

RESOLUTION 2004- 31

A RESOLUTION AMENDING RESOLUTION 2002-194, AS AMENDED, WHICH ESTABLISHED POLICIES AND PROCEDURES FOR SITE PLAN/PLAT REVIEW; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of County Commissioners has consistently indicated there should be a thorough and expeditious review of site plans/plat; and

WHEREAS, the Board of County Commissioners has found it necessary to establish written procedures to insure that the citizens of Nassau County are able to obtain a thorough and expeditious review of site plans/plat; and

WHEREAS, the Board of County Commissioners hereby restates and mandates that staff shall provide a thorough and expeditious review of site plans/plats based on State and local requirements but also that there is a written procedure for the benefit of all citizens to insure a more expeditious review of plans/plats.

NOW, THEREFORE, BE IT RESOLVED this 10th day of March, 2004, by the Board of County Commissioners of Nassau County, Florida, as follows:

1. **Development Review Committee:** The Development Review Committee shall consist of the Development Review Coordinator and representatives from Building, Engineering, Fire/Rescue, Planning, and Traffic Circulation and Access. Each represented department shall designate an individual and an alternate for the Committee, and the names shall be provided to the Development Review Coordinator. Projects of a platting nature will require approved road names from 911-Addressing section of the Sheriff's Department.

2. **Process:**

- a. All site plans and subdivision plats shall be submitted by the applicant to the Development Review Coordinator. One document of each record received or made pursuant to Florida Statutes Chapter 119.011 will be filed in the DRC Master file per Resolution 2004- 30 .
- b. The Development Review Coordinator shall provide the applicant with an information sheet indicating the requirement and process for review and approval.
- c. The information sheet shall be prepared within five (5) days of the date of this Resolution and submitted to the Board of County Commissioners for approval at the next regularly scheduled meeting.
- d. The Development Review Coordinator shall have the applicant sign a form indicating receipt of the information sheet and provide a Memo to the applicant acknowledging receipt of the site plan/plat and shall provide copies to the Development Committee members and to the ~~Planning Director~~ DRC Master File.
- e. The Development Review Coordinator shall, every two (2) weeks, provide the applicant with a written status report as to the review of the site plan/plat with a copy to ~~the Planning Director~~ and the DRC Master file.
- f. All plans/plats submitted to the Development Review Coordinator will be distributed to the Committee members at the scheduled

Development Review weekly meeting. Each applicant will be provided with a schedule of the Committee meetings. Submissions will be accompanied by a transmittal sheet which will require the signature of each Committee member and the date received. All transmittal sheets with Committee member(s) acknowledgement will be placed in the DRC Master File.

- g. Minutes will be ~~taken~~ taped for each weekly meeting by the Development Review Coordinator. Minutes Meeting action notes are available upon request for the previous weekly meeting. ~~will be presented to each Committee member for approval and signature at each weekly meeting,~~ and a copy of the meeting action notes, if applicable shall be sent to each applicant who has submitted a site plan/plat for review to the applicant's DRC Master File.

3. **Meeting Agenda:** The agenda for each weekly meeting will include the agenda items of old business and new business. During the old business segment of the meeting, each project currently under review will receive a written status report and/or comments from each Committee member. A form will be developed and provided by the Planning Director that will be utilized and provided by the Development Review Coordinator to track each site plan/plat and the action required to facilitate the processing of the site plan/plat. The form shall enable the applicant or anyone to determine the status of the site plan/plat at any time during the review process. Copies of the status of each site plan/plat shall be transmitted via e-mail ~~submitted~~ to the Board of County Commissioners each

Monday ~~month at their first meeting of the month.~~ Distribution of new submissions and re-submittals will occur during the new business segment of the meeting.

4. **Attendance:** Attendance is mandatory at the Development Review meetings for each member. Each member shall also have an alternate approved by the Planning Director to attend during his/her absence. The alternate shall also be responsible for the same review requirements as the regular member of this Committee.

5. **Distribution of Response:** Each Committee member will be responsible for preparation and delivery of their comments directly to the project applicant with copies provided to the Development Review Coordinator for filing in the DRC Master file to be maintained by the Development Review Coordinator. Each member shall provide copies in accordance with the Nassau County Zoning Code, County Ordinance No. 97-19, as amended, Section 28.16, Site Plan Requirements, Section B, Paragraph 4. Each Committee representative shall conduct it's review and submit signed, written recommendations to the Development Review Coordinator for filing in the DRC Master File and applicant within fifteen (15) days after receipt of the site plan. All site plans/plats recommendations shall be signed by the Committee member.

