RESOLUTION NO. 89-M-45

A RESOLUTION ADOPTING PUBLIC PARTICIPATION PROCEDURES TO PROVIDE FOR PUBLIC INPUT DURING THE COMPREHENSIVE PLANNING PROCESS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Florida Legislature intends for the public to participate in the comprehensive planning process to the fullest extent possible; and

WHEREAS, Section 163.3181, Florida Statutes, directs local governmental units to adopt procedures designed to provide effective public participation in the comprehensive planning process, and to provide real property owners and the general public with notice of all official actions which regulate the use of their property; and

WHEREAS, Chapter 95-5.004, Florida Administrative Code, sets forth procedures which must be adopted by the local governing body that provide for and encourage public participation in the comprehensive planning process; and

WHEREAS, the Board of County Commissioners does hereby formally recognize and encourage public participation in the comprehensive planning process by the adoption of these procedures.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ORANGE COUNTY, FLORIDA:

Section 1. Establishment of Advisory Committees.

a. Within forty-five (45) days after the effective date of this Resolution, the Board of County Commissioners shall establish seven (7) Advisory Committees to review the staff-drafted Goals, Objectives, and Policies to the Growth Management Policy (GMP), and to make recommendations on level of service standards for the capital intensive elements of the GMP (Recreation and Open Space, Potable Water, Wastewater, Solid Waste, Traffic Circulation, Drainage, Transit).

b. The seven (7) committees shall deal respectively with 1) Housing; 2) Future Land Use; 3) Infrastructure 1 - Water, Wastewater; 4) Infrastructure 2 - Solid Waste, Aquifer Recharge and Drainage; 5) Transportation - Traffic
Circulation, Transit, and Aviation; 6) Environmental/Recreation - Recreation, Open Space, and Conservation; and 7) Community Facilities (Fire, Police, Schools, Libraries).

Section 2. Membership and Organization.

a. Each Committee shall consist of eleven (11) members and nine (9) alternates. Six members and six alternates shall be selected from each of the six public interest groups as specified in the Public Participation Handbook as adopted by the Board of County Commissioners on July 17, 1989. Two members shall be selected from the Local Planning Agency. One member and one alternate shall be selected from property owners in unincorporated Orange County. One member and one alternate shall be selected from nonspecific interests. One member and one alternate shall be selected from an appropriate standing advisory board/committee, except that if an appropriate standing advisory board/committee is not in existence, two members and two alternates shall be selected from property owners in unincorporated Orange County.

b. No member or alternate shall hold an elective office. Each member and alternate shall be a resident of Orange County. However, the majority of the members of each Committee shall be residents of unincorporated Orange County.

c. The term of membership shall endure from September 1989 through May 1990.

d. Meetings shall take place at least every two (2) weeks, unless otherwise noted.

e. Six (6) of the members of a Committee shall constitute a quorum.

f. A Committee member shall be replaced by the alternate if he resigns, dies, or misses more than three (3) consecutive meetings.

g. The Local Planning Agency members shall be the chairman of each Committee, and the vice-chairman.
h. All committee meetings shall be open to the public. All records pertaining to the Committees' meetings shall be public records.

Section 3. Review by LPA; Workshops.

a. At the conclusion of the final respective Committee meetings, each Committee's findings and conclusions shall be submitted for review by the LPA.

b. Thereafter, workshops shall be held in various parts of the County to provide for informal public information and discussion sessions.

c. The Board of County Commissioners shall ensure public notice of all workshops and public hearings concerning the adoption process of the 1990 Comprehensive Plan. Notification shall be provided in several newspapers of general circulation, including the Orlando Sentinel, the West Orange Times, and the Apopka Chief. Each advertisement shall contain, at a minimum, the meeting date, time, place, subject of the meeting, and places where proposals may be inspected. The advertisement shall not be placed in a portion of the newspaper where legal notices and classified advertisements appear. It shall appear in the newspaper on the dates required by Chapter 163, Florida Statutes. The advertisement shall also advise that interested parties may appear at the meeting and comment and be heard regarding the Comprehensive Plan Update.

Section 4. Written Comments. Written comments on the 1990 Comprehensive Plan shall be accepted from the public, and considered, throughout the planning process.

Section 5. Continual Public Participation. The public participation program shall be an ongoing effort as amendments to the GMP are considered, and such effort shall be consistent with the Public Participation Handbook, as adopted by the Board of County Commissioners on July 17, 1989.

Section 6. Effective Date. This Resolution shall become effective on the date of its adoption.

ORANGE COUNTY, FLORIDA

BY:                Chairman, Board
                  of County Commissioners

DATE:              JUL 17 1989

ATTEST:  Martha O. Haynie, Clerk to the
          Board of County Commissioners

BY:                Deputy Clerk
# PUBLIC PARTICIPATION PROGRAM IN THE UPDATE OF THE ORANGE COUNTY GROWTH MANAGEMENT POLICY
(July 1989)

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PUBLIC PARTICIPATION PROGRAM IN THE UPDATE OF THE
ORANGE COUNTY GROWTH MANAGEMENT POLICY
(July 1989)

I. INTRODUCTION/PURPOSE

The purpose of this document is to set forth the procedures for ensuring substantial public participation in the update of Orange County's comprehensive plan. It is the intent of this Public Participation Program that public input concerning the Growth Management Policy (GMP) be maximized to the greatest extent possible. It is further intended that the maximum possible number of County real property owners and residents be aware of the plan update and that adequate opportunities are provided for comments. Public participation is an integral part of successful public planning initiatives.

There are three (3) principle objectives of this document:

A. To comply with all applicable statutory requirements;

B. To ensure ample public participation; and,

C. To serve as an informational/procedural guide to those participants in the plan update.

A tentative schedule is enclosed (See Appendix "A"), indicating the time-schedule necessary to undertake the procedures outlined below including all statutory public hearings. The schedule is designed to be consistent with the December 1990 deadline for final submission of the comprehensive plan to the Florida Department of Community Affairs (DCA) for compliance review.
II. STATUTORY REQUIREMENTS


Chapter 163, *Florida Statutes* sets forth the minimum criteria for public participation in the planning process. It states that two public hearings must be held by the Board of County Commissioners (BCC) for the adoption of the Comprehensive Plan. The first BCC public hearing shall be held at the transmittal stage, that is, when the plan is sent to DCA for review and comment. The second public hearing shall be held at the adoption stage. It is a statutory requirement that both of the above-referenced public hearings be advertised in the local newspaper, approximately one (1) week prior to the hearing date. The advertisement must be no less than one quarter page size and must contain a location map. It should not be published in the portion of the newspaper where legal notices and classified advertisements appear.

