

the newspaper ad

Where do I advertise?

Place the ad in the Gainesville Sun (352-374-5012). The ad must be published at least 14 days before the workshop. It can go in any section of the paper other than classified. When you place the ad, please advise the Sun that the ad cannot be placed in the classified section. The size of the ad must be at least 2 columns wide (3 1/4 inches) and 2 inches long. Ads must include the location of the subject property and the time and location of the workshop.

What do I say in the ad?

For rezoning and land use requests, the ad must state the specific district requested, for example:

MU-1 Mixed-Use Low Intensity (8-30 units/acre)

For development review projects (design plats, subdivisions, special use permits), the ad must state the specific proposed use, for example:

360-unit apartment complex, 3-story with club house and 720 parking spaces.

Sample Ad

PUBLIC NOTICE

A neighborhood workshop will be held to discuss a rezoning to MU-1 (Mixed-Use Low Intensity, 8-30 units/acre) on 5 acres located at 1000 Citizens Way. This is not a public hearing. The purpose of the meeting is to inform neighboring property owners of the nature of the proposal and to seek their comments.

The meeting will be held Tuesday, November 25, 2001 at 7 pm at Neighborhood Church, 100 Participants Rd, Gainesville, FL.
Contact person: Jane Smith (999) 999-9999

The City Planning Division will assist you if you need help writing your ad.

the mailout letter

What should my mailout letter say?

Your letter must include the same information as the ad, and must be mailed first class at least 14 days before the workshop. For rezonings, you must also attach the complete list of uses permitted in the zoning district. The Planning Division can provide you with this information.

Sample Letter

Neighborhood Workshop

For a residential subdivision located at the NW corner of Frank Rd. and Paul St., Gainesville, FL.

Date: Saturday, June 31
Time: 3 p.m.
Place: 300 Paul St., Gainesville, FL
Contact: Ms. Smith at (999) 999-9999

Ms. Smith will be holding a workshop to discuss her request to rezone a 20 acre parcel to the Residential Single-Family (RSF-4) district in order to build 100 single-family homes. The RSF-4 district permits up to 8 dwelling units/acre. Some of the uses permitted in this district include single-family dwellings, family day care homes and adult day care homes. Please see the complete list of permitted uses attached. The purpose of the workshop is to inform neighboring property owners about the nature of the proposal and to seek comments. We look forward to seeing you there.

How do I get mailing labels?

The City Planning Division will provide mailing labels of property owners within 400 feet of the subject property and registered City neighborhood organizations. Send us a **written request** including the tax parcel number(s) and address/location of the subject property. You may request labels at any time as long as the request is placed at least 5 working days in advance of when you need to do the mailing.

City of Gainesville

guide to

Neighborhood Workshops

If you are applying for a development plan approval (including design plats and subdivisions), rezoning, land use change, or a special use permit, you may be required to hold a Neighborhood Workshop.

There are some types of developments or land use changes that are exempt from workshop requirements. You'll find these listed under "exemptions" on the inside of this brochure.

Also, developments located in special area plan areas or redevelopment districts have different workshop requirements from those located in other areas. You'll find these differences listed under "Where do I hold the workshop?" on the inside of this brochure.



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about the workshop

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 small changes that will make a big difference to your neighbors.

What's the first thing I need to do?

The first thing you need to do is schedule a First Step meeting with City staff. You must do this **before** you schedule a workshop meeting and **before** you file your rezoning, land use change, special use permit, subdivision or development plan application. To schedule a meeting, call (352) 334-5055.

Whom do I notify about the workshop?

You need to notify property owners near the subject property, as well as registered City neighborhood organizations. To do this you must:

1. place an ad in the Gainesville Sun,
2. send a letter to all property owners within 400 feet of the property, and
3. send a letter to all registered City neighborhood organizations.

The ad must be in the paper and the letters must be mailed **at least 14 days** before your workshop. Instructions for your ad and mailout letter and how to get mailing labels are listed on the two back panels of this brochure.

When do I hold the workshop?

You must hold the workshop before you file a formal application with the City. On weekdays, workshops must start between 6 pm and 8 pm; on weekends, between 9 am and 5 pm. A second workshop is required if you do not file for a development order within six months of your first workshop.

where and what to do

Where do I hold the workshop?

If the project is located in a special area plan area or a community redevelopment district, you must contact the Planning Department (352-334-5023) to schedule a meeting. Meetings are held at a City designated site with their Design Review Team. The Team consists of an architect/landscape architect who will offer design review of the project and take citizen comments.

If the project **is not** located in a special area plan area or a redevelopment district, you must schedule your own workshop at a location generally near the subject property. It must be handicapped accessible.

To find out whether or not your project is located in a special area plan area or a community redevelopment district, contact the Planning Department (352-334-5023).

What do I have to do at the workshop?

Show your concept plan, proposed building elevations, explain what you propose to do and listen to what people have to say. You'll need to turn in a written summary of the meeting, so jot down 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 your neighborhood workshop, you may file your application with the Planning Division. When you file your application you must include:

1. a copy of the ad published in the newspaper,
2. a copy of the mailout letter,
3. a copy of the sign-in sheet, and
4. a written summary of material presented and issues raised at the workshop.

exemptions

Are there any types of developments exempt from Neighborhood Workshops?

The following types of developments are exempt:

1. development plan approvals for residential projects of 10 units or less;
2. development plan approvals for non-residential projects of 10,000 square feet or less of floor area when not located adjacent to or across the street from property designated for single family residential use on the Future Land Use Map;
3. special use permits for minor decorative functional or safety improvements to legal nonconforming uses, per Sec. 30-346 (d)(1);
4. environmental remediation and safety improvements required by local, state and federal agencies;
5. large scale amendments to the Future Land Use Map of the City's Comprehensive Plan that change the future land use from Alachua County to City of Gainesville categories for annexed properties, and;
6. rezonings that implement associated amendments to the Future Land Use Map for annexed properties.

Reference: Sec.30-350 of Land Development Code or Ordinance 000902 & 020587

Whom do I contact if I have any questions?

If you have any questions about workshops, or wish to send a request for mailing labels contact:

City of Gainesville, Planning Division
mail: PO Box 490, Station 12, Gainesville, FL 32602
phone: (352) 334-5023, fax: (352) 334-2648,
email: COPlanning@cityofgainesville.org
website: www.cityofgainesville.org/cardev