6. **Applicant's Responsibility:** The applicant or designee shall be responsible to insure that he/she or any agent or representative of the applicant responds in a timely fashion to the members of the Development Review Committee or the Development Review Coordinator. The failure to respond in a

timely fashion may cause the application to not be approved within the stated thirty (30) day period. The applicant or designee shall provide written reports to the Committee member's comments, if applicable. Each applicant or designee should attend any and all Development Review Committee meetings that address their respective site plan/plat.

7. **Status Reports:** The Development Review Coordinator will maintain all status report mechanisms for staff use.

8. **Committee Member Responsibilities:** The Committee member shall be responsible to insure that he/she submits any and all records as defined in Resolution 2004-30, of all site plans/plats, to the Development Review Coordinator for the DRC Master File.

9. **Time Periods:** It is the intent of the Board of County Commissioners that all site plans/plats should be approved or disapproved by the Development Review Committee within thirty (30) days of submittal. If the site plan/plat cannot be approved or disapproved within that time frame, a notice shall be provided by the Development Review Coordinator to the applicant and the owner with the specific reasons for non-approval, as provided by the Development Review Committee member(s), within the thirty (30) day period. A copy of said notice shall be provided by the Development Review Coordinator to the ~~Planning Director~~ DRC Master File.

10. **Additional Processes:**

- a. If the site plan/plat cannot be approved within thirty (30) days due to the applicant's not providing information in a timely fashion or failure

to provide information, the Development Review Coordinator shall schedule a meeting with the Development Review Committee and the applicant at the earliest possible time to address the failure to provide information in a timely fashion or the failure to provide the information. If this meeting occurs, there will be an additional thirty (30) day time frame utilized, and the same procedures shall apply as set forth previously herein. If, at the end of this time frame, the applicant fails to meet the deadline, the application will be deemed withdrawn, and the applicant will be required to re-apply.

- b. If any member of the Development Review Committee denies approval of a site plan/plat, said denial shall be in writing with the specific reason(s) stated and a copy shall be provided to the applicant and to the Development Review Coordinator ~~and to the Planning Director for the DRC Master File.~~ The applicant has the right to appear before the Development Review Committee at the earliest possible date to address that denial.

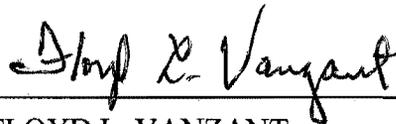
11. **Appeal:** (a.) Any applicant may appeal any decision of the Development Review Committee or any decision by a particular member to the Planning and Zoning Board. Said appeal must be filed within ten (10) days of the applicant's receiving notification of a denial or within ten (10) days of receiving any notification during the Development Review process. The forms for said appeal shall be obtained from the County ~~Coordinator's~~ Administrator's office, and the appeal will be considered by the Planning and Zoning Board at the earliest

possible regularly scheduled meeting after receipt of the appeal from the applicant to the County ~~Coordinator~~ Administrator.

(b.) Any applicant may appeal any decision of the Planning and Zoning Board to the Board of County Commissioners. Said appeal must be filed with in ten (10) days of the applicant's receiving notification during the Development Review Process. The forms for said appeal shall be obtained from the County ~~Coordinator's~~ Administrator's office, and the appeal will be considered by the Board of County Commissioners at the earliest possible regularly scheduled meeting after the receipt of the appeal from the applicant to the County ~~Coordinator~~ Administrator.

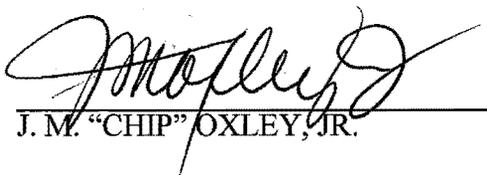
12. This resolution shall become effective immediately upon it being adopted by the Board of County Commissioners.

BOARD OF COUNTY COMMISSIONERS
NASSAU COUNTY, FLORIDA



FLOYD L. VANZANT
CHAIRMAN

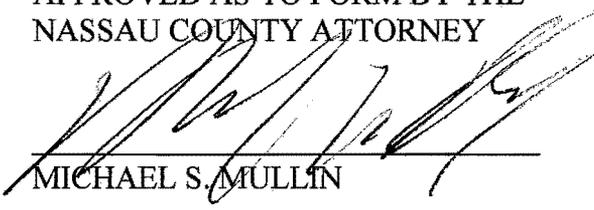
ATTEST:



J. M. "CHIP" OXLEY, JR.

ITS: EX-OFFICIO CLERK

APPROVED AS TO FORM BY THE
NASSAU COUNTY ATTORNEY



MICHAEL S. MULLIN