

# MEMORANDUM

TREPANIER



**& ASSOCIATES INC**  
LAND USE PLANNING  
DEVELOPMENT CONSULTANTS

**Date:** 2/24/10  
**To:** Ms. Sandy Higgs, Florida Keys Assisted Care Coalition  
**From:** Mehdi Benkhatar  
**CC:** Owen Trepanier  
**Re:** **Timeline for Project**

This memo outlines the conditional use and Development Plan approval process and timeline. You may consider including these benchmarks in the RFP process.

The table below provides a timeline of events related to a Major Development Plan and Conditional Use approval. The first step is to have plans of the proposed project drawn. This will include a site plan, floor plans, landscaping plan, drainage plan, and elevation drawings. As these plans are being drawn by an engineer or architect, the relevant applications should be filled out and any supporting documents (deeds, leases, surveys, etc. and application fees). These actions could all be completed within the first month.

The next phase of the timeline requires the application to undergo scrutiny from various advisory boards. The first of these is the DRC (Development Review Committee) which allows various city officials to voice their concerns and opinions before the project reaches the Planning Board. The next committee to view the project is HARC (Historic Architectural Review Commission) which must ensure that the project comports well with the architectural character of the project's surrounding neighborhood. The Tree Commission also reviews the application for any adverse impact to protected tree species as well as the proposed landscaping. These reviews could be finished within 1 ½ months of the completed application package.

Following the round of reviews from the different committees, the project goes to a Planning Board hearing, where a 7-person board will make a recommendation of approval or denial to the City Commission. Many times, the board will recommend approval with conditions. The Planning Board can be prone to re-scheduling/ tabling of items, which could delay the project by an extra month, but usually this will be completed by the end of the third or middle of the fourth month. This is an important time in the project's process, since the Planning Board's recommendation holds considerable weight with the City Commission.

With Planning Board approval the project is ready to be heard by the City Commission. The City Commission will weigh the decision of the Planning Board with its own political decisions and if it finds the project to be acceptable, it will issue a Resolution approving the project with or without conditions.

The DCA (Department of Community Affairs) is the state of Florida's growth management agency. It has a 45-day appeal period after the City issues its Resolution. If the DCA has no concerns about the project, they will often waive this appeal period.