Chapter 163 also requires that the Local Planning Agency (LPA) hold at least one public hearing prior to the final Board of County Commissioners' meeting. The purpose of the hearing is to make a recommendation concerning the adoption of the GMP to the BCC. The law requires that the County must give the above-referenced LPA public hearing "due public notice." "Due public notice" is defined as "the publication of notice of the time, place and purpose of such
hearings at least twice in a newspaper of general circulation in the area, with the first publication not less than fourteen (14) days prior to the date of the hearing, and the second to be at least five (5) days prior to the hearing."

It must be stressed, however, that the above-referenced requirements are the statutory minimum. Section 163.3181 requires local governments considering revisions to their Comprehensive Plans to adopt procedures designed to provide effective public participation in the planning process. These procedures should provide for the broad dissemination of the proposals and alternatives, opportunity for written comments, provisions for discussion, communication programs, information services, and consideration of and response to public comments.

Chapter 9J-5, Florida Administrative Code, reiterates the above requirements, but directs that the procedures for public participation be adopted by the LPA and BCC. The procedures must include:

A. Provisions to assure that real property owners are put on notice of official actions that will affect the use of their property through advertisement in a newspaper of general circulation in the area or other method adopted by the local government;

B. Provisions for notice to keep the general public informed;

C. Provisions to assure that there are opportunities for the public to provide written comments;

D. Provisions to assure that the required public hearings are held; and,
E. Provisions to assure the consideration of and response to public comments.

A copy of the adopted procedures must be submitted to the Department of Community Affairs with the adopted GMP.
III. ALTERNATIVE STRATEGIES FOR PUBLIC PARTICIPATION

There are a number of alternative strategies that could potentially be used as part of the County's Public Participation Program. These strategies are outlined below.

A. NEWSLETTER

The County could, periodically, issue a newsletter to all households in unincorporated areas throughout the update process. This newsletter would contain information on the plan update, upcoming meetings, etc. This strategy would, however, be extremely expensive. Organizing distribution of newsletters to 150,000 households would also be an unacceptably time consuming process.

B. MEDIA PUBLICITY

The County could use the written and broadcast media to inform the public throughout the Growth Management Policy update. Media publicity offers an excellent method of reaching a large number of people. In particular, neighborhood and public information sessions could be publicized so that all interested individuals are given the opportunity to participate. The cost of this approach would, however, be substantial.
c. QUESTIONNAIRES/SURVEYS

The preparation and distribution of a survey on growth management issues to a sample of County households is another potential public participation technique. The advantage of a survey is that it can provide a representative sample of opinion. The disadvantages of this technique are the costs of administering the survey and the problem of ensuring that a large number of forms are returned.

Another potential problem is the need to carefully consider the phrasing of questions, since the way in which a question is asked often influences the response. It seems unlikely that a survey would produce sufficient information to justify the costs involved.

D. INTERVIEWING INTEREST GROUPS

Another technique for enhancing public input is to identify and interview key interest groups at the beginning of the process in order to obtain their input on key issues/problems and submit ideas on potential policies and programs. This approach gives an excellent opportunity for input from a wide range of community interests. It also enables technical expertise to be provided at an early stage in the planning process. However, the advisory committee approach outlined below offers similar opportunities and advantages.
E. ADVISORY COMMITTEES

Advisory committees are an effective public participation tool which permits detailed public input and which can provide an opportunity for people with special knowledge to assist in developing the plan. Key interest groups can be represented in all aspects of plan review, ensuring that a wide range of community interests have input into the final plan. Since much of the Growth Management Policy is necessarily technical in nature, advisory committees with an interest in and knowledge of a subject are especially appropriate. The Advisory Committee technique was used successfully in the development of both the 1980 comprehensive plan and in the 1985 Update.

F. PUBLIC INFORMATION SESSIONS

A public information session is a kind of "open space" held in a facility that can accommodate displays or models, as well as a large group of people. Participants are encouraged to examine exhibits and discuss them with staff. Public information sessions are a good way for people to become familiar with the Growth Management Policy and to ask questions of the appropriate staff members in an informal atmosphere. Public information sessions are useful as a preliminary to a public hearing or workshop. They offer an opportunity for people to review document maps and charts in a leisurely manner and it helps to familiarize a large number of people with the key issues before discussions at a public hearing. This leads to more productive public hearings, since people are aware of key information and issues and have the necessary data to ask questions and discuss major problems.
G. COMMUNITY WORKSHOPS/PUBLIC MEETINGS

Community workshops and public meetings offer the opportunity for the public to have formal input into the plan. Comments made at these public meetings are a part of the record. It is important that there is adequate publicity in advance of the meeting so that interested people can attend. To insure publicity, press releases can be issued and community organizations, special interest groups and homeowner's associations can be asked to advertise the meeting to their membership. Public meetings offer an excellent opportunity for people to have a say in the future of their area, as well as to examine County-wide plans.
IV. RECOMMENDED PROGRAM FOR ORANGE COUNTY

The public participation process will begin after the Technical Advisory Committee (County department managers and other key staff members) reviews the drafts of the elements and the recommended changes are made. The public participation program for the Growth Management Policy update will be divided into four (4) parts. First, an introductory workshop will be held for educational purposes. Second, advisory committees will provide input on the plan’s elements to the Local Planning Agency. Third, public information workshop will be held throughout the County to inform and solicit input from real property owners and County residents about how they will be affected by the proposed plan. The fourth phase will be the public hearing process.

A. EDUCATIONAL REPORT

In any public participation attempt, education is primary. Towards this end, it is proposed that an educational document will be written by staff (Appendix "B"). Three (3) major topics will be covered: the development history of the County; growth management history of the County; and, the requirements and components of the comprehensive planning process.

The section on the history of the County will focus on the growth of the County from a development perspective. This will include population growth and changes in the socio-economic structure. This section on growth management in the County will include the history of planning and zoning in the County.
The final section will deal with the comprehensive planning process. This will include the State mandated requirements for planning, the elements to be covered by the plan, and the timing and procedure of the comprehensive plan update.

