

Sample Property Owner Notification

PUBLIC WORKSHOP

For a proposed rezoning of 10 acres located at 1000 Deshler Way, Venice, FL will be held:

DATE: Thursday, May 6, 2008
TIME: 6 p.m.
PLACE: 10000 Venice Avenue, Venice, FL.
CONTACT: Joe Smith (941)999-9999

Mr. Smith will be holding a workshop to discuss the proposed rezone of the 10-acre parcel to the Residential, Multi-Family—4 (RMF-4) zoning district to allow for up to 80 condominium units. The purpose of this workshop is to inform neighboring property owners about the nature of the proposal and to seek comments. We look forward to seeing you there.

Sample Public Notice

PUBLIC NOTICE

A public workshop will be held to discuss a rezoning to Residential, Multi-Family—4 (RMF-4) on 10 acres located at 1000 Deshler Way.

This is not a public hearing. The purpose of this meeting is to inform neighboring property owners of the nature of the proposal and to seek their comments.

The meeting will be held on Thursday, May 6, 2008 at 6 p.m. at 10000 Venice Avenue, Venice, FL.
Contact person: Joe Smith (941) 999-9999.

City of Venice
Planning & Zoning Dept.
401 W. Venice Avenue
Venice, FL 34285
Phone: 941-486-2626



Guide to Public Workshops



"City on the Gulf"

Planning & Zoning Department
www.venicegov.com

941-486-2626

Public Workshops

If you are applying for a development plan (including zoning map amendment, preliminary plat, site and development plan, special exception and conditional use) you may be required to hold a public workshop.

There are some types of developments or land-use changes that are exempt from workshop requirements. Please check the Land Development Code or contact a planning staff member to review these.

Why do I need to hold a workshop?

The workshop offers an opportunity to listen to the concerns of citizens before you enter into the formal application process. The workshop may be a chance to improve your plan or make modifications that will make a big difference to your neighbors.

Who do I notify about the workshop?

- * All owners of property within 250 feet of the boundary lines of the property for which the land-use petition is requested at least 30 days prior to the workshop.
- * There are other variations that apply. Please contact a planning staff member for further information.
- * Registered Neighborhood Associations with the City.
- * Notice of the workshop must be advertised in a newspaper of general circulation in the city at least 30 days prior to the workshop.

What should I provide for review at the workshop:

- 1) Recent aerial of the site and surrounding area.
- 2) Adopted zoning map and zoning designation of the subject property.
- 3) Adopted FEMA Floodplain Map.
- 4) Adopted Habitat Map from the City of Venice Comprehensive Plan.
- 5) Adopted Future Land Use Map from the City of Venice Comprehensive Plan.
- 6) Application review criteria from the Code of Ordinances for the application being sought.

When do I hold the workshop?

You must hold the workshop on a regular business day, Monday through Friday, and not on a federal holiday. The public workshop shall not start before 5 p.m. or after 8 p.m.

Where do I hold the workshop?

All public workshops must be located within city limits and preferably near the project site.



What do I do at the workshop?

Review your conceptual plan, proposed layout and explain your proposal and listen to what people have to say. You'll need to turn in a written summary of the meeting, so be sure to write some notes as you listen. You'll also need a sign-in sheet for those attending the workshop.

What do I do after the workshop?

After the workshop, you may file your formal application with the Planning & Zoning Department. With your application, you must provide:

- 1) Copy of newspaper ad,
- 2) Copy of notice to property owners,
- 3) Copy of sign-in sheet,
- 4) A written summary of material presented and issues raised at the workshop and how the issues were addressed.

Who do I contact if I have questions?

Contact a Planning & Zoning staff member:

Roger Clark, Planner
rclark@ci.venice.fl.us
941-486-2626, Ext. 28004

Kellie Bricker, Planning Coordinator
kbricke@ci.venice.fl.us
941-486-2626, Ext. 28002

Chad Minor, AICP, LEED G.A.
Planning Administrator
cminor@ci.venice.fl.us
941-486-2626, extension: 28006