COMMUNITY MEETING

A community meeting is **required** for all **Future Land Use Amendments, Rezones, Special Exceptions, and non-residential Variances**. The Division Manager may waive the required community meeting as a result of generally accepted land use planning practices and principles, based upon the needs of the abutting communities and/or the County.

MEETING REQUIREMENTS

- **The applicant is responsible for conducting the community meeting**, informing neighboring property owners of the proposed application and answering questions relevant to the proposed application.

- The community meeting shall be held **at least twenty (20) calendar days** prior to the scheduled public hearing or public meeting in a location accessible to the public, near the subject property, and in a facility that is ADA compliant.

- The meeting must be scheduled between 6:00 p.m. and 8:00 p.m. on a **weekday** or between 9:00 a.m. and 5:00 p.m. on a **weekend** with the approval of the Division Manager.

- The applicant will inform County staff of the time, date and location of the meeting. To hold the meeting virtually, the applicant must first obtain approval from the Division Manager.

- The applicant is responsible to provide notification of the meeting by U.S. Mail **at least fifteen (15) calendar days prior to the community meeting** to all known property owners according to the requirement listed in the Notification Buffer Table below, as required by Section 30.44(2)(b) of the Seminole County Land Development Code.

Urban Minimum Notice Standards		
Project Acres	**Minimum Buffer Radius***	**Minimum Number of Parcels Notified**
0-5	500'	N/A
5+-10	1,000'	15
10+	1,500'	25
Rural Area Boundary Minimum Notice Standards		
Project Acres	**Minimum Buffer Radius***	**Minimum Number of Parcels Notified**
0-5	1,500'	15
5+-10	2,500'	25
10+	5,000'	30

*If standard is not met, notice distance is increased in one hundred (100) foot intervals until reached

- The applicant shall use the latest ad valorem tax records in the Seminole County Property Appraiser's Office to compile the list of property owners to be noticed. Only one (1) notice in compliance with the noticing requirements shall be sent per property. At the request of the applicant, County staff can provide the list of property owners, but please allow five (5) business days for processing of the request by staff.

- The notice shall contain the following:
  - o The date, time and location of the community meeting;
  - o A description of the location of the property for which action is pending, including, but not limited to, one of the following: a map, a street address, a subdivision lot and block designation or the tax map (parcel identification number) designation of the County Property Appraiser; and
  - o The substance or nature of the matter under consideration.

- The information required to be supplied at the community meeting shall include, at a minimum, the following:
  - o Preliminary demonstrative concept plans;
  - o Development schedules; and
  - o Specifications of the proposed development project such as land uses, size and height of buildings, intensity and density, new roads, and other primary features.

- **The applicant is to take minutes of the community meeting** which, at a minimum, must contain:
  - o A sign-in sheet of attendees (attendees cannot be forced to sign in);
  - o An estimate of persons in attendance;
  - o A summary of the general subject matter presented by applicant; and
  - o A list of speakers and a summary of their comments.

- **A copy of the notice of the community meeting, a list of who it was sent to and the minutes** are to be presented by the applicant to staff prior to the public hearing.

- The applicant is **required** to schedule an additional community meeting, if the applicant's initial proposed plans have **substantially and materially changed** from the previous community meeting or if the Board of County Commissioners determines that an additional meeting is required before making a final decision on any related application.