, 2011  | ➡  | March 9, 2011   | April 18, 2011   |
| Tuesday<br>January 11, 2011  | Tuesday<br>February 1, 2011        | February 2, 2011  | ➡  | March 9, 2011   | April 18, 2011   |
| Wednesday<br>January 26, 2011  | Tuesday<br>February 15, 2011       | February 16, 2011   | ➡  | April 13, 2011  | May 16, 2011   |
| Tuesday<br>February 8, 2011  | Tuesday<br>March 1, 2011           | March 2, 2011   | ➡  | April 13, 2011  | May 16, 2011   |
| Wednesday<br>February 23, 2011   | Tuesday<br>March 15, 2011          | March 16, 2011  | ➡  | May 11, 2011  | June 20, 2011  |
| Wednesday<br>March 16, 2011  | Tuesday<br>April 5, 2011           | April 6, 2011   | ➡  | May 11, 2011  | June 20, 2011  |
| Wednesday<br>March 30, 2011  | Tuesday<br>April 19, 2011          | April 20, 2011  | ➡  | June 8 2011   | July 18, 2011  |
| Wednesday<br>April 13, 2011  | Tuesday<br>May 3, 2011             | May 4, 2011   | ➡  | June 8, 2011  | July 18, 2011  |
| Wednesday<br>April 27, 2011  | Tuesday<br>May 17, 2011            | May 18, 2011  | ➡  | August 10, 2011 *   | September 19, 2011   |
| Tuesday<br>May 10, 2011  | Tuesday<br>May 31, 2011            | June 1, 2011  | ➡  | August 10, 2011 *   | September 19, 2011   |
| Tuesday<br>May 24, 2011  | Tuesday<br>June 14, 2011           | June 15, 2011   | ➡  | August 10, 2011 *   | September 19, 2011   |
| Tuesday<br>June 14, 2011   | Tuesday<br>July 5, 2011            | July 6, 2011  | ➡  | August 10, 2011 *   | September 19, 2011   |
| Tuesday<br>June 28, 2011   | Tuesday<br>July 19, 2011           | July 20, 2011   | ➡  | September 14, 2011  | October 17, 2011   |
| Wednesday<br>July 13, 2011   | Tuesday<br>August 2, 2011          | August 3, 2011  | ➡  | September 14, 2011  | October 17, 2011   |
| Wednesday<br>July 27, 2011   | Tuesday<br>August 16, 2011         | August 17, 2011   | ➡  | October 12, 2011  | November 21, 2011  |
| Tuesday<br>August 16, 2011   | Tuesday<br>September 6, 2011       | September 7, 2011   | ➡  | October 12, 2011  | November 21, 2011  |
| Tuesday<br>August 30, 2011   | Tuesday<br>September 20, 2011      | September 21, 2011  | ➡  | November 9, 2011  | <del>December 19, 2011</del><br>Cancelled  |
| Wednesday<br>September 14, 2011  | Tuesday<br>October 4, 2011         | October 5, 2011   | ➡  | November 9, 2011  | <del>December 19, 2011</del><br>Cancelled  |
| Wednesday<br>September 28, 2011  | Tuesday<br>October 18, 2011        | October 19, 2011  | ➡  | December 14, 2011   | January 17, 2012   |
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| Tuesday<br>October 25, 2011  | Tuesday<br>November 15, 2011       | November 16, 2011   | ➡  | January 11, 2012  | February 21, 2012  |
| Monday<br>November 14, 2011  | Tuesday<br>December 6, 2011        | December 7, 2011  | ➡  | January 11, 2012  | February 21, 2012  |
| Wednesday<br>November 30, 2011   | Tuesday<br>December 20, 2011       | December 21, 2011   | ➡  | February 8, 2012  | March 19, 2012   |

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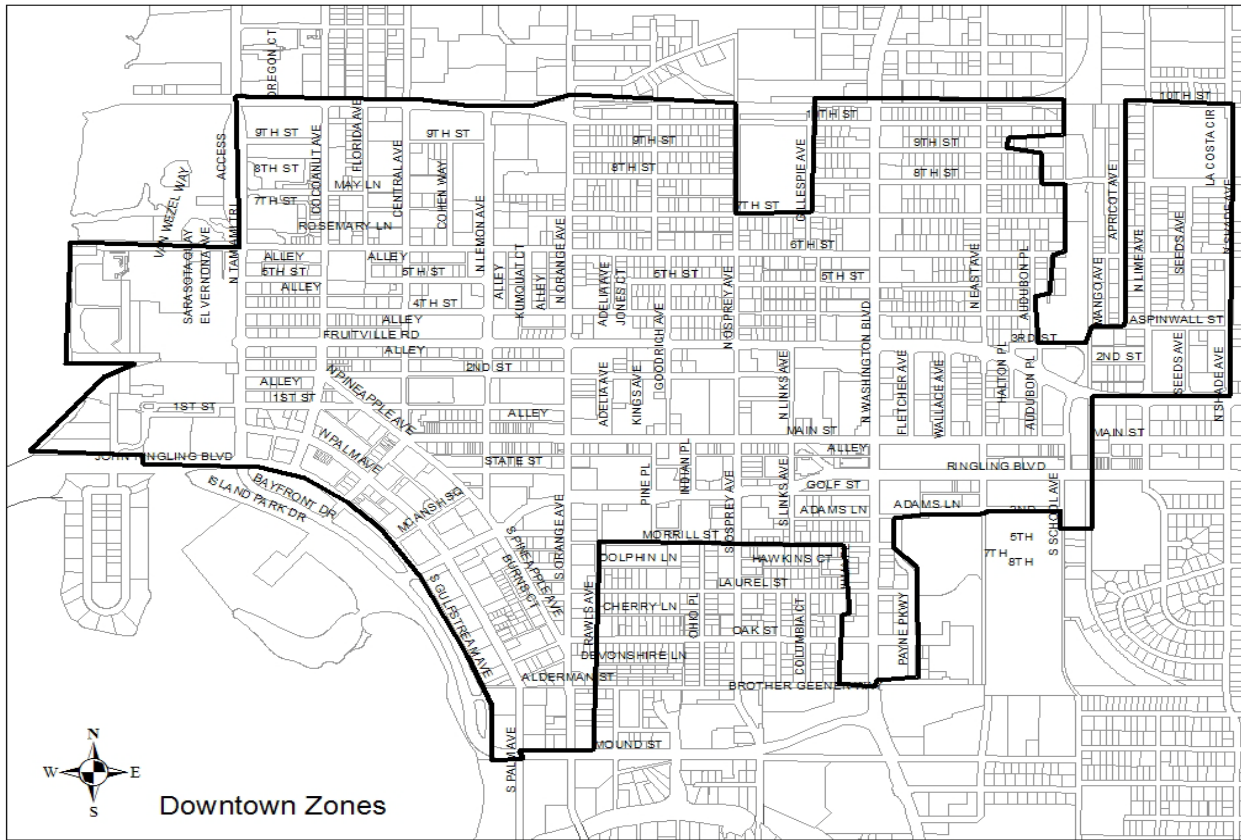
# Important Telephone Numbers

Applicants may wish to review their proposal, as appropriate, with:

| DEPARTMENT   | LOCATION                    | CONTACT   | TELEPHONE NO. |
|--|-----------------------------|---|---------------|
| Plans Review<br>Fire/Life Safety Review                        | City Hall Annex – 3rd Floor | Larry Murphy<br>Deputy Building Official<br>Larry.Murphy@sarasotagov.com  | 954-4156      |
| Zoning/Planning:<br>Outside the Downtown *                     | City Hall Annex – 2nd Floor | Gretchen Schneider<br>General Manager, Planning and Development<br>Gretchen.Schneider@sarasotagov.com   | 954-4156      |
|  |                             | Buster Chapin<br>Senior Zoning Analyst<br>Gerald.Chapin@sarasotagov.com   | 954-4127      |
| Zoning/Planning:<br>Inside the Downtown *                      | City Hall Annex – 3rd Floor | Harvey Hoglund, AICP<br>Senior Planner<br>James.Hoglund@sarasotagov.com<br><br>Courtney Mendez, AICP<br>Senior Planner<br>Courtney.Mendez@sarasotagov.com | 954-4195      |
| Engineering  | City Hall Annex – 3rd Floor | Lenny Scherry<br>Engineering Technician<br>Lenny.Scherry@sarasotagov.com  | 954-4180      |
| Transportation   | City Hall Annex – 3rd Floor | David Smith<br>Transportation Planner<br>David.Smith@sarasotagov.com  | 954-4195      |
| Water Utilities/Public Works                                   | City Hall Annex – 3rd Floor | William Swick<br>Senior Utilities Engineer<br>William.Swick@sarasotagov.com   | 954-4180      |
| Fire Department<br>Fire Prevention Division<br>Sarasota County | 6750 Bee Ridge Road         | Richard Fulwider<br>Fire Safety Inspector   | 861-2290      |
| Community Workshop   | City Hall Annex - 3rd Floor | Ronda Hayes<br>Neighborhood Coordinator<br>Rhonda.Hayes@sarasotagov.com   | 954-2601      |
| Office of the City Auditor and Clerk                           | City Hall, Room 110         | Shane Johnson<br>Development Review Coordinator<br>Shane.Johnson@sarasotagov.com  | 954-4103      |

*\* See next page for boundaries of the Downtown area*

# Downtown Area



## Utility Company Contact Information

The following companies must be noticed regarding **Street/Right-of-Way Vacation Applications**. Notice should be made prior to Application submittal to the City.

Utility companies will need time to respond and should respond whether they do have or do not have utilities within that portion of the public Right-of-Way proposed to be vacated. They will have the opportunity to request easements if they do have utilities in the Right-of-Way. Please submit copies of all correspondence with utility companies regarding the proposed Street / Right-of-Way Vacation with the Application.

**CITY OF SARASOTA**  
Public Works / Engineering  
1750 12<sup>th</sup> Street  
Sarasota, FL 34236  
Attn: Mr. Dale Haas, P.E.  
Technical Services Manager  
Tel: 941-955-2325  
Fax: 941-365-4840

**VERIZON FLORIDA INCORPORATED**  
1901 U.S. HWY 301 N  
Tampa, FL 33619  
Attn: Mr. Bryan Lantz  
Specialist – Municipal Affairs Manager  
E-mail: bryan.lantz@verizon.com  
Tel: 813-740-1231

**COMCAST CABLE TV**  
5205 Fruitville Road  
Sarasota, FL 34232  
Attn: Mr. Gonzalo Rojas  
Engineering Department  
Technical Designer  
Tel: 941-342-3578  
Fax: 941-378-4921

**FLORIDA POWER AND LIGHT Co. (FPL)**  
Right-of-Way Dept. or Engineering Dept.  
1253 12<sup>th</sup> Avenue E  
Palmetto, FL 34221  
Attn: Mr. Greg Coker  
Tel: 941-723-4430  
Fax: 941-723-4444

**TECO / PEOPLES GAS CORPORATION**  
8261 Vico Court  
Sarasota, FL 34240  
Attn: Mr. Dan Shanahan  
Engineering Supervisor  
Tel: 941-342-4006  
Fax: 941-342-4011

## V. Annexation

The steps for processing Applications for **Voluntary Annexation** are as follows:

