

Application ID: 2025-008130

Permit Type: Development Application

# CITY OF SARASOTA

## DEVELOPMENT APPLICATION

### Site Address

Enter where the Proposed Work Site is at:

You may enter the street number and/or just street name or the Parcel ID and search for this property location in our Property Database by pressing 'Search or Enter a Different Property'. If you're unable to locate a match, check "The system can't find my property."

Street Number: --  
Street or Location: N/A  
Parcel ID: --  
 The system can't find my property

City: Sarasota  
Address Line 2: --  
Address Line 3: --  
State: --  
Postal Code: --  
Unit: --

### Enter Additional Properties for this Application:

You may enter the street number and/or just street name or the Parcel ID and search for this property location in our Property Database by pressing 'Search or Enter a Different Property'. If you're unable to locate a match, check "The system can't find my property."

### Application Types

Most application types must be submitted on separate applications. The system will prevent invalid combinations of selections after your first selection.

- Adjustment to Downtown Code - Staff
- Adjustment to Downtown Code - Planning Board
- Administrative Site Plan
- Administrative Site Plan - Laurel Park Overlay District (LPOD)
- Alternative Parking Ratio
- Amendments to the Development of Regional Impact
- Amendment to the EDCM/City Code
- Annexation (includes Pre-Annexation Agreement)
- Appeal to Board of Adjustment (BOA)
- Appeal to City Commission (CC)
- Appeal to Planning Board (PB)
- Boundary Adjustment/Lot Split Review
- Brownsfield Designation
- Certificate of Appropriateness - Additions, Rehabs, Fences

- Certificate of Appropriateness - Appeal
- Certificate of Appropriateness - Local Demolition Review
- Certificate of Appropriateness - Moving App
- Community Workshop
- Comprehensive Plan Amendment - Small Scale
- Comprehensive Plan Amendment - Large Scale
- Demolition Reviews - Florida Master Site File - Administrative
- Demolition Reviews Florida Master Site File – Historic Preservation Board
- Development Agreement
- Encroachment Agreement for Major Encroachments in the Public Right-of-Way
- "G" Zone Waiver
- Historical Designation
- Historic Reuse Permit
- Major Conditional Use/Amendment
- Minor Conditional Use/Amendment
- Miscellaneous
- Off-Site Parking Agreement
- Pre-Application Conference for Comprehensive
- Pre-Application Conference for Vacation
- Pre-Application Conference with Development Review Committee
- Proportionate Fair Share Agreement
- Provisional Use Permit/Market
- Provisional Use Permit Extension
- Revision (Amendment) to Previously Approved Application
- Rezone without Site Plan
- Rezone with Site Plan
- Rezone Ordinance Amendment
- Sidewalk Café Permit Annual Renewal
- Sidewalk Café Permit Application
- Site Plan / Site Plan Amendment (Major)
- Site Plan Extension
- Street Name Change
- Shared Parking Agreement
- Subdivision - Final Plat
- Subdivision - Preliminary Plat
- TIF Funding Request Downtown Economic Development/Business Enhancement
- TIF Funding Request Downtown Public/Private Partnership
- TIF Funding Request Newtown Economic Development/Business Enhancement
- TIF Funding Request Newtown Public/Private Partnership

- Traffic Concurrency - Initial Review
- Traffic Concurrency Study
- Vacation - Easement
- Vacation - R-O-W
- Vacation - Street
- Variance

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- Variance Extension
- Variance - Historic Structures - Historic Preservation Board
- Variance - Historic Structures - Limited Admin
- Variance - Non-Historic - Limited Admin
- Zoning Code Interpretation Letter

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- Zoning Code Confirmation Letter

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- Zoning Text Amendment [City Only]

Check if applying for the Affordable Housing Fee Deferral Program and you are fee simple owner of the property.

- Affordable Housing Fee Deferral Program

The following information is needed for applications containing Comprehensive Plan Amendments (Large or Small scale).

# of Acres: 0

**General Information**

Hint: Use Street Address for Application [Project] Name if no Project Name is available.

Application [Project] Name	<b>Primary Grid Street Text Amendment</b>
Zone District	
Existing:	--
Proposed:	--
Total Acres / Square Feet	
Existing:	--
	--
Estimated Construction Value (Excluding land cost)	
Proposed:	--

**Property Owner, Lessee, Or Contract Purchaser.**

Property owner information from the first Property linked above may have defaulted. If the property owner information we have on file is not correct, please enter the current owner information.

- Fill Name/Address from My Contact Information

Contact Type: **Other**  
 Other: **City Staff**  
 Property Owner Name: **Rebecca Webster**

Title: --  
 Company Name: --  
 Address: **1575 Second Street**  
 --  
 City: **Sarasota**  
 State/Province: **FL**  
 Postal Code: **34236**  
 Primary/Business Phone: **(941)263-6594**  
 Fax: --  
 Email: **rebecca.webster@sarasotaf l.gov**

**Agent of Record (If Any)** The following individual is designated as the Agent of Record for the property owner, lessee, or contract purchaser and should receive all correspondence related to the application review and billing. [Billing information will also be sent to the above-named individual.]

