

PUBLIC PARTICIPATION PROCEDURES FOR DEVELOPMENT OF A LOCAL COMPREHENSIVE PLAN

City of Avon Park Comprehensive Plan Adopted December 26, 1990

LEGAL REQUIREMENTS

Chapter 163.3181, Florida Statutes, as amended, and Chapter 9J-5, Florida Administrative Code, require the local governing body and local planning agency to adopt procedures to provide for and encourage public participation in the comprehensive planning process. These procedures must include:

1. Provisions to notify real property owners of official actions that will affect the use of their property.
2. Provisions to keep the general public informed throughout the planning process.
3. Provisions to assure that the public has opportunities to provide written comments.
4. Provisions to assure that required public hearings are held.
5. Provisions to assure the consideration of and response to public comments.

AGENCIES AND THEIR ROLES

Two agencies are responsible for producing a local comprehensive plan. Their respective roles can be summarized as follows:

Local Governing Body

The Avon Park City Council has the legislative responsibility for the adoption of the comprehensive plan. The general duties and responsibilities of the local governing body as they relate to the comprehensive planning program are:

1. To adopt and amend the comprehensive plan;
2. To conduct a minimum of two (2) public hearings prior to the adoption or amendment of the comprehensive plan or any element of the plan;

3. To appropriate funds for salaries, fees and expenses necessary to produce the comprehensive plan;
4. To approve and submit the approved Evaluation and Appraisal Report to the Florida Department of Community Affairs as required by Chapter 163.3191, Florida Statutes;
5. To adopt land development regulations, land development codes, and amendments thereto that are consistent with the adopted comprehensive plan.

Local Planning Agency

The Local Planning Agency is a group established by ordinance by the local governing body. It has the advisory responsibility to review and make any recommendations to the City Council, which are required or deemed necessary for the conduct of the City's comprehensive planning program. The general duties and responsibilities of the Local Planning Agency are:

1. To prepare the Comprehensive Plan and make recommendations to the local governing body regarding the adoption or amendment to the plan;
2. To conduct a public hearing prior to the recommendation of the local governing body for the adoption or amendment of the Comprehensive Plan or any element of the plan;
3. To monitor and oversee the effectiveness and status of the Comprehensive Plan and make recommendations to the local governing body for any changes to the plan which may be required;
4. To evaluate and appraise the comprehensive plan and prepare reports as required by chapter 163.3191, Florida Statutes;
5. To review amendments to the land development regulations, which implement the Comprehensive Plan and make recommendations to the local governing body as to the consistency of the proposal with the adopted Comprehensive Plan; and
6. To perform any other functions, duties and responsibilities assigned by the local governing body.

PUBLIC PARTICIPATION PROCEDURE

To ensure that the public has adequate opportunities to participate in the comprehensive planning process, the following procedures have been adopted:

1. The Local Planning Agency will hold public workshops or meetings to solicit the views, opinions, ideas, and concerns of the public in relation to the comprehensive plan.
2. The Local Planning Agency will hold a minimum of one (1) public hearing for the purpose of receiving public comments prior to recommending the adoption of the comprehensive plan or any element or portion thereof.
3. The Local Governing Body will hold a minimum of two (2) public hearings prior to the adoption of the comprehensive plan or element or portion thereof.
4. As they are scheduled, public workshops, meetings, and hearings will be advertised in a local newspaper of general circulation, and by posting of a notice at city hall. Notices will include the date, time, place, and purpose of the meeting, workshop or hearing.
5. The public may submit written comments about the comprehensive plan or element or portion thereof to the chairman of the Local Planning Agency c/o City Hall. All verbal and written comments will be recorded and duly considered prior to the adoption of the comprehensive plan or element or portion thereof.
6. As they become available, summaries of comprehensive plan documents will be available for public inspection at the office of the city clerk during normal business Hours.

[RESERVED]