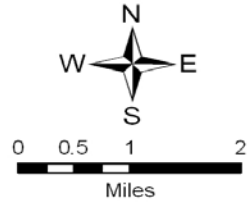
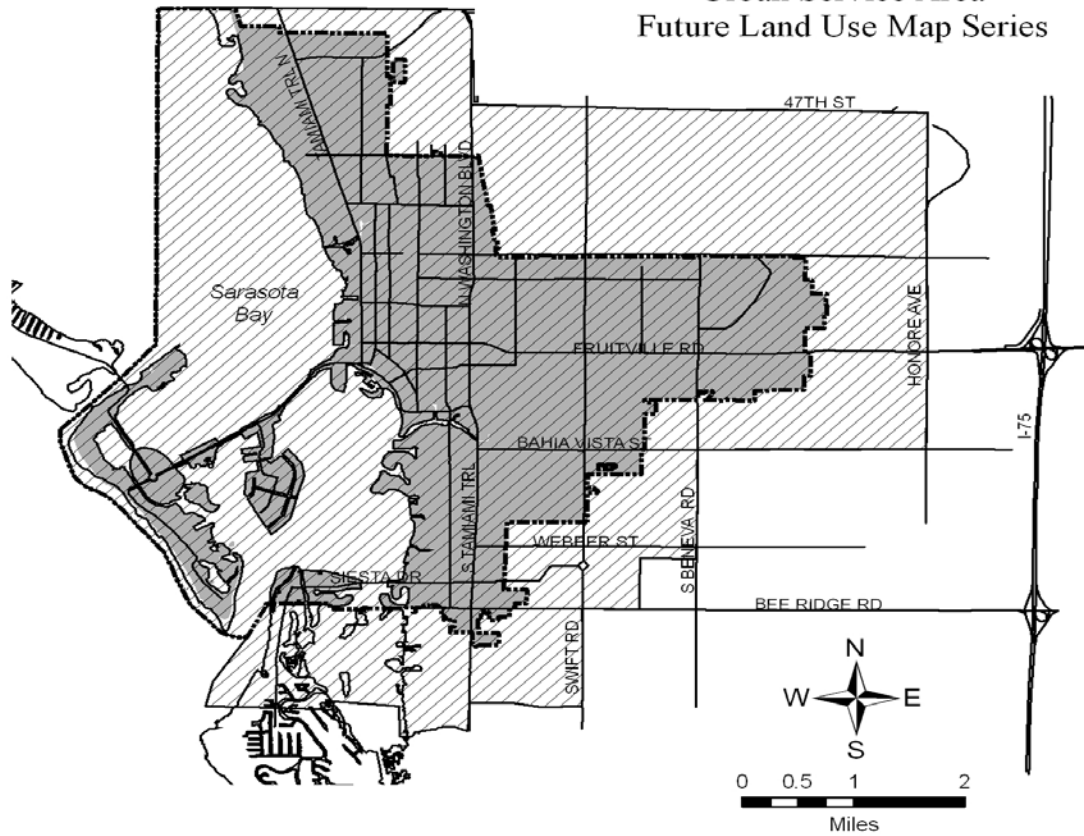
- (1) A landowner seeking to voluntarily annex property into the City of Sarasota shall enter into a Pre-Annexation Agreement with the City prior to or as part of the Application process to annex is filed with the Office of the City Auditor and Clerk.
- (2) Prior to accepting an Application for annexation, the Office of the City Auditor and Clerk shall render a decision in writing on Form A as to whether the real property proposed to be annexed is within the City's Urban Service Boundary. If the real property proposed to be annexed is outside of the City's Urban Service Boundary, the Application shall not be accepted.
- (3) A Pre-Application Conference is recommended with the Applicant and the Development Review Committee [DRC] to discuss the annexation but is not required.
- (4) An Application for Annexation must be submitted. The Application will be scheduled for a meeting with the Development Review Committee. Upon completion of the pre-application conference, the landowner shall execute a Pre-Annexation Agreement with the City. The Pre-Annexation Agreement will identify items relative to timelines for annexation, comprehensive plan and zoning map amendments, and payment of fees. Future land use classification(s) and future zoning district(s), which are potentially consistent with the City's Comprehensive Plan shall be identified by the City for inclusion into any Pre-Annexation Agreement that may be subsequently executed by the Applicant and City Commission.
- (5) It is the obligation of the property owner(s) to provide all information required to process the amendments to the City's Comprehensive Plan and the official Zoning District Map
- (6) Various petitions such as amendments to the City's Comprehensive Plan, rezonings, site plans, and conditional uses may be simultaneously processed with the annexation petition if submitted by the Applicant; however, when this occurs, the annexation of the property into the City must be effective prior to or simultaneously with the effective date of the amendment to the City's Comprehensive Plan or rezoning.

The steps for processing a **Municipal Services and Pre-Annexation Agreement**:

- (1) A landowner who seeks to obtain City water and sanitary sewer services but whose property is not contiguous to and is outside of the corporate limits of the City, may enter into a Municipal Services and Pre-Annexation Agreement with the City.
- (2) A "Notice of Interest in Annexation to the City of Sarasota" form may be obtained from the Public Works Utilities Department by any landowner who wishes to enter into the Municipal Services and Pre-Annexation Agreement. Future land use classification(s) and future zoning district(s) which are potentially consistent with the City's Comprehensive Plan shall be identified by the City for inclusion in any Municipal Services and Pre-Annexation agreement that may be subsequently executed.
- (3) At such time as the subject property is annexed into the City, the Application for annexation will be a City-initiated Application. With a City-initiated Application, the landowner will not be required to pay the required fee for the Application, i.e., costs incurred to advertise the annexation as well as the administrative costs incurred by the City to provide necessary Staff time for processing and reviewing the Application. No other annexation fee will be waived. The landowner shall not be charged any fees for the amendment to the City's Comprehensive Plan or the subsequent rezoning of the property so long as the Applications are filed in a manner that is consistent with the Pre-Annexation Agreement.
- (4) It is the obligation of the property owner(s) to provide all information required to process the amendments to the City's Comprehensive Plan and the official Zoning District Map
- (5) If submitted by the Applicant, various applications such as site plans or conditional uses may be simultaneously processed with the annexation application; however, when this occurs, the annexation of the property into the City must be effective prior to or simultaneously with the effective date of the amendment to the City's Comprehensive Plan or the rezoning.



Illustration LU-8  
 Urban Service Area  
 Future Land Use Map Series



-  Urban Service Boundary
-  City Limits
-  Major Streets

Source: City of Sarasota  
 Planning and Redevelopment Department  
 December 2007

# VI. Comprehensive Plan Amendments

## VI.A. General Provisions

1. **Purpose:** The purpose of these guidelines is to provide Applicants seeking amendments to the City's Comprehensive Plan, also known as the Sarasota City Plan, with information concerning data needs, procedures, and actions associated with the filing and processing of the amendment proposal.

### 2. Annual Amendment Schedule

- a. Once each year, except as provided in b. and c. below, the City Commission will consider all proposed amendments to the Sarasota City Plan, including those associated with Developments of Regional Impact and small scale development activities. The Annual Amendment Schedule is applicable to all petitions. All proposals will be processed collectively for consideration by the Local Planning Agency and the City Commission.
- b. The Annual Amendment Schedule does not apply to emergency amendments to the Sarasota City Plan. In accordance with Section 163.3187(1)(a), *Florida Statutes*, the City Commission shall adopt an amendment schedule by resolution in the event it determines that an emergency exists as defined therein.
- c. The Annual Amendment Schedule does not apply to administrative amendments which shall be processed subsequent to City Commission initiation. A schedule for processing these administrative amendments will be adopted by resolution of the City Commission at the time the amendments are initiated. The two types of administrative amendments are:
  1. modifications that clearly provide a public benefit as recommended by the City Manager in which the City is the applicant; or
  2. modifications recommended by the City Manager in which the City acts to initiate the application and in which the application is prepared and paid for by a non-City applicant.

### 3. Applicability

#### a. Small Scale Development Activity:

An applicant initiating an amendment to the Sarasota City Plan may request that the application be processed as a small scale development activity as described in Section 163.3187(1)(c), *Florida Statutes*. This request shall be accompanied with evidence to demonstrate that the application satisfies the criteria for small scale amendments. However, the final decision as to whether any petition shall be processed as a small scale development activity, regardless of whether the criteria found in Section 163.3187(1)(c) are met for the particular petition, shall be within the sole discretion of the Director of Neighborhood and Development Services. This is due to the fact that certain petitions may pertain to land uses which have an impact within the community which is significant enough to warrant proceeding through both the "transmittal" and the "adoption" stage public hearing process.

The procedures outlined in Section VI.B., B.1 through B.6, shall be applicable to small scale development activities. These procedures require only one public hearing before the Local Planning Agency and one public hearing before the City Commission. However, Sections B.7 through B.11 shall also apply to small scale development activities if the Director of Neighborhood and Development Services elects to make these additional procedures applicable as authorized by Section 163.3187(1)(c), *Florida Statutes*.

#### b. Capital Improvements:

The Capital Improvements Chapter shall be reviewed on an annual basis and modified as necessary during the annual budget process in order to maintain a financially feasible schedule of capital improvements. Notwithstanding any other provision of these guidelines, and in accordance with Sections 163.3187(2) and 163.3177(3)(b), *Florida Statutes*, any ordinance adopted by the City Commission to correct, update, or modify current costs, revenue sources, or accept facilities pursuant to dedication which are consistent with the plan shall not be deemed an amendment to the Sarasota City Plan. An amendment to the comprehensive plan is required to update the schedule on an annual basis in order to eliminate, defer, or delay the construction for any facility listed in the 5-year schedule. A Capital Improvements Chapter amendment shall require only a single public hearing before the City Commission.

**C. Rules of Construction:**

Notwithstanding any other provision of these guidelines, all requirements of Chapter 163, Part II, *Florida Statutes*, as it exists now or as it may subsequently be amended, shall be applicable to any amendments to the Sarasota City Plan reviewed and processed pursuant to these guidelines. In case of a conflict between these guidelines and the *Florida Statutes*, the more restrictive regulations shall prevail. Any reference to the *Florida Statutes* shall be construed to be a reference to the most recent enactment of such statute, and shall include any amendments as may from time-to-time be adopted.

**In computing any period of time prescribed herein, the day of the act or event from which the designated period of time begins to run shall not be included. The last day of the period so computed shall be included unless it is a Saturday, Sunday, or holiday, in which event the period shall run to the next day that is not a Saturday, Sunday, or holiday. All time periods include intermediate Saturdays, Sunday, and holidays.**

**4. Application Form:** The General Application Information package contains instructions for filing a Sarasota City Plan amendment application as well as the associated data needs. The application form is contained in the Development Application Forms package. Both can be obtained from the Office of the City Auditor and Clerk.

**5. Community Workshop**

All non-City applicants seeking amendment(s) to the Sarasota City Plan's Future Land Use Map Series shall be required to hold a community meeting to inform the neighboring residents and business owners regarding the nature of the proposal. This meeting will be in accordance with the "Community Workshop Guidelines" reflected in Section II above.

For City-initiated amendments, a Community Workshop will be held for a Future Land Use Map (Illustration LU-6) amendment or may be held for a text amendment to the Goals, Objectives, or Action Strategies if the proposed amendment will impact a limited area or population of the City.

**6. Fees:** The fees for filing an application to amend the Sarasota City Plan are identified in the Development Application Forms package provided by the Office of the City Auditor and Clerk.

**7. Concurrent Processing:** An Application to amend the Sarasota City Plan may be accompanied by an Application to amend the City of Sarasota's Zoning Code (2002) and/or an Application seeking other development approvals. All of these Applications can be processed concurrently.

**8. Public Participation:** Procedures for public participation in the local government comprehensive planning process, including the update and amendment of the Sarasota City Plan, are reflected in Section VI.C. below.

**9. Intergovernmental Coordination – Coordination by Notification**

Pursuant to the Sarasota City Plan's Governmental Coordination Plan, Objectives 1, 2, and 3, the City of Sarasota will coordinate with governmental entities on the development of state, regional and local plans with mutual impacts. In this regard, the Neighborhood and Development Services Department shall maintain an updated mailing list which shall include state, regional, and local government agencies. The Neighborhood and Development Services Department shall notify these agencies, in writing, when an application has been found complete. Copies of proposed amendments will be made available when requested. Interested agencies may request to be included on the mailing list by contacting the Neighborhood and Development Services Department.

## **VI.B. Application Preparation and Review Process**

**1. Pre-Application Conference**

a. Except for administrative amendments, and in accordance with the Annual Amendment Schedule, an Applicant seeking to initiate a proposed amendment to the Sarasota City Plan shall submit a Development Application form for a pre-application conference to the Office of the City Auditor and Clerk. A description of the proposed amendment and reason for the amendment shall be included in the request. If a small scale development activity

is proposed, data relative to the criteria reflected by Section 163.3187(1)(c), *Florida Statutes*, shall also be provided.

- b. Upon receipt of the request, a pre-application conference will be scheduled in accordance with the Annual Amendment Schedule. The pre-application meeting shall be held with the City's Development Review Committee (DRC). During the meeting, representatives of the Applicant and City government will discuss the proposal, the procedures for processing the proposed amendment, the application forms to be used in submitting the Application, and other relevant issues.
- c. In accordance with the Annual Amendment Schedule, City staff will seek to identify and transmit to the Applicant any additional provisions of the *Sarasota City Plan* and any other relevant City ordinances and resolutions, if any, which would require amendment in order to ensure internal consistency between the proposed amendment and those other documents.

## **2. Community Workshop:** See Section II.

## **3. Application Submittal and Completeness Review**

- a. A complete Application shall be filed in accordance with the Annual Amendment Schedule and shall include:
  - a completed Application form;
  - a summary of the comments [i.e. Minutes] received at the Community Workshop held on the proposed amendment;
  - the Application fee;
  - a demonstration as to how the application addresses and is consistent with the applicable requirements of Chapter 163, *Florida Statutes*, and Chapters 9J-5 and 9J-11, Florida Administrative Code; and
  - additional information as determined by the Neighborhood and Development Services Department which is unique to the proposed amendment as discussed at the pre-application meeting.
- b. After review of the Application, and in accordance with the Annual Amendment Schedule, the Department of Neighborhood and Development Services will transmit the results of its completeness review to the Applicant. If the Application is found to be incomplete, the Applicant shall be requested to supplement the Application with an addendum to the Office of the City Auditor and Clerk and submit an original and three [3] copies of that addendum in accordance with the Annual Amendment Schedule.
- c. Once the Application is found to be complete, and in accordance with the Annual Amendment Schedule, the Neighborhood and Development Services Department will also advise the Planning Board/Local Planning Agency, the City Commission, other City Departments and other agencies that are part of the City's governmental coordination activities. If an amendment to the Future Land Use Map Series is proposed, the Office of the City Auditor and Clerk shall notify property owners within 500 feet of the subject parcel that the application has been submitted.

## **4. Substantive Review and Analysis**

- a. In accordance with the Annual Amendment Schedule, the Neighborhood and Development Services Department will, in conjunction with other City Departments, undertake the analysis of the Application. This review will be done to determine consistency with the *Sarasota City Plan* and compliance with other relevant City ordinances and resolutions and, if necessary, to identify any financial support expected from the City as necessary for the maintenance of adopted levels of service. This analysis shall also address the consistency of the proposed amendment with the applicable requirements of Chapters 163 and 187, *Florida Statutes*, and Chapters 9J-5 and 9J-11, Florida Administrative Code.
- b. As a result of its analysis, the Neighborhood and Development Services Department will prepare a report and recommendation in accordance with the Annual Amendment Schedule and transmit this report and the amendment request to the Planning Board/Local Planning Agency.