Name: **Rebecca Webster**  
 Title: --  
 Address Line 1: **1575 Second Street**  
 --  
 City: **Sarasota**  
 State/Province: **FL**  
 Postal Code: **34236**  
 Primary/Business Phone: --  
 Fax: --  
 Email: **rebecca.webster@sarasotaf l.gov**

Applicant Role: **Agent**  
 Name: **Rebecca Webster**  
 Title: --  
 Company Name: --  
 Address Line 1: **1575 Second Street**  
 --  
 City: **Sarasota**  
 State/Province: **FL**  
 Postal Code: **34236**  
 Primary/Business Phone: **(941)263-6462**  
 Fax: --  
 Email: **rebecca.webster@sarasotaf l.gov**

### Minimum Submission Guidance

Please acknowledge that you have reviewed the Minimum Submission Guidance for the following application types. If your plans/files do not follow the requirements, they may be rejected (delaying issuance and subjecting you to additional plan review costs):

- [Minimum Submission Guidance - Comprehensive Plan Amendment](#)

I confirm that I have read and understand the Minimum Submittal Guidance listed above.

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By submitting this application, I certify that statements made in this application are true and inclusive to the best of my knowledge. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment. I am aware the jurisdiction reserves the right to examine supporting documentation and information provided herein.

*If your name, contact information or email address have changed, you should update your contact information in the portal by selecting 'Maintain Contact Information' at the top of this page.*

Submitted By: **Rebecca Webster**  
 Address: **1575 Second Street**  
 City: **Sarasota**  
 State: **FL**  
 Postal Code: **34236**  
 Email Address: **rebecca.webster@sarasotaf  
 l.gov**

I have read and agree to the statement above.

I agree

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**CITY OF SARASOTA**  
**DEVELOPMENT APPLICATION**

**GENERAL INFORMATION**

[PLEASE PRINT OR TYPE]

**APPLICATION [PROJECT] NAME:** Primary Grid Street Text Amendment

**PROPERTY ADDRESS[ES]:** \_\_\_\_\_

**PARCEL ID NUMBER[S]:** \_\_\_\_\_

	EXISTING		PROPOSED
Zone District			
Total Acres / Sq. Ft.			
Estimated Construction Value [Excluding land costs]			
<b>THE FOLLOWING MUST BE COMPLETED FOR TRAFFIC CONCURRENCY ANALYSIS AS APPLICABLE:</b>			
Use			
No. of Employees			
No. of Seats			
Hours of Operation			
Build-Out Date			
<b>THE FOLLOWING MUST BE COMPLETED FOR AMENDMENTS TO THE COMPREHENSIVE PLAN:</b>			
Future Land Use Classification			
Attach a legal description of the property and a map outlining/showing the parcel.			
<b>THE FOLLOWING MUST BE COMPLETED BY THE OFFICE OF THE CITY AUDITOR AND CLERK FOR ANNEXATIONS:</b>			
The property is within the Urban Service Boundary:	Signed:		Print:

**ATTACH A PROJECT DESCRIPTION** including total bldg. sq. ft. and, where applicable, total retail and office sq. ft., number of residential units, and proposed parking.

**APPLICATION TYPE [CHECK ALL APPLICABLE]:**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Adjustment to Downtown Code<br><input type="checkbox"/> Staff <input type="checkbox"/> Planning Board             | <input type="checkbox"/> Major Conditional Use/Amendment *                               | <input type="checkbox"/> Site Plan/ Major Site Plan Amendment (Major)  |
| <input type="checkbox"/> Administrative Site Plan<br><input type="checkbox"/> Laurel Park Overlay District (LPOD)                          | <input type="checkbox"/> Minor Conditional Use/Amendment *                               | <input type="checkbox"/> Site Plan Extension   |
| <input type="checkbox"/> Amendment to the EDCM/City Code   | <input type="checkbox"/> Miscellaneous   | <input type="checkbox"/> Street Name Change  |
| <input type="checkbox"/> Annexation  | <input type="checkbox"/> Off-Site Parking Agreement                                      | <input type="checkbox"/> TIF Funding Request: <input type="checkbox"/> Downtown <input type="checkbox"/> Newtown                     |
| <input type="checkbox"/> Appeal: <input type="checkbox"/> BOA <input type="checkbox"/> PB <input type="checkbox"/> CC                      | <input type="checkbox"/> Pre-Application Conference with<br>Development Review Committee | <input type="checkbox"/> Econ.Dev/Bus.Enhance <input type="checkbox"/> Public/Private  |
| <input type="checkbox"/> Boundary Adjustment/Lot Split Review  | <input type="checkbox"/> Preliminary Plat/Subdivision                                    | <input type="checkbox"/> Traffic Concurrence - Initial Review  |
| <input type="checkbox"/> Brownfield Designation  | <input type="checkbox"/> Proportionate Fair Share Agreement                              | <input type="checkbox"/> Traffic Concurrence Study   |
| <input type="checkbox"/> Comprehensive Plan Amendment – Small*   | <input type="checkbox"/> Provisional Use Permit/Market                                   | <input type="checkbox"/> Vacation*: <input type="checkbox"/> Street <input type="checkbox"/> R-O-W <input type="checkbox"/> Easement |
| <input checked="" type="checkbox"/> Comprehensive Plan Amendment – Large*<br><input type="checkbox"/> Regional Activity Center (Expedited) | <input type="checkbox"/> Provisional Use Permit Extension                                | <input type="checkbox"/> Variance – Limited Admin (Non-historic)   |
| <input type="checkbox"/> Urban Central Business District (Expedited)   | <input type="checkbox"/> Revision (Amendment) of a<br>previously approved application    | <input type="checkbox"/> Variance Extension  |
| <input type="checkbox"/> Development Agreement   | <input type="checkbox"/> Rezone without Site Plan*                                       | <input type="checkbox"/> Variance - Historic Structures<br><input type="checkbox"/> Limited Admin <input type="checkbox"/> HPB       |
| <input type="checkbox"/> Development of Regional Impact [DRI]  | <input type="checkbox"/> Rezone with Site Plan*  | <input type="checkbox"/> Zoning Code Interpretation Letter:<br><input type="checkbox"/> Downtown <input type="checkbox"/> Outside DT |
| <input type="checkbox"/> Final Plat/Subdivision  | <input type="checkbox"/> Rezone Ordinance Amendment *                                    | <input type="checkbox"/> Zoning Code Confirmation Letter:<br><input type="checkbox"/> Downtown <input type="checkbox"/> Outside DT   |
| <input type="checkbox"/> "G" Zone Waiver *   | <input type="checkbox"/> R-O-W Encroachment Agreement- Major                             | <input type="checkbox"/> Zoning Text Amendment [City Only]   |
| <input type="checkbox"/> Historic Reuse Permit   | <input type="checkbox"/> Shared Parking Agreement  |  |

