



**MEMORANDUM**  
Development Services Department

**TO:** A. Jerome Fletcher II, ICMA-CM, MPA, City Manager  
**CC:** Jason Yarborough, ICMA-CM, Deputy City Manager  
**FROM:** Alaina Ray, AICP, Development Services Director  
**DATE:** September 27, 2024  
**SUBJECT:** ULDC and Permitting System Mailing

The purpose of this memorandum is to provide an update regarding the Commission's direction at the August 6, 2024, Commission Meeting for staff to review and provide options for property owner notification regarding the Unified Land Development Code (ULDC).

The implementation of the ULDC coincides with the public launch of the City's new permitting system, Accela, which is on schedule to "go live" during the first half of December. Both the ULDC and the permitting processes are interwoven, and many of the same people will be affected by or interested in the implementation of both milestone projects. As such, Development Services staff discussed various options and determined it would be advantageous to provide a single notification that includes information for both the ULDC and the Accela permitting system.

Development Services will work with the Communications Team to develop a postcard with announcements of the new ULDC and Accela, and will mail the notification to all parcel owners within North Port's jurisdictional boundaries. Based on the number of parcels within the City and costs for printing and postage, staff anticipates the total cost of notification to be approximately \$100,000. Staff is exploring cost-saving measures through bulk printing pricing to hopefully reduce this cost.

As this mailing was not anticipated when the FY 2025 budget was prepared, staff will work with the Finance Department to determine if a budget amendment is needed. There is sufficient funding in the Building Fund for this effort.

Staff anticipates mailing the notification prior to the Accela permit system launching in early December for public use. Additionally, Development Services staff would like to take this opportunity to raise awareness that a public ULDC educational session will take place on October 9 in the Commission Chambers at City Hall. The session will be live-streamed at the following link: <https://www.youtube.com/live/W9XN-JOldcc?si=x7wDnqx13PqavG3W>. The recording of the session will be posted on the City website. Staff is working with the Communications team to publicize the session.

An additional session on October 11 will be held for contractors and builders and will be tailored to their questions and interests. Information has been emailed directly to all contractors and builders who are on file with the City. A recording of this session will also be made available.