

CITY OF HALLANDALE BEACH  
ADMINISTRATIVE POLICY

DATE OF ISSUE: 01/22/07

NO: 2014.011

EFFECTIVE DATE: 01/22/07

SUBJECT: PUBLIC NOTICE  
MAJOR  
DEVELOPMENT  
PROJECTS AND  
PLATS

REVISION DATE: \_\_\_\_\_

APPROVED: \_\_\_\_\_

D. Mike Good, City Manager

I. PURPOSE/INTENT:

The purpose of this Policy is to provide a procedure by which public notice is required to be provided for Major Development Projects and Plat requests.

II. DEFINITIONS:

1. **Minor Development.** Minor developments are defined as those which contain less than 10 residential dwelling units, or less than 4,000 square feet of nonresidential gross floor area and shall be subject only to staff review and approval.
2. For the purpose of this Policy, Major Development Projects are classified in two categories as follows:
  - a. **Major Development- Neighborhood Impact project:** A project containing 10 to 99 residential or hotel units or 4,000 square feet to 99,999 square feet of nonresidential gross floor area and up to 10 stories in height.
  - b. **Major Development - Community Impact project:** A project containing 100 residential or hotel units or more, 100,000 square feet of nonresidential gross floor area or more, or any building greater than 10 stories in height.

3. **Plat Request:** An application for the division, subdivision or platting for all land within the boundaries of the City pursuant to F.S Chapter 163 and 177, County and City Platting ordinances.
4. **Courtesy letters:** A notice mailed to property owners within a specified distance of property stating the date, time and place of a hearing which is the subject of a Major Development request.

III. POLICY/PROCEDURES:

1. It is the policy of the City of Hallandale Beach to require public notice for all Major Development Projects or Plat requests.
  - a. The notice in the newspaper shall be advertised in a newspaper of general circulation in the County at least seven days prior to the public hearing.
2. **Courtesy Letters: General**
  - a. Property owners within the specified distance should receive a courtesy notice by first class mail stating the following:
    - (1) Date, time and place of hearing;
    - (2) Type of petition to be considered; and
    - (3) Place and times the petition may be reviewed.
  - b. The names of the property owners shall be as listed in the most current edition of the county tax rolls. Failure of a property owner to receive such courtesy notice shall not void any decision reached on the subject matter.
  - c. When a residential structure which contains a legally constituted homeowner's or condominium association is located within the specified distance, a single notice transmitted to the current president or officer in charge shall satisfy the requirements of all property owners within the structure.

3. ***Courtesy letters: Major Development-Neighborhood Impact Projects***

- a. Courtesy letters shall be mailed to all property owners within a 300 feet of property which is the subject of a Major Development - Neighborhood Impact project.
- b. The City shall be responsible for mailing the courtesy notices to property owners for Major Development -Neighborhood Impact projects.

4. ***Courtesy letters: Major Development-Community Impact Projects***

- a. Courtesy letters shall be mailed to all property owners within 1000 feet of property which is the subject of a Major Development - Community Impact project.
- b. The applicant/developer shall be solely responsible for the cost of mailing courtesy letters announcing public hearings for all Major Development - Community Impact projects.

5. ***Community Meetings***

Applicant/developer of Major Development-Community Impact projects shall be required to hold at least one community meeting to include area residents, neighborhood associations, civic associations, and condominium associations within ½ mile radius of the project prior to the Planning and Zoning Board meeting, or City Commission hearing if Planning and Zoning Board action is not required. Area residents shall be mailed a notice of the meeting pursuant to item 4(a) of this policy. The meeting shall be held for the applicant to present the plans to the community and obtain input regarding the application.

The community meeting shall be:

- a. Noticed by the applicant upon verification from the Development Services Department that the application is complete and the notice form is acceptable.
- b. Held at a time and place determined by the Development Services Department to provide adequate notification to the community and report any issues raised.

- c. Advertised in a newspaper of general circulation in the City or County as follows:
  - i. The ad must be at least ½ page in a standard size tabloid paper,
  - ii. The headline in type no smaller than eighteen (18) point,
  - iii. Notice shall not be placed in the portion of the newspaper where legal notices and classified ads appear,
  - iv. Notice shall be placed in a newspaper published at least weekly,
  - v. Notice shall be published at least seven (7) days prior to the community meeting.

The cost of advertising and providing public notice of community meetings shall be the responsibility of the applicant/developer.

#### IV. ADDITIONAL INFORMATION REQUIREMENTS AND RESPONSIBILITIES

The Director of Planning and Zoning, Development Services Department shall be responsible for maintaining this Policy.