Check if applying for the Affordable Housing Fee Deferral Program and you are fee simple owner of the property

\* Community Workshop Required

FOR USE BY THE OFFICE OF THE CITY AUDITOR AND CLERK			
RECEIVED BY: <u>SW</u>		APPLICATION NUMBER: <u>25-PA-03</u>	
DATE: <u>3/20/25</u>		AMOUNT PAID: <u>N/A</u>	



CITY OF SARASOTA
DEVELOPMENT APPLICATION

GENERAL INFORMATION

[Please Print or Type]

I. PROPERTY OWNER, LESSEE, OR CONTRACT PURCHASER [Circle One]:

Form with fields for Name/Title, Company Name, Company Address, City/State/Zip Code, Telephone No, Facsimile No, and E-Mail Address.

II. AGENT OF RECORD [IF ANY]: The following individual is designated as the Agent of Record for the property owner, lessee, or contract purchaser and should receive all correspondence related to the application review and billing. [Billing information will also be sent to the above-named individual.]

Form with fields for Name/Title, Company Name, Company Address, City/State/Zip Code, Telephone No, Facsimile No, and E-Mail Address. Includes handwritten entry for Rebecca Webster, Planner.

III. THE UNDERSIGNED, AS THE PROPERTY OWNER, LESSEE, CONTRACT PURCHASER, OR AGENT [Circle One], acknowledges responsibility for all City expenses associated with the referenced application(s) including time spent by City Staff and Attorneys through the date of issuance of a Final Certificate of Occupancy. [If same as #1 above, note "Same". Not required for Pre-Application Conference with DRC.]

Form with fields for Name/Title, Company Name, Company Address, City/State/Zip Code, Telephone No, Facsimile No, and E-Mail Address. Includes handwritten entry for Rebecca Webster, Planner.

I hereby certify that all information contained herein is true and correct.

IV. Signed this 19 day of March, 2025

Handwritten signature of Rebecca Webster

Signature of Property Owner, Lessee, Contract Purchaser, or Agent [Circle One]

WITNESSES TO EXECUTION ON BEHALF OF APPLICANT

Handwritten signature of Brianna Dobbs

Witness

Print Name: Brianna Dobbs

Print Name

Handwritten signature of Ryan Chaplin

Witness

Print Name: Ryan Chaplin

Print Name

Submit To: The Office of the City Auditor and Clerk
1565 First Street, Room 110 - Sarasota, Florida 34236
Office Number: 941-263-6222 - Fax Number: 941-263-6466
www.sarasotafl.gov



**CITY OF SARASOTA**  
**Development Application**  
**Minimum Submission Checklist – General Applications**

**The following is to be completed for General Applications**

The General Information Form (Form A), Minimum Submission Checklist – General Applications (Form B-1) and Fee Form (Form 1) are required for all General Applications. All items are to be folded to approximately 8 1/2" x 11" size, collated and assembled into complete sets. **Please note all items requiring a site plan or survey must include an electronic copy (.pdf file) of site plan and survey materials.**

