



## INTEROFFICE MEMORANDUM FROM THE DEVELOPMENT SERVICES DEPARTMENT

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TO: Development Review Committee

FROM: Robert Massarelli, AICP, Director of Development Services

DATE: October 3, 2019

RE: DRC Rules of Conduct Revisions

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During the recent legislative session, the Florida Legislature passed House Bill 7103, and the Governor signed, establishing processes and time periods for the approval of development permits and development orders. For example, once an application is accepted, the City has 30 days to determine if the application is complete. If it is not, we are required to notify the applicant of the additional information required. The applicant has 30 days to respond to that request. Once an application is deemed to be complete, the City has 120 days to approve, approve with conditions, or deny the application. If it is a quasi-judicial action, the City has 180 days. In that time period the DRC must act, then the Planning and Zoning Board, with the City Commission taking the final action. As you can see this severely limits the time the DRC can act.

In order to streamline this process, I am proposing changes to the DRC Rules of Conduct. First, for each type of permit the DRC considers, I have prepared a detailed list of what information must be included with an application. This will form the basis of a checklist for the applicant to follow. Prior to accepting the application, the application package will be reviewed to verify that all the required materials have been submitted.

Next, the determination of completeness includes: is the information sufficient to make a determination as to the approval, approval with conditions, or denial of the application. The application will be distributed to the members of the DRC for completeness and sufficiency review. You will have 20 days to complete that review. I will then consolidate the comments and forward them to the applicant. This review is critical, since we have limited opportunities to obtain the information needed for review.

Once an application is determined to be complete, action by the DRC must occur within 45 to 120 days depending on the type of permit.

Please review the proposed revisions and provide comments. I am particularly interested in what information you will require to be included in the application.