



Administrative Regulation No. 030.A006.0924

Guidelines for Seeking Amendment to the *Sarasota City Plan*

I. Purpose

The purpose of this Administrative Regulation is to set forth the City of Sarasota's uniform procedures and format for the processing of requests to amend the Sarasota City Plan.

II. Definitions

Administrative Amendment – means any amendment initiated by the City Commission for the sole purpose of:

Pursuing modifications recommended by the City Manager in which the City, through approval of the City Commission, acts to initiate the application and in which the application is prepared and paid for by a non-city applicant.

Applicant - means 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 undertakes to initiate an amendment to the Sarasota City Plan by filing an application with the City Auditor and Clerk.

Chapter 163, Part II, Florida Statutes - means the Community Planning Act, as amended (Section 163.3161, Florida Statutes).

Department - means the City of Sarasota Planning Department.

Expedited State Review - means the process for adopting comprehensive plan amendments that requires State Land Planning Agency review as described in Subsection 163.3184 (3), Florida Statutes.

Guidelines - means this document entitled "Guidelines for Seeking Amendments to the Sarasota City Plan".

Local Planning Agency (LPA) - means the City of Sarasota Planning Board as designated by Article III, Division 2, Section III-201 of the City's Zoning Code and as required by Section 163.3174, Florida Statutes.

Sarasota City Plan - is the comprehensive plan of the City of Sarasota which contains statements of intent, goals, objectives, and action strategies adopted by the City Commission.

Small Scale Development Amendment - means the type of comprehensive plan amendment described in Section 163.3187, Florida Statutes.

State Coordinated Review - means the process for adopting comprehensive plan amendments that requires State Land Planning Agency review as described in Subsection 163.3184 (4), Florida Statutes.

State Land Planning Agency - means the Florida Department of Commerce or successor agency.

Zoning Code - means the Zoning Code for the City of Sarasota.

III. Background and General Provisions

1. Purpose

The purpose of these guidelines is to provide Applicants seeking amendments to 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., c., or d. below, the City Commission will consider all proposed amendments to the Sarasota City Plan. Appendix I reflects the annual amendment schedule that is applicable to all petitions with the exceptions noted below.

(b) The annual amendment schedule (Appendix I) does not apply to an administrative amendment which shall be processed after City Commission authorization. Although the dates and deadlines of the Annual Amendment Schedule do not apply, the processing of such amendment shall follow the process outlined in the Annual Amendment Schedule starting with a pre-application conference followed by a community workshop, application submittal, substantive review and analysis, and public hearings with the Local Planning Agency and City Commission. An administrative amendment is:

(1) 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.

- (c) The Annual Amendment Schedule does not apply to a proposed comprehensive plan amendment for a property(s) containing a building or site that is locally designated as historic, or containing a building or site that is listed on the National Register of Historic Places, or is a contributing building or site to a locally designated historic district, or is a contributing building or site to a historic district listed on the National Register of Historic Places, provided the City Manager determines the proposed amendment will promote the rehabilitation, preservation, or adaptive reuse of the designated historic building or site, or the contributing building to a historic district. Although the dates and deadlines of the Annual Amendment Schedule do not apply, the processing of such amendment shall follow the process outlined in the Annual Amendment Schedule starting with a pre-application conference followed by a community workshop, application submittal, substantive review and analysis, and public hearings with the Local Planning Agency and City Commission.
- (d) The Annual Amendment Schedule does not apply to a city-initiated comprehensive plan amendment authorized by the City Commission that updates a chapter(s) of the comprehensive plan. Although the dates and deadlines of the Annual Amendment Schedule do not apply, the processing of such amendment shall follow the process outlined in the Annual Amendment Schedule starting with a pre-application conference followed by a community workshop (when applicable), application submittal, substantive review and analysis, and public hearings with the Local Planning Agency and City Commission.

3. Applicability

(a) Small Scale Development Amendment

An applicant initiating an amendment to the Sarasota City Plan may request that the application be processed as a small-scale development amendment as described in Section 163.3187, Florida Statutes. This request shall be accompanied with evidence to demonstrate that the application satisfies the criteria for small scale development amendments. However, the final decision as to whether any petition shall be processed as a small-scale development amendment, regardless of whether the criteria found in Section 163.3187 are met for the petition, shall be within the sole discretion of the Director of Planning. This is because certain petitions may pertain to land uses which have an impact within the community which is significant enough to warrant proceeding through a State Land Planning Agency review process.

