




MEMORANDUM TO VENICE CITY COUNCIL

THROUGH CHARTER OFFICER: James Clinch, City Manager

E-SIGN: 
James Clinch (May 15, 2026 12:39:38 EDT)

FROM: Roger Clark, AICP, Planning and Zoning Director

E-SIGN: 

DEPARTMENT: Planning and Zoning

DATE: May 14, 2026

MEETING DATE: May 26, 2026

SUBJECT / TOPIC: Neighborhood Workshops and Property Posting Standards

BACKGROUND INFORMATION: At recent Council meetings, staff was directed to research and report on two items regarding public notice. The first was to research and report to Council results regarding the various platforms of required neighborhood workshops. The second was to consider the property posting standards of Sarasota County in relation to the City's standards.

SUPPORTS STRATEGIC PLAN: Goal Six: Preserve the Venice Quality of Life through Proper Planning

COUNCIL ACTION REQUESTED: Presentation with Action Requested

Neighborhood Workshops

During the development of *Envision Venice*, the City's 2007 comprehensive plan update, participants expressed a desire for greater opportunities for dialogue between developers and stakeholders during the public participation process for land use changes. Concerns were also raised about certain proposed developments, particularly regarding the public's ability to better understand projects and provide input to developers early in the process.

In response, staff drafted amendments to the Land Development Regulations (LDRs) requiring applicants to conduct a neighborhood workshop prior to submitting a land use application. These workshops are intended for adjacent property owners and any other interested parties. While the original code did not explicitly require in-person meetings, the reference to a physical "location" suggested that format. Applicants are also required to provide notice of the workshop at least fifteen (15) days in advance. This notice must be mailed to surrounding property owners within a specified radius, provided to registered neighborhood associations, and published as a legal advertisement in the newspaper.

Prior to 2020, neighborhood workshops were conducted exclusively in person, as the code did not contemplate virtual formats. During the COVID-19 pandemic, however, workshops were permitted to be held virtually. This flexibility was subsequently incorporated into the updated LDRs adopted in 2022, which now allow workshops to be conducted in-person, virtually, or in a hybrid format. Due to

convenience, the virtual option has become the most commonly used. Since 2020, out of 122 neighborhood workshops, 37 have provided an in-person component.

In surveying neighboring jurisdictions, Sarasota County is currently evaluating this issue and has indicated it may move toward requiring in-person workshops. The Town of Longboat Key requires a neighborhood workshop for one application type, and mandates that it be held in person. The City of North Port requires neighborhood workshops to be conducted in person but allows applicants to offer a hybrid option as well. The City of Sarasota's code does not explicitly require in-person workshops, but it is implied by the language that provides for a physical "location".

Based on this information, staff recommends requiring a hybrid workshop format. This approach would ensure an in-person component while also providing a virtual option for those who prefer or require it. Additionally, a hybrid requirement may help avoid potential issues related to Senate Bill 180, as development teams often include professionals who are located out of the area or even out of state. Requiring all participants to attend in person could be viewed as unnecessarily burdensome.

Council Action: Provide direction as to whether neighborhood workshops should be required to be in-person, virtual or a hybrid format.

Property Posting Standards

Staff was directed to evaluate the City's existing requirements for posting property to provide notice of pending public hearings, with consideration given to Sarasota County's standards. Following this review, along with an examination of practices in other jurisdictions, staff developed revised notice language and updated dimensional standards for posted signs (see below).

Consistent with Sarasota County's approach, the proposed signs will measure 3 feet by 2 feet. The text has been streamlined to improve readability, and a QR code has been added to provide direct access to the agenda for the noticed item. City staff will continue to install the required signs, with all associated costs to be borne by the applicant.

Council Action: Confirm the new proposed standards for the posting of properties.

	PUBLIC NOTICE
A Public Hearing concerning the _____	
on/for this property will be held by the _____	
on _____	
For details please visit www.venicegov.com	
or contact the Planning Dept at 941-486-2626	
	

Yes N/A

- Document(s) Reviewed for ADA compliance (required if for agenda posting)
 - City Attorney Reviewed/Approval
 - Risk Management Review
 - Finance Department Review/Approval
- Funds Availability (account number):

CC:









MEMORANDUM

Final Audit Report

2026-05-15

Created:	2026-05-15
By:	Lisa Olson (LOlson@venicefl.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAZkuNpBwRletmUhEJyZWXMDAIA8ja0NVm

"MEMORANDUM" History

-  Document created by Lisa Olson (LOlson@venicefl.gov)
2026-05-15 - 2:55:47 PM GMT
-  Document emailed to Roger Clark (RClark@venicefl.gov) for signature
2026-05-15 - 2:55:51 PM GMT
-  Email viewed by Roger Clark (RClark@venicefl.gov)
2026-05-15 - 2:57:44 PM GMT
-  Document e-signed by Roger Clark (RClark@venicefl.gov)
Signature Date: 2026-05-15 - 2:57:52 PM GMT - Time Source: server - Signature Appearance Selected: IMAGE
-  Document emailed to James Clinch (JClinch@venicefl.gov) for signature
2026-05-15 - 2:57:54 PM GMT
-  Email viewed by James Clinch (JClinch@venicefl.gov)
2026-05-15 - 3:02:31 PM GMT
-  Document e-signed by James Clinch (JClinch@venicefl.gov)
Signature Date: 2026-05-15 - 4:39:38 PM GMT - Time Source: server - Signature Appearance Selected: DRAW
-  Agreement completed.
2026-05-15 - 4:39:38 PM GMT