## **5. Planning Board/Local Planning Agency Transmittal Public Hearing**

- a. The Planning Board/Local Planning Agency shall hold a transmittal stage public hearing for all proposed amendments to the *Sarasota City Plan* in accordance with the Annual Amendment Schedule, except for

Emergency Amendments and small scale development activities where no transmittal public hearing is required and this hearing is the adoption hearing.

- b. Notice of the public hearing shall be given at least fifteen [15] days prior to the public hearing by publication in a newspaper of general circulation in the City.
- c. The public hearing may be continued from time-to-time as necessary.
- d. The public participation in the review process is reflected in Section VI.C. below.
- e. At the close of the public hearings, the Planning Board/Local Planning Agency shall make a recommendation for transmittal of the proposed amendment by the adoption of an appropriate resolution and shall promptly transmit the proposed amendment and recommendation to the City Commission.
- f. If the Planning Board/Local Planning Agency is considering a proposed small scale development activity, it shall make a recommendation by the adoption of a resolution to approve, approve with modifications or deny the proposed amendment.

#### **6. City Commission Transmittal Public Hearing**

- a. In accordance with the Annual Amendment Schedule, the City Commission will hold a transmittal stage public hearing for all proposed amendments; except small scale development amendments (including administrative amendments and emergency amendments which are determined to be small scale development amendments) where no transmittal public hearing is required. For those small scale amendments this hearing is the adoption hearing.
- b. Notice of the public hearing shall be given at least fifteen [15] days prior to the public hearing by publication in a newspaper of general circulation in the City.
- c. The public hearing may be continued from time-to-time as necessary.
- d. The public participation in the review process is reflected in Section VI.C. below.
- e. The City Commission may approve or approve with modifications, through the adoption of an appropriate ordinance, a proposed amendment to the Sarasota City Plan for transmittal to the Florida Department of Community Affairs [DCA]. The City Commission may also deny the proposal. The City Commission may disapprove the transmittal of the proposed amendment if the proposed amendment is denied.

The affirmative vote of four (4) City Commissioners (a supermajority) shall be required to authorize the transmittal of a comprehensive plan amendment to the Department of Community Affairs and to other governmental agencies. However, an amendment to assign a Future Land Use Map classification to a parcel of real property newly annexed into the City, which had not previously been classified on the City Future Land Use Map, shall be exempted from the supermajority vote requirement for transmittal.

- g. If the City Commission is considering a proposed small scale development activity, it may remand the proposal back to the Planning Board/Local Planning Agency for further study, approval, approval with modifications, or denial of the Application. Any approval will be adopted by an ordinance.

The affirmative vote of four (4) City Commissioners (supermajority) shall be required to adopt a small scale Future Land Use Map amendment. An amendment to assign a Future Land Use Map classification to a parcel of real property newly annexed into the City, which has not previously been classified on the City Future Land Use Map, shall be exempted from the supermajority vote requirement for adoption.

#### **7. Transmittal of the Proposed Amendment to the Florida Department of Community of Affairs (DCA), and Other Agencies, For Review and Comment**

- a. In accordance with the Annual Amendment Schedule, the City Commission will transmit the proposed amendment, any proposed changes to the amendment made by the City Commission, the Staff analysis, and the Planning Board/Local Planning Agency recommendation to DCA and may request that DCA review the amendment transmitted by the City Commission and submit its comments, recommendations, and objections, if any, to the City.
- b. In accordance with Chapter 163.3184(6), *Florida Statutes*, the DCA may review the proposed amendment and

return its written comments, objections, and recommendations, if any, to the City within sixty [60] days from receipt of the proposed amendment.

**8. Planning Board/Local Planning Agency Review and Action Subsequent To Receipt of DCA Response (if necessary)**

- a. In accordance with the Annual Amendment Schedule, the Director of Neighborhood and Development Services shall determine whether the DCA's response contains issues of substance, as opposed to formatting and technical issues, which would warrant a second public hearing by the Planning Board/Local Planning Agency and shall notify the Planning Board/Local Planning Agency accordingly. In the event that such a public hearing is necessary, the public hearing shall be noticed at least fifteen [15] days prior to the public hearing by publication in a newspaper of general circulation in the City.
- b. The public participation in the review process is reflected in Section VI.C. below.
- c. Subsequent to the public hearing, if one is held, the Planning Board/Local Planning Agency shall make a recommendation to the City Commission as to whether the amendment should be adopted, adopted with modifications, or denied. Transmittal of the recommendation to the City Commission will be accompanied by the DCA response.
- d. If a public hearing by the Planning Board/Local Planning Agency is not held, the Department of Neighborhood and Development Services shall make a recommendation to the City Commission as to whether the amendment should be adopted, adopted with modifications, or denied. Transmittal of the recommendation to the City Commission will be accompanied by DCA's response.

**9. City Commission Review and Action Subsequent To Receipt of DCA Response and Recommendation of the Planning Board/Local Planning Agency**

- a. In accordance with the Annual Amendment Schedule, the City Commission shall notice and commence a public hearing on the proposed amendment pursuant to the provisions of Section 163.3184(15), *Florida Statutes*.
- b. Public participation in the review process is reflected in Section VI.C. below.
- c. Subsequent to the public hearing, the City Commission may, by ordinance, adopt or adopt with modifications the proposed amendment. The City Commission may also deny the proposal.

The affirmative vote of four (4) City Commissioners (a supermajority) shall be required to adopt the following types of amendments:

- a Future Land Use Map amendment (large scale amendment);
- a text amendment to increase the maximum allowable dwelling unit density within any of the future land use classifications;
- a text amendment to increase the maximum allowable height within any of the future land use classifications;
- a text amendment to increase the maximum allowable floor area ratio within any of the future land use classifications; or
- a text amendment to add any new future land use classification.

However, an amendment to assign a Future Land Use Map classification to a parcel of real property newly annexed into the City, which has not previously been classified on the City Future Land Use Map, shall be exempted from the supermajority vote requirement for adoption.

**10. Transmittal to the Florida Department of Community Affairs for Compliance Review of Approved Amendment**

In accordance with the Annual Amendment Schedule, the ordinance adopting the amendment and any statements of change from the initial transmittal shall be transmitted to DCA.

**11. Notice of Compliance by the Department of Community Affairs**

- a. In accordance with Section 163.3184(8), *Florida Statutes*, DCA shall, within forty-five [45] days from receipt of the amendment, publish a Notice of Intent to find the amendment in compliance or not in compliance with Sections

163.3177, 163.3178, and 163.3191, *Florida Statutes*; the State Comprehensive Plan; Chapter 9J-5 of the Florida Administrative Code; and the policy plan [regional plans and policies] of the Southwest Florida Regional Planning Council.

- b. Approval of an amendment by the City Commission becomes effective twenty-two [22] days after the DCA issues a Notice of Intent to find the amendment in compliance unless an administrative challenge is filed.

## VI.C. Public Participation Activities

In accordance with Section 163.3181, *Florida Statutes*, and Chapter 9J-5.004 and 9J-5.005, Florida Administrative Code, the following public participation procedures shall be followed during the review and processing of proposed amendments to the Sarasota City Plan.

- A. **Notice Procedures** - In addition to the public notice requirements set forth in Chapter 163, Part II, *Florida Statutes*, the following procedures shall apply:
  1. The Neighborhood and Development Services Department shall maintain a mailing list reflecting those persons who have noted an interest in the comprehensive planning process. Additional names will be placed on the mailing list upon the filing of a written request with the Neighborhood and Development Services Department. The Department shall mail to those on the mailing list notices and agendas of public hearings or workshops to be held by the Local Planning Agency or City Commission pertaining to proposed amendments or updates to the Sarasota City Plan. Additionally, upon receiving a written request from a person on the mailing list, the Department shall make available to such person documentation pertaining to the amendment process, such as minutes, preliminary or final drafts and other relevant information as requested.
  2. If an amendment to the Future Land Use Map Series is proposed, the City Auditor and Clerk shall notify property owners within 500 feet of the subject parcel at the time that the application is found to be complete. Additionally, the Neighborhood and Development Services Department will advise the City Commission, the Local Planning Agency, other City departments, and other agencies that are part of the City's governmental coordination activities whenever any proposed amendment is found to be complete.
  3. The Neighborhood and Development Services Department shall cause a notice to be advertised in a newspaper of general circulation within the City of Sarasota, of all public hearings or workshops held by the Local Planning Agency or the City Commission, at least fifteen (15) days prior to the date of said public hearing or workshop. Said notice shall state the date; time, place and subject of the public hearing or workshop, the procedure for submitting written comments, and that copies of the agenda and any drafts or updates of the amendment may be obtained in the Neighborhood and Development Services Department. The notice shall also state that any person may appear at the public hearing or workshop and be heard regarding the topic to be discussed. The advertisement specified in Section 163.3184(15)(b), *Florida Statutes*, as amended, shall apply to the transmittal stage public hearings and adoption stage public hearings held by the City Commission.
- B. **Written Comments** - The general public is encouraged to submit written comments pertaining to proposed amendments or update of the Sarasota City Plan. Comments may be mailed, emailed, or delivered in person to the Neighborhood and Development Services Department and will become part of the record for the subject petition.
- C. **Public Hearings** - In addition to the requirements for transmittal stage and adoption stage public hearings specified in Chapter 163.3184(15)(b), *Florida Statutes*, as amended, the following procedures shall apply:
  1. The Neighborhood and Development Services Department shall schedule all public hearings and any workshops to be held by the Local Planning Agency and the City Commission for the purpose of receiving public input concerning proposed amendments or updates to the Sarasota City Plan. Said public hearings or workshops shall be advertised pursuant to Paragraph VI.C.A.3. hereof and shall be held at locations readily accessible by the general public, within the City of Sarasota. The general public is hereby encouraged to submit written comments to the Local Planning Agency at said public hearings or workshops. The general public is hereby encouraged to attend the public hearings or workshops and participate in open discussions concerning proposed site specific amendments or updates of the Sarasota City Plan. The Department shall make available for public inspection the minutes of all such public hearings or workshops.

- D. Dissemination of Information** - The Neighborhood and Development Services Department shall make all proposed amendments and associated documents available for inspection by the general public at the Neighborhood and Development Services Department located at City Hall, 1565 First Street, Annex Building, 3<sup>rd</sup> Floor, Sarasota, Florida. Copies of proposed updates of and amendments to the Sarasota City Plan shall be available, for no charge, to members of the general public at the Department, prior to final adoption of the proposed update by the City Commission.

Subsequent to final adoption of the proposed amendment or update of the Sarasota City Plan, the Department may charge a reasonable fee for the distribution of copies of the adopted amendment or update. Said fee shall not exceed the "actual cost of duplication" pursuant to Chapter 119, *Florida Statutes*, as amended.

## **VI.D. Administrative Interpretations**

The Director of the Neighborhood and Development Services Department is responsible for administering the Sarasota City Plan. This responsibility includes the rendering of administrative interpretations of the Sarasota City Plan.

### **A. Interpretation of Comprehensive Plan**

Administrative interpretations are generated in response to individuals seeking to clarify the meaning or application of the Sarasota City Plan. Administrative interpretations are binding upon the Department unless the City Commission reverses or modifies the interpretation upon its own motion or upon an appeal pursuant to Section VI.D.B. below. However, and due to the narrow focus of an interpretation, it is not binding upon the City as it relates to any recommendation or decision related to a comprehensive plan amendment.

Anyone requesting an administrative interpretation should submit the specifics of the inquiry to the Director of the Neighborhood and Development Services Department in writing. The Director will respond in writing within twenty-one (21) days from receipt of the request. The interpretation shall be mailed to the requesting party.

All administrative interpretations will be kept on file for review by the public at the Office of the Neighborhood and Development Services Department.

### **B. Appeal from an Administrative Interpretation**

The person or entity who requested the administrative interpretation may appeal the interpretation after same is issued in writing by the Director of the Neighborhood and Development Services Department by filing a notice of appeal in letter form with the Office of the City Auditor and Clerk within fifteen (15) days after the written interpretation was mailed. The Neighborhood and Development Services Department shall place the appeal on one of the two following regularly scheduled Planning Board (Local Planning Agency) meeting agendas. The Planning Board shall make a recommendation to the City Commission as to the disposition of the appeal. Within ten (10) days of the Planning Board's recommendation, the Neighborhood and Development Services Department shall prepare an Agenda Request for submission to the Office of the City Auditor and Clerk to place the item on a City Commission meeting agenda. The City Commission shall hear the Neighborhood and Development Services Department staff and the appealing party with respect to the appeal and shall approve or deny the appeal. The Planning Board and the City Commission are not required to schedule a public hearing in order to hear and decide an appeal from an administrative interpretation of the Sarasota City Plan.