The report will be distributed to the various public interest groups, the Orange County Library system, and be available for the public at the Planning Department.

B. INITIAL PUBLIC WORKSHOP

To broaden the sphere of public education, the Planning Department, in conjunction with the Local Planning Agency, will conduct a public workshop. This will be the first opportunity for public input. The meetings are intended to be informal and consist of a short presentation of the educational document and provide a question and answer period to cover growth management issues facing the County. The meeting will also serve to seek County real property owners and residents interested in the Comprehensive Plan Advisory Committee (CoPAC) membership and expand the list of public interest groups.

This meeting is proposed to be widely publicized, including media announcements on radio, television and in the newspaper.

C. COMPREHENSIVE PLAN ADVISORY COMMITTEE (CoPAC)

Seven (7) advisory committees will be established to give the public an opportunity to communicate directly to the Local Planning Agency and County Commission on the plan elements generated by the County staff. Their primary goal is to make comments and recommendations on
the goals, objectives, policies and level of service standards of the assigned elements. The advisory committees will be set up based on their functional topic. The seven (7) suggested committees are as follows:

1. Transportation (Traffic Circulation, Transit and Aviation);

2. Infrastructure #1 (Drainage, Solid Waste and Aquifer Recharge);

3. Infrastructure #2 (Wastewater and Potable Water);

4. Environmental/Recreation (Recreation/Open Space and Conservation);

5. Future Land Use;

6. Housing; and,

7. Community Facilities (fire, police, schools, libraries)

The schedule of committee meetings is illustrated in Figure #1.

The committee membership will comprise 11 people: one (1) member from each of the six (6) public interest groups (listed in Appendix "C"); one (1) real property owner of unincorporated Orange County; one (1) member from an appropriate standing advisory board/committee (see Appendix "C"); one (1) member with non-specific interest; and, two (2) members from the Local Planning Agency. In the case where an advisory board/committee does not exist, two (2) real property owners will be
FIGURE #1

SCHEDULE OF COMMITTEE MEETINGS

ENVIRONMENTAL/RECREATION CoPAC

Resource-Based Parks  September 5, 1989 - November 17, 1989
Conservation           November 27, 1989 - January 26, 1990
Activity-Based Parks   February 5, 1990 - May 31, 1990

TRANSPORTATION CoPAC

Aviation               September 5, 1989 - November 17, 1989

INFRASTRUCTURE #1 CoPAC

Solid Waste            September 5, 1989 - November 17, 1989
Aquifer Recharge       November 27, 1989 - January 26, 1990
Drainage               February 5, 1990 - May 31, 1990

INFRASTRUCTURE #2 CoPAC

Wastewater             September 5, 1989 - December 1, 1989
Water                  December 11, 1989 - March 7, 1990

HOUSING CoPAC

Housing                September 5, 1989 - December 1, 1989
COMMUNITY FACILITIES CoPAC

Community Facilities  January 8, 1990 - April 6, 1990

FUTURE LAND USE CoPAC

Future Land Use       November 14, 1989 - May 31, 1990
chosen. All members shall be Orange County residents and the majority of the membership shall live in unincorporated Orange County. The LPA members shall co-chair the advisory committees. This will ensure consistency in the update process. An alternate for each member (except the LPA members) will also be selected. The alternates will be encouraged to attend the meetings to maintain congruity if a member is replaced. If a member misses three (3) consecutive meetings, the member shall be replaced by the alternate. The membership will require a total of 63 people to be selected as members and 63 people as alternates.

A letter (see Appendix "D") to the interest groups will be sent out in early July for committee nominations. Real property owners and residents for the committees will be solicited at the Local Planning Agency Educational Briefing workshop and by advertisements in the area newspapers.

Under the recommended approach, the members of the advisory committees will each be representing a particular "public interest category," therefore, it would be incumbent upon that member to ensure that the views of his/her interest category are represented.

The process will be a forum open to the general public and is not envisioned as operating under a rigid voting system. No one idea, problem, etc., will be judged by a voting process, but will be recorded in an open forum. A facilitator will introduce or explain the plan elements as prepared by staff and assist in maintaining discussion momentum. The staff planner attending each meeting will be available for technical assistance, as well as other County staff members as appropriate. All
meetings will be taped and written minutes produced. The format for the CoPAC meetings is found in Appendix "D."

The product of the advisory committees will be a text containing the input from the meetings; specifically recommendations on goals, objectives and policies of each element and a financially feasible level of service for each capital intensive element. The text on each plan element would be produced from meeting to meeting. This text will be presented to the entire LPA for discussion and consideration. The LPA will develop the contents of the second draft which will be the draft element presented at the public information/workshops to be held throughout the County.

D. PUBLIC INFORMATION WORKSHOP SESSIONS

After all of the advisory committees have concluded their meetings and the LPA has organized the second draft, an extensive County-wide public information/participation program will be instituted. The object of this program will be to solicit input from as many real property owners and County residents as possible on the Comprehensive Plan update. Meetings will be held in all areas of the County to ensure accessibility to all interested parties.

At a minimum, the public information/workshop meetings will be held in the following locations (see Map #1):

1. Orange County Administration Building
   201 South Rosalind Avenue
   Orlando, Florida 32801
INSERT MAP #1
2. Apopka Community Center
   445 West 13th Street
   Apopka, Florida 32703

3. East Orange Community Center
   12050 East Colonial Drive
   Orlando, Florida 32817

4. West Orange Service Center
   475 West Story Road
   Ocoee, Florida 32761

Public information session/workshops will be advertised in area newspapers, as well as announced on the radio. In addition, notices will also be distributed to each "public interest group," e.g., homeowners' associations, Chamber of Commerce, etc. Copies of the plan will be available for perusal in the downtown library and the Orange County Planning Department, and for purchase from the Orange County Planning Department.

E. OTHER INPUT

1. WRITTEN COMMENTS

In addition to the committee meetings, public workshops and hearings, the effort of public participation will be furthered by the acceptance of written comments. Written comments will be accepted at anytime during the update process, but will be requested formally after the public information/workshop sessions. Requests for written comments will be advertised in area newspapers. Notification of receipt of written comments will be sent back to the author assuring him/her that their comments will be considered (Appendix "D"). The collection of
written comments from the entire process will be bound and submitted to the Local Planning Agency and the Board of County Commissioners for their review. The text will also be available in the Orange County Library System and Planning Department.

