

## CITY OF PLANT CITY PLANNING BOARD 2017 SCHEDULE

APPLICATION DEADLINE DATE  <i>(Friday -- 6 1/2 weeks prior to PB meeting)</i>	NOTICE TO ADJ. PROPERTY OWNERS  <i>(15 days prior to the meeting)</i>	POST SIGN ON PROPERTY  <i>(10 days prior to the meeting)</i>	PLANNING BOARD MEETING DATE  <i>(2nd Thurs.)</i>
23 SEP 16	26 OCT 16	31 OCT 16	10 NOV 16
21 OCT 16	23 NOV 16	28 NOV 16	08 DEC 16
23 NOV 16 (Wed)	28 DEC 16	30 DEC 16	12 JAN 17
22 DEC 16 (Thur)	25 JAN 17	30 JAN 17	09 FEB 17
27 JAN 17	1 MAR 17	03 MAR 17	16 MAR 17 (3 <sup>rd</sup> Thurs)
24 FEB 17	29 MAR 17	03 APR 17	13 APR 17
24 MAR 17	26 APR 17	01 MAY 17	11 MAY 17
21 APR 17	24 MAY 17	26 MAY 17	08 JUN 17
26 MAY 17	28 JUN 17	03 JUL 17	13 JUL 17
23 JUN 17	26 JUL 17	31 JUL 17	10 AUG 17
28 JUL 17	30 AUG 17	01 SEP 17	14 SEP 17
25 AUG 17	27 SEP 17	02 OCT 17	12 OCT 17
22 SEP 17	25 OCT 17	30 OCT 17	09 NOV 17
27 OCT 17	20 NOV 17	04 DEC 17	14 DEC 17
22 NOV 17 (Wed)	27 DEC 17	29 DEC 17	11 JAN 18
22 DEC 17 (Thur)	24 JAN 18	29 JAN 18	08 FEB 18

***\*Applications for which a traffic analysis is required (such as a CU rezoning), will be considered by the Board ONE MONTHLY CYCLE LATER than a /non-traffic-study application.***

***\*Preliminary and Final Plats do not have a specific Planning Board timeline. Plats will be placed on the Planning Board's agenda once all items required by the land-development regulations have been addressed.***

**ALL DATES AND TIMES ARE SUBJECT TO CHANGE: Please verify meeting date/time prior to making an application, mailing any notices, or attending a meeting. Submit all proposed notices to staff for review prior to mailing.**

**APPLICATION STATUS: The Planning Board has directed staff NOT to put on their agenda items that are not ready for their review due to a lack of information and/or for which necessary revisions have not been received. APPLICANTS NEED TO CHECK THE STATUS OF APPLICATIONS PRIOR TO MAILING OUT NOTICES.**

**RIGHT-OF-WAY VACATIONS: If right-of-way vacation review research indicates that there is a utility located within the area requested to be vacated, then the request will not be put on the Planning Board's agenda until such time as the utility is relocated or legal documents are prepared and approved for the granting of necessary easements.**

**MEETING TIME & APPLICANT ATTENDANCE REQUIRED. The Planning Board normally meets at 8:00 a.m. on Thursday at the City Hall auditorium. The petitioner, or authorized agent, is required to be present at the Planning Board Meeting. The Planning Board may elect to continue the case should they, or their representative(s), not be in attendance to answer questions when the Planning Board meets to consider their application. Staff shall provide the applicant a printed schedule of meeting dates and times, but it shall be the responsibility of the applicant to confirm those meeting dates/times and to be in attendance. (The City Commission normally meets on Monday at 7:30 p.m.)**

**SPEAKING LIMITATIONS:** At the public hearing, the applicant (including their agents and representatives), the City (including staff and consultants) and any other governmental agency (including staff and consultants) shall each be allowed \_\_\_\_\_ minutes. The Chair of the Planning Board ("Chair") shall determine the time allowed for all Party-Intervenors (including their agents and representatives). All other speakers shall be limited to three (3) minutes. In the event speaker(s) request additional time the determination of the amount of time to be allowed shall be at the discretion of the Chair.

If any person wishes to be a Party-Intervenor, the person shall request the Chair to intervene at least 7 days prior to the public hearing and include with the request: (a) a detailed outline of their interest in the application and argument in favor or against it; and (b) the amount of time required for the Party-intervenor's presentation, and the justification for the time required. Notwithstanding, upon proper showing, the Chair shall have the discretion, even without a prior request, to grant Party-Intervenor status at the public hearing.

**SPECIAL ACCOMMODATION REQUESTS TO ACCOMMODATE A DISABILITY:** In accordance with the Americans with Disabilities Act, any person with a disability requiring reasonable accommodation in order to participate in any Planning Board, and/or City Commission, meeting, should call the City Clerk at (813) 659-4200 ext. 4237, at least 48 hours prior to the meeting.

**VERBATIM TRANSCRIPT MAY BE REQUIRED TO APPEAL:** If a person decides to appeal any decision made by the Planning Board and/or City Commission, with respect to any matter considered at such meeting, he/she will need a record of the proceedings, and for such purpose he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

**WORKSHOPS:** Meetings can be held on the fourth Thursday of the month, if called by the board at a prior meeting, at 8:00 a.m. for purposes of discussing and determining planning policy, procedures, specific studies and other similar functions.