# Annual Amendment Schedule <sup>(1)</sup>

|                             | ACTIVITY   | TIME LINE   | CUMULATIVE ELAPSED TIME <sup>(2)</sup> |
|-----------------------------|--|---|--|
| 1                           | REQUEST FOR A PRE-APPLICATION CONFERENCE   | RECEIVED BY THE 4 <sup>TH</sup> WEDNESDAY OF MAY  | 0 DAYS                                 |
| 2                           | PRE-APPLICATION CONFERENCE   | HELD NO LATER THAN THE 4 <sup>TH</sup> WEDNESDAY OF JUNE  | 28 DAYS                                |
| 3                           | COMMUNITY WORKSHOP   | HELD NO LATER THAN THE 2 <sup>ND</sup> WEDNESDAY OF AUGUST  | 70 DAYS                                |
| 4                           | APPLICATION SUBMITTAL FOR COMPLETENESS REVIEW  | RECEIVED NO LATER THAN THE 4 <sup>TH</sup> WEDNESDAY OF AUGUST  | 91 DAYS                                |
| 5                           | COMPLETENESS REVIEW  | COMPLETED NO LATER THAN THE 4 <sup>TH</sup> WEDNESDAY OF SEPTEMBER  | 119 DAYS                               |
| 6                           | SUBMITTAL OF ADDITIONAL DATA (if necessary)  | RECEIVED BY THE 2 <sup>ND</sup> WEDNESDAY OF OCTOBER  | 133 DAYS                               |
| 7                           | SUBSTANTIVE REVIEW AND ANALYSIS  | COMPLETED NO LATER THAN THE 2 <sup>ND</sup> WEDNESDAY OF DECEMBER   | 197 DAYS                               |
| 8                           | LOCAL PLANNING AGENCY PUBLIC HEARING   | COMPLETED NO LATER THAN THE 4 <sup>TH</sup> WEDNESDAY OF JANUARY  | 239 DAYS                               |
| 9                           | CITY COMMISSION <sup>(3)</sup> PUBLIC HEARING  | COMPLETED NO LATER THAN THE 3 <sup>RD</sup> WEDNESDAY OF MARCH  | 295 DAYS                               |
| -----SEE NOTE #1 BELOW----- |  |   |  |
| 10                          | EXPEDITED STATE REVIEW PROCESS - REVIEW AGENCIES HAVE 30 DAYS AFTER RECEIPT OF PROPOSED AMENDMENT TO SEND COMMENTS TO THE CITY | COMPLETED NO LATER THAN THE 1 <sup>ST</sup> MONDAY OF MAY   | 337 DAYS                               |
| 11                          | LOCAL PLANNING AGENCY FINAL REVIEW AND ACTION, AS NEEDED; CITY COMMISSION SECOND PUBLIC HEARING                                | COMPLETED NO LATER THAN 180 DAYS AFTER RECEIPT OF REVIEW AGENCY COMMENTS - APPROXIMATELY 1 <sup>ST</sup> MONDAY OF NOVEMBER                                       | 517 DAYS                               |
| 12                          | ADOPTION AND FORWARD TO DEPARTMENT OF ECONOMIC OPPORTUNITY (DEO) AND REVIEW AGENCIES FOR COMPLETENESS REVIEW                   | COMPLETED NO LATER THAN THE 3 <sup>RD</sup> MONDAY OF NOVEMBER  | 531 DAYS                               |
| 14                          | EFFECTIVE DATE IF NOT CHALLENGED   | COMPLETENESS REVIEW WITHIN 30 DAYS BY DEO; EFFECTIVE DATE IS 31 DAYS AFTER DEO DETERMINES AMENDMENT IS COMPLETE AND NOT TIMELY CHALLENGED – FINAL WEEK OF JANUARY | 592 DAYS                               |

NOTES:

- (1) Comprehensive Plan amendments that qualify as small scale development activities are processed through step #9 only and are not required to be reviewed by the Department of Economic Opportunity nor is a second public hearing required by either the Local Planning Agency or the City Commission.
- (2) Values found under the “Cumulative Elapsed Time” column are approximate and will vary with changing calendar years. For the Expedited State Review Process, the maximum timelines from the State regulations are displayed – the actual City adoption process will most likely take less time.
- (3) Approval of a small scale development activity by the City Commission (See Step 9 above) becomes effective 31 days after the ordinance is adopted (on second reading) unless an administrative challenge is filed.

## **VII. Designation as a Regional Activity Center or Urban Central Business District**

Rule 28-24 (14), Florida Administrative Code, includes criteria for approval of a designation as a Regional Activity Center (RAC) or Urban Central Business District (UCBD). There are 2 processes for designating a RAC or UCBD which are:

(1) An expedited process in which the City of Sarasota submits a proposed ordinance to the Florida Department of Community Affairs (DCA) for review in accordance with specific criteria. Within thirty (30) days of receipt of the proposed ordinance, DCA shall determine whether or not the proposed ordinance is consistent with the criteria of Rule 28-24 (14), Florida Administrative Code, and inform the City of this consistency determination. If the proposed ordinance is determined by the Department of Community Affairs to be consistent with the criteria of this rule, then the guidelines and standards for developments within the designated urban central business district or regional activity center shall take effect upon adoption of the ordinance. The City shall subsequently amend the Sarasota City Plan at the next opportunity for amendment. This requires the applicant to submit for a comprehensive plan amendment at that time in addition to submitting the application for a Regional Activity Center or Urban Central Business District.

(2) During the City's annual amendment process.

Please submit data and analysis to support a finding that the proposed Regional Activity Center or Urban Central Business District meets the criteria (as applicable) described below:

“Urban Central Business District” means the single urban core area of a municipality with a population of 25,000 or greater, which is located within an urbanized area as identified by the most recent U.S. Census. The designated area shall be consistent with the local government comprehensive plan and future land use map intensities, shall contain mass transit service as defined in Chapter 9J-5, Florida Administrative Code, and shall contain high intensity, high density multi-use development which may include any of the following: retail; office, including professional and governmental offices; cultural, recreational, and entertainment facilities; high density residential; hotels and motels; or appropriate industrial activities.

“Regional Activity Center” means a compact, high intensity, high density multi-use area designated as appropriate for intensive growth by the local government of jurisdiction and may include: retail; office; cultural, recreational and entertainment facilities; hotels and motels; or appropriate industrial activities. The designated area shall be consistent with the local government comprehensive plan and future land use map intensities; shall routinely provide service to, or be regularly used by, a significant number of citizens of more than one county; contain adequate existing public facilities as defined in Chapter 9J-5, Florida Administrative Code, or committed public facilities, as identified in the capital improvements element of the local government comprehensive plan; and shall be proximate and accessible to interstate or major arterial roadways.

## **VIII. Affordable Housing Fee Deferral Program Guidelines**

### **1. Program Description**

The City's Affordable Housing Fee Deferral Program is intended to reduce the development review costs for a nonprofit organization, a partnership between a for-profit organization and a nonprofit organization, or a public/private partnership that constructs new residential dwelling units or remodels existing dwelling units that are made affordable to eligible households based upon family household income. Funds may be used to pay for the cost of any development fee as identified in Section II-201, Zoning Code (2002 Ed.), as well as amendments to the City's Comprehensive Plan or Transportation Concurrency analysis fees paid to the City. Funds may not be used to pay the cost of impact fees or construction costs associated with a development project. Those costs may be eligible under the Department of Neighborhood and Development Services, Housing and Community Development Division's and/or School Board Impact Fee Programs.

## **2. Eligible Applicants**

To be eligible to receive funding, a non-profit organization must demonstrate that it meets the following conditions:

- A. It must have received a tax-exempt ruling from the Internal Revenue Service under Section 501(c)(3) or (4) of the Internal Revenue Code.
- B. It must have a "Certificate of Good Standing" from the Florida Division of Corporations. The Department of Neighborhood and Development Services, Housing and Community Development Division will ensure that the non-profit agency has this certificate by examining the web site of the Florida Division of Corporations.
- C. It must certify that the incomes of the beneficiaries will meet the eligibility requirements and that the sales price or monthly rent will be less than the amounts listed below.

To be eligible to receive funding, a for-profit/non-profit partnership must demonstrate that it meets the following conditions:

- A. The non-profit agency must meet all of the requirements listed above.
- B. The non-profit agency must demonstrate that it has substantial decision making involvement in the development of the project.

A public/private partnership may be any form of business entity that includes substantial involvement of at least the City or County of Sarasota or a public sector entity such as the School Board of Sarasota County or the Sarasota Housing Authority and at least one private sector for profit or not-for-profit business or charitable entity, and may be any form of business entity including a joint venture or contractual agreement.

## **3. Eligible Properties**

All proposed developments for which an affordable housing fee deferral is being requested must meet the following requirements:

- A. The property must be located in the City of Sarasota.
- B. The property must be permanent housing and may not be a mobile home. Modular homes with a Department of Community Affairs certification are considered to be permanent housing.
- C. The Applicant must hold fee simple title to the property and must not have a restriction or encumbrance that would impair the good and marketable nature of title to the ownership interest or the property must be owned by a governmental entity with development rights granted to the Applicant.
- D. All existing mortgages and property taxes must be current.
- E. If the units will be sold, the initial sales price must not exceed the maximum sales price specified in the latest Sarasota County Housing Assistance Plan for the Housing Partnership Program.
- F. If the units will be for rent, the monthly rent may not exceed the rent limits for the State Housing Initiatives Partnership (SHIP) Program or, if the unit is participating in another governmental affordable housing program, that rental amount.

## **4. Uses of Funds**

- A. Funds may be used to pay for the cost of any development approval fee as identified in Section II-201, Zoning Code (2002 Ed.).
- B. Funds may be used to pay the cost of any amendment to the City's Comprehensive Plan or Transportation Concurrency analysis fees paid to the City of Sarasota.
- C. Funds may not be used to pay the cost of impact fees, or construction costs associated with a development project.
- D. Funds may not be used to pay for any cost paid by the City to any outside vendor. This includes, but is not limited to, fees paid to a third party for consulting or studies and advertising costs. These fees must be paid by the Applicant.
- E. When the Applicant is applying for a development that includes both eligible and ineligible properties, a fraction of the fees may be eligible for deferral. The percentage of total fees that may be deferred will be the percentage of dwelling units to be occupied by income eligible households, if the development is all residential or the square footage occupied by income eligible households, if the development is mixed use.
- F. The maximum loan amount will be \$100,000 per project or the amount remaining from the annual City Commission appropriation for this program, whichever is less.

## 5. Application and Payment Process

- A. All Applications for the program must be submitted in writing, by the non-profit agency to the Office of the City Auditor and Clerk. The Application must contain sufficient information to permit City Staff to determine if the property qualifies for a fee deferral and the total estimated amount of fees being requested.
- B. Each time a fee is deferred, the appropriate office must notify the Department of Neighborhood and Development Services, Housing and Community Development Division that a fee has been deferred and the total amount of deferred fee so that the cumulative cost may be determined.
- C. At the time the development is completed, the total deferred fees will be determined for each unit.
- D. The City will place a lien on the property for the estimated amount of deferred liens. Liens will not be placed on properties owned by the government.

## 6. Eligible Beneficiaries

- A. All eligible homes that are built for sale must be initially sold to families with incomes at or below 80% of the County Median Income as adjusted by family size.
- B. At the time of sale, the beneficiary will be given the option of paying the deferred fees at closing or entering into a loan agreement with the City for the deferred fees for the unit. All loans will be at a 0% interest rate with no monthly payments. The total amount of the loan will be due at sale, transfer, when the owner no longer lives in the home or 30 years, whichever occurs first.
- C. All eligible housing built for rent must be leased to families with incomes at or below 80% of the County Median Income as adjusted by family size and must be leased for an amount equal to or less than the SHIP rental limits or, if the unit is participating in another governmental affordable housing program, that rental amount.
- D. The non-profit owner of the rental property will be eligible for a loan with the City for the deferred fees for the unit. All loans will be at a 0% interest rate with no monthly payments. The total amount of the loan on each unit will be due when the Applicant no longer leases the unit to an eligible beneficiary, when the rent exceeds the rental limit, or 10 years from the date the certificate of occupancy is issued, whichever occurs first.

## 7. Evaluation and Underwriting

The General Manager of the Housing and Community Development Division of the Department of Neighborhood and Development Services is authorized to approve eligible Applicants in conformance with these regulations and consistent with the policy guidelines for the program.

## 8. Administration of the Program

The General Manager of the Housing and Community Development Division of the Department of Neighborhood and Development Services will administer the Housing Fee Deferral Program consistent with these policies. In the event an affected party believes that City Staff is not interpreting these policies correctly, the affected party must request a meeting with the General Manager to discuss and seek resolution of the conflict. The Applicant must provide written notice to the General Manager in advance of the meeting stating which policies are not being interpreted correctly. The General Manager will provide a written determination letter within 10 working days following the meeting.

If, following a meeting with the General Manager, the issue remains unresolved; the affected party will have the ability to appeal the General Manager's decision to the City Manager or designee. The written appeal must be filed within 15 days from the date the determination letter is mailed by the General Manager. The affected party(s) must, in writing, describe the issue and the reason they believe the interpretation is not accurate. The City Manager or designee will consider the request, within 45 days, and make a final decision. **The decision of the City Manager or designee is final and may not be further appealed.**

# IX. Community Redevelopment Area Tax Increment Financing [TIF] Fund

## PROCEDURES FOR ANALYZING AND PROCESSING TAX INCREMENT FINANCING APPLICATIONS FOR DOWNTOWN AND NEWTOWN COMMUNITY REDEVELOPMENT AREAS

- Economic Development/Business Enhancement
- Public/Private Partnerships
- Development on CRA or City Owned Property
- Public Programs/Infrastructure Improvements

Prior to submitting a formal application, applicants shall obtain a Tax Increment Financing Information and Forms Packet from the Office of the City Auditor and Clerk or from the City's website [[www.sarasotagov.com](http://www.sarasotagov.com)].

The applicant may enter into preliminary discussions with Development staff regarding the information packet of materials.

