

CITY OF SANIBEL

RESOLUTION 21-072

A RESOLUTION RATIFYING AN ADMINISTRATIVE POLICY OF PROCEDURES AND DEADLINES RELATED TO LONG FORM INTAKE PERMIT APPLICATIONS PRIOR TO ANY PUBLIC HEARING TO BE HELD BEFORE THE PLANNING COMMISSION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Sanibel Planning Commission desires to establish and adopt an Administrative Policy of procedures and deadlines related to long form intake permit applications prior to a public hearing to be held before the Planning Commission; and

WHEREAS, the Planning Commission advised City Council that such Administrative Policy is necessary and appropriate to timely facilitate the required deadlines for inclusion in Planning Commission meeting agendas and to facilitate adequate time to review long form intake applications; and

WHEREAS, City Council directed Staff to prepare and implement procedures for the timely submittal and review of long form applications for upcoming public hearings to be held before the Planning Commission; and

WHEREAS, Staff prepared and implemented such procedures as directed, and City Council desires to ratify the same;

NOW, THEREFORE, BE IT RESOLVED and RATIFIED by City Council of the City of Sanibel, Florida, that:

SECTION 1. All long form applications must be submitted at least thirty (30) days prior to any anticipated public hearing date to be held before the Planning Commission in order to be reviewed and considered for such anticipated hearing date.

SECTION 2. Staff is directed to not schedule a hearing or commit a date to an applicant until a completed application and all required information has been submitted to staff.

SECTION 3. All Staff Reports must be submitted to the Planning Commission for consideration and review by end of business on the Wednesday prior to the following Tuesday Planning Commission meeting.

SECTION 4. Effective date.

This Resolution shall take effect immediately upon adoption.


DULY PASSED AND ENACTED by the Council of the City of Sanibel, Florida
this 13th day of September, 2021.

AUTHENTICATION:

Holly D. Smith, Mayor

Anna Hicks, Acting City Clerk

APPROVED AS TO FORM:


John D. Agnew, City Attorney

9/9/21
Date

Vote of Council Members:

Smith	_____
Johnson	_____
Crater	_____
Henshaw	_____
Miller	_____

Date filed with City Clerk: _____