2. NEWSLETTER AND CONTACT WITH NEWS MEDIA

Beginning in July, 1989 and then every four months until Plan adoption, a newsletter will be released to the public interest groups, governmental agencies, news media, posted in the County service buildings and Chamber of Commerce, and available in the Public Library and Planning Department. The newsletter will keep the public informed of planning activities.

The news media will be informed of all meetings relating to the update of the Comprehensive Plan. Broadcasting of at least the public workshops and hearings will be investigated by staff.

3. PUBLIC INQUIRY ASSISTANCE

The Orange County Planning Department is open to the public 8:00 AM to 5:00 PM, Monday through Friday. During these hours, planners are available to answer questions concerning the Comprehensive Plan. The office is located at 201 South Rosalind Avenue, 2nd Floor, in downtown Orlando. The office phone number is 407-236-5600.
F. PUBLIC HEARING PROCESS

The fourth phase of the public participation program is the public hearing process. Along with the LPA draft of the plan, the text of comments will be submitted to the Local Planning Agency and the Board of County Commissioners (with the LPA's recommendation). The Board of County Commissioners is responsible for the Growth Management Policy's final content.

As required by statute, the Local Planning Agency shall hold one (1) public hearing and the Board of County Commissioners shall hold two (2) for the adoption of the comprehensive plan. The number of hearings required by statute are the minimum and does not preclude the local government from conducting more hearings.

It is recommended that Orange County's public hearing process begin with the Local Planning Agency, after completion of the public information workshop meetings. At this hearing, the Local Planning Agency members will review the public input and consider transmittal of the plan to the Department of Community Affairs. The Local Planning Agency's recommendations will be forwarded to the Board of County Commissioners. A Local Planning Agency public hearing is not required by State Statute at the transmittal stage, however it would be beneficial to the comprehensive plan update process.

The first public hearing for the Board of County Commissioners will be approximately three (3) weeks after the Local Planning Agency. The time between the two (2) public hearings will be used for amendments (if necessary) recommended by the Local Planning Agency. This Commission hearing, like the Local Planning Agency
hearing, will be to consider transmittal of the plan to the Department of Community Affairs for review and comment.

After the Department of Community Affairs returns comments on the transmitted plan (maximum 45 days after submission of plan), the County has 60 days in which to adopt the plan (with changes if necessary). It is at this point Chapter 163 of the Florida Statutes requires the Local Planning Agency to hold a public hearing. The purpose of this Local Planning Agency hearing will be to make a recommendation to the Board of County Commissioners that the Growth Management Policy be adopted. The Board of County Commissioners hearing to consider adoption of the plan shall be held approximately two (2) weeks after the Local Planning Agency hearing.

It is a legal requirement that public hearings on the comprehensive plan update be given due public notice. The Board of County Commissioners' public hearings must be advertised at least one (1) week prior to the hearing date. The advertisements must be no less than one quarter (1/4) page size and must contain a location map. It should not be published in the portion of the newspaper where legal notices and classified advertisements appear. According to State Statutes for the Local Planning Agency hearing, "due public notice" is defined as "the publication of notice of the time, place and purpose of such hearings at least twice in a newspaper of general circulation in the area, with the first publication not less than fourteen (14) days prior to the date of the hearing, and the second to be at least five (5) days prior to the hearing." Even though the Local Planning Agency transmittal public hearing is not required by the State, the defined "due public
notice" will be abided by. All Local Planning Agency and Board of County Commissioners' public hearings will be advertised in The Orlando Sentinel, as well as other area newspapers such as The Apopka Chief and West Orange Times. In addition to advertisements in the newspaper, subsequent Board of County Commissioners hearing shall be announced during the Local Planning Agency public hearings.

At all public hearings, opportunity for written and verbal comments will be provided in order to allow due consideration of and response to public comments. All comments submitted shall become part of the record of the public participation process. Written comments may be submitted to the Comprehensive Planning staff, a member of the Local Planning Agency or a County Commissioner, or presented at the time of public hearing. The Planning staff will compile all received written comments from the public hearings in a bound volume. Upon request, any comments received by the staff will be available for public review. Prior to accepting verbal comment at a public hearing, a speaker's name, address, representation and plan area of concern shall be entered into the public record. This information will be a guide to the focus of discussion.

A tentative schedule for the public participation program, including dates for transmittal and adoption hearings by the Orange County Board of County Commissioners and the Local Planning Agency, is attached as Appendix "A."
G. CONTINUAL PUBLIC PARTICIPATION

The public participation program will be an ongoing effort as amendments to the Plan are considered. Anyone participating in the update process and public interest groups shall be notified by newsletter when amendments to the Plan are considered. The newsletter, at a minimum, shall include the schedule of the process and the list of amendments under consideration. The newsletter will encourage participation in the public hearing process as well as request written comments on the amendments. The written comments will be collected and forwarded to the Local Planning Agency and the Board of County Commissioners to be reviewed at public hearings. The public hearings will be advertised according to State requirements to ensure public notification.

Public participation for the Evaluation and Appraisal of the Comprehensive Plan will begin with a newsletter. Everyone who participated in the update process and public interest groups will be sent a newsletter. The newsletter will outline the evaluation and monitoring requirements set forth in Chapter 9J-5, Florida Administrative Code, and solicit committee membership for the review. A questionnaire/survey should be sent out with the newsletter in order to gather responses on plan performance. A committee will be formed and a staff draft of the Evaluation and Appraisal Report (EAR) and survey/questionnaire results will be submitted to the committee for review and recommendations. The recommendations will be presented to the Local Planning Agency and subsequently to the Board of County Commissioners.
V. SUMMARY/RECOMMENDATIONS

A. An introductory report, detailing historic and projected trends, and the planning process, should be written and presented to the public by staff at a Local Planning Agency workshop.

B. Advisory committees should be established to review the elements of the Growth Management Policy. The committees would report their findings to the Local Planning Agency. The Local Planning Agency would report in turn to the Board of County Commissioners.

C. Public information workshops should be held throughout the County to inform the public of the provisions of the plan and to give opportunities for continued public input.

D. Newsletters should be distributed periodically to inform the public of the Plan update progress.

E. Public hearings should be held according to State legislation requirements, with the addition of a Local Planning Agency Public Hearing at the transmittal stage.

