



TOWN OF DAVIE
PLANNING & ZONING DIVISION

6591 ORANGE DRIVE • DAVIE, FLORIDA 33314-3399
PHONE: 954.797.1103 • FAX: 954.797.1204 • WWW.DAVIE-FL.GOV

Dear Applicant/Petitioner,

The following information includes Ordinance No. 2004-31, which adopted Division 7 - Public Participation section of the Land Development Code. In addition, Planning and Zoning Staff has provided a template/sample outline that is recommended all applicants/petitioners use when adhering to this ordinance. The information is organized as follows:

- Division 7. Public Participation
- Citizen Participation Policies
- Citizen Participation Plan Acknowledgment
- Citizen Participation Plan Flow Chart
- Citizen Participation Proposed Plan
- Meeting Notice
- Location Map
- Sign In Sheet - Public Participation Meeting I.
- Summary of the Discussion at Public Participation Meeting I.
- Sign In Sheet - Public Participation Meeting II.
- Summary of the Discussion at Public Participation Meeting II.
- Summary of Public Participation Meetings

If you would like further assistance, you may either visit, or contact the project planner at (954) 797-1103, Monday thru Friday from 8:30 a.m. to 5:00 p.m.

Sincerely ,

Planning and Zoning Staff

DIVISION 7. PUBLIC PARTICIPATION

Sec. 12-319.5 Purpose and intent.

The public participation process provides for the ability of citizens of the Town of Davie to actively participate in the town's development procedures and will allow the town's citizens to play an essential role in shaping the direction of the town's development, thereby enhancing the welfare of the community.

(Ord. No. 2004-031, § 1, 10-6-04)

Sec. 12-319.6. Application and requirements.

All applicants submitting applications to the town for approval of a site plan, grant of a special permit, rezoning or land use plan amendment shall prepare and execute a plan for citizen participation. Citizen participation plans shall be submitted to the town's development service department and approved by the planning and zoning manager or an appropriate designee prior to its execution by the applicant. The applicant shall thereafter implement the citizen participation plan at least (7) seven days prior to the development review committee's review of the application and shall submit to the development services department a written report setting forth the results of the citizen participation plan procedures at least ten (10) days prior to the first public hearing on the item.

(Ord. No. 2004-031, § 1, 10-6-04)

Sec. 12-319.7. Requirements.

(A) Citizen participation plan. All citizen participation plans shall include:

(1) A list of residents and/or property owners, interested parties, and public agencies that may be affected by the application (affected parties). The names and addresses of residents and property owners within the public hearing notice area, as set forth in the Davie Code of Ordinances, shall be provided to applicant by an appropriate planning representative. The planning representative shall also provide the applicant with all names of any other interested parties and/or public agencies who have stated an interest in the application.

(2) A summary of how the applicant proposes that it will notify all "affected parties" of the application.

(3) A summary of the proposed application.

(4) A description of the manner in which the applicant proposes that it will disseminate information to residents, property owners and/or interested parties.

(5) A schedule of events planned by the applicant to complete the citizen-participation procedure. Applicant shall be required to conduct a minimum of two (2) public meetings with "affected parties". This requirement may be waived if letters from all adjacent affected parties state that all their items have been addressed and there is no need for another meeting with the applicant.

(6) A requirement that the applicant shall keep the development services department informed of the status of its citizen participation efforts by coordination its efforts through the assigned project planner.

(Ord. No. 2004-031, § 1, 10-6-04)

Sec. 12-319.8. [Citizen participation report.]

(A) Citizen participation report. All citizen participation reports shall include:

- (1) A written summary of the results of the citizen participation effort prior to the first public meeting in which the application is heard.
 - (2) Dates and locations of all meetings where citizens were invited to discuss the applicant's proposal.
 - (3) The names, dates, addresses, and number of people that participated in the process.
 - (4) A written summary of the issues and/or concerns raised by residents and how the applicant proposes to resolve these issues and/or concerns. If the applicant is unable or unwilling to resolve the issues, the summary should state the reason why these issues cannot be resolved.
 - (5) The report shall be reviewed by the planning and zoning staff to determine whether the applicant has completed the citizen participation process prior to its transmittal by staff to either the site plan committee, planning and zoning board, or local planning agency.
- (Ord. No. 2004-031, § 1, 10-6-04)

Sec. 12-319.9. Applicability.

The applicant's citizen participation report shall be included within the item's background material packet and any issues raised by interested parties within the report, pertinent to any provision of the Town Code of Ordinances which may affect the town council's determination of the application may be taken into consideration by the town council as part of its deliberations. The submitted citizen participation plan shall be considered as one more piece of information to assist town council in their decision making.

(Ord. No. 2004-031, § 1, 10-6-04)

Sec. 12-319.10. Reserved.

Editor's note: Ord. No. 2004-031, § 1, adopted Oct. 6, 2004, repealed § 12-319.10 in its entirety. Formerly said section pertained to exemptions.

