

Section 33.0 NORTHWEST SECTOR COMMUNITY PLANNING PUBLIC PARTICIPATION MEETING NOTICE PROCEDURES

Comprehensive Plan Policy A.2.1.7 requires community planning public participation meetings for all proposed Comprehensive Plan Amendments, planned development applications and Development of Regional Impact (DRI) applications. The County shall also require community planning public participation meetings for rezoning applications, major modification applications to existing planned developments and communication tower applications. The County may request a community planning public participation meeting for other application types as those applications are reviewed. The Northwest Sector is bounded by the Duval County line to the north, I-95 to the east, CR 208/SR 16 to the south and the St. Johns River to the west.

- A. Notice procedures for community planning public participation meetings.
1. The meeting shall be held at least 15 days prior to the Planning and Zoning Agency public hearing. Meetings should be held no earlier than 6:00 PM.
 2. The meeting shall be held within the general area of the subject property proposed for hearing. The location should be agreed upon with the Growth Management staff at least 30 days prior to the community planning public participation meeting.
 - a. Acceptable meeting locations include the Bartram Trail Library, Northwest Service Center, Trout Creek Park Community Center and privately owned community centers available to the general public and not located within a gated community. The St. Johns County Agricultural Center and Wind Storm Mitigation Building may also be used as acceptable locations when projects are in close proximity of these buildings. These locations should be in compliance with the Americans with Disabilities Act (ADA) and arrangements for hearing disabled persons should be made beforehand, if possible.
 3. A minimum of 15 days prior to the scheduled community planning public participation meeting, the applicant shall place a notice in a newspaper that circulates within the general area of the subject property.
 - a. Such notice shall state the date, time, location of the community planning public participation meeting, location of the proposed project with a general location map and a brief statement about the proposed project.
 - b. The Northwest area is served by several newspapers that include but are not limited to, the *Florida Times Union*, *St. Augustine Record* and *St. Johns Sun*. The applicant shall coordinate the appropriate newspaper with the Growth Management staff.
 4. A minimum of 15 days prior to the scheduled community planning public participation meeting, the applicant shall send individual notice to property owners within 300 feet of the subject property stating the County application number, date, time, location of the community planning public participation meeting, location of the proposed project with a general location map and a brief statement about the proposed project.

5. A minimum of 15 days prior to the scheduled community planning public participation meeting, the applicant shall post the subject property with a public information sign stating a community planning public participation meeting is planned to discuss a proposed project for the subject property. The public information sign shall state the date, time, location of the community planning public participation meeting and be no less than four (4) square feet in size. The public information sign shall be placed on the property in a location to ensure visibility to the public.
 6. The day of the community planning public participation meeting, the applicant shall post public information signs at the location of the community planning public participation meeting alerting the public of a meeting at this location. The public information signs shall be placed in a location to ensure visibility to the public.
 7. The applicant may post flyers in various locations within the Northwest alerting the general public of the community planning public participation meeting as permitted by St. Johns County land development code regulations and with the permission of the owners of those locations.
 8. The County shall send notice of the community planning public participation meeting through its Neighborhood Bill of Rights (NBR) procedures to all registered NBR groups in the Northwest Sector and place a notice of the meeting on the Growth Management calendar located on the St. Johns County website.
- B. In addition to the community planning public participation meeting, as required by Comprehensive Plan Policy A.2.1.7, the applicant may have additional meetings with the community as desired by the applicant. Such additional meetings are at the discretion of the applicant and are not subject to the above noticing requirements. In addition, the Board of County Commissioners and Planning and Zoning Agency may request additional community meetings to be noticed by the applicant.



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COMMUNITY MEETING NOTICING AFFIDAVIT

Date: _____

I hereby certify that the Community Planning Public Participation Meeting noticing procedures outlined in Development Review Manual Section 33, and as required by Comprehensive Plan Policy A.2.1.7, have been properly completed for application number _____ for a Community Meeting held on _____. I understand that the Community Meeting must be held at least 15 days prior to the Planning and Zoning Agency hearing, and that this affidavit must be completed and returned within three business days of the community meeting with a summary of the discussion or the item may be continued to the next available hearing date.

Notice Requirement	Date and Initials
<input type="checkbox"/> Adjacent Property Owner Notice sent 15 days prior to scheduled meeting	_____
<input type="checkbox"/> Sign(s) Posted 15 days prior to scheduled meeting	_____
<input type="checkbox"/> Published Notice with copy to Planning and Zoning 15 days prior to scheduled meeting	_____
<input type="checkbox"/> Signs posted at location meeting	_____
<input type="checkbox"/> Flyers posted within Northwest sector (optional)	_____

 Applicant Signature _____
 Date

STATE OF FLORIDA
 COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this _____ day of _____, 20____, by _____ as _____ for _____.

 Notary Public, State of Florida
 Name: _____
 My Commission Expires: _____
 My Commission Number is: _____

Personally Known ____ OR Produced Identification ____
 Type of Identification Produced _____