



MEMORANDUM

FROM: Nicole Tremblay, Senior Planner
DEPT: Planning and Zoning
TO: Kelly Michaels, City Clerk
DATE: September 10, 2025
RE: Transmittal of Petition for Council Action –
Final Plat Text Amendment 25-50AM
SUBJECT: Transmittal of Petition for Council Action 25-50AM

On September 2, 2025, the Planning Commission, made the following motion for the subject petition:

Petition No. 25-50AM

The following motion was **APPROVED** by a vote of 6-0, with one member absent:

Based on review of the application materials, the staff report and testimony provided during the public hearing, the Planning Commission, sitting as the local planning agency, finds this petition consistent with the Comprehensive Plan, in compliance with the Land Development Code and with the affirmative Findings of Fact in the record, and **RECOMMENDS APPROVAL TO CITY COUNCIL OF TEXT AMENDMENT PETITION NO. 25-50AM** with the corrections as noted.

The project strikethrough-underline pages and clean copy pages have been amended as follows:

An extraneous letter “t” was removed from Section 1.15.5.B.

Section 1.15.5.D has been changed:

D. Decision Criteria. The City Engineer shall coordinate the review of the final plat with appropriate City departments for the purpose of determining its compliance with applicable City rules and regulations and state laws and for conformance with the approved preliminary plat. Upon determining such compliance, the City Engineer shall request a Mylar of the final plat from the applicant, including all required signatures from the applicant. Upon approval by the City Engineer, the City Clerk shall obtain signatures from the Mayor, City Attorney, and City Engineer ~~and shall present the final plat to the County Clerk for recording.~~ The applicant's failure to present the applicant executed Mylar to the City within 60 days of City Engineer approval will require the final plat to be resubmitted in compliance with the regulations that are in effect at the time of resubmission. No documentation from the previous submission will be carried over from the City's files and all fees for submission of final plats shall apply. ~~The City must record the final plat within 15 days after approval.~~

Section 1.15.5.E has been added:

E. Recording. The approved final plat shall be recorded by the applicant with the Sarasota County Clerk of the Circuit Court within 15 days of applicant receiving the approved plat from the City, unless an extension of time has been agreed to in writing by the City. After recordation of the plat, the applicant shall provide to the City Engineer a full-size certified copy of the recorded plat. If a final plat is not timely recorded, administrative approval of the final plat shall expire and the final plat must be resubmitted.

To continue the processing of the petition, please complete the following:

- Schedule the public hearings before City Council and provide our office with the legal advertisement when sent to the Gondolier so that we may prepare the notification sign and post on the property 15 days prior, per public notice requirements.
- Legistar file CC 25-50AM has been created with the following attachments. Please reformat as needed for City Council:
 1. Staff Memo
 2. Application
 3. Strikethrough-Underline Version PC
 4. Clean Version PC
 5. Strikethrough-Underline Version CC
 6. Clean Version CC

The Planning and Zoning Department may receive additional written correspondence on this petition, which will be forwarded to your office.

Yes

N/A

☐☒

City Attorney Reviewed/Approval

☐☒

Risk Management Review

☐☒

Finance Department Review/Approval

☐☒

Funds Availability (account number): [Click or tap here to enter text.](#)

Attachments: N/A

Cc: Petition No. 25-50AM