<b>SUBMISSION REQUIREMENTS FOR GENERAL APPLICATIONS:</b>		<b>IF REQUIRED</b>
<b>1.</b>	<p><b>A. Pre-Application Conference with the Development Review Committee</b></p> <ul style="list-style-type: none"> <li>• Narrative including details and applicable information related to the project.</li> <li>• Supplementary materials should be folded to 8 1/2 x 11 size. Supplementary materials may include a sketch or concept plan, site plan(s), architectural renderings, special studies, &amp; other items the applicant deems pertinent.</li> </ul> <p><b>B. Pre-Application Conference with Staff regarding TIF Funding</b></p> <ul style="list-style-type: none"> <li>• Narrative including details and applicable information related to the project and demonstrating consistency with city redevelopment objectives.</li> <li>• Supplementary materials should be folded to 8 1/2 x 11 size and should include a statement of the public purpose, should demonstrate the need for public investment; indicate sources and uses of funds; indicate the developer's financial capacity and experience; and state the need for additional consultant services, if any.</li> </ul>	
<b>2.</b>	<p><b>Traffic Concurrence Initial Review</b></p> <ul style="list-style-type: none"> <li>• 11" X 17" preliminary site plan</li> </ul>	Submit prior to filing Application
<b>3.</b>	<p><b>Traffic Concurrence Study</b></p> <ul style="list-style-type: none"> <li>• Copies of any plans already submitted or copies of plans being submitted</li> <li>• The Scope of Services for the Traffic Concurrence Study</li> </ul> <p><b>Determination of concurrence must be made prior to filing a Development application.</b></p>	Submit prior to filing Application
<b>4.</b>	<p><b>Community Workshops</b></p> <ul style="list-style-type: none"> <li>• Proposed site plan</li> <li>• Narrative including the following information: Proposed use, height, density, intensity, parking, vehicular access, landscaping and/or any other applicable information related to the project</li> <li>• Other materials may include a sketch or concept plan, architectural renderings, special studies, etc.</li> <li>• Draft notice for the Community Workshop to be approved by City Staff</li> </ul> <p><b>Application submittal does not guarantee a specific Community Workshop date.</b>  <b>The Community Workshop, when required, must be held prior to filing a Development Application.</b></p>	Submit at least 7 business days prior to 14-day notification period of Workshop Date
<b>5.</b>	<p><b>Adjustments to the Downtown Code</b> <input type="checkbox"/> City Staff <input type="checkbox"/> Planning Board</p> <ul style="list-style-type: none"> <li>• Surveys – signed and sealed; survey requirement can be waived by the Director (incl. electronic copy)</li> <li>• Narrative and any other supporting documentation indicating how criteria in Section IV-1903 – Adjustments, Zoning Code (2002 Ed.), as amended, have been met.</li> <li>• 8.5 x 11 size legal description and sketch of property (PB Adjustment only)</li> </ul>	
<b>6.</b>	<p><b>Amendments to the City's Comprehensive Plan, a/k/a Sarasota City Plan</b></p> <ul style="list-style-type: none"> <li>• Narrative responding to all the questions indicated in Form I</li> <li>• If a text amendment, proposed text. If an illustration amendment, proposed changes.</li> <li>• Summary of comments received at the Community Workshop.</li> </ul>	X
<b>7.</b>	<p><b>Annexations</b></p> <ul style="list-style-type: none"> <li>• Verification the property is within the City's Urban Service Boundary</li> <li>• Legal description of property by Metes and Bounds</li> <li>• Signed &amp; Sealed Boundary Surveys, Property Surveys, and Topographic Surveys by Metes and Bounds (Surveys must have been completed within 6 months of filing)</li> <li>• County Zoning &amp; Future Land Use Map applicable to the area</li> <li>• Narrative responding to the following: 1) Reason for the Annexation; 2) Is the request is voluntary; 3) Is the property contiguous to the City Limits line; 4) County Future Land Use Designation, Equivalent City Zone District, and Proposed City Land Use Designation; 5) If the proposed Zone District requires a City or privately initiated Comprehensive Plan Amendment, and 6) Whether the Applicant wishes to be considered for a small-scale development activity amendment.</li> </ul>	
<b>8.</b>	<p><b>Boundary Adjustment/Lot Split Review</b></p> <ul style="list-style-type: none"> <li>• Signed and sealed survey of the lot(s) in its existing condition</li> <li>• Signed and sealed survey of the proposed lot configuration</li> <li>• Narrative</li> <li>• Written authorization of all affected property owners</li> </ul>	
<b>9.</b>	<p><b>Historic Reuse Permit</b></p> <ul style="list-style-type: none"> <li>• 8.5 X 11 parking diagram</li> <li>• Narrative describing 1) the proposed use; 2) how the use qualifies as low impact; 3) if parking will be provided on site; 4) the number of people working in the establishment; 5) the expected number of clients/applicants in a business day; 6) any additional information identified in the pre-application summary report (if applicable)</li> </ul>	

