



***Application No.:***  
***SP-2018-029***

**Attachment "C"**

**Zoning Workshop Process**

**Zoning Workshop**

Village of Old Cutler Corp.

Development of a CVS Pharmacy and a Mixed Retail/18 Residential Unit Building



## Town of Cutler Bay ZONING WORKSHOP PROCESS

The intent of the zoning workshop process is to provide an open and public forum for members of the public, as well as the Town Council, to comment on proposed developments within the Town.

Any communications between members of the Town Council and the applicant during a zoning workshop shall **not** be considered an ex parte communication, and shall **not** create a presumption of bias in relation to any future quasi-judicial decision on the applicant's application.

The zoning workshop shall not be considered part of the quasi-judicial hearing.

Each application shall be evaluated based upon the record presented at the Town Council hearing(s) on the application.

A zoning workshop shall be held no less than thirty (30) days prior to the first Town Council meeting at which the application will be heard. A zoning workshop shall be required for the following types of applications:

1. Site plan approval;
2. Site plan amendments that seek to develop additional square footage; and
3. Any application submitted pursuant to the Town Zoning Code, which the Planning Director finds may substantially impact the adjacent property owners.

Advertisement shall be published in a local newspaper at least 5 days prior to a zoning workshop. Courtesy shall be mailed to the properties within 1,000 foot radius of the property.

A zoning workshop consist of two sessions, which are described below:

**1. First Session.** The first session of a zoning workshop shall provide a forum for members of the public to learn about proposed developments within the Town. Developments may be presented to the public simultaneously, in several locations within the meeting site. During this session, members of the public are encouraged to ask questions and to provide feedback to the applicant about the proposed development. The applicant shall provide visual depictions, such as renderings, drawings, pictures, and the location of the proposed development. In addition, representatives of the applicant shall be available to answer questions that members of the public may have about the proposed development. **The members of the Town Council may be present during this session; however, communications amongst Councilmember's is prohibited.**

**2. Second Session.** The second session of a zoning workshop shall provide a forum for the Town Council to learn about the proposed developments discussed at the first session of the zoning workshop. Developments shall be presented by the applicants sequentially, one at a time, for the Town Council's review and comment. The applicant shall again present visual depictions of the proposed development. In addition, the applicant shall be available to answer any questions that members of the Town Council may have about the proposed development.

**No quorum requirement shall apply nor will any vote on any project be taken, but roll call will be taken, as it is a publicly noticed meeting.**