F. Public participation should be an ongoing process. Public participants should be notified by newsletter when amendments to the Plan are considered. The newsletter should also be used for notifying the public of the evaluation and monitoring process. A questionnaire/survey of the Plan's performance should also be considered. A committee should be formed to review staff's draft of the Evaluation and Appraisal Report before public hearings are held.
G. The Local Planning Agency and the Orange County Commission should adopt the Public Participation Handbook by resolution, per Chapter 163, Florida Statutes.
APPENDICES
**APPENDIX A**

**TENTATIVE GMP UPDATE SCHEDULE**

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<tr>
<td>June 1, 1989</td>
<td>Staff submits to the Board of County Commissioners the Public Participation handbook draft.</td>
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<tr>
<td>June 15, 1989</td>
<td>Public Participation handbook presentation to the Local Planning Agency and Public Education report review.</td>
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<tr>
<td>July 11, 1989</td>
<td>Staff completion of element drafts.</td>
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<tr>
<td>July 17, 1989</td>
<td>Board of County Commissioners Public Hearing for Public Participation Handbook adoption.</td>
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<tr>
<td>July 18, 1989</td>
<td>Send out Public Participation letter and application to public interest groups.</td>
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<tr>
<td>July 18, 1989</td>
<td>Take advertisement to the area newspapers advertising public educational workshop and solicitation of public participation for committees.</td>
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<tr>
<td>July 18, 1989</td>
<td>Send out educational report to public interest groups.</td>
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<tr>
<td>August 14, 1989</td>
<td>Board of County Commissioners briefing of Growth Management Policy update.</td>
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<tr>
<td>August 24, 1989</td>
<td>Selection and notification of committee members.</td>
</tr>
<tr>
<td>September 1989</td>
<td>Begin advisory committees.</td>
</tr>
<tr>
<td>May 31, 1990</td>
<td>End advisory committees.</td>
</tr>
<tr>
<td>June 12, 1990</td>
<td>Deliver advertisement to the area newspapers for written comment collection.</td>
</tr>
<tr>
<td>June 14, 1990</td>
<td>Advisory Committee Recommendation Review by the Local Planning Agency.</td>
</tr>
<tr>
<td>June 22, 1990</td>
<td>Advertise Collection of Written Comments on the Plan.</td>
</tr>
</tbody>
</table>
**APPENDIX A**

**TENTATIVE SCHEDULE**

(continued)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 2, 1990</td>
<td>Public Information Workshops begin (four are planned).</td>
</tr>
<tr>
<td>August 31, 1990</td>
<td>End Public Information Workshops.</td>
</tr>
<tr>
<td>September 15, 1990</td>
<td>Submit first Local Planning Agency Public Hearing advertisement to the area newspapers.</td>
</tr>
<tr>
<td>September 25, 1990</td>
<td>Local Planning Agency Public Hearing first advertisement.</td>
</tr>
<tr>
<td>September 25, 1990</td>
<td>Submit second Local Planning Agency Public Hearing advertisement to area newspapers.</td>
</tr>
<tr>
<td>October 5, 1990</td>
<td>Local Planning Agency Public Hearing second advertisement.</td>
</tr>
<tr>
<td>October 12, 1990</td>
<td>Local Planning Agency Transmittal Hearing.</td>
</tr>
<tr>
<td>October 15, 1990</td>
<td>Send Clerk to the Board of County Commissioners advertisement for Public Hearing.</td>
</tr>
<tr>
<td>October 30, 1990</td>
<td>Board of County Commissioners Public Hearing Advertised.</td>
</tr>
<tr>
<td>November 6, 1990</td>
<td>Board of County Commissioners Transmittal Hearing.</td>
</tr>
<tr>
<td>November 26, 1990</td>
<td>Mail Plan to the Department of Community Affairs.</td>
</tr>
<tr>
<td>December 1, 1990</td>
<td>Plan submission deadline.</td>
</tr>
<tr>
<td>January 14, 1991</td>
<td>Comments from the Department of Community Affairs due on Compliance (ORC report).</td>
</tr>
<tr>
<td>February 10, 1991</td>
<td>Send Local Planning Agency first Public Hearing notice to area newspapers.</td>
</tr>
<tr>
<td>February 20, 1991</td>
<td>Local Planning Agency Adoption first Hearing advertised.</td>
</tr>
<tr>
<td>February 21, 1991</td>
<td>Send Local Planning Agency Hearing Notice #2 to area newspapers.</td>
</tr>
</tbody>
</table>
**APPENDIX A**

**TENTATIVE SCHEDULE**

(continued)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 1, 1991</td>
<td>Local Planning Agency Adoption Hearing advertised for second time.</td>
</tr>
<tr>
<td>March 7, 1991</td>
<td>Send Clerk to the Board of County Commissioners advertisement for Public Hearing.</td>
</tr>
<tr>
<td>March 17, 1991</td>
<td>Board of County Commissioners Public Hearing advertised.</td>
</tr>
<tr>
<td>March 25, 1991</td>
<td>Board of County Commissioners Public Hearing: Adoption of the Plan.</td>
</tr>
<tr>
<td>March 30, 1991</td>
<td>Plan and Ordinance of Adoption due to the Department of Community Affairs.</td>
</tr>
</tbody>
</table>
APPENDIX B

THE GROWTH MANAGEMENT PLAN 1990 UPDATE OVERVIEW

INTRODUCTION

This document was prepared to provide an overview of comprehensive planning in Orange County. The report will cover the history of development in the County; statistics of the County; and the requirements and components of the comprehensive planning process.

The section on the history of the County will focus on the growth of the County from a development perspective. This will include population growth and changes in the socio-economic structure. The second section will include the history of planning and zoning in the County.

The final section will deal with the comprehensive planning process. This will include the State requirements for local government planning, the elements to be covered by the plan, and the timing and procedure of the comprehensive plan update.

HISTORY OF ORANGE COUNTY

Orange County was created in 1845 by an Act of the Florida Legislature, which officially changed the name of Mosquito County to Orange County. At that time the County included the present counties of Seminole, Osceola, Lake, Brevard, and Volusia. During the 1850’s, Volusia and Brevard Counties were established as separate entities and in the 1870’s, Lake and Osceola Counties were established as separate entities. Finally, in 1913, Seminole County was formed and Orange County’s boundaries assumed their current configuration.