CITIZEN PARTICIPATION POLICIES

The following citizen participation policies are encouraged by the Town of Davie and Planning Staff when fulfilling code requirements:

- The applicant should provide a copy of the notice letter to staff for review prior to mailing.¹
- The applicant should include a brief description of the project with maps or plans attached to the notice letter.
- The applicant should print on each envelop the following statement “Public Participation Notification/Time Sensitive Information Enclosed” (*refer to the example below*).
- The applicant should conduct the meetings within close proximity to the project site.
- The applicant should use a public facility to hold the meeting whenever possible.
- The applicant should conduct the meetings around one week apart from each other.
- The applicant should provide at least one-week notice before meeting dates.
- The applicant should hold the meetings after 5 p.m.
- The applicant should not schedule public participation on holidays and Town Council meeting dates (*typically the 1st and 3rd Wednesday of each month*).

Developer's Name
1111 Orange Drive
Davie, Florida 33314

PUBLIC PARTICIPATION NOTIFICATION
Time Sensitive Information Enclosed

Town Resident
2222 Orange Drive
Davie, Florida 33314

¹ The notice letter will be routed to the Town Council and Administrator, as well as posted on the Sunshine Board at the Clerks Office.

CITIZEN PARTICIPATION PLAN ACKNOWLEDGEMENT

(Date)

Town of Davie
Development Service Department
Planning and Zoning Division
6591 Orange Drive
Davie, Florida 33314

Re: *Citizen Participation Plan for:*
Project Number:

Dear Staff:

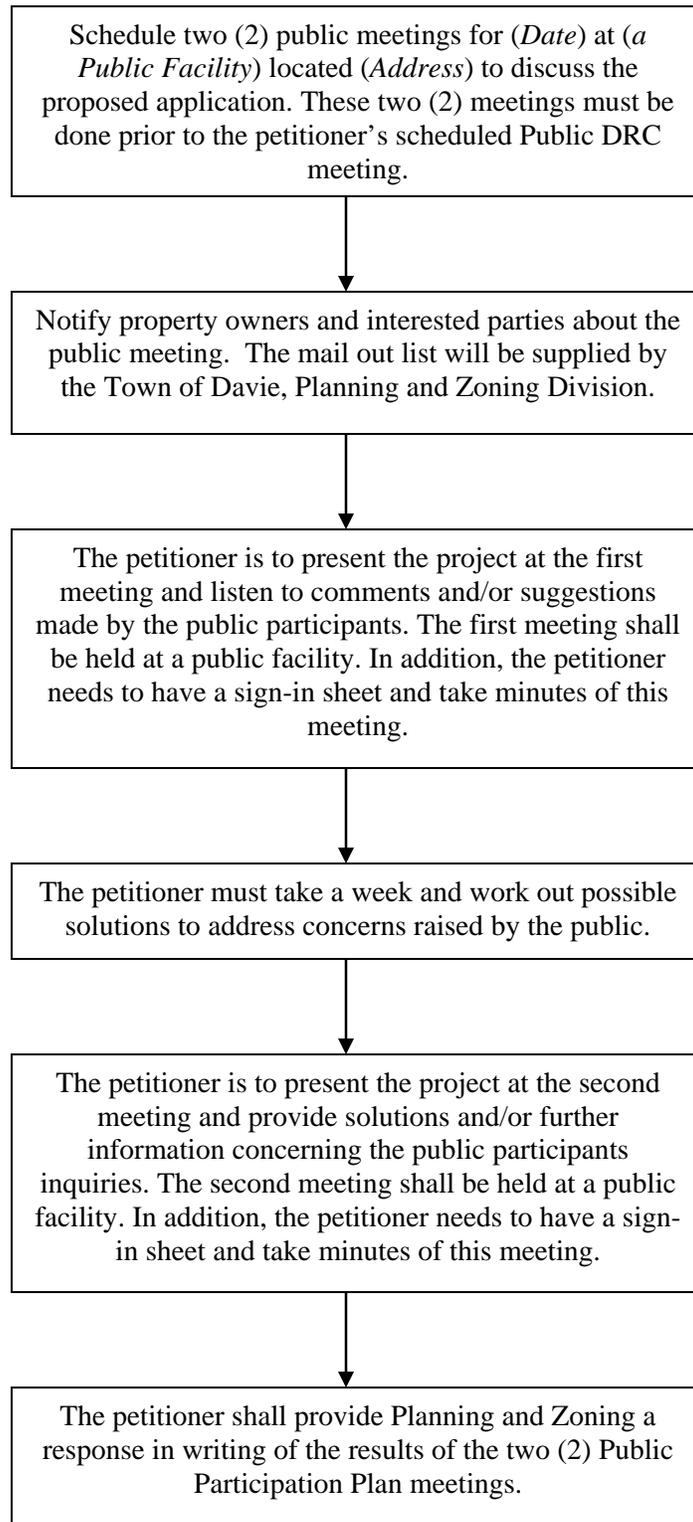
As required by Davie Ordinance No. 2004-31, we (*the petitioner*) are enclosing herewith a copy of the proposed citizen participation plan related to an approval for the proposed referenced application. In addition, to the outline of the plan we are enclosing the following material.

