



Memorandum

Date: September 14, 2023

To: City of Sarasota Development Community
From: Lucia Panica, Development Services Director 
Thru: Marlon Brown, City Manager
Subject: **Development Review Committee Partial Sign Off**

During the Development Services Department periodical review of its internal and external development review processes, it was discovered that the process of Development Review Committee (DRC) partial sign off deviated over time from what was originally approved in the DRC Process Enhancements Report approved by the City Commission at their March 2, 2009, meeting.

This report included language allowing for, "the flexibility of DRC Staff for sign off related to minor issues such as typographic errors, minor discrepancies between plans, and other minor defects. The case planner has final determination as to whether the outstanding issues are minor and warrant this conditional sign off and will establish a time frame at the DRC meeting as to when these minor defects are to be corrected by."

Development Services and the DRC will be returning to the original intent of the process as approved by City Commission and staff will allow partial sign off only in instances where there are minor discrepancies between plan sheets, typos, or other small corrections to be made.