In 1850, the population of Orange County was only 200, but in the next decade the population grew three-fold as settlements formed at Oakland, Christmas, Winter Park, Beulah, and Starke Lake (now Ocoee). After the Civil War, the Orange County population started to grow as pioneers came to farm. Citrus production became the prominent agricultural use. In 1870, the first commercial citrus nursery opened at Starke Lake and by 1880, 7,000 people were living in Orange County.

The first economic boom in the County was precipitated by the first railroad through the area in 1880. The railroad dramatically expanded the market area of the citrus industry. Unfortunately, the Great Freeze of 1894 and 1895 virtually destroyed the entire citrus industry and with it, the largest sector of the economic base. The effects of the freeze were disastrous to local citrus farmers and many residents were forced to leave the area. In the wake of the freeze, residents began to diversify the economy. Vegetable farming, staple crop production, cattle and poultry farming, dairy and other non-citrus agricultural activities were established and provided the basis of the agriculture industry as we know it today in Orange County.
APPENDIX B
THE GROWTH MANAGEMENT PLAN 1990 UPDATE OVERVIEW

(continued)

The second major economic boom occurred in Orange County in relation to the land speculation of the 1920's. This particular phenomenon generated a tremendous influx of investors, land speculators and potential residents to the area. Numerous subdivisions were laid out adjoining the various cities and towns, many of which extended far out into the unimproved areas of the County. Lots were bought and sold at inflated prices on a daily basis, banks overextended credit based on small initial payments and the majority of purchasers obligated themselves to deferred payments which could not be met.

Local municipalities floated extensive bond issues to fund improvements predicated on a sustained boom. When the inevitable slump finally hit, prices sagged, demand lessened, investors pulled out, banks curtailed credit, deferred payments came due, foreclosures of mortgages followed and vacant houses and offices resulted. Large suburban and rural areas which had been cut up into small lots, were not easily assembled back into properties amenable to farming or other land intensive use. The numerous investments by families of small means, lost in the process of market contraction, was the most tragic of all.

The recovery from the slump was slow in coming due to the Great Depression of the early 1930's. However, during this time the citrus industry was reviving and once again formed the underpinnings for a strong and stable agricultural industry.

The next major economic growth period of Orange County did not occur until the decade of the 1950's. Up to this point in time, agriculture remained the unquestioned foundation of the local economic structure; however, certain events following the close of World War II and the emergency of the so-called "Cold War" between the United State and Russia produced a new emphasis on defense spending at the National level. As a direct result, the space program in neighboring Brevard County became a reality and generated an economic impact which reverberated throughout Orange County. For example, proximity to the Cape Canaveral area, as well as a central location at the hub of all major transportation networks in the State, were no doubt major considerations in the decision of the Martin Company (now Martin Marietta) to locate in the area.

With the economic boom of the 1950's, came a significant increase in population. During the decade of the 1950's, Orange County's population more than doubled its size -- from 114,950 in 1950 to 263,540 in 1960. This was mostly due to the wealth of employment opportunities.

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APPENDIX B

THE GROWTH MANAGEMENT PLAN 1990 UPDATE OVERVIEW

(continued)

Martin Company began operations in 1956 and by 1957, employed about 4,000 workers in aerospace related manufacturing. By the mid 1960's, employment at this one firm had increased to over 11,000 workers engaged in a variety of well-paid, highly-technical pursuits. Numerous smaller electronics manufacturing, research and development, and technical firms emerged and found employment as subcontractors in the aerospace program. The National commitments to placing a man on the moon before 1970 (project Apollo) sustained the local aerospace boom through the late 1960's.

The culmination of the Project Apollo series brought with it a diminution of the emphasis placed on aerospace-related achievement. Nationally, funding priorities changed from defense spending to social programs. The local result was massive layoffs and business failures in the industrial manufacturing sector of the economy. Many highly trained and technical personnel were forced to leave the area in search of employment elsewhere.

With the relative decline of the aerospace industry locally, a new economic force emerged to again stimulate growth and development in Orange County. The 1965 announcement by Walt Disney Productions, Inc. of the theme park construction in southwest Orange County produced a new wave of economic prosperity. As a direct result, other major tourist attractions announced their intent to construct ancillary attractions based on the initial Disney announcement. With the opening of Walt Disney World in 1971, Orange County entered a dynamic new era.

The increase in passengers arriving at the airport is a clear indication of the strength of the tourist industry. In 1970, one million passengers arrived at Orlando International Airport. By 1980, the number had increased to 6.5 million. The total for 1988 was over 16.0 million.

Tourism remains one of the strongest industries in the Orange County economy. This trend is expected to continue as Orange County is set to become "Hollywood East" as both Disney-MGM and MCA, Inc. plan on bringing motion picture and television operations to the area.

In addition to the growth in the tourism industry, Orange County is experiencing an expanding base of high technology companies and corporate headquarters - including Harcourt Brace Jovanovich. A technically oriented university, a university related research park, and an available labor pool with a desirable quality of life all combine to make Orange County one of the fastest growing high technology centers in the Nation.
Current estimation of Orange County's population is nearly 640,000. The population projections indicate continued growth at a slower rate, with a population at the turn of the century expected at 792,400. Ten year later, in 2010, the population is projected to be nearly 900,000. Planning for the future is essential to maintain the quality of life experienced today in Orange County.

HISTORY OF GROWTH MANAGEMENT IN ORANGE COUNTY

It was evident that after the tremendous growth rates of the 1940's and 1950's, some organization of development was necessary. In 1957, the County Commission adopted the first zoning code for the County. Subdivision Regulations were established in 1965. It was not until 1972, though, when Orange County made its first attempt at growth management.

On October 31, 1972, the Orange County Board of County Commissioners approved an overall land use policy which was to serve as a guideline for future development of the County. The plan called for orderly development and argues against what it termed "hodge podge" urbanization. Commercial development was encouraged in clusters, avoiding the strip commercial patterns.

Three (3) years after Orange County's Development Policy adoption, the Florida Legislature passed statutes requiring comprehensive plans for local governments. According to that legislation, the plan had to address what the future would look like.

