

M E M O R A N D U M

TO: Tom Harmer, Town Manager

FROM: Allen Parsons, AICP,
Director, Planning, Zoning & Building Department

REPORT DATE: January 11, 2022

MEETING DATE: January 24, 2022

SUBJECT: Comprehensive Plan Update – Framework and Process

Recommended Action

None, informational only.

Background

As a follow-up to the Comprehensive Plan Evaluation and Appraisal Report (EAR), presented to the Town Commission (Commission) at their November 15, 2021 Regular Workshop Meeting, the staff has sent official notice to the Florida Department of Economic Opportunity (DEO) that an EAR has been completed and that the Town intends to update its Comprehensive Plan¹. An overview of the recommendations from the Town's planning consultant were presented to the Commission and their work has been completed. The staff will be coordinating the next level of review and preparing any Ordinances with the Town Attorney for future consideration by the Commission.

At the November Workshop, the Commission indicated that they were not looking for a complete rewrite of the Comprehensive Plan and directed staff to review the process to update the Plan based on the EAR review and recommendations before proceeding with meetings with the Planning and Zoning Board (P&Z Board). They also authorized the staff to proceed initially with a Statutory required updates and non-substantive recommended changes.

As discussed, staff has begun updating of the Comprehensive Plan with consideration of a first Batch of amendments, initiated January 2022. The methodology for updating the Comprehensive Plan is similar to the approach that was taken for the recent Zoning Code update. Amendments to the Comprehensive Plan are planned to be completed in six Batches of overlapping and Element-specific reviews and recommendations.

The proposed framework:

1. Process any proposed changes through a series of Comprehensive Plan Amendment Batches.
2. Meet any Statutory Requirements in Batch 1 (in process; P&Z Board public hearing held on January 18, 2022).

¹ F.S. Ch. 163.3191(1)), requires that all jurisdictions evaluate their comprehensive plans every seven years. The requirement states: "*At least once every 7 years, each local government shall evaluate its comprehensive plan to determine if plan amendments are necessary to reflect changes in State requirements in this part since the last update of the comprehensive plan, and notify the State land planning agency as to its determination.*"

3. Review consultant and staff recommendations with the P&Z Board for each Batch.
4. Process P&Z Recommendations, by Batch, to the Commission for consideration.
5. Commission direction to the staff on proceeding with a formal Ordinance with specifically identified amendments to update each Batch.
6. Staff will develop the formal ordinance to support Commission direction.
7. Process each Batch related Ordinance to the P&Z Board and then Town Commission.

Each Batch of amendments will be presented to the P&Z Board in a series of workshops with recommendations subsequently brought to the Town Commission for consideration prior to developing any specific amendments in ordinance form. The P&Z Board, at their request, will meet in monthly workshops (separate from their regularly scheduled meetings) to review the Comprehensive Plan Elements, and provide carefully considered recommendations to the Town Commission.

The scheduling of individual workshops with the P&Z Board may be modified based on the status and capacity of their regular meeting agendas. Staff will present one Batch per meeting, which will be organized to consider one or more Elements per workshop depending upon anticipated amount of review time.

P&Z Board recommendations on the Batches will be forwarded to the Commission for their review at a Town Commission Regular Workshop Meeting. Once the Commission reaches consensus on any proposed amendments, an ordinance will be drafted and then presented to the P&Z Board at their Regular Meeting, followed by consideration by the Commission.

The first Batch is underway² and includes the limited number of State Statute required amendments, as DEO requires the Town to address those Statutory changes within one year after DEO receives official notice of the EAR completion. Batch #1 also incorporates a number of recommended non-substantive changes identified within the EAR. Subsequent Batches (#2-6) will then include a more in-depth review of each Comprehensive Plan Element, utilizing a staggered approach.

The EAR will serve as a road map for the Town, as it identifies various amendments and updates that could be considered as part of an updated Comprehensive Plan. Town staff will utilize the report to facilitate discussions with the P&Z Board as each Comprehensive Plan Element is evaluated and recommended to the Town Commission.

For planning purposes, the summary schedule, with anticipated timelines, is provided below. Comprehensive Plan Elements were organized into the Batches below depending on their complexity and content. The schedule is intended to encourage a continuous and consistent review of the Comprehensive Plan, while recognizing that some Elements may take longer to amend than others. The proposed schedule is intended to be flexible, as the dates could change depending on the complexity of the Element being discussed. When possible the staff will also work to consolidate meetings with the P&Z Board based on other applicants and agenda items.

² The P&Z Board held a public hearing on the first Batch of amendments (Ord. 2022-03) and recommended approval (7-0). The Commission transmittal public hearing will be held March 7, 2022.

Batch 1, January 2022 – March 2022: Statutory Requirements and Non-Substantive Changes

- P&Z Board Regular Meeting: January 18, 2022
- Town Commission transmittal public hearing: March 7, 2022

Batch 2, March 2022 – July 2022: Future Land Use Element

- P&Z Board Special Workshop: March and April 2022
- Town Commission Regular Workshop: May 16, 2022
- P&Z Board Regular Meeting (Ordinance Amendments): June 21, 2022
- Town Commission transmittal public hearing (Ordinance Amendments): July 1, 2022

Batch 3, May 2022 – October 2022: Infrastructure Element and Capital Improvements Element

- P&Z Board Special Workshop: May 2022
- Town Commission Regular Workshop: June 20, 2022
- P&Z Board Regular Meeting (Ordinance Amendments): September 20, 2022
- Town Commission transmittal public hearing (Ordinance Amendments): October 3, 2022

Batch 4, June 2022 – November 2022: Mobility Element

- P&Z Board Special Workshop: June 2022
- Town Commission Regular Workshop: September 27, 2022
- P&Z Board Regular Meeting (Ordinance Amendments): October 18, 2022
- Town Commission transmittal public hearing (Ordinance Amendments): November 7, 2022

Batch 5, September 2022 – December 2022: Coastal Conservation Management Element and Recreational and Open Space Element

- P&Z Board Special Workshop: September 2022
- Town Commission Regular Meeting*: November 7, 2022
- P&Z Board Regular Meeting (Ordinance Amendments): November 15, 2022
- Town Commission transmittal public hearing (Ordinance Amendments): December 5, 2022

Batch 6, October 2022 – January 2023: Housing Element and Governance Element

- P&Z Board Special Workshop: October 2022
- Town Commission Regular Workshop: November 14, 2022
- P&Z Board Regular Meeting (Ordinance Amendments): December 20, 2022
- Town Commission transmittal public hearing (Ordinance Amendments): January 2023

** Note: No Regular Workshop in October due to Commission Retreat.*

Staff Recommendation

None, informational only.

End of Agenda Item