

## City Planning Guidelines for Public Outreach

All applicants should work with city staff to notify surrounding property owners, residents, community organizations and other interested parties about their development applications.

Keeping the community informed about land use and development decisions promotes an open process that encourages genuine and effective involvement with all stakeholders.

### DEVELOPMENT PROPOSALS

Development applications that require a public hearing at the Municipal Planning Board, Board of Zoning Adjustment or Historic Preservation Board are subject to the guidelines outlined in this document. Each proposed project must be classified as small, medium or large, as described below, to define the potential impact to surrounding neighborhoods.

- **Small Development Proposal** – single-family detached dwelling, or non-residential development that is less than 10,000 sq. ft. and does not abut residential property, and does not include a drive through.
- **Medium Development Proposal** – Any application for development approval that is not a small or large development proposal.
- **Large Development Proposal** –
  - Not in the Downtown Community Redevelopment Area (CRA)
  - Includes more than 100 dwelling units, or at least 65,000 square feet of non-residential use or a communications tower.
  - Any project identified by the planning director as having the potential for greater than usual public interest.

### PROCESS

All stakeholders must participate in the process, respond in a timely manner to questions and requests for information and respect the project schedule.

- **Early Notification** - At a minimum, all development applications are posted on the planning division's website within 10 days of application submittal.
- **Community Meetings** – We strongly recommend that an applicant for a large development proposal host at least one community meeting. Medium and small development proposals may also need a community meeting, which should be discussed with city staff.

If a community meeting is not held and the item receives opposition at the board hearing, the board members may opt to defer the case to ensure that applicants and adjacent property owners have time to address any concerns before a board vote is held.

Community meeting guidelines:

1. Meeting should be held no more than 45 days after filing the application, nor less than 17 days before the public hearing.

- a. It is recommended that the community meeting be held as early as possible in the process to allow applicants and interested parties time to share their goals and concerns before proposal details are finalized.
  - b. For Municipal Planning Board (MPB) cases, the community meeting should be held before the Technical Review Committee (TRC) meeting.
2. Secure a location.
  3. Send a notice of community meeting to city staff and Commissioner at least 14 calendar days prior. Community Meeting Notice should clearly explain:
    - a. Who is conducting the meeting
    - b. Contact information for the applicant and city project planner
    - c. Topic of the meeting and location of the subject property, including proposal details
    - d. Date, time and place of the meeting
  4. Notice of community meeting and renderings (if applicable) are posted on [cityoforlando.net/planning](http://cityoforlando.net/planning) and shared with neighborhood(s).
  5. Work with staff to prepare a mutually agreed upon invitation list.
    - a. Office of Communications and Neighborhood Relations can provide contact information for neighborhood association(s) potentially impacted.
    - b. Planning staff can provide a list of property owners within the agreed radius of the site.
    - c. City staff will assist in the outreach process.
  6. Announce the tentative public hearing date for the proposal at the community meeting.
- **On-Site Notice** - Planning staff will provide an on-site notice poster to the applicant, who is responsible for installing on-site at least 10 calendar days prior to the public hearing. The on-site notice should:
    - Be accessible to the public and visible from a City street
    - Adequately notify the public of the proposed development
    - Provide where to find more information regarding the proposed development.
- The applicant is responsible for replacing any vandalized or missing signage.**
- **Public Hearing Notice**
    - Website: Public hearing agendas and associated staff reports are posted on [cityoforlando.net/planning](http://cityoforlando.net/planning) a minimum of 7 calendar days prior to the hearing.
    - Mailed notice: Public hearing notices are mailed by the City of Orlando a minimum of 10 calendar days prior to the hearing. Notices are sent to all property owners within a 300 or 400 ft. radius, depending on case type.
    - Newspaper notice: Public hearing notices are placed in the newspaper a minimum of 10 calendar days prior to the hearing.
  - **Community Input for Items Deferred or Continued** - Upon receiving a public hearing notice, members of the public make arrangements to attend and possibly provide feedback at the hearing.

For items that are deferred or continued from the noticed meeting date, community input in the form of public testimony may be taken by the decision-making body at the originally scheduled date.

The intent of this guideline is to provide the public an opportunity to comment on the proposal notwithstanding a request for a continuance of the public hearing or a delay in action on the application. The applicant should attend the public hearing.

### Outreach Process

Outreach Method	Responsible Party	Timeframe	Project Type		
			Small	Medium	Large
Talk to your neighbors	Applicant	Prior to submittal	✓	✓	✓
Notify the district commissioner	Applicant	Prior to submittal		✓	✓
Post project overview sheet to website	City	10 days after submittal	✓	✓	✓
Send community meeting invitations	Applicant	At least 14 days before community meeting		✓	✓
Hold community meeting	Applicant	At least 17 days before public hearing		✓	✓
Mail public notices	City	10 days before public hearing	✓	✓	✓
Place notice in the newspaper	City	10 days before public hearing	✓	✓	✓
Post on-site poster	Applicant	10 days before public hearing	✓	✓	✓
Post staff report and hearing agenda to website	City	7 days before public hearing	✓	✓	✓