

1231.3 SUBJECT: PROCEDURE - MUNICIPAL PLANNING BOARD

:1 OBJECTIVE:

Provide an operational procedure for the Municipal Planning Board.

:2 AUTHORITY:

This procedure amended by City Council October 11, 2004.

:3 DIRECTION:

Mayor and City Council

:4 METHOD OF OPERATION:

A. Membership

The Board shall consist of eleven (11) members nominated by the Mayor and confirmed by City Council. Members shall be residents and property owners in the City. Membership shall be based on experience or interest in the field of planning and zoning and shall, whenever possible, include:

1. An architect or a landscape architect;
2. An engineer;
3. A realtor or a developer;
4. An environmentalist; and
5. A lawyer.

B. Meetings

Regular meetings are held on the third Tuesday of every month in City Hall. Special meetings may be called by the Board Chairman or by the Mayor at any time.

C. Business Agenda

1. The Executive Secretary shall establish an appropriate filing schedule which may include firm closing dates for submission of all land development applications. To assure proper review and timely action on all requests, the Executive Secretary shall limit the number of applications to be considered by the Board at its regular monthly meetings to a maximum of twenty-five (25) new items. Said items to include the first twenty-five (25) complete applications received prior to the established monthly closing date.
2. All other applications will be carried forward to the next regularly scheduled meeting of the Board. All items for the regular and "Consent Agenda" with supporting documentation shall be prepared and distributed to each member for review in advance of each Board meeting. The types of business to be considered by the Board at its regularly scheduled meetings will generally be in accordance with the following schedules:
 - a) 8:30 a.m. - 12:00 p.m., Third Tuesday of the Month - Growth Management/Program Items:

- (1) Review of Growth Management Plan elements/land development codes and related amendments
 - (2) Capital Improvement Program
 - (3) Arterial Street Plan
 - (4) Community Development Block Grant Program
 - (5) Development of Regional Impact Review
 - (6) Review recommendations from other Boards:
Downtown Development Board
Historic Preservation Board
Board of Zoning Adjustment
Other Boards whenever the development order involves recommendations from more than one Board.
- b) 1:00 p.m. - 6:00 p.m., Third Tuesday of the Month - Land Development Program Items:
- (1) Application for rezoning
 - (2) Conditional Uses (includes accompanying subdivision plat)
 - (3) Planned Developments (includes accompanying subdivision plat)
 - (4) Master Plan Appeals
 - (5) Planning or Zoning determination
 - (6) Annexations (including initial zoning)
 - (7) Plat and Subdivision review
 - (8) Abandonments
 - (9) Public Benefit Uses
 - (10) Street Name Changes
- D. Consent Agenda
The Executive Secretary is authorized to institute a "Consent Agenda to expeditiously handle items to be considered by the Board which are deemed to be routine, non-controversial and do not require specific discussion. The "Consent Agenda" shall operate consistent with the general procedures set forth in Section 121.2 of the Policy and Procedures Manual.
- E. Technical, Advisory, Administrative Support, Agenda and Recording of Meetings
The staff of the Planning and Development Department shall provide principal staff assistance to the Board. The City Planning Bureau shall be responsible for preparation of meeting agenda, processing and preparing items for consideration by the Technical Review Committee and the Municipal Planning Board.

F. Technical Review Committee

The Municipal Planning Board is assisted in its deliberations on annexation, land development and related growth management and community development issues by feasibility reports and technical review comments/recommendations received by the Technical Review Committee. The Technical Review Committee is an informal staff advisory committee composed of, but not limited to, representative of the following:

- a) Municipal Planning Board; Planning Bureau; Engineering Bureau; Transportation Engineering Operations; Parks & Special Facilities; Police; Fire; Downtown Development Board (when applicable); Orlando Utilities Commission(Water & Electrical Divisions); and Orange County School Board; Orange County Planning Staff(when applicable).
- b) The Committee meets on a regular basis the first Tuesday of each month to review and formulate feasibility reports and technical recommendations on various items under consideration by the Municipal Planning Board, other citizen boards/commissions and/or City Council. Such items may include, but are not limited to: annexations, subdivisions, planned developments, developments of regional impact, public benefit uses, rezonings, conditional uses and other land development growth management issues. Special meetings are scheduled by the City Planning Bureau as may be needed from time to time to handle items under consideration by citizen boards and City Council.

G. Report of Minutes

Minutes of each Board meeting, after review and approval by the Executive Secretary, shall be distributed to the Mayor, City Commissioners, City Clerk and Municipal Planning Board members within 72 working hours after the meeting. Board minutes will be presented for City Council action by the Planning and Development Director at the next scheduled Council session.

H. Implementation

The City Planning Bureau, with direction from the Planning and Development Director, is responsible for coordinating the implementation and recommended requirement and conditions of the Board, as approved by City Council.

:5 FORMS:
NONE.

:6 COMMITTEE RESPONSIBILITIES:
AS STATED HEREIN.

:7 REFERENCE:

CITY CHARTER, CHAPTER 11, SECTIONS 58.160-58.165. THIS PROCEDURE ADOPTED BY CITY COUNCIL AUGUST 11, 1969, ITEM 37; AMENDED FEBRUARY 2, 1976, ITEM 20; AMENDED MARCH 12, 1979, ITEM 12. RENUMBERED 221.3, AND AMENDED AUGUST 23, 1982, ITEM 19A; AMENDED JULY 26, 1993; AMENDED OCTOBER 11, 2004, ITEM A4.

:8 EFFECTIVE DATE:

THIS PROCEDURE EFFECTIVE OCTOBER 11, 2004.