10.	<b>Provisional Use/Open Air Market</b> <ul style="list-style-type: none"> <li>Narrative describing the type of market, days and hours of operation, types of signs and any entertainment</li> <li>Approval letter from property owner(s) identifying site address, owner's name, mailing address, telephone number and acknowledgment of proposed activity and dates of operation.</li> <li>8.5 x 11 sketch of the site identifying the location of all uses and parking if provided.</li> </ul>	
11.	<b>Regional Activity Center or Urban Central Business District</b> <ul style="list-style-type: none"> <li>Narrative responding to the questions/criteria indicated on Form O.</li> <li>Map delineating the boundary of the proposed area.</li> <li>Proposed Ordinance delineating a Regional Activity Center or Urban Central Business District, optional.</li> <li>Summary of comments received at the Community Workshop.</li> </ul>	
12.	<b>Revisions/Amendments to Previously Approved Applications</b> <ul style="list-style-type: none"> <li>Submission requirements will be determined by agreement of Staff and the Applicant</li> </ul>	
13.	<b>Site Plan - Extension of Time</b> <ul style="list-style-type: none"> <li>Narrative</li> </ul>	Submit 30 days prior to expiration
14.	<b>Tax Increment Financing (TIF) Funding Assistance Requests</b> <ul style="list-style-type: none"> <li>Narrative including 1) Development Budget for (a) Permanent Financing and (b) During Construction; 2) Construction timeline by Phase/Structure; 3) Detailed Operating Cash Flow Pro Forma.</li> <li>11" X 17" Schematic architectural drawings – a site plan and elevations of all facades</li> </ul>	
15.	<b>Variance – Limited Administrative Review (Non-historic)</b> <ul style="list-style-type: none"> <li>Surveys - signed and sealed; to include proposed building and accessory footprint, driveway access, all tree locations with DBH and species, trees to be removed and trees to be preserved.</li> <li>Narrative and any other supporting documentation indicating how criteria in Sect.IV-606(f) are met: <ol style="list-style-type: none"> <li>The grant of the limited administrative variance will be consistent with the general intent and purpose of these regulations.</li> <li>Not injurious or otherwise detrimental to the public welfare.</li> </ol> </li> </ul>	
16.	<b>Zoning Code Confirmation</b> <ul style="list-style-type: none"> <li>Narrative</li> </ul>	
17.	<b>Zoning Code Interpretation – a meeting with Staff prior to filing is encouraged.</b> <ul style="list-style-type: none"> <li>Narrative</li> </ul>	

FAILURE TO SUBMIT ALL REQUIRED ITEMS WILL RESULT IN AN INCOMPLETE SUBMISSION  
I HEREBY CERTIFY THAT THE STATED INFORMATION IS INCLUDED IN THE SUBMITTED PLANS AND/OR DOCUMENTS.

Date: 3/19/25

  
Signature of Property Owner, Lessee, Contract Purchaser, or Agent **Circle One**

NOTES:

- If a Variance is filed, it must be filed simultaneously with any other land use applications for the same site and filed simultaneously with a re-submittal.
- If an Adjustment to the Downtown Code is filed, it must be filed simultaneously with any other land use applications for the same site and filed simultaneously with a re-submittal.
- Re-Submitted Applications require a narrative certified by signature of owner, developer, representative, engineer, or architect responding to each issue raised by Development Review Committee members; a corresponding pointer on plan documents noting where each narrative issue has been resolved; and changes on plan documents indicated with "clouds".
- Completion of the Traffic Study averages 30 to 40 business days.



CITY OF SARASOTA  
**DEVELOPMENT APPLICATION**

Administrative Regulation No. 039 . A005 . 1298  
Impact of Ordinances on Affordable Housing

1. Does the proposed project have any impact on the affordability of housing?

Yes

No

If yes, complete the following:

2. Describe the impact of the proposed project on the affordability of housing. If this impact can be quantified, include this amount in the narrative below.

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The average additional cost per house for New Construction is: \$ \_\_\_\_\_

The average additional cost per house for Rehabilitation is: \$ \_\_\_\_\_

3. What alternatives, if any, have been considered or are available that could minimize any negative effect of the proposed project on the affordability of housing?

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Prepared by: Rebecca Webster

Date: March 19, 2025



**CITY OF SARASOTA**  
**DEVELOPMENT APPLICATION**  
**Amendments to the Sarasota City Plan**  
**Information and Data Requirements**

Please indicate:

Current Land Use Classification:	<a href="#">Not applicable</a>
Proposed Land Use Classification:	<a href="#">Not applicable</a>

Please answer all applicable questions and provide source(s) for all data.

1. What is the reason for the proposed amendment? [To clarify that the City of Sarasota Zoning Code identifies certain streets as Primary Grid Streets.](#)
2. A proposed amendment involving text changes should include a copy of the currently adopted text with proposed additions underlined (e.g. City of Sarasota) and proposed deletions struck through (e.g. ~~City of Sarasota~~). [See attached](#)
3. A proposed amendment involving map changes should state the currently adopted classification and the proposed change(s). [Not applicable](#)
4. Analysis of the character of the parcel, using additional pages as necessary, from the *Sarasota City Plan* in order to determine its suitability for the proposed use(s) including: [Not applicable](#)
  - a. FEMA flood zone designation(s) from Illustration EP-4 or its source document;
  - b. Natural Resources from Illustration EP-2, EP-3, and EP-5 or their source documents;
  - c. Historic Resources from the Historic Preservation Chapter;
  - d. Hurricane Storm Surge Category from Illustration EP-11 or its source document.
5. Hurricane evacuation information based on the proposed amendment, considering the number of persons requiring evacuation, availability of hurricane shelter spaces, and evacuation routes and times from the Sarasota County Emergency Management Center. [Not applicable](#)
6. Whether the proposed amendment affects beach accessibility. [Not applicable](#)
7. Whether the site contains habitat for species listed by Federal, State or Local Agencies as endangered, threatened or species of specific concern as identified by Illustration EP-6 of the *Sarasota City Plan*. If yes, identify the species and show the habitat location on map. [Not applicable](#)
8. Whether the proposed amendment affects adjacent local governments. If yes, how? [Not applicable](#)
9. How will the public interest be furthered if the amendment were to be approved? [Not applicable](#)
10. Why is the current land use classification for the subject parcel no longer appropriate? [Not applicable](#)
11. Are there any changes in the character of the area surrounding the subject parcel since the adoption of the *Sarasota City Plan* which would support the amendment? [Not applicable](#)
12. What benefit would accrue to adjacent and nearby properties as a result of the proposed amendment? What detriments? [Not applicable](#)
13. Do any alternatives exist to accommodate the applicant's needs which would not require changes to the comprehensive plan and why the applicant is not proceeding with these alternatives? If so, what? [Not applicable](#)