The procedures outlined in Section C, C.1 through C.6, shall be applicable to small scale development amendments. These procedures require only one public hearing before the Local Planning Agency and one public

hearing before the City Commission. Sections C.7 through C.11 shall be applicable to plan amendments that require State Land Planning Agency review. Additionally, Sections C.7 through C.11 shall also apply to small scale development amendments if the Director of Planning elects to make these additional procedures applicable.

(b) 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. Time periods are approximate and may be adjusted as needed. Applicants shall be consulted with scheduling adjustments.

4. Application Form

The Sarasota City Plan application form contains instructions for making application and associated data needs. The application form is located within the Development Application Forms provided by the Office of the City Auditor and Clerk.

5. Community Workshop

All non-City applicants seeking amendment(s) to the Sarasota City Plan Future Land Use Map Series or Goals, Objectives, and Action Strategies of the comprehensive plan shall be required to hold a community workshop to inform the neighboring property owners, residents, and business owners as to the nature of the proposal.

For City-initiated amendments, a community workshop shall 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 affect a specific and limited area of the City (determined by the Director of Planning).

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A community workshop shall be conducted in accordance with Zoning Code Section IV-201 - applications and administrative review, (b) community workshops.

6. Fees

The fees for filing an application to amend the Sarasota City Plan are identified in the Development Application Forms provided by 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 or an application seeking other approvals. All 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 by Appendix II.

IV. Application Preparation and Review Process

1. Pre-application Conference

(a) In accordance with the annual amendment schedule (Appendix I), an applicant seeking to initiate a proposed amendment to the Sarasota City Plan shall submit a Development Application Form for a pre-application conference with the Development Review Committee (DRC) 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.

(b) Upon receipt of the request, a pre-application conference will be scheduled in accordance with the annual amendment schedule (Appendix I). The pre-application meeting shall be held with the City's DRC. During the meeting, representatives of the applicant and City government will discuss the proposal, the procedures for processing the proposed amendment, the petition forms to be used in submitting the application, and other relevant issues.

(c) In accordance with the annual amendment schedule (Appendix I), the 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 to ensure internal consistency between the proposed amendment and those other documents.

2. Community Workshop

See Section III Background and General Provisions, Item 5.

3. Application Submittal and Completeness Review

(a) A complete application shall be filed with the Office of the City Auditor and Clerk in accordance with the annual amendment schedule (Appendix I) and shall include:

- a completed Development Application Form.
- a summary of the comments (i.e.: minutes) and sign-in sheet from the community workshop held on the proposed amendment.
- a demonstration as to how the application addresses and is consistent with the applicable requirements of Chapter 163, Florida Statutes.
- the application fee identified in the Development Application Form 1, and
- any additional information as determined by the Planning 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 (Appendix I), the Planning Department 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 and submit that addendum to the Office of the City Auditor and Clerk in accordance with the annual amendment schedule (Appendix I). No substantive review and analysis of the application will be performed until the application is deemed complete.

(c) Once the application is found to be complete, the Planning Department will advise the City Auditor and Clerk that the application is sufficient, and the City Auditor and Clerk shall issue a notice of filing in accordance with Zoning Code Section IV-201 - applications and administrative review.

4. Substantive Review and Analysis

(a) In accordance with the annual amendment schedule (Appendix I), the Planning Department will, in conjunction with other City agencies, 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 such as that 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, Florida Statutes.

- (b) As a result of its analysis, the Planning Department will prepare a report and recommendation in accordance with the annual amendment schedule (Appendix I) and transmit this report and the amendment request to the Local Planning Agency.

5. Local Planning Agency Public Hearing

- (a) The Local Planning Agency shall hold a transmittal stage public hearing for a proposed amendment to the Sarasota City Plan in accordance with the annual amendment schedule (Appendix I), except for a small-scale development amendment 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 in accordance with Zoning Code Section IV-202 - notices and public hearings.
- (c) The public hearing may be continued from time to time as necessary.
- (d) Public participation in the review process is reflected by Appendix II.
- (e) At the close of the public hearing, the Local Planning Agency shall make a recommendation to the City Commission regarding transmittal and adoption of a proposed amendment that requires State Land Planning Agency review. The recommendation may be to approve, approve with modifications, or deny the proposed amendment.
- (f) If the Local Planning Agency is considering a proposed small scale development amendment, it shall make a recommendation to the City Commission to approve, approve with modifications, or deny the proposed amendment.