*[Note: The term "Community Redevelopment Agency Advisory Board" or "CRAAB", cited throughout this procedures document refers to both the **Downtown** and **Newtown** CRAABs.]*

### I. Pre-Application - Analysis of Compliance with Tax Increment Policy

A pre-application conference with staff is not mandatory but is advisable. When a pre-application has been filed through the Office of City Auditor and Clerk, accompanied by a fee, the Project Team [comprised of staff from the City Attorney's Office, the Finance Department, Neighborhood and Development Services, and other staff as necessary] will conduct a preliminary analysis that will address:

- A. *Public Purpose* of the requested financial assistance to the project;
- B. *Demonstrated Need* for public investment or subsidy;
- C. *Sources and Uses* of funds;
- D. *Developer's Financial Capacity and Experience*;
- E. *Consistency with* city redevelopment objectives including the Downtown Master Plan 2020 [Downtown CRA Plan] or the Newtown Redevelopment Plan [Newtown CRA Plan], the Sarasota City Plan 2030, the Zoning Code and other relevant regulations;
- F. Other significant factors that weigh for or against the application; and
- G. Need for additional consultant services.

The Project Team will offer any recommendations to the applicant for the next step, preparation and submission of a formal application.

### II. Receipt of Formal Application

Receipt of five [5] copies of a formal application by the Office of the City Auditor and Clerk, accompanied by the initial application fee, initiates a staff review of the development proposal requesting Tax Increment Financing assistance.

The City's Project Manager will:

- A. Send an Acknowledgement of Receipt of Application to the Developer after a review of the application for sufficiency;
- B. Distribute copies of the application to a Project Team;
- C. Convene a meeting of the Project Team to discuss the application and determine responsibilities for preparing an analysis and a schedule for completing the analysis;
- D. Schedule meetings with the Project Team and the Developer as needed;
- E. Notify the administration and the Development Review Committee members of the application, as needed.

### III. Economic Analysis and Risk Assessment

The City's Project Team will prepare an Economic Analysis and Risk Assessment of the project and may request additional information from the applicant. The analysis will be dependent upon the project's nature and complexity. At a minimum it will address:

- A. Whether or not the project (or portion relating to the redevelopment objective) would occur "but for" the requested public assistance;
- B. Public purpose served by the requested financial assistance;
- C. Consistency with City redevelopment objectives, Downtown Master Plan 2020, the Newtown Redevelopment Plan. Project plans will meet requirements of the Sarasota City Plan 2030, the Zoning Code and other relevant regulations;
- D. The total development cost of the project: sources and uses of all funds available to the development and identification of the type and amount of all public assistance required;
- E. An evaluation of the Developer's financial capacity and experience to undertake the project;
- F. Impacts on the CRA capacity of the Redevelopment Trust Fund taking into account current and future demands on money in the Fund;
- G. Risks associated with the project: any risks or potential negative impacts to the City or CRA in providing the required public assistance and method(s) to minimize and manage such risks or impacts;
- H. Impacts, be they positive or negative, on other private sector development projects where Tax Increment Financing has been or is being provided or committed;
- I. Ratio of the amount of public financial assistance to private investment<sup>1</sup>;
- J. Whether there is a need for additional consultant services and the type and level of those services;
- K. Other significant factors that should be taken into account in evaluating the application for financial assistance.

### IV. Detailed Term Sheet

Using information from the completed Economic Analysis and Risk Assessment, the City's project manager will coordinate with the City's Project Team and negotiate a detailed Term Sheet with the Developer that will include an outline of general terms for a potential Term Sheet Contract or CRA Development Agreement depending on the type of application submitted. The Term Sheet will include:

- A. A detailed outline of the amount, timing and conditions for the transfer of CRA funds or other assets to be used for the project;
- B. A detailed description of the development including schematic architectural drawings, and an analysis by staff of the project's compliance with the Downtown Master Plan 2020 or the Newtown Redevelopment Plan, Sarasota City Plan 2030, Zoning Code and other relevant regulations;
- C. A project schedule including the start and completion dates of all phases of the project, and;
- D. The Project Team's recommendations to the CRAAB and CRA regarding the preparation of a Term Sheet Contract [for Economic Development/Business enhancement applications] or a CRA Development Agreement [for Public/Private Partnership applications and Development on CRA or City owned property].

### V. For Economic Development, Public/Private Partnerships, and RFP application types

#### Review by the CRA Advisory Board [CRAAB]:

- A. The CRAAB will place the item on its meeting agenda and will receive a packet of information including the application, Economic Analysis and Risk Assessment, and detailed Term Sheet including an outline for a potential Term Sheet Contract or for a CRA Development Agreement depending on the type of application.
- B. The process at the CRAAB meeting will be:
  - i. Presentation by the Applicant.
  - ii. Presentation by City Staff.

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<sup>1</sup> "Private investment" refers to hard construction costs.

- C. The CRAAB will make a recommendation to the CRA:
  - a. For ***Economic Development/Business Enhancement*** applications either to:
    - -recommend proceeding with a Term Sheet Contract subject to the Term Sheet;
    - -recommend modifications to the Term Sheet and proceeding with a Term Sheet Contract;
    - -deny the request;
    - -or to continue the hearing pending additional information.
  - b. For ***Public/Private Partnerships*** applications either to:
    - -recommend proceeding with a CRA Development Agreement subject to the Term Sheet;
    - -recommend proceeding with CRA Development Agreement subject to modifications of the Term Sheet;
    - -deny the request;
    - -or to continue the hearing pending additional information.

**VI. For Economic Development/Business Enhancement Applications**

**Review by the Community Redevelopment Agency [CRA]:**

- A. The CRA will place the item on its meeting agenda and will receive a packet of information including the Economic Analysis and Risk Assessment, detailed Term Sheet Contract and CRAAB recommendations.
- B. The process at the CRA meeting will be:
  - i. Presentation by the Applicant.
  - ii. Presentation by City Staff.
- C. The CRA will take **final action** either to approve the Term Sheet Contract or to deny the request. The CRA can also continue the hearing pending additional information.

**VII. For Public/Private Partnerships and RFP applications**

**Review by the Community Redevelopment Agency [CRA]:**

- A. The CRA will place the item on its meeting agenda and will receive a packet of information including the Economic Analysis and Risk Assessment, detailed Term Sheet including an outline for a potential CRA Development Agreement, and CRAAB recommendations.
- B. The process at the CRA meeting will be:
  - i. Presentation by the Applicant.
  - ii. Presentation by City Staff.
- C. The CRA will take action either to proceed with the CRA Development Agreement subject to the Term Sheet, to proceed with the CRA Development Agreement subject to modifications of the Term Sheet, to deny the request, or to continue the hearing pending additional information.

**CRA Development Agreement – Final CRA Action**

- A. Pursuant to the CRA's action regarding the detailed Term Sheet, the City's project manager will coordinate with the City's Project Team and the Developer in the preparation of a CRA Development Agreement between the CRA and the Developer. The CRA Development Agreement may include stipulations from the project's plans review process as well as language requesting periodic reports on the market acceptance of the project.
- B. The CRA Development Agreement will be placed on the CRA agenda for **final action**. The process at the CRA meeting will be:
  - i. Presentation by the Applicant.
  - ii. Presentation by City Staff.

**Level of Review Chart**

|  | <b>Economic Development/Business Enhancement<br/>TIF Assistance of \$25,000-\$99,999<br/>[Matching Funds Required]</b> |                                 |     | <b>Public/Private Partnerships or<br/>Development on CRA or City Owned Property<br/>TIF Assistance of \$100,000 or greater</b> |                                 |     |
|--|--|---------------------------------|-----|--|---------------------------------|-----|
|  | Project Team   | Newtown or<br>Downtown<br>CRAAB | CRA | Project Team   | Newtown or<br>Downtown<br>CRAAB | CRA |
| Pre-Application<br>[Optional]          | X  |                                 |     | X  |                                 |     |
| Formal Application                     | X  |                                 |     | X  |                                 |     |
| Economic Analysis &<br>Risk Assessment | X  | X                               | X   | X  | X                               | X   |
| Project Evaluation                     | X  | X                               | X   | X  | X                               | X   |
| Term Sheet                             | X  | X                               |     | X  | X                               | X   |
| Term Sheet Contract                    | X  |                                 | X   |  |                                 |     |
| CRA Development<br>Agreement           |  |                                 |     | X  |                                 | X   |

**For Economic Development/Business Enhancement Projects**

**Step 1:**

The Economic Analysis, Risk Assessment, Project Evaluation, and Term Sheet are presented to the CRAAB at one hearing. The CRAAB makes a recommendation to the CRA.

**Step 2:**

The Economic Analysis, Risk Assessment, Project Evaluation, and Term Sheet Contract and CRAAB recommendations are presented to the CRA at one hearing for final action.

**For Public/Private Partnership and RFP Projects**

**Step 1:**

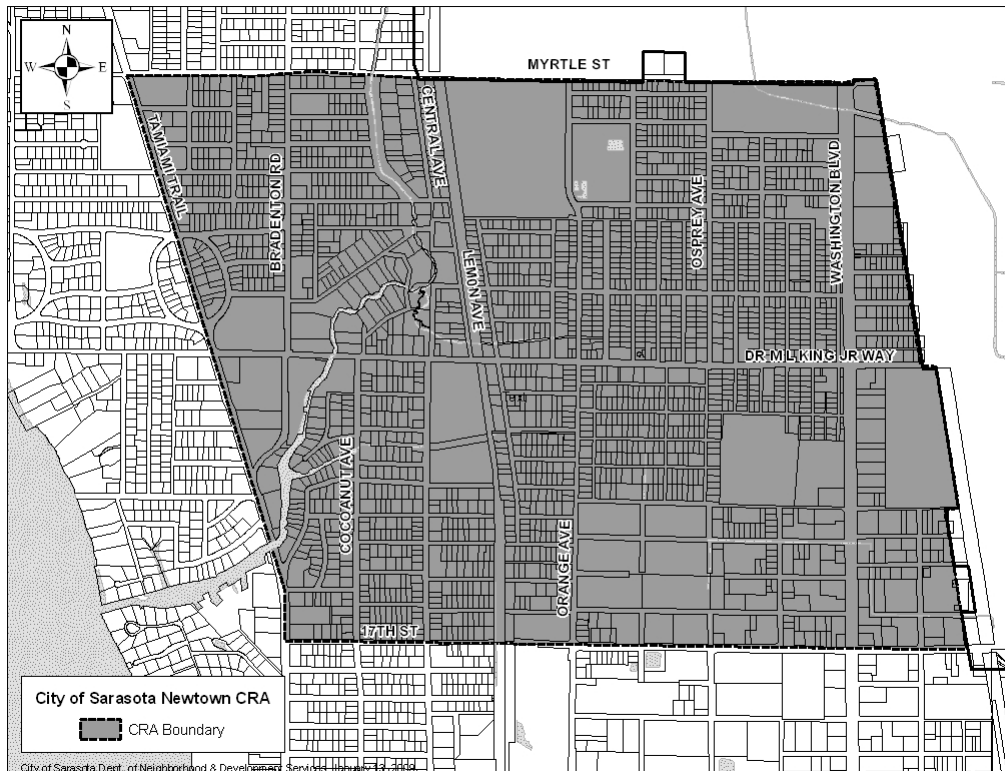
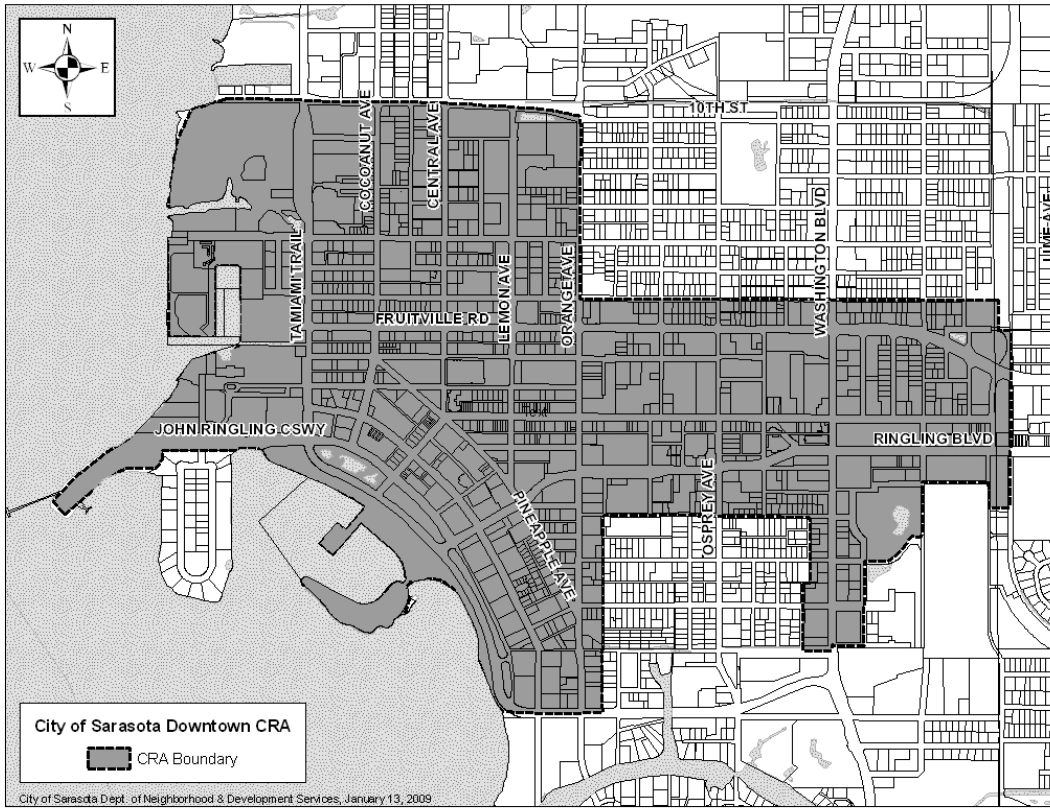
The Economic Analysis, Risk Assessment, Project Evaluation, and Term Sheet are presented to the CRAAB at one hearing. The CRAAB makes a recommendation to the CRA.