1. A list of residents and/or property owners, interested parties, and public agencies that may be affected by the application (*affected parties*). The names and addresses of residents and property owners within the public hearing notice area, as set forth in the Davie Code of Ordinances, shall be provided to applicant by an appropriate planning representative. The planning representative shall also provide the applicant with all names of any other interested parties and/or public agencies who have stated an interest in the application.
2. A summary of how the applicant proposes that it will notify all "affected parties" of the application.
3. A summary of the proposed application.
4. A description of the manner in which the applicant proposes that it will disseminate information to residents, property owners and/or interested parties.
5. A schedule of events planned by the applicant to complete the citizen-participation procedure. Applicant shall be required to conduct a minimum of two (2) public meetings with "affected parties." This requirement may be waived if letters from all adjacent affected parties state that all their items have been addressed and there is no need for another meeting with the applicant.
6. A requirement that the applicant shall keep the Development Services department informed on the status of its citizen participation efforts by coordinating its efforts through the assigned project planner.

The information above should satisfy the requirements of the public participation and the application review process.

Sincerely,

CITIZEN PARTICIPATION PLAN FLOW CHART



CITIZEN PARTICIPATION PLAN FOR

(Application) No. (#)

Project Description

(Provide a description to the process project/application request)

Contact Information

(Provide a list of all the parties/consultants/owners related to the project/application request)

List of Residents and/or Property Owners and Interested Parties

(Provide list of all the Residents and/or Property Owners and Interested Parties)

Notification Procedure

(Provide information how the Residents and/or Property Owners and Interested Parties are to be notified. In addition, the applicant shall provide the Planning & Zoning ,as well as the Clerk's office with a copy of the meeting notification)

Dissemination of Information

(Provide a description of how the information was Dissemination)

Schedule of Events

(Provide a schedule of events, including the first and second meeting location, date, and time)

MEETING NOTICE

(Date)

(Address)

**Re: Citizen Participation Plan Meeting for: (Information)
Project Number: (Information)**

Dear Neighbor:

This letter is to invite you to a citizen participation meeting relating to (project) for a parcel located at (address). (The next several sentences should briefly explain the project. The petitioner ought to enclose a location map and site plan if applicable.)

Under a Town of Davie ordinance, the petitioner is required to hold two (2) citizen participation meetings and send notice to all property owners within 1,000 feet of the subject site prior to the Town initiating their review of the application. We have scheduled the following meetings.

First Citizen Participation Meeting:

- Date: (Information)
- Time: (Information)
- Location: (Information)

Second Citizen Participation Meeting:

- Date: (Information)
- Time: (Information)
- Location: (Information)

If you wish to submit written comments, please send them to:

- (Name)
- (Address)
- (Phone Number)

Also, please be advised that there will be additional opportunities for public input at the Town of Davie Public Hearings.

Sincerely,

Attachments: Location Map, (Etc.)

(MEMBERS OF TOWN COUNCIL MAYBE PRESENT)

LOCATION MAP



SIGN IN SHEET
PUBLIC PARTICIPATION MEETING I.

(Date)

NAME

ADDRESS

PHONE

SUMMARY OF DISCUSSION
AT PUBLIC PARTICIPATION MEETING I.

(The following information should be minutes of the first public hearing meet)

(All letters and/or phone calls received by the applicant from the public prior to the first Public Participation Meeting shall be attached to this section)

SIGN IN SHEET
PUBLIC PARTICIPATION MEETING II.

(Date)

NAME	ADDRESS	PHONE
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SUMMARY OF DISCUSSION
AT PUBLIC PARTICIPATION MEETING II.

(The following information should be minutes of the second public hearing meet)

(All letters and/or phone calls received by the applicant from the public prior to the second Public Participation Meeting shall be attached to this section)

**SUMMARY OF
PUBLIC PARTICIPATION MEETINGS**

(Date)

Town of Davie
Development Service Department
Planning and Zoning Division
6591 Orange Drive
Davie, Florida 33314

**Re: *Citizen Participation Plan for:*
 *Project Number:***

Dear Staff:

Please be advised that as required by the Town of Davie, Land Development Code, Chapter 12, Division 7, we (*the petitioner*) advertised and notified all the property owners surrounding the subject property within 1,000 feet to invited them to, two (2) Public Participation Meetings, located at (*address*) on (*date*) at (*time*). The above scheduled meetings were held, however, none of the Town of Davie property owners attended. (or) The following is a summary of the key issues brought up by Town of Davie property owners.

(Provide a summary in this portion of the memo)

We (*the petitioner*) hope the above information fulfilled the requirements of Public Participation Ordinance concerning this (*application*) process.

Sincerely,