6. City Commission Transmittal Public Hearing

- (a) In accordance with the annual amendment schedule (Appendix I), the City Commission will hold a transmittal stage public hearing for a proposed amendment requiring State Land Planning Agency review. A small-scale development amendment (including an administrative amendment determined to be a small-scale development amendment) does not require a transmittal public hearing; therefore, this hearing is the adopting hearing.

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- (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) Public participation in the review process is reflected by Appendix II.
- (e) The City Commission may approve or approve with modifications, through the adoption of an appropriate resolution, a proposed Sarasota City Plan amendment for transmittal to the State Land Planning Agency and other governmental review agencies. The City Commission may also deny transmittal of the proposed amendment, and therefore, the proposed amendment is denied.

The City Commission is authorized to transmit a proposed comprehensive plan amendment to the State Land Planning Agency and other review agencies in accordance with the Code of Sarasota, Florida, Article IV. – powers and duties of City Commission, Sec. 2. – enactment of ordinances and resolutions.

- (f) If the City Commission is considering a proposed small scale development amendment, it may remand the proposal back to the Local Planning Agency for further study and another recommendation to approve, approve with modifications, or deny such application. Any approval of the City Commission will be done by adoption of an ordinance.

The City Commission is authorized to adopt a proposed comprehensive plan amendment in accordance with the Code of Sarasota, Florida, Article IV. – powers and duties of City Commission, Sec. 2. – enactment of ordinances and resolutions.

7. Transmittal of the Proposed Amendment to the State Land Planning Agency and Other Review Agencies for Review and Comment

- (a) In accordance with the annual amendment schedule (Appendix I), the City Planning Department will transmit the proposed amendment, any proposed changes to the amendment made by the City Commission, the staff analysis, and the Local Planning Agency recommendation to the State Land Planning Agency and review agencies for review and comment.
- (b) In accordance with Section 163.3184, Florida Statutes, the State Land Planning Agency and review agencies will review the proposed amendment and return written comments, objections, and recommendations, to the City within 30 days from receipt of an Expedited State Review Amendment or within 60 days from receipt of a State Coordinated Review Amendment.

8. Local Planning Agency Review and Action Subsequent to Receipt of State Land Planning Agency and other Review Agency Responses (if necessary)
 - (a) In accordance with the annual amendment schedule (Appendix I), the Director of Planning shall determine whether the State Land Planning Agency's and review agencies' responses contain issues of substance, as opposed to formatting and technical issues, which would warrant a second public hearing by the Local Planning Agency and shall notify the Local Planning Agency accordingly. If 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) Public participation in the review process is reflected by Appendix II.
 - (c) After the public hearing, if one is held, the 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 this recommendation to the City Commission will be accompanied by the State Land Planning Agency's and review agencies' responses.
 - (d) If a public hearing by the Local Planning Agency is not held, the Planning Department shall make a recommendation to the City Commission as to whether the amendment should be adopted, adopted with modifications, or denied. Transmittal of this recommendation to the City Commission will be accompanied by State Land Planning Agency's and review agencies' responses.
9. City Commission Review and Action Subsequent to Receipt of the State Land Planning Agency and other Review Agency Responses and Local Planning Agency Recommendations
 - (a) In accordance with the annual amendment schedule (Appendix I), the City Commission shall notice and commence a public hearing on the proposed amendment pursuant to the provisions of Section 163.3184, Florida Statutes.
 - (b) Public participation in the review process is reflected by Appendix II.
 - (c) After 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 City Commission is authorized to adopt a proposed comprehensive plan amendment in accordance with the Code of Sarasota, Florida, Article IV. –

powers and duties of City Commission, Sec. 2. – enactment of ordinances and resolutions.

10. Submittal of Approved Amendment to the State Land Planning Agency and Applicable Review Agencies

In accordance with the annual amendment schedule (Appendix I), the ordinance adopting the amendment and any statements of change from the initial transmittal (see Section C.7.) shall be submitted to State Land Planning Agency and applicable review agencies.