**Step 2:**

The Economic Analysis, Risk Assessment, Project Evaluation, and Term Sheet and CRAAB recommendations are presented to the CRA at one hearing and CRA authorizes staff to proceed with a CRA Development Agreement.

**Step 3:**

The CRA Development Agreement is presented to the CRA at a second hearing for final action.



## X. Boundary Adjustments and Land Divisions

A **Boundary Adjustment** is moving an existing property line. An example is someone selling a five-foot strip of property to their next door neighbor.

A **Land Division** is the division of a zoning lot. An example is dividing a large lot into two lots and establishing a new property line. This may be referenced as a "lot split."

The following is required:

- Written authorization from all affected property owners.
- Two signed and sealed surveys for each lot indicating the proposed configuration, all setbacks from the property line to the structure(s), labeled and dimensioned, the lot area, calculations indicating building coverage. The allowed building coverage depends on the Zone District, which can be obtained from the Zoning Staff.
- A written statement of buildings, if any, to be demolished.

Allow several business days for City Staff to prepare a written response to the Application. Any new street addresses assigned and any conditions of approval will be indicated in the written response. Any questions concerning the conditions of approval may be directed to Zoning Staff within the Neighborhood and Development Services Department at (941) 954-4127.

Once the conditions of approval have been satisfied, the Applicant should record the property transaction at the Recording Office of the Sarasota County Clerk of Courts, located at 2000 Main Street, Sarasota, telephone number (941) 861-7648. A new Parcel Identification Number (PIN), if required, will be assigned by the Sarasota County Property Tax Appraiser's Office, located at 2001 Adams Lane, telephone number (941) 861-2000.

# XI. Sidewalk Cafes

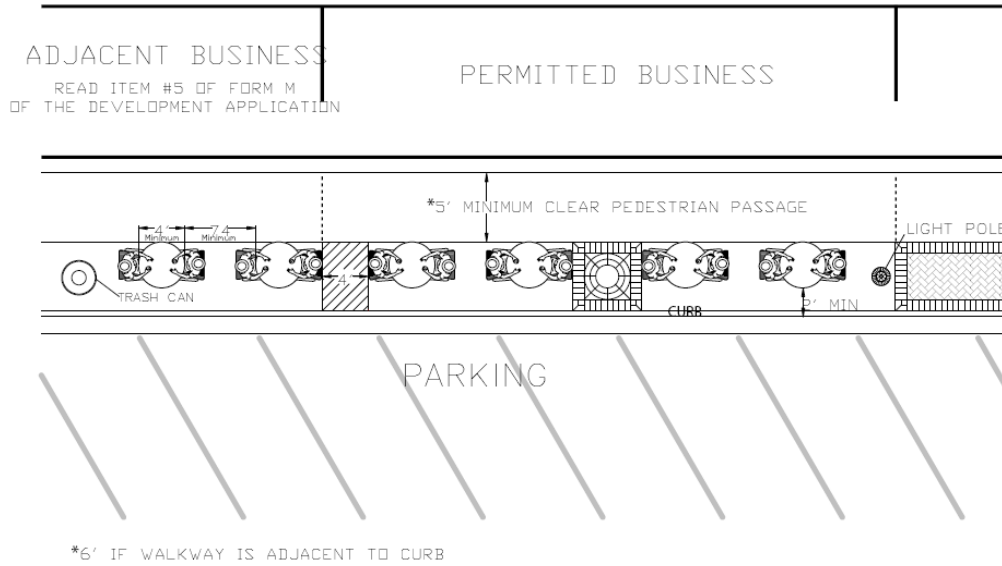
## A. Examples of Sidewalk Café Layouts

**Show:** North arrow, property lines, dimensions of all tables, walkways and permit area. Locate all affixed objects including lamps, signs and trash cans.

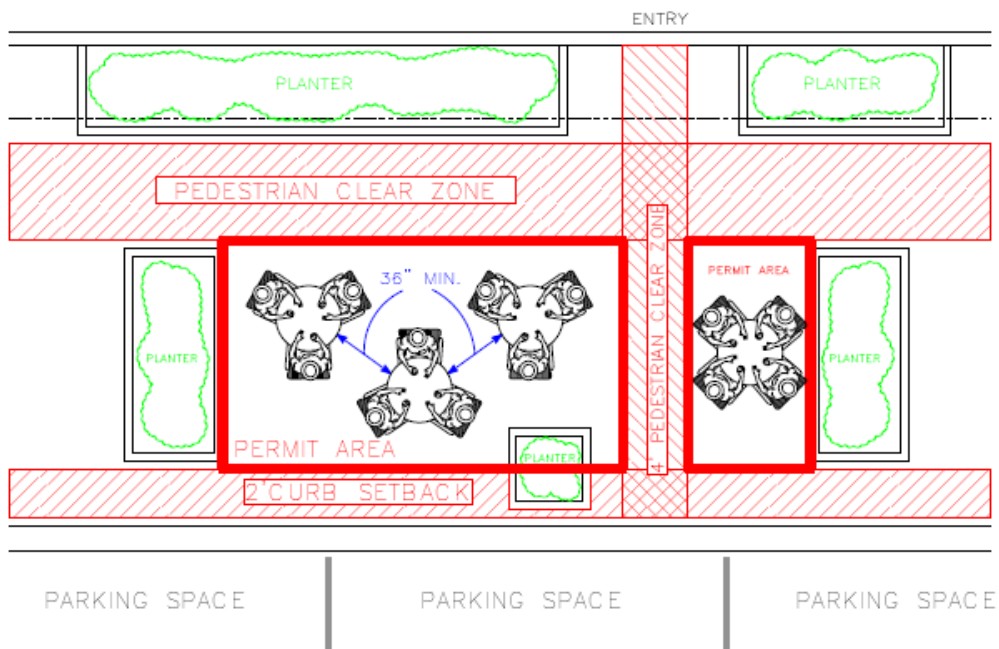
**Clear areas:** One [1] foot from light poles, trash cans and street furniture and two [2] feet from parallel, perpendicular and/or angled parking and from taxi stands, handicap ramps, pedestrian crosswalks and bus stops. Permittee shall maintain a four [4] foot wide clear zone for pedestrian access to sidewalk through permit area as determined by the City Engineer.

**Note: Main Street Sidewalk Cafes may be in brick areas only; not on concrete sidewalk.**

**Example #1:**



**Example #2:**



## B. Examples of Sidewalk Café

### Compliance with the National Fire Protection Association Code (Life Safety Code)

#### 8-2.5.5.3 from the Life Safety Code

When non-fixed seating is located between a table and an aisle accessway or aisle, the measurement of required clear width of the aisle shall be made to a line nineteen [19] inches (48.3 cm) away from edge of the table. The nineteen [19] inch (48.3 cm) distance shall be measured perpendicularly to the edge of the table.

#### A-8-2.5.5.3 from the Life Safety Code

Figure A-8-2.5.5.3 shows typical measurements involving seating and tables abutting an aisle. Note, that for purposes of the means of egress requirements of the Life Safety Code, seating at counters or other furnishings is considered the same as seating at tables.

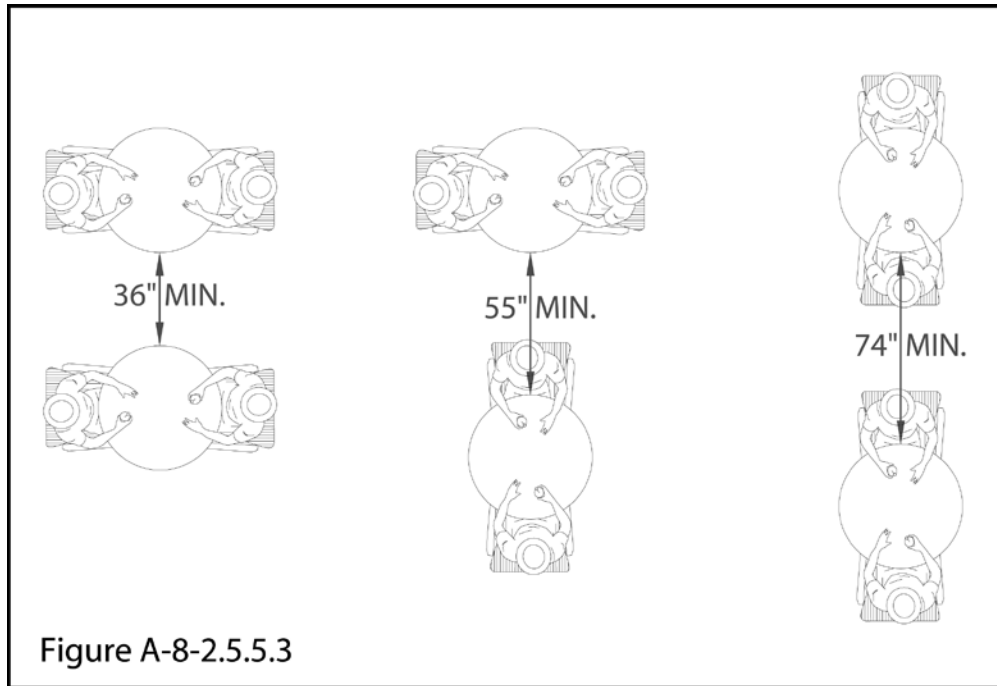


Figure A-8-2.5.5.3 illustrates the provisions of 8-2.5.5.3 of the Life Safety Code. This provides guidance on how aisles with movable chairs are to be measured, an issue that has often been questioned by enforcement officials.

#### 8-2.5.5.4 from the Life Safety Code

In the case of site boundaries, other than nonfixed seating at tables, for aisle accessways, or aisles, the clear width shall be measured to boundary elements such as walls, guardrails, handrails, edges of seating, tables, and side edges of treads, with the measurement made horizontally to the vertical projection of the elements resulting in the smallest width measured perpendicularly to the line of travel.

# Definitions

The following terms are used in the General and Development Application Package:

|  |  |
|--|--|
| <b>Adjustments</b>   | Available only for construction in the Downtown Zone Districts, adjustments are a mechanism by which certain regulations may be modified. See Section IV-1903, Adjustments, Zoning Code (2002 Ed.), as amended.  |
| <b>Administrative Amendment to the <u>Sarasota City Plan</u></b> | Is any amendment initiated by the City Commission for the sole purpose of: <ol style="list-style-type: none"><li>1. making the <u>Sarasota City Plan</u> consistent with applicable federal, state, or municipal laws, ordinances, regulations and rules as amended;</li><li>2. complying with the order of any court or other entity having subject matter jurisdiction;</li><li>3. addressing annexed parcels; or</li><li>4. a) pursuing modifications that clearly provide a public benefit as recommended by the City Manager in which the City is the applicant, or<br/>b) pursuing modifications recommended by the City Manager in which the City acts to initiate the application and in which the application is prepared and paid for by a non-city applicant.</li></ol>   |
| <b>Affordable Housing Form</b>                                   | A form indicating the impact on Affordable Housing is required for the following Applications: Rezone, Rezone Ordinance Amendment, Street/Right-of-Way Vacation.   |
| <b>Applicant</b>   | An individual, corporation, governmental agency, business trust, estate, trust, partnership, association, two or more persons having a joint or common interest, or other legal entity who files an Application with the Office of the City Auditor and Clerk.   |
| <b>Building Elevation Plans</b>                                  | Building Elevation Plans must be in accordance with the following specifications: <ul style="list-style-type: none"><li>• 11" x 17" Sheet Size preferred (not to exceed 24" x 36", not smaller than 8 ½" x 11")</li><li>• Building and Structure Heights</li><li>• Exterior Material types and finishes.</li><li>• Graphic Scale not greater than 1/8" = 1' displayed on each sheet</li><li>• Locations of doors and windows</li><li>• Seal and Signature of the architect who prepared the elevation plan</li><li>• Title Block including: project name, street address of the project, date of preparation, name and address of the firm that prepared the elevation plan</li></ul> Building Elevation Plans are not required for the following Applications: Off-Site Parking Agreement, Street/R-O-W Vacation, Provisional Use Permits for Non-Profit Bingo and Sidewalk Cafés |
| <b>CRAAB</b>   | The Community Redevelopment Agency Advisory Board which refers to both Downtown and Newtown CRAABs, which are two distinct Boards.   |
| <b>Chapter 163, Part II, Florida Statutes</b>                    | The Local Government Comprehensive Planning and Land Development Regulation Act, as amended.   |
| <b>Chapter 9J-5, Florida Administrative Code</b>                 | The Rules of the Florida Department of Community Affairs, Division of Resource Planning and Management entitled "Minimum Criteria for Review of Local Government Comprehensive Plans and Determination of Compliance," as amended.   |
| <b>Chapter 9J-11, Florida Administrative Code</b>                | The Rules of the Florida Department of Community Affairs, Division of Resource Planning and Management entitled "Governing the Procedure for the Submittal and Review of Local Government Comprehensive Plans and Amendments," as amended  |
| <b>City Amendment to the <u>Sarasota City Plan</u></b>           | An amendment initiated by the City Commission for the purpose of: 1) making the <u>Sarasota City Plan</u> consistent with applicable federal, state, or municipal laws, ordinances, regulations and rules as amended; 2) complying with the order of any court or other entity having subject matter jurisdiction; 3) addressing annexed parcels; or 4(a) pursuing modifications that clearly provide a public benefit as recommended by the City Manager and for which the City will serve  |

as the Applicant and will bear the costs associated with the processing, or 4(b) pursuing modifications recommended by the City Manager and for which a private sector Applicant will undertake the steps and bear the costs associated with the processing.