To comply with the 1975 legislation, the Board of County Commissioners adopted the Orange County Growth Management Policy (GMP) in 1980. The 1972 plan was greatly expanded to detail the type, location, and timing of land development in the County. A cluster development framework was the underlying philosophy of the plan, i.e., development should expand from the center, avoiding a leap frog sprawl approach. This framework was instituted through the use of an Urban Service Area Boundary. The Urban Service Area (USA) comprises the area where public services and facilities exist or are planned to be expanded within the twenty year planning period. Simply stated, the plan encouraged urban development where services existed or were planned. This plan, which encourages development concurrent with provision of services and facilities, is still in place today. This "concurrency" theme became the State's growth management philosophy.
Five years after Orange County approved the GMP, the State Legislators strengthened the 1975 legislation and required that development occur "concurrent" with provision of services and facilities. This was to be addressed in the update of local governments' comprehensive plans.

The 1985 legislation was detailed by Chapter 9J-5 of the Florida Administrative Code in 1986. Chapter 9J-5 establishes the minimum criteria for preparing the comprehensive plan and for determining if local governments' plans are in compliance with Florida Statute 163. The intent of Chapter 9J-5 is to ensure the availability of public facilities and services concurrent with the impacts of development through the creation of level of service (LOS) standards.

The LOS standards determine whether or not development can occur in the County. If the established LOS is not being met by the County, development permits may not be issued. A development permit, as defined by Florida Statute 163, is "any building permit, zoning permit, subdivision approval, rezoning, certification, special exception, variance, or any other official action of the local government having the effect of permitting the development of land." Unmet LOS can effectively result in a moratorium of development.

The State requires that LOS standards be established for sanitary sewer, solid waste, drainage, potable water, recreation and open space, and roads and transit. Establishment of LOS standards for the remaining elements is at the discretion of the local government. LOS standards must be established for not only services and facilities provided by the local government, but also for that of the other entities which provide services to residents and employers of the local jurisdiction; e.g., State roads.

THE COMPREHENSIVE PLANNING PROCESS

The comprehensive planning process begins with establishing population statistics (both existing and projected) and completing an inventory of all existing facilities covered in the elements. At this point, the existing level of service should be assessed. Once the inventory is complete, analysis of existing deficiencies and the needs of future populations can be evaluated.

The plan must contain goals, objectives and policies for each element of the plan; including establishment of the LOS standards. A five year capital improvement plan scheduling when facilities are
needed, the general location of the facilities, and projected revenue sources to fund the facilities is also a required part of the plan. The Capital Improvements Element must set forth a financially feasible plan which demonstrates that the local government can achieve and maintain the adopted LOS standards. Finally, the plan must include procedures for monitoring and evaluating the plan (concurrency management system).

ORANGE COUNTY PLAN STATUS

Orange County staff has completed the data collection and analysis requirements of Chapter 9J-5 and formulated drafts of the Goals, Objectives and Policies for all mandated elements. The next step is the public participation process. The public participation process is divided into four (4) parts: a public workshop for introduction of the comprehensive plan update process; advisory committees; an informal question/answer public workshop on the plan draft; and finally, public hearings.

The initial public workshop will primarily serve to educate the public about the plan update process. In addition, the public will be encouraged to comment on growth issues facing the County. The issues brought up at the workshop will be reviewed and discussed during advisory committee meetings.

The advisory committees are anticipated to begin in September and last through next May. The ten (10) month period will give the committees time to review the draft of goals, objectives, and policies of the elements of the comprehensive plan, as well as establish a financially feasible level of service for the capital intensive elements. Each committee is proposed to comprise eleven (11) members: two members from the Local Planning Agency; six members from various public interest groups, a member of an advisory board/committee, a real property owner of unincorporated Orange County, and one non-specific interest member. In the case where there is not a standing advisory committee appropriate for the elements, two real property owners will be selected for membership. All members of the committees must be Orange County residents. The majority of each committee will be unincorporated residents.

After the conclusion of the advisory committees, an extensive County-wide public participation program will be instituted. Meetings will be held in at least four (4) locations around the County to provide accessibility to property owners and residents.
These public workshops are intended to be an informal method of public plan examination and are designed to make the public hearings less complicated and confusing.

The public hearings required by State Statute are at the transmittal stage and adoption stage of the plan update process. The transmittal hearings are expected to occur in October 1990 (for the LPA) and November 1990 (for the BCC). Transmittal of the plan to DCA must occur by December 1, 1990. The adoption hearing must be held no more than 105 days after transmittal. The adoption hearings are scheduled for March 7, 1991 (LPA) and March 25, 1991 (BCC).

In addition to the four primary parts of the public participation process, there are mechanisms set up for receiving and recording written comments, for periodically circulating a newsletter to keep the public informed of planning activities, and for having County staff available during the workday to answer public inquiries. With these mechanisms, a comprehensive public participation program will be established for the plan update.

CONCLUSION

In summary, Orange County's development history can be characterized as boom and busts cycles; often in response to a singular economic stimulus. Over the historical period surveyed, the stimuli have included one-crop agrarianism, land speculation, and aerospace manufacturing. However, the rapid and uncontrolled growth preceding periods of market contraction has produced a reciprocal effect of diversification of the economy.

Today, the more than 600,000 residents of Orange County now enjoy a certain quality of life based on a diversified local economy. The broadly based economy will be able to much better withstand economic cycles. Orange County, as well as the State, intends to maintain the quality of life through comprehensive planning.

The 1972 development policy provided a basis for growth management in Orange County. This 1972 policy was greatly expanded in 1980 when the Orange County Board of County Commissioners adopted the Growth Management Policy. The Growth Management Policy, which remains in place today, directs the type, location, and timing of development in Orange County. This growth management strategy will be further strengthened as Orange County undertakes the adoption of the 1990 Growth Management Plan in accordance with Florida Statutes.
APPENDIX C
PUBLIC INTEREST GROUPS AND ADVISORY COMMITTEES/BOARDS

HOMEOWNERS (required to live in Orange County)

ORANGE COUNTY HOMEOWNERS ASSOCIATION (OCHA); c/o Barbara Bozeman; 5299 Jessamine Lane; Orlando, Florida 32809

SOUTH WEST HOMEOWNERS ASSOCIATION (SWHA)

ENVIRONMENTAL

FRIENDS OF THE WEKIWA; c/o Scott Henderson; 9003 Kilgore Road; Orlando, Florida 32819