14. If you will be seeking a concurrent review of a rezoning request or other type of development approval (e.g., rezoning, conditional use permit, site plan, etc.) please so indicate and provide the characteristics of the request. **Not applicable**
15. If other City actions are associated with your proposal (e.g., lease modifications, annexation, etc.) please so indicate and provide the characteristics of the request. **Not applicable**

### **Public Infrastructure/Service Analyses** **Not applicable** **Map Amendments Only**

The Florida Statutes require that the City analyze all proposed land use changes in order to determine if the City's adopted levels-of-service (LOS) will be maintained and that existing infrastructure capacities are adequate to support the impact of the development associated with the land use change. In order for staff to undertake this LOS analysis, the applicant can pursue one of two options described below.

Option 1: - Worst-Case Scenario. Under this option, the applicant notes at the pre-application conference that he/she has no specific development plans for which the level-of-service analysis can be based. In this case, City staff will create a "Level of Service Analysis Table" based upon the most intensive activity that could be constructed on the subject parcel as determined by the most intensive implementing zone district. This table will be prepared within two weeks after the pre-application conference and transmitted to the applicant, the City departments of Public Works and Engineering as well as the Sarasota County Area Transit Service staff. Staff from these agencies will then determine if adopted LOS values will be maintained or whether additional information is required before this determination can be made (e.g., a traffic study).<sup>1</sup>

Option 2: - Proffered Rezone Petition. Under this option, the applicant provides at the pre-application conference specific proffers reflecting specific land uses, intensities/densities, heights, and other components of a "concept plan." Staff will then prepare the "Level of Service Analysis Table" based upon these proffers and transmit it to the applicant, the Department of Public Works and the Engineering Department. Staff from these two departments will then determine if adopted LOS values will be maintained or whether additional information is required before this determination can be made (e.g., a traffic study).<sup>2</sup> If there are companion development application(s) accompanying the proposed amendment or if a specific development plan for the future has been determined, describe the proposal(s) including building(s) square footage, use, etc.

Note: If Option 2 is chosen, a "proffered rezone" application must be filed concurrently with the Comprehensive Plan Amendment Application.

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<sup>1</sup> The procedure for determining the impact of the proposed land use change under this option involves a comparison of the "most intense" development possible under the existing Future Land Use classification with the "most intense" development possible under the proposed Future Land Use classification. This comparison will determine the *net* impact that the proposed amendment will have on LOS related services (e.g., transportation, recreation, water, sewer, storm water, public transit, etc). These "most intense" scenarios are based upon the land use classifications implementing zone districts.

<sup>2</sup> The procedure for determining the impact of the proposed land use change under this option involves a comparison of the "most intense" development possible under the existing Future Land Use classification with the development reflected by the proposed "proffered" rezone. This comparison will determine the *net* impact that the proposed amendment will have on LOS related services (e.g., transportation, recreation, water, sewer, storm water, public transit, etc).



**MEMORANDUM**

**Date:** March 14, 2025

**To:** File

**From:** Rebecca Webster, Planner

**Subject:** **DRC Comments - Primary Grid Street Text Amendment; Pre-Application;  
25-PRE-11**

The subject application has been scheduled for the March 19, 2025, Development Review Committee. Meetings are held in the City Commission Chambers at City Hall and commence at 9:00am. Staff looks forward to further discussing the project comments at that meeting, however, should you have immediate questions, please contact me or the individual reviewer noted below. Comments are as follows:

**ZONING/CURRENT PLANNING COMMENTS:**

Comments Prepared By / Contact In Case of Questions: Noah Fossick, AICP, Development Review Chief Planner / 941.263.6000 ext. 36548/ [Noah.Fossick@SarasotaFL.gov](mailto:Noah.Fossick@SarasotaFL.gov)

*No Requirements & Regulations, Preliminary/Draft Conditions, Mitigation, or Advisory comments.*

**WASTE/RECYCLING COMMENTS:**

Comments Prepared By / Contact In Case of Questions: Jonathan Williamson, Supervisor, Public Works / 941.263.6000 ext. 36154/ [Jonathan.Williamson@Sarasotafl.gov](mailto:Jonathan.Williamson@Sarasotafl.gov)

*No Requirements & Regulations, Preliminary/Draft Conditions, Mitigation, or Advisory comments.*

**UTILITIES/WATER/WASTEWATER COMMENTS:**

Comments Prepared By / Contact In Case of Questions: Zvonko Smlatic, Senior Utilities Engineer / 941.263.6000 ext. 36189/ [Zvonko.Smlatic@SarasotaFL.gov](mailto:Zvonko.Smlatic@SarasotaFL.gov)

*No Requirements & Regulations, Preliminary/Draft Conditions, Mitigation, or Advisory comments.*

**ENGINEERING COMMENTS:**

Comments Prepared By / Contact In Case of Questions: Stephen Zadrozny, Engineering Technician III / 941.263.6000 ext. 36433 / [Stephen.Zadrozny@SarasotaFL.gov](mailto:Stephen.Zadrozny@SarasotaFL.gov)

*No Requirements & Regulations, Preliminary/Draft Conditions, Mitigation, or Advisory comments.*

**TREE PROTECTION COMMENTS:**

Comments Prepared By / Contact In Case of Questions: Donald Ullom, Senior Arborist / 941.263.6000 ext. 36530 / [Donald.Ullom@SarasotaFL.gov](mailto:Donald.Ullom@SarasotaFL.gov)

*No Requirements & Regulations, Preliminary/Draft Conditions, Mitigation, or Advisory comments.*

**SARASOTA COUNTY SCHOOL BOARD COMMENTS:**

Comments Prepared By / Contact In Case of Questions: Diane Cominotti / 941.927.9000 ext. 69051 / [planning@sarasotacountyschools.net](mailto:planning@sarasotacountyschools.net)

*No Requirements & Regulations, Preliminary/Draft Conditions, Mitigation, or Advisory comments.*

**SARASOTA POLICE/CPTED COMMENTS:**

Comments Prepared By / Contact In Case of Questions: Danny Robbins, Police Officer 1<sup>st</sup> Class / 941.954-7056 / [Danny.Robbins@SarasotaFL.gov](mailto:Danny.Robbins@SarasotaFL.gov)

*No Requirements & Regulations, Preliminary/Draft Conditions, Mitigation, or Advisory comments.*

**PLANNING/NEIGHBORHOODS COMMENTS:**

Comments Prepared By / Contact In Case of Questions: Rebecca Webster Planner, Planning Department / 941.263.6000 ext. 36594/ [Rebecca.Webster@SarasotaFL.gov](mailto:Rebecca.Webster@SarasotaFL.gov)

*No Requirements & Regulations, Preliminary/Draft Conditions, Mitigation, or Advisory comments.*

**BUILDING COMMENTS:**

Comments Prepared By / Contact In Case of Questions: Robert Ritz, Plans Examiner / 941.263.6000 ext. 36488/ [Robert.Ritz@Sarasotafl.gov](mailto:Robert.Ritz@Sarasotafl.gov)

*No Requirements & Regulations, Preliminary/Draft Conditions, Mitigation, or Advisory comments.*

**FIRE DEPARTMENT COMMENTS:**

Comments Prepared By / Contact In Case of Questions: Jason Smith, Fire Safety Inspector / 941.861.2299 / [jsmith@scgov.net](mailto:jsmith@scgov.net)

*No Requirements & Regulations, Preliminary/Draft Conditions, Mitigation, or Advisory comments.*

**TRAFFIC CONCURRENCY COMMENTS:**

Comments Prepared By / Contact In Case of Questions: Wesley Stuckey, Engineering Tech II/ 941.263.6000 ext. 36532 / [Wesley.Stuckey@SarasotaFL.gov](mailto:Wesley.Stuckey@SarasotaFL.gov)

*No Requirements & Regulations, Preliminary/Draft Conditions, Mitigation, or Advisory comments.*



March 19, 2025

**RE: PRE-APPLICATION CONFERENCE FOR PRIMARY GRID STREET TEXT AMENDMENT (25-PRE-11)**

In accordance with City of Sarasota Zoning Code § IV-201(A)(3), this Letter of Understanding serves as a follow-up to the pre-application conference held on March 19, 2025. The proposal discussed was a city-initiated petition to amend the Future Land Use chapter of the *Sarasota City Plan* and relocate the modified text in Action Strategy 4.15 from Objective 4 “Downtown Master Plan” to Objective 2 “Land Development Regulations (LDRs).” The Comprehensive Plan Amendment additionally clarifies that the Zoning Code identifies certain streets as Primary Grid Streets. DRC members discussed the written comments that were provided.

The Zoning Code citations referred to in this letter can be found on the City’s website at [www.sarasotafl.gov](http://www.sarasotafl.gov). Please select: Government/Development Services/Zoning/Official Zoning Code.

If you have questions or need further information regarding the development application process, please contact me at 941-263-6594 or [Rebecca.Webster@Sarasotafl.gov](mailto:Rebecca.Webster@Sarasotafl.gov).

Sincerely,

Rebecca Webster  
Planner

Rebecca Webster  
Digitally signed by  
Rebecca Webster  
Date: 2025.03.19  
15:54:36 -04'00'

cc: Department File  
Sean Wilkins, Development Applications Coordinator

PLANNING DEPARTMENT  
1575 Second Street  
Sarasota, FL 34236  
Tel 941-263-6000

### **Description of Proposed Text Amendment**

This proposed text amendment to the Future Land Use Plan will be submitted by the City of Sarasota Planning staff to address an inconsistency between the City Comprehensive Plan and the City Zoning Code. The Comprehensive Plan references the Downtown Master Plan as the document that identifies certain streets as “Primary Grid” streets; however, the Zoning Code contains the official map of “Primary Grid” streets that has been updated since the adoption of the Downtown Master Plan.

For this text amendment, staff is recommending the document referenced in Action Strategy 4.15 that identifies certain streets as Primary Grid streets be changed from the Downtown Master Plan to the Zoning Code. This change will clarify that the City Zoning Code contains the official “Primary Grid Street Map” and that the Downtown Master Plan should not be used to identify the existing streets that are currently designated as Primary Grid streets. The text amendment also proposes to relocate the modified text from Objective 4 “Downtown Master Plan” to Objective 2 “Land Development Regulations (LDRs)” because the Action Strategy now relates to the City Zoning Code and not the Downtown Master Plan.

The City Commission authorized staff to submit this plan amendment on February 18, 2025. It will be submitted to the Florida Department of Commerce in accordance with the State Expedited Review Process.

## Objective 2 - Land Development Regulations (LDRs)

The City shall make appropriate changes to the City’s existing Land Development Regulations, (LDRs) including the zoning code, in order to ensure continued consistency between those regulations and this *Sarasota City Plan*. In addition, the City may consider other regulatory factors for possible incorporation into the Land Development Regulations that are not issues of “consistency,” but which warrant consideration due, in part, to the developed character of the City.

### Action Strategies

2.17 Primary Grid Streets: The Zoning Code~~Downtown Master Plan~~ identifies certain streets within the master plan study area as “Primary Grid” streets. Primary Grid streets are intended to be more pedestrian oriented than other streets and should be designed to enhance the pedestrian experience. Development along Primary Grid streets and development at the intersections of Primary Grid streets with other streets shall be designed to accommodate a higher level of pedestrian activity and to provide a higher level of pedestrian appeal than development on other streets. On a Primary Grid street, the uses of buildings at the street level, building frontage, the streetscape (i.e., landscaping), and the street design shall complimentary to one another and shall combine to create a street frontage that is pedestrian oriented. However, when no other access is available, direct vehicular access to properties located on Primary Grid streets shall not be prohibited from Primary Grid streets. The City will concentrate resources on improving the “walkability” of Primary Grid streets. Efforts to improve the “walkability” of these streets may include, but shall not necessarily be limited to, redesign, installation of streetscape improvements, and revisions to land development regulations intended to promote the pedestrian experience.

**NOTE:**

Blue text represents previous Action Strategy 4.15 now moved to new Action Strategy 2.17. Red text represents changes to the existing Action Strategy 4.15.

**NOTE:**

Add former Action Strategy 4.15 related to Primary Streets under Objective 2 as new Action Strategy 2.17 because it pertains to the Land Development Regulations of the City Zoning Code and does not pertain to the Downtown Master Plan.

### Objective 4 - Downtown Master Plan

To implement components of the Downtown Master Plan consistent with the Urban Neighborhood, Urban Edge, Downtown Core, and Downtown Bayfront Land Use Classifications.

**NOTE:**  
Move Action Strategy 4.15 related to Primary Streets under Objective 2 as new Action Strategy 2.17 because it pertains to the Land Development Regulations of the City Zoning Code and does pertain to the Downtown Master Plan.

#### Action Strategies

**NOTE:**  
Blue text represents previous Action Strategy 4.15 now moved to new Action Strategy 2.17.

~~4.15 **Primary Grid Streets:** The Downtown Master Plan identifies certain streets within the master plan study area as “Primary Grid” streets. Primary Grid streets are intended to be more pedestrian oriented than other streets and should be designed to enhance the pedestrian experience. Development along Primary Grid streets and development at the intersections of Primary Grid streets with other streets shall be designed to accommodate a higher level of pedestrian activity and to provide a higher level of pedestrian appeal than development on other streets. On a Primary Grid street, the uses of buildings at the street level, building frontage, the streetscape (i.e., landscaping), and the street design shall complimentary to one another and shall combine to create a street frontage that is pedestrian oriented. However, when no other access is available, direct vehicular access to properties located on Primary Grid streets shall not be prohibited from Primary Grid streets. The City will concentrate resources on improving the “walkability” of Primary Grid streets. Efforts to improve the “walkability” of these streets may include, but shall not necessarily be limited to, redesign, installation of streetscape improvements, and revisions to land development regulations intended to promote the pedestrian experience.~~

**4.164.15 The “Transect”:** The New Urban Future Land Use Map classifications of Urban Neighborhood, Urban Edge, Downtown Core, and Downtown Bayfront are based upon the “Transect” which is an analytical system of coding that extends from the rural wilderness to the urban core that links human and natural environments in one conceptually continuous system. The “Transect” works by allocating elements that make up the human habitat to appropriate geographic locations. The “Transect” elements that are applicable to the City of Sarasota are those which are “urban.”

