

## **Pre-Application Hearing (PH)**

In addition to the in-depth Preliminary Design Review (PDR) meetings and the Conceptual Review meetings available to applicants, City Council has adopted an additional, voluntary hearing process for certain projects. Projects eligible for this early hearing are only those that will eventually require a legislative decision to be made by the City Council, in addition to a decision regarding the development proposal itself.

The Pre-Application Hearing is intended to provide applicants with on-the-record feedback from Council about their concerns and ideas regarding the proposal and to give applicants and members of the public an opportunity to comment on the idea before the formal application is made. Projects must still be reviewed through the formal application and hearing process (such as a PDP or Annexation application) for compliance with the standards of the Land Use Code.

Because the Pre-Application Hearing is a public hearing before the City Council, it requires all the usual public notices. However, this hearing will NOT result in any kind of a decision, formal action, or binding obligation from the City Council or any other decision maker regarding the project (including the Planning and Zoning Board and Administrative Hearing Officer). Council members will be providing ONLY informational comments, suggestions, and recommendations.

***Is my project eligible for this early informational hearing?*** As noted above, not all development projects qualify for a Pre-Application Hearing. Only projects that will require the City Council to eventually make a legislative decision are eligible. Projects that would qualify for a Pre-Application Hearing include those that:

- ▶ will require an annexation petition.
- ▶ will require an amendment to the City's Comprehensive Plan, including any of the smaller, sub-area plans such as the Harmony Corridor Plan, the South College Corridor Plan, etc.
- ▶ are over 640 acres AND will require a rezoning.
- ▶ will involve establishing an urban renewal district
- ▶ will involve establishing a tax increment financing district.
- ▶ will involve the creation of a special improvement district.
- ▶ will involve some other kind of public-private partnership or financial support by the City

If the only legislative decision involved in a project would be a decision about whether to enter into a public-private partnership or whether to approve a financial incentive for the project, the City Manager must support a Pre-Application Hearing before such a hearing will be held.

### **What is involved?**

**City Council Consideration:** Materials must be provided to the City Council so that it has time to review them before the hearing. Accordingly, an Agenda Item Summary (AIS) providing an overview of the request must be prepared at least 13 days before the hearing.

**Public Notice:** At least 14 days prior to the Council Hearing, public notice of the upcoming hearing must be mailed to all property owners within 800 feet of the project and a sign must be posted on the property. It is the applicant's responsibility to provide mailing labels for the mailing and to ensure that the sign is posted on the property.

### **How do I apply for a PH?**

The second and fourth Mondays of each month at 5:00 p.m. are the submittal deadlines for Pre-Application Hearing requests. Requests may be mailed to or presented in person at the Development Review Center (281 N. College Ave.), or submitted electronically to [rmichels@fcgov.com](mailto:rmichels@fcgov.com)

As with Preliminary Design Reviews, there are only minimal submittal requirements. This includes an application form, a description of the proposal to be considered, and details of what is being requested (such as annexation, rezoning, comprehensive plan amendment, etc.), and the application fee. Applications are available at [fcgov.com/currentplanning/submittals.php](http://fcgov.com/currentplanning/submittals.php). While the required items are few, there is a list of suggested items that will assist the Council to better understand the project. These items may include: preliminary site plans, renderings, photos of existing conditions on the site, more detailed ideas and explanations, and questions the applicant would like addressed by City Council. Applicants are encouraged to provide as much information as possible.

### **When will my ideas be discussed with Council?**

Regularly scheduled City Council meetings are held on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of each month. The scheduling of the hearing will be up to the City Manager. Pre-Application items will be held during the Discussion portion of the agenda. It is the prerogative of the City Council to postpone the discussion of any item until the following meeting.

### **What will I get as a result of this hearing?**

Applicants will be provided the opportunity for a 20 minute presentation to the City Council.

City Council comments are considered advisory. No formal decision or any kind of binding approval, denial, or agreements will result from the hearing.

All projects must still meet all relevant City criteria in order to be approved by the City.

A written record of the hearing is usually available 2-3 weeks after the hearing.

**Timeline for processing a Pre-Application Hearing request:**

**Day 1:** Applications submitted: 2<sup>nd</sup> and 4<sup>th</sup> Mondays by 5pm are the submittal deadlines for the City Council Hearing three weeks out.

**Day 2:** Applications are made into a complete send-out package the following day (Tuesday) and sent out electronically to the same departments involved in the development review process.

**Day 3:** Items could be brought up like an introductory item at Wednesday's Staff Review hearing for any preliminary ideas and discussion of what topics to address.

**Day 9:** Public Notification Letters must be mailed and the public notification sign posted

**Day 10:** Deadline to have the item placed on the City Council agenda.

**Day 11:** Preliminary City Council Agenda due. Comments from reviewers are due to the planner by the end of the day.

**Day 12:** Planner prepares AIS overview (Friday)

**Day 15:** Staff report must be complete before the Noon Leadership team meeting.

**Day 17:** Agenda review

**Day 18:** Agenda is sent out

**Day 23:** Council Hearing

**What are the Costs associated with a Pre-Application Hearing?**

\$500 base application fee, plus \$75 for sign posting and \$0.75 per APO mailing label.