|   |   |
|---|---|
| <b>Community Workshop</b>                                   | <p>A Community Workshop is required for Conditional Use, Rezone, Rezone Ordinance Amendment, Street/Right-of-Way Vacation, Development Agreement, “G” Zone Waiver, and Brownfield Designation Applications. Copies of following Community Workshop documents should be submitted with any of the above development approval Applications:</p> <ul style="list-style-type: none"><li>• <i>Sign-in sheet of attendees</i></li><li>• <i>Minutes summarizing discussions at the meeting</i></li><li>• <i>Any additional information regarding neighborhood issues deemed relevant</i></li></ul>   |
| <b>Construction Timeline</b>                                | <p>For projects requesting Tax Increment Financing (TIF) fund assistance, provide estimated construction timelines by phase and structure. For example, Phase I includes buildings A and B with the percent of construction completion in Years 1, 2, and 3.</p>  |
| <b><i>de minimis</i> Letter</b>                             | <p>A letter from the City Staff indicating a traffic study is not required because the traffic impact is <i>de minimis</i>. The letter is not required for the following Applications: Street/Right-of-Way Vacation, Off-Site Parking Agreement, Shared Parking Agreement</p>   |
| <b>Development Budget</b>                                   | <p>Budget for construction of the project requesting TIF fund assistance that includes a detailed listing of all sources and uses of funds. For each “use” of funds, indicate the methodology or means by which this estimated cost was derived. For each “source” of funds [debt, equity, public assistance, etc.] detail the status of the funding source and the applicable construction financing terms/details.</p> <p>If ownership of the project is being retained by the applicant [or affiliate or subsidiary] and permanent financing will be obtained, provide a complete development budget upon permanent financing.</p>   |
| <b>Development of Regional Impact (DRI)</b>                 | <p>Development of Regional Impact (DRI) means development authorized pursuant to the provisions of Section 380.06 and 163.3187(1)(b), <i>Florida Statutes</i>, as amended.</p>  |
| <b>Emergency Amendment to the <u>Sarasota City Plan</u></b> | <p>Any amendment initiated by the City Commission to address any occurrence which results or may result in substantial injury or harm to the population or substantial damage to or loss of property or public funds, as authorized by Section 163.3187(1)(a), <i>Florida Statutes</i>.</p>   |
| <b>Encroachment Agreement – Plans</b>                       | <p>An Encroachment Agreement is not unlike an Easement Deed and the exhibits are not unlike a survey or exhibit attached to an easement deed. The purpose and details of the plan should be easily understood by an educated layperson. Plans must be in accordance with the following specifications:</p> <ul style="list-style-type: none"><li>• 8 ½” x 11” Sheet Size, 11” x 17” acceptable if only one sheet required</li><li>• Depiction of the <i>Boundary or Right-of-Way Line</i> from a survey</li><li>• Depiction of <i>structure or object of encroachment</i> either highlighted or hatched/shaded or designated in some other manner to easily differentiate the encroachment</li><li>• Depiction of the <i>dimensions of the encroachment</i>, preferably in feet and tenths of feet</li><li>• <i>Label of the encroachment</i> as “Encroachment” and identification, i.e., balcony, planter, piling cap, etc.</li><li>• <i>Height from Finished Grade and Depth of the Encroachment</i>, with actual MSL elevations desired or required at the discretion of the City Engineer.</li><li>• Copy of current <i>Deed</i> for the property</li><li>• Copy of recent <i>Survey</i> of the property</li></ul> <p>Foundation plans or other plans with superfluous information not directly related to the encroachment are not acceptable.</p> |
| <b>Exterior Site Lighting Plan</b>                          | <p>See Section VII-1402(D), Zoning Code, to determine if an Exterior Site Lighting Plan is required.</p>  |
| <b>Landscape Plans</b>                                      | <p>Landscape Plans must be in accordance with the following specifications:</p> <ul style="list-style-type: none"><li>• 11” x 17” <i>Sheet Size</i> preferred (not to exceed 24” x 36”, not smaller than 8 ½” x 11”)</li><li>• <i>Graphic Scale</i> not greater than 1” = 20’ displayed on each sheet</li></ul>   |

- *All Existing Trees 4" DBH or greater on the site, notation of which will remain and which are proposed for removal.*
- *Canopy of Trees at maturity*
- *Irrigation Plans*
- *Landscaping and Vegetation, existing and proposed, including name, location, quantity, size and type*
- *Seal and Signature of the Florida registered landscape architect who prepared the landscape plan*
- *Title Block including: project name, street address of the project, date of preparation, name and address of the firm that prepared the landscape plan*

Landscape Plans are not required for the following Applications: Street/R-O-W Vacation, Provisional Use Permits for Non-Profit Bingo and Sidewalk Cafés

**Living Wage Job**

A living wage job is defined as a job that pays at least 110% of the Federal poverty level for a family of four.

**Local Planning Agency**

The Planning Board/Local Planning Agency of the City of Sarasota as designated by Article III, Division 2, Section III-201, of the Zoning Code (2002) as adopted on April 29, 2002, and as required by Section 163.3174, *Florida Statutes*.

**Narrative**

The following Applications require a Narrative describing the proposed use, characteristics of the operation [e.g. hours of operation, number of employees, etc.], and the applicable section of the Zoning Code as follows:

- *Adjustment to the Downtown Code* – how the criteria of Section IV-1903(e), Zoning Code, are met.
- *Commercial Wireless Telecommunication Facility* – how the criteria of Section VII-602(H), Zoning Code, as well as how the ‘Additional Submittal Requirements’ outlined in Section VII-602(H)(4), Zoning Code, are met.
- *Development Agreement* - how the criteria of Section IV-1506, Zoning Code, are met.
- *Encroachment Agreement* - how the criteria of Section VII-1201, Zoning Code, are met.
- *Government "G" Zone Waiver* - how the criteria of Section IV-1706, Zoning Code, are met.
- *Major and Minor Conditional Use* - how the criteria of Section IV-906, Zoning Code, are met.
- *Off-Site Parking Agreement* - how the criteria of Section VII-210, Zoning Code, are met.
- *Rezone* – how the criteria of Section IV-1106, Zoning Code, are met.
- *Site Plan* - how the criteria of Section IV- 506, Zoning Code, are met.
- *Street/R-O-W Vacation* - how the criteria of Section IV-1306, Zoning Code, are met and a statement of why the vacation is in the best interest of the City and the public.
- *Tax Increment Financing (TIF) Fund Assistance Request* – how the criteria of Section VI-1001, Zoning Code, are met

**Operating Cash-Flow Pro Forma [15 Year]**

If ownership of the project is being retained by the applicant [or affiliate or subsidiary] of the TIF fund assistance request, provide a projected 15-year operating cash flow pro forma for the project. The pro forma should identify all assumption and should provide a detailed listing of all anticipated revenues, expenses, capital contributions/distributions, etc. The cash flow should identify Net Operating Income [NOI], Cash Flow Before Taxes [CFBT], and Cash Flow After Taxes [CFAT].

**Plat of Vacation**

Plat of Vacation is required for Street/Right-of-Way Vacation Applications only and must be in accordance with the following specifications:

- *11" x 17" Sheet Size* preferred (not to exceed 24" x 36", not smaller than 8 ½" x 11")
- *Area Tabulation* indicating total area of vacated rights-of-way
- *Graphic Scale* not greater than 1" = 100' displayed on each sheet
- *R-O-W boundaries* to be vacated with bearings and distances and/or complete curve data
- *Seal and Signature* of the surveyor or engineer who prepared the boundary survey
- *Title Block* including: north arrow, date of preparation, subdivision or owner's name in accordance with the instruments of record, name and address of the firm that prepared the boundary survey

- *Vicinity Map* preferably at a scale of 1' = 2,000'

**Proffer Statement**

A signed and notarized statement, if offered, detailing any special conditions offered for consideration by the Applicant. A Proffer Statement is required for Rezone, Site Plan, Major and Minor Conditional Use Applications.

**Re-submittals**

A resubmitted Application requires a certified narrative (by signature of owner, developer, representative, engineer, or architect) responding to each issue raised by DRC members; a corresponding pointer on plan documents noting where each narrative issue has been resolved; and changes on plan documents indicated with "clouds".

**Sarasota City Plan**

Is the Comprehensive Plan of the City of Sarasota which contains those statements of intent, goals, objectives, and action strategies adopted by the City Commission.

**Site Plans**

Site Plans must be in accordance with the following specifications:

- *11" x 17" Sheet Size* preferred (not to exceed 24" x 36", not smaller than 8 ½" x 11")
- *Graphic Scale* not greater than 1" = 20' displayed on each sheet
- *Access and Traffic Flow Plans* including parking, loading and internal traffic circulation patterns (plans shall comply with the Engineering Design Criteria Manual and the Traffic Report Circulation Conditions prior to obtaining a building permit)
- *Existing Buildings* and structures on the project zoning lot(s) and within fifty (50) feet of the project's property lines, or such additional distance as may be necessary in order to show major features or conditions that may affect the project
- *Existing Uses* on all adjacent zoning lots
- *Fire Department Connection Locations*
- *Fire Hydrant Locations*, existing and proposed
- *Floor Plans* of the proposed building(s)
- *Height and Type of Fencing and Walls*, existing and proposed
- *Location and Size of all Proposed Buildings* and structures, labeled with use, height, total and gross floor area, and distance to all property lines and between buildings
- *Off-Street Parking and Loading* layout including typical size and number of spaces by location (parking bays). If structured parking, include parking layout of each level (ground and typical)
- *Pedestrian Circulation System and Points of Ingress and Egress*
- *Phasing*, if any
- *Present Zoning* of the zoning lot(s) and all adjacent zoning lots
- *Project Data Block* including:
  - Tabulation of total project area
  - Lot coverage of structures
  - Impervious surface coverage
  - Density, if applicable, (provided by section and for overall project) total number of proposed zoning lots and/or dwelling units
  - No. of off-street parking spaces, required and provided, including handicapped spaces
  - No. of off-street loading space(s)
  - Total floor area and total gross floor area
  - Open space or urban open space, if applicable
  - Handicapped access to structures, including type of ramping and slope
- *Refuse and Collection Areas* including screening and dumpster locations
- *Seal and Signature* of the design professional who prepared the site plan with the exception of Site Plans accompanying applications for Conditional Uses in existing buildings with no site improvements in which case signed and sealed plans are not required
- *Site Lighting Plan* including location, type, height and intensity pattern of all exterior lights, if applicable
- *Streets, Alleys and Rights-of-Way* including street classification and width
- *Title Block* including: north arrow, street address of the zoning lot, date of preparation,

- name and address of the firm that prepared the site plan
- *Utility Lines and Structures* such as water, sewer, gas, electric, telephone, on the project site, including size and/or capacity
- *Vicinity Map* preferably at a scale of 1' = 2,000'
- *Zoning Lot(s) and Parcel Boundary(s)*

For buildings in the Downtown Zone Districts with frontage on a primary street, include:

- *Frontage Type(s)*
- *Minimum percentage of façade along front lot line*, indicate amount required and provided
- *Location of transition line*, if applicable
- *Minimum percentage of glass*, indicate amount required and provided
- *Slope of pitched roof*, if provided
- *List of exterior materials and finishes*

If the Application is an Off-Site Parking Agreement, include both the parent (principal use) site and satellite (off-site) site.

If the Application is a revision to an approved project, the revision block on each plan sheet shall identify the revisions. All revisions shall be noted with "clouds" on the plan submission.

Site Plans are not required for Street/Right-of-Way Vacation Applications.

**Site Civil Engineering Plans**

Site Civil Engineering Plans must be in accordance with the following specifications:

- *11" x 17" Sheet Size* preferred (not to exceed 24" x 36", not smaller than 8 ½" x 11")
- *Graphic Scale* not greater than 1" = 20' displayed on each sheet
- *Proposed Stormwater Plan*
- *Seal and Signature* of the design professional who prepared the site plan
- *Title Block* including: north arrow, street address of the zoning lot, date of preparation, name and address of the firm that prepared the site plan
- *Vicinity Map* preferably at a scale of 1' = 2,000'
- *Water and Sewer Mains and Services*, existing and proposed, including size and capacity
- *Water Flow Demands*, including:
  - Number and size of water meters based on the fixture unit count method
  - Irrigation demand in peak gallons per minute
  - Fire line flow requirements

Site Civil Engineering Plans are not required for the following Applications: Street/R-O-W Vacation, Provisional Use Permits for Non-Profit Bingo and Sidewalk Cafés.

**Small Scale Development Activities**

The types of comprehensive plan amendments described in Section 163.3187(1)(c), *Florida Statutes*.

**State Land Planning Agency or DCA**

The Florida Department of Community Affairs [DCA] as defined by Section 163.3164(20), *Florida Statutes*.