FLORIDA NATIVE PLANT SOCIETY; 1133 West Morse Boulevard - Suite #201; Winter Park, Florida 32789; 647-8839

SIERRA CLUB; 809 Virginia Drive; Orlando, Florida 32789; 897-1349

ORANGE AUDUBON SOCIETY; John Winfree; Post Office Box 1142; Maitland, Florida 32751

NATURE CONSERVANCY; 1353 Palmetto Avenue; Winter Park, Florida 32789; 628-5887

FLORIDA CONSERVATION FOUNDATION, INC.; 1191 Orange Avenue; Winter Park, Florida 32789; 644-5377

BUTLER CHAIN CONSERVATION ASSOCIATION; Marge McWilliams; 295-6073

1000 FRIENDS OF FLORIDA

AGRICULTURAL

FLORIDA FRUIT AND VEGETABLE ASSOCIATION; 4401 East Colonial Drive; Orlando, Florida; 894-1351

FLORIDA NURSERYMAN AND GROWERS ASSOCIATION; 5401 South Kirkman Road; Orlando, Florida; 345-8137

FLORIDA FOLIAGE ASSOCIATION; 57 East 3rd Street; Apopka, Florida; 886-1036

AMERICAN HORTICULTURE MARKETING COUNCIL, INC.; 300 West America Street; Orlando, Florida; 425-2462

FLORIDA FARM BUREAU

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APPENDIX C
PUBLIC INTEREST GROUPS AND ADVISORY COMMITTEES/BOARDS
(continued)

DEVELOPMENT

CENTRAL FLORIDA MULTI-HOUSING ASSOCIATION; 1400 South Orlando Avenue; Winter Park, Florida; 644-0539

FLORIDA ASSOCIATION OF REALTORS; 120 North Summerlin Avenue; Orlando, Florida; 849-1400

HOME BUILDERS ASSOCIATION OF MID-FLORIDA; 544 Mayo Avenue; Maitland, Florida; 629-9242

MID-FLORIDA UTILITY COUNCIL; A. Raymond Boyd; Orlando Utilities Commission

ECONOMIC DEVELOPMENT COMMISSION OF MID-FLORIDA

BOARD OF REALTORS; Max Sabetti; 7217 East Colonial Drive - Suite #114; Orlando, Florida 32807

MID-FLORIDA UTILITY CONTRACTORS ASSOCIATION; 150 South County Road; Longwood, Florida; 831-3944

UNDERGROUND UTILITY CONTRACTORS OF FLORIDA; 150 South County Road 427; Longwood, Florida; 830-1880

CHAMBER OF COMMERCE; c/o Holly Bennett; Post Office Box 1234; Orlando, Florida 32802

NATIONAL ASSOCIATION OF INDUSTRIAL AND OFFICE PARKS; c/o Lee Chotas

ORANGE-OSCEOLA COUNTY PRIVATE INDUSTRY COUNCIL; John McLeod, Executive Director; 3203 Lawton Road - Suite #201; Orlando, Florida 32803

ACADEMIA

UNIVERSITY OF CENTRAL FLORIDA

ROLLINS COLLEGE

VALENCIA COMMUNITY COLLEGE

NATIONAL ASSOCIATION OF TEACHERS; 370 Pressview Avenue; Longwood, Florida; 339-2323

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APPENDIX C
PUBLIC INTEREST GROUPS AND ADVISORY COMMITTEES/BOARDS
(continued)

CIVIC ORGANIZATIONS

ORLANDO JAYCEES; 1414 North Orange Avenue; Orlando, Florida; 896-0474

JUNIOR LEAGUE OF ORLANDO/WINTER PARK; 125 East Lucerne Circle; Orlando, Florida; 843-7463

LEAGUE OF WOMEN VOTERS; Charlene Walker; 8331 Caracas Avenue; Orlando, Florida 32825

NAACP; 643 West South Street; Orlando, Florida; 425-9811

CONCERNED CITIZENS FOR CENTRAL FLORIDA; c/o Howard Dairy; 394-5447

INDIVIDUALS

JOHN BOSSERMAN

REID EWING

FLOYD (BUD) FOWLER; Florida Power Corporation; 646-8395

STUART MARSHALL; Clayton, Roper and Marshall Appraisers

JOE MCKINNEY; 843-3377

INEVETTE HAHN

JUDY MUCCI; Orlando Public Library; 425-4694

WILBUR PRIEST; Forestry Director; U.S. Department of Agriculture; 8431 South Orange Blossom Trail; Orlando, Florida 32809

DR. SIRY; Rollins College
APPENDIX C

PUBLIC INTEREST GROUPS AND ADVISORY COMMITTEES/BOARDS

(continued)

TRANSPORTATION CoPAC

Orlando-Orange County Airport Zoning Board:
Sidney Swope, Jr., Chairman
1210 pride drive
Maitland, Florida 32751

Bicycle Advisory Board

ENVIRONMENTAL/RECREATION CoPAC

Parks Advisory Board:
Frances Hellinger
1666 Hill Circle
Orlando, Florida 32806

CARL Committee:
J. Scott Henderson
Glatting Lopez Kercher Anglin
33 East Pine Street
Orlando, Florida 32801

Environmental Protection Commission:
David Hayes
1640 Spruce Avenue
Winter Park, Florida 32789

HOUSING CoPAC

Affordable Housing Task Force:
Rick Mandell
1100 East Reading Way
Winter Park, Florida 32789

INFRASTRUCTURE CoPAC

Refuse Disposal Facilities Plan Citizens Coordinating Council:
Dr. James Taylor
College of Engineering
UCF
Post Office Box 25000
Orlando, Florida 32916-0450
APPENDIX C
PUBLIC INTEREST GROUPS AND ADVISORY COMMITTEES/BOARDS
(continued)

COMMUNITY FACILITIES CoPAC

EMS Council:

Mitchell Floyd
Orange County Fire Department
Logistics Department
4700 Lake Underhill Road
Orlando, Florida 32807

FUTURE LAND USE CoPAC

CRG
APPENDIX D
OUTLINE FOR CoPAC MEETINGS

I. INTRODUCTION (One Meeting)

A. Introduction of Planning Staff
B. Introduction of Committee Members
C. Roles of Committee Members
D. Roles of Planner
E. Role of Facilitator
F. Overview of Florida Statute 163 and Rule 9J-5

1. Process of Growