

CITY OF TAMPA, FLORIDA
ARCHITECTURAL REVIEW COMMISSION
WORKSHOP AGENDA

MEETING DATE:	Monday, April 4, 2011
TIME:	Immediately following 6:00 p.m. Public Hearing
LOCATION:	Old City Hall, 315 East Kennedy Boulevard, 3rd Floor

1. Purpose of Workshop

2. Program Overview

3. Sunshine Law/Public Records

4. Conflict of Interest

5. *Ex Parte* Communications

6. What is a Quasi-Judicial Body?

7. Procedural Due Process

- Includes reasonable notice of the hearing and a full and fair opportunity to be heard.
A full and fair opportunity to be heard includes:
- Allowing the parties and all interested persons an opportunity to present both testimonial evidence and documentary evidence,
- Allowing the parties an opportunity to conduct cross examination of adverse witnesses,
- Allowing the parties and all interested persons an opportunity to present legal argument, and
- Allowing the petitioner an opportunity to rebut evidence presented against him or her.

8. Phases of a Public Hearing

- Public hearing is opened
- Staff presents photo essay
- Petitioner's presentation
- Staff Report
- Public comment
- Questions
- Petitioner's rebuttal
- Public hearing is closed
- Discussion
- Motion

9. The Making of a Motion – Approval, Denial, Conditional, & Continuances

- Certificates of Appropriateness – Preliminary/Final
- Variances
- Administrative Appeals
- Ad Valorem Tax Exemptions
- Recommendations

10. Conclusion

IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT AND SECTION 286.26, FLORIDA STATUTES, PERSONS WITH DISABILITIES NEEDING SPECIAL ACCOMMODATIONS TO PARTICIPATE IN THIS MEETING SHOULD CONTACT THE CITY CLERK'S OFFICE AT LEAST FORTY-EIGHT (48) HOURS PRIOR TO THE DATE OF THE MEETING.