11. State Land Planning Agency Action Upon Receipt of Adopted Amendment

- (a) For a State Coordinated Review Amendment, the State Land Planning Agency shall review the submitted amendment for completeness and shall notify the City of any deficiencies within 5 working days after receipt of an amendment package. Within 45 days from receipt of the amendment, the State Land Planning Agency shall publish a notice of intent on its internet website to find the amendment in compliance or not in compliance. A plan amendment adopted under the State Coordinated Review Process shall go into effect pursuant to the State Land Planning Agency's notice of intent. If timely challenged, an amendment does not become effective until the State Land Planning Agency or the Administration Commission enters a final order determining the adopted amendment to be in compliance.
- (b) For an Expedited State Review Amendment, the State Land Planning Agency shall review the submitted amendment for completeness and shall notify the City of any deficiencies within 5 working days after receipt of an amendment package. An Expedited State Review Amendment does not become effective until 31 days after the State Land Planning Agency notifies the local government that the plan amendment package is complete. If timely challenged, an amendment does not become effective until the State Land Planning Agency or the Administration Commission enters a final order determining the adopted amendment to be in compliance.

V. Appendices

- I. Annual Amendment Schedule
- II. Public Participation Activities
- III. Administrative Interpretations

APPENDIX I.
ANNUAL AMENDMENT SCHEDULE

	ACTIVITY	TIMELINE	CUMULATIVE ELAPSED TIME ⁽¹⁾
1	REQUEST FOR A PRE-APPLICATION CONFERENCE	RECEIVED BY THE 4 TH WEDNESDAY OF MAY	0 DAYS
2	PRE-APPLICATION CONFERENCE	HELD NO LATER THAN THE 1 ST WEDNESDAY OF JULY	42 DAYS
3	COMMUNITY WORKSHOP	HELD NO LATER THAN THE 3 RD WEDNESDAY OF AUGUST	84 DAYS
4	APPLICATION SUBMITTAL FOR COMPLETENESS REVIEW	RECEIVED NO LATER THAN THE 4 TH WEDNESDAY OF AUGUST	91 DAYS
5	COMPLETENESS REVIEW	COMPLETED NO LATER THAN THE 4 TH WEDNESDAY OF SEPTEMBER	119 DAYS
6	SUBMITTAL OF ADDITIONAL DATA (if necessary)	RECEIVED BY THE 2 ND WEDNESDAY OF OCTOBER	133 DAYS
7	SUBSTANTIVE REVIEW AND ANALYSIS	COMPLETED NO LATER THAN THE 4 TH WEDNESDAY OF DECEMBER	210 DAYS
8	LOCAL PLANNING AGENCY PUBLIC HEARING	COMPLETED NO LATER THAN THE 2 ND WEDNESDAY OF FEBRUARY	259 DAYS
9	CITY COMMISSION PUBLIC HEARING	SCHEDULED FOR NEXT AVAILABLE CITY COMMISSION AGENDA	

-----SEE NOTE #2 BELOW-----

EXPEDITED STATE REVIEW PROCESS

10	REVIEW AGENCIES' COMMENTS SENT TO THE CITY	COMPLETED NO LATER THAN 30 DAYS AFTER RECEIPT OF PLAN AMENDMENT TRANSMITTAL	
11	LOCAL PLANNING AGENCY FINAL REVIEW AND ACTION, IF NEEDED; CITY COMMISSION SECOND PUBLIC HEARING	COMPLETED NO LATER THAN 180 DAYS AFTER RECEIPT OF REVIEW AGENCIES' COMMENTS	
12	ADOPTION AND SUBMITTAL TO STATE LAND PLANNING AGENCY AND APPLICABLE REVIEW AGENCIES	STATE LAND PLANNING AGENCY DETERMINES COMPLETENESS WITHIN 5 WORKING DAYS AFTER RECEIPT OF ADOPTED AMENDMENT	
13	EFFECTIVE DATE IF NOT CHALLENGED	EFFECTIVE DATE IS 31 DAYS AFTER AMENDMENT IS DETERMINED TO BE COMPLETE	

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STATE COORDINATED REVIEW PROCESS

14	REVIEW AGENCIES' OBJECTIONS, RECOMMENDATIONS, AND COMMENTS SENT TO THE CITY	COMPLETED NO LATER THAN 60 DAYS AFTER RECEIPT OF PLAN AMENDMENT TRANSMITTAL
15	LOCAL PLANNING AGENCY FINAL REVIEW AND ACTION, IF NEEDED; CITY COMMISSION SECOND PUBLIC HEARING	COMPLETED NO LATER THAN 180 DAYS AFTER RECEIPT OF REVIEW AGENCIES' COMMENTS
16	ADOPTION AND SUBMITTAL TO STATE LAND PLANNING AGENCY AND APPLICABLE REVIEW AGENCIES	STATE LAND PLANNING AGENCY DETERMINES COMPLETENESS WITHIN 5 WORKING DAYS AND ISSUES A COMPLIANCE DETERMINATION WITHIN 45 DAYS
17	EFFECTIVE DATE IF NOT CHALLENGED	ADOPTED PLAN AMENDMENT GOES INTO EFFECT PURSUANT TO THE STATE LAND PLANNING AGENCY'S NOTICE OF INTENT

TABLE NOTES:

- (1) Values found under the "Cumulative Elapsed Time" column are approximate and will vary with changing calendar years or scheduling adjustments.
- (2) Comprehensive plan amendments that qualify as small-scale development amendments are processed through step #9 only and are not required to be reviewed by the State Land Planning Agency.

Comprehensive plan amendments requiring State Land Planning Agency review are processed through either the Expedited State Review Process or the State Coordinated Review Process.

APPENDIX II.

PUBLIC PARTICIPATION ACTIVITIES

In accordance with Section 163.3181, Florida Statutes, 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 City shall maintain an email subscription list reflecting those persons who have noted an interest in the comprehensive planning process. Individuals can sign up via the City website for email notices of public meetings. The Planning Department shall email to those upon the email subscription 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 upon the email subscription list, the Planning 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.
 3. The Planning Department shall cause a notice to be advertised in a newspaper of general circulation within the City of Sarasota, of all public hearings regarding the Sarasota City Plan held by the Local Planning Agency or the City Commission, at least fifteen (15) days prior to the date of said public hearing. Said notice shall state the date, time, place and subject of the public hearing, the procedure for submitting written comments, and that copies of the agenda and that any drafts of the amendment or update may be obtained in the Planning Department. The notice shall also state that any person may appear at the public hearing and be heard regarding the topic to be discussed. The advertisements specified in Section 163.3184, Florida Statutes, as amended, shall apply to transmittal stage public hearings and adoption stage public hearings held by the Local Planning Agency and City Commission.
- B. Written Comments - The general public is encouraged to submit written comments pertaining to a proposed amendment or update of the Sarasota City Plan. Comments may be mailed, emailed, or delivered in person to the Planning 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 Section 163.3184, Florida Statutes, as amended, the following procedures shall apply:

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1. Public hearings 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 shall be scheduled to allow for public input. Said public hearings shall be advertised pursuant to Paragraph 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 or verbal comments to the Local Planning Agency at said public hearings. The general public is hereby encouraged to attend the public hearings and provide input concerning proposed site-specific amendments or updates of the Sarasota City Plan. The City shall make available for public inspection the minutes of all such public hearings.
- D. Dissemination of Information - The Planning Department shall make all proposed amendments and associated documents available for inspection by the general public at the Planning Department located at City Hall, Sarasota, Florida. Copies of proposed updates or amendments to the Sarasota City Plan shall be available, for no charge, to members of the general public at the Planning Department, prior to final adoption of the proposed update or amendment by the City Commission.

Subsequent to final adoption of the proposed amendment or update of the Sarasota City Plan, the Planning 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

APPENDIX III.

ADMINISTRATIVE INTERPRETATIONS

The Director of the Planning Department is responsible for administering the Sarasota City Plan. This responsibility includes the rendering of administrative interpretations of the Sarasota City Plan.

A. Administrative Interpretations 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 Planning Department unless the City Commission reverses or modifies the interpretation upon its own motion or upon an appeal pursuant to Section 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 Planning 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 Planning 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 Planning Department by submitting a notice of appeal in letter form and a Development Application form along with the appropriate fee to the City Auditor and Clerk's Office within fifteen (15) days after the written interpretation was mailed. The Planning 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 Planning Department shall prepare an Agenda Request for submission to the City Auditor and Clerk's Office to place the item on a City Commission meeting agenda. The City Commission shall hear the Planning 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

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order to hear and decide an appeal from an administrative interpretation of the Sarasota City Plan.



Steven R. Cover, AICP
Director of Planning

9-12-24

Date



Marlon Brown
City Manager

09-17-24

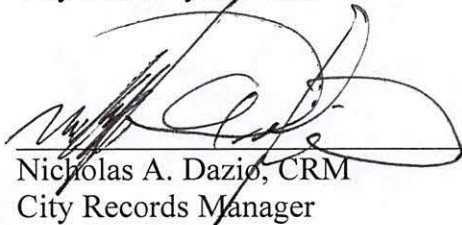
Date



Shayla Griggs
City Auditor & Clerk

9-17-24

Date



Nicholas A. Dazio, CRM
City Records Manager

9/19/2024

Date