**Street Name Change**

Applications must contain 60% of the property, business owner, or tenant signatures in support of the street name change. [In cases where both property owner and tenant sign the Application, the property owner will supersede the business owner or tenants.] One vote per address will be allowed. City Staff will:

- Verify that the Application requirements have been met
- Assure the proposed name complies with City's street name criteria
- Contact the United States Postal Service to assure the proposed name does not duplicate an existing name in Sarasota County
- Request comments from Sarasota County Emergency Services
- Assure the proposed name change does not cause an undue hardship and is in the best interests of the public

**Topographical and**

These surveys must be in accordance with the following specifications:

**Property Boundary Surveys**

- *11" x 17" Sheet Size* preferred (not to exceed 24" x 36", not smaller than 8 ½" x 11")
- *Graphic Scale* of not greater than 1" = 100' displayed on each sheet
- *All existing easements and other encumbrances* annotated with the following: type, width, purpose, bearings and distances and/or curve data for centerlines or limits, deed book and page references.
- *Area Tabulation* indicating total zoning lot area, and (where applicable) new right-of-way dedications and vacated rights-of-way
- *Lot Boundaries* with bearings and distances and/or complete curve data
- *Seal and Signature* of the surveyor or engineer who prepared the boundary survey
- *Title Block* including: north arrow, date of preparation, subdivision or owner's name in accordance with the instruments of record, name and address of the firm that prepared the boundary survey
- *Vicinity Map* preferably at a scale of 1' = 2,000'

Surveys are not required for the following Applications: Provisional Use Permits for Sidewalk Cafés

**Variance**

A Variance allows deviation from the literal terms of the Zoning Code under certain circumstances and is granted by the Board of Adjustment. It must be filed simultaneously with any other development approval Application for the same site and must be filed simultaneously with a re-submittal.

**Zoning Code (2002 Ed.)**

The Zoning Code for the City of Sarasota adopted by reference in Ordinance No. 02-4357 on April 29, 2002, as amended.

**Zoning Code Confirmation or Interpretation**

A Zoning Code Confirmation or Zoning Code Interpretation is a formal, written confirmation or interpretation of the Zoning Code, 2002 Edition, made by the Director of Neighborhood and Development Services. A copy should be submitted with the Development Approval Application if the property or proposed development has been the subject of a Zoning Code Confirmation or Zoning Code Interpretation.



## THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA LONG RANGE PLANNING DEPARTMENT SCHOOL CONCURRENCY APPLICATION PROCESS

### Introduction:

Section 163.3180(13), Florida Statutes requires that School Districts and Local Governments adopt a School Concurrency Management System. The School District of Sarasota County, Sarasota County Government, the Town of Longboat Key and the cities of North Port, Sarasota and Venice entered into an interlocal agreement establishing the process and procedures to facilitate public school facilities planning. The School Concurrency Management System requires the School District of Sarasota County to maintain a minimum level-of-service for public school facilities. Accordingly, all new development must be reviewed to ensure that adequate school capacity is in place or will be in place to mitigate the impacts of additional students on the public school system.

### School Concurrency Application Process:

All proposed new residential development shall submit a complete School Impact Analysis Application packet, including the applicable fees with checks made payable to the Sarasota School District, for review and analysis by the School District. The application may be submitted by mail, in person or via email to the Sarasota School District.

Mail or Deliver In Person To: School Board of Sarasota County  
Long Range Planning Department  
7895 Fruitville Road  
Sarasota, FL 34240  
Via E-mail to: [micki\\_ryan@sarasota.k12.fl.us](mailto:micki_ryan@sarasota.k12.fl.us)

Upon receipt of the completed application to the School District, the applicant will be given a School Impact Analysis Application Letter of Receipt. This letter must be included as part of the development review package for submittal to the appropriate local governmental agency and must be submitted to them within ten (10) days of the date of that letter or a new letter of receipt will need to be issued by school district staff. After the local government has deemed the proposed project as accepted and notified the School District, district staff will then encumber school capacity based on that date and the project will be in line for school concurrency capacity.

The final results of the School Impact Analysis shall be provided to the local government's Case Planner within the time frames set by each local government for their respective development review processes.

**For information regarding the application process or the forms needed for submittal, please contact the School District's Long Range Planning Department at 941-927-9000 extension 31193. The forms are also available from the City's Office of the City Auditor and Clerk.**

## **To: Developers in the City of Sarasota's Downtown Area**

**Re: Information regarding FPL's conversion of overhead facilities to underground in the downtown area.**

Greetings:

Florida Power and Light (FPL) recognizes the importance of achieving and maintaining a highly stable electrical network, especially where increasing density and decreasing open space provide unique and severe challenges for standard electric service. Therefore, FPL has recently re-classified a portion of downtown Sarasota as a "Designated Underground Area" (DUGA).

This re-classification will allow FPL to plan for, and build, an entirely underground system which will ultimately replace the existing overhead system currently in place throughout much of the downtown Sarasota area. This is a huge commitment from FPL to both the City of Sarasota and our downtown customers, and will improve the overall maintainability, service reliability, and continuity of service to the downtown area.

FPL will achieve these benefits by providing additional feeder capacity throughout the downtown area through the progressive installation of a network of interconnecting underground duct and manhole systems. This proposed underground plan will provide a virtual underground "superhighway" for the installation of the overall grid system conductors and will provide for a ready means for expansion of the grid to meet the future electrical needs of the growing downtown area.

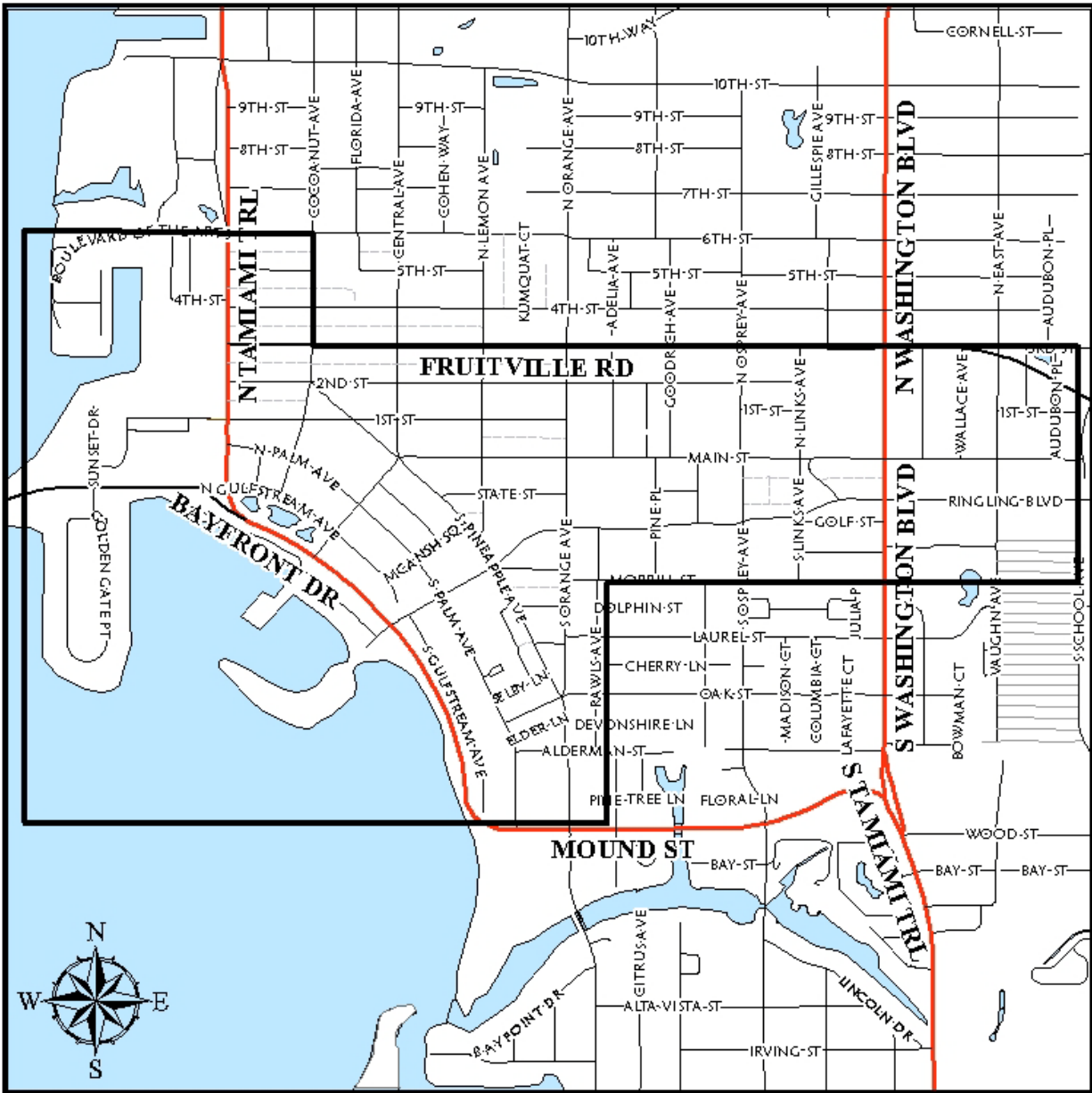
However, the best network of ducts and manholes will be of little avail without the assistance of our customers. Because of the maximization of space in each building and on each lot, there is little space left for the equipment required to make this system work to its highest potential. Customers who are already into the design, and sometimes the permitting stage, of new/retrofitted buildings, are often reluctant to provide a room large enough to house the switching and automatic throw-over equipment necessary to make the downtown system work, which often limits FPL's ability to extend the highest level of service.

FPL requests developers within the downtown DUGA area to make early contact with FPL and to begin negotiations on service requirements. Early developer contact will allow for an adequately sized and sited vault room to house the electrical equipment necessary to serve the customer, and provide for the throw-over equipment to make this proposed system work to its highest potential.

Thank you for your consideration and assistance in working toward an improved and efficient downtown electrical system. Please contact the Customer Service Representative of FPL at (941) 927-4251 and ask for the representative for your geographical area to set up an appointment to discuss the requirements for your development project.

Sincerely,

*Florida Power and Light Co.*

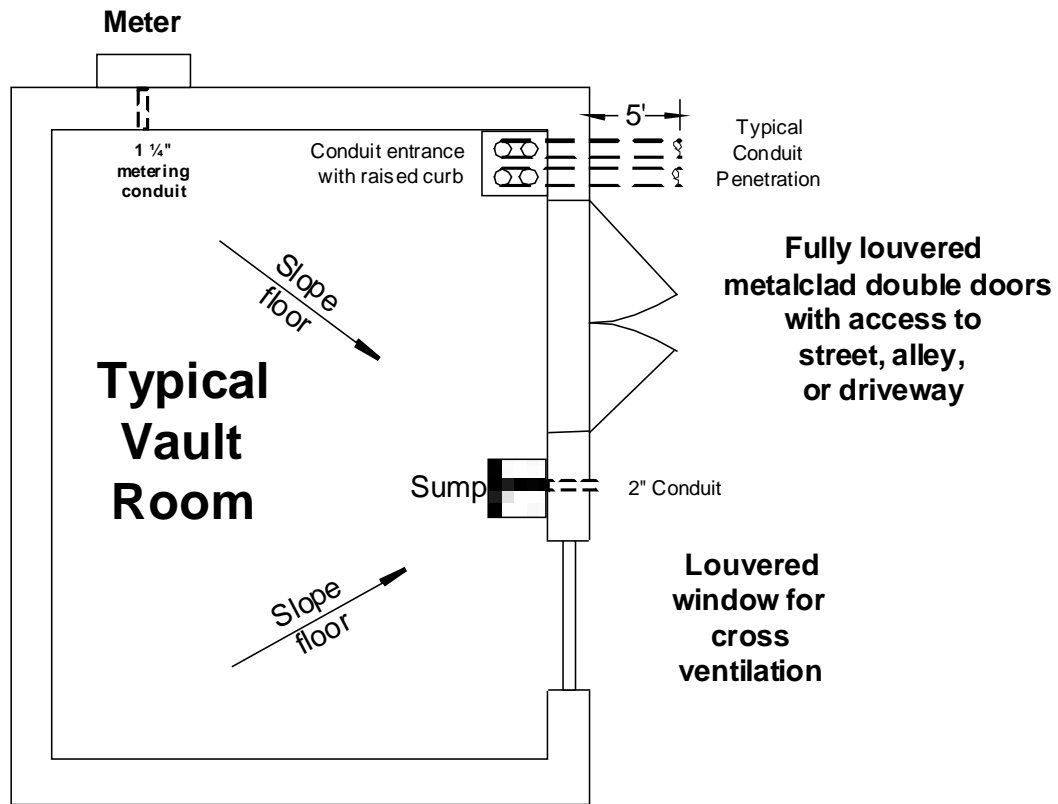


**FPL Boundary map of  
Sarasota D.U.G.A.**

FPL Project Manager contact for downtown Sarasota

Inside D.U.G.A. area:  
Scott Shuck  
(941) 927-4260

Outside D.U.G.A. area:  
Shanon Wright  
(941) 927-4216



- Vault rooms are sized to provide for the present and the future electrical needs of the customer and FPL.
- FPL will provide detailed specifications early in the design stage of the customer's building project.
- This will assure a vault room of adequate size before the building contractor starts construction.
- Vault rooms are required to be ground floor accessible to FPL trucks and maintenance personnel.

**Approximate vault room dimensions:**

( actual size to be determined at time of plan review by FPL )

- Small** - for buildings 2 to 3 stories,  
- one requested voltage ( one transformer ),  
16' W X 18' D X 11' H
- Medium** - for buildings 4 to 7 stories,  
- one requested voltage ( one transformer ),  
22' W X 24' D X 12' H
- Large** - for buildings 8 to 12 stories,  
- multiple voltages requested ( two transformers max ),  
22' W X 30' D X 12' H
- Extra Large** - for buildings 13 to 18 stories,  
- multiple voltages requested ( two to three transformers )  
22' W X 40' D X 12' H