

Sec. 55-64. Noticing Requirements.**(a) Noticing requirements for development applications.****i. Certified mail notice required**

A certified mail notice of public hearings to be held on a development application by the Planning and Zoning Board and the Town Commission shall be mailed by the applicant, return receipt requested, at the applicant's expense, to the owners of record of property located within the following radii from the property proposed for development:

Nonresidential projects up to 30,000 square feet of gross building area or residential projects up to 50 units: all properties within 300 feet;

Nonresidential projects greater than 30,000 but not more than 75,000 square feet of gross building area or residential projects with more than 50 but not more than 150 units: all properties within 2,500 feet;

Nonresidential projects exceeding 75,000 square feet of gross building area or residential projects exceeding 150 units: all properties within the Town's incorporated area, including all properties outside of the Town's incorporated area if they are captured within the minimum 300 foot buffer of the proposed project site.

All notices for development applications shall be mailed at least 14 days prior to the public meeting which is the subject of the notice, and shall state the date, time and place of the meeting, the name of the property owner, and applicant and the street address of the property. A newspaper ad containing same information shall be published in a newspaper of general circulation or by any other method provided by Florida Law, as amended.

Any applicant for a nonresidential project exceeding 75,000 square feet of gross building area and/or residential project over 150 units must conduct a community outreach meeting at a local venue (that does not include Town Hall) to inform the public of the project and solicit public feedback following the department's initial review of the applications for completeness and sufficiency. All notices for community outreach meetings shall be mailed to all town property owners and tenants by the applicant at the applicant's expense and shall state the date, time and place of the community outreach meeting, name of the property owner, the name of the project and applicant, and a general written description of the request and the location or specific street address of the property if available. Such notices shall be mailed by the applicant at least 21 days in advance of the scheduled date for the community outreach meeting. All community outreach meetings shall additionally be noticed on the Town's available social media and other notification platforms, including, but not limited to, the Town website and any other available tools and resources. Community outreach notices may be sent by regular mail.

Applicants for development projects which do not require a public hearing pursuant to live local laws or other applicable laws, must conduct a community outreach meeting at a local venue (that does not include Town Hall) to inform the public of the project and solicit public feedback following the department's initial review of the applications for completeness and sufficiency. All noticing for community outreach meetings shall be mailed to all town property owners and tenants by the applicant at the applicant's expense and shall state the date, time and place of the community outreach meeting, name of the property owner, the project name, the name and contact information of the project applicant and developer, and a general written description of the request and the location or specific street address of the property if available. Such notices shall be mailed by the applicant at least 21 days in advance of the scheduled date for the community outreach meeting. All community outreach meetings shall additionally be noticed on the Town's available social media and other notification platforms, including, but not limited to, the Town website. Community outreach notices may be sent by regular mail.

All outreach materials/flyers shall be provided to the Town's Public Information Officer at least 14 days in advance of the desired publication date, for review and approval.

ii. Posting of public notice signage on property – applicable to all projects.

Development project applicants shall post a high-contrast public notice sign on the property along all street fronts abutting the project area and shall be clearly visible and legible from all abutting rights-of-way and located within 25 feet of the property frontage. Signs shall be at least 6 feet in height and contain a minimum face area of (TBD). The signs shall be continuously maintained so as to be clearly visible and legible, and the department may require an applicant to replace any sign that is not meeting this requirement. The signs posted on the property may be taken down no sooner than 10 days after the Town Commission has taken final action on the application, until an applicant withdraws an application, or otherwise as prescribed.

(b) Noticing requirements for Town-initiated proposals to increase density, intensity, or height

For changes of land development regulations or comprehensive plan amendments that increase density, intensity or height, the Town Commission may hold a workshop on the proposed changes prior to any formal consideration by the Planning and Zoning Board or Town Commission. A notice of the workshop including a brief description of the proposed changes shall be mailed by regular mail to all property owners and tenants within 500 feet of the impacted zoning district or districts at least 14 days in advance of the date of the workshop, and posted on the Town's website. Applicant-initiated amendments shall follow these same procedures but the notice shall be sent by the applicant at the applicant's expense.

(c) Additional workshops/meetings: At the discretion of the Town Commission, the Town Commission may propose additional workshops and/or meetings at any time, and all such required workshops and/or meetings must adhere to the associated noticing category hereinabove.

(Ord. No. 17-2003, § 2(33-74), 11-5-2003)

Editor's note(s)—Section 2 of Ord. No. 17-2003, adopted Nov. 5, 2003, enacted provisions to be designated as § 33-74. In order to maintain the categorical standards of the Code, said provisions have been redesignated as § 55-64.

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