

PLANNING ADVISORY BOARD

State Law Reference: Community Planning Act, F.S. §§163.3161 thru 163.3217

City Charter Reference: Article IV, Sec. 4.02(3)

For related information, see City Code Chapter 2, Article IX, Division 2.

Board Established. A Planning Advisory Board is hereby established.

Duties. The Planning Advisory Board (PAB) has the following duties:

- As Local Planning Agency:
 - Assist the City Council in its obligations under the Community Planning Act in developing the City's Comprehensive Plan and Plan amendments in accordance with **F.S. Chapter 163**;
 - Examine and comment on the feasibility and implementation of matters submitted to it by the City Council;
 - Assist in the coordination of City plans with county, state, and national plans, and assess the effect of those higher-authority plans on the City;
 - Coordinate its work with that of other applicable City boards and staff to ensure full consideration of areas in which they are involved.
 - The PAB Chair shall work with City staff to notify the other boards' chairs and City staff when matters involving their areas of responsibility are to be considered.
 - All other City boards retain their autonomy, and written reports of any board disagreement shall be submitted to the City Council.
- Advise the City Council on all matters governed by City Code Chapter 30 (land development regulations) or otherwise required by law, including, but not limited to, (1) developing and recommending to the City Council land development regulations which implement the adopted comprehensive plan and (2) reviewing land development regulations, or amendments thereto, to ensure consistency with the adopted comprehensive plan and report its findings to the City Council.
- Conduct hearings on proposed site plans when required by Chapter 30, rezonings, conditional uses, and subdivision plats. PAB is a **quasi-judicial board** when it considers site plans or rezoning specific properties.
- PAB is authorized to request variances from the Board of Adjustment.

Number of Members. 5 primary members and 2

alternates **Term of Office.** 3 years

Financial Disclosure. Limited financial disclosure is required for this board. See "Financial Disclosure" in Section 3 of this Handbook.

Support Staff/Recording Secretary. Community Development Department (or other staff approved by the City Manager)

Regular Meetings. As needed, 3rd Monday of each month at 6:00 p.m. in the Council Chamber (or other time and/or place approved by the City Manager)

Additional Provisions.

(a) Eligible applicants. Any person or entity, including the City Council and any department or board

of the City, may file an application with the Community Development Department to request approval of site plans when required by Chapter 30, rezonings, conditional uses, and subdivision plats.

(b) **Public hearings.**

- (1) The Building Official shall refer all applications to the board, which shall hold a public hearing to consider the proposed action no later than 60 days from the date the application was first received by the Community Development Department.
- (2) All City departments shall provide written comments and recommendations to the board at least seven days before the hearing.
- (3) In the materials provided to the board before hearings, the Building Official shall include a copy of all City Code provisions governing the subject of the hearing.
- (4) The board shall review each application to determine if it meets the requirements of Chapter 30 and the City's Comprehensive Plan. For rezoning requests, the board shall consider the effect of the change on the subject property and surrounding properties and the amount of undeveloped land in the general area and in the City having the same classification as that requested (i.e., whether the general area and the City already have a sufficient amount of the requested zoning). For site plans and conditional uses, the board may recommend any conditions or limitations it deems necessary or desirable to protect adjacent properties and the surrounding neighborhood.
- (5) The board shall report its findings and recommendations to the City Council.

(6) **Notice of public hearings.**

- a. **Required notices.** At least 15 days before the public hearing before the board and the subsequent hearing before the City Council, notice of the hearing shall be posted at City Hall **and**:
 - i. Posted on the subject property for site plans, rezonings, conditional uses, and subdivision plat approvals;
 - ii. Published in a newspaper of general circulation within the City for rezonings, conditional uses, and amendments to Chapter 30; **and**
 - iii. Sent by certified mail to the subject property owner or owner's agent or the applicant, as applicable, for all requested actions.

b. **Courtesy notices.**

- i. **Adjacent property owner(s).** For all requests except amendments to Chapter 30, at least 15 days before the public hearings before both the board and the City Council, the City shall mail a courtesy notice to the owner(s) of record, as maintained by the tax assessor, of all property located within 250 feet of the subject property.
- ii. **Adjacent communities.** For rezoning requests, at least 15 days before the public hearings before both the board and the City Council, when a zoning district boundary proposed to be changed lies within 250 feet of an adjoining incorporated or unincorporated area, the City shall mail a courtesy notice to the applicable governing body.
- iii. **For all requested actions,** failure to mail or receive any courtesy notice shall not affect any action or proceeding taken under this section.

- c. **For all requested actions,** the applicant shall pay the cost of providing all notices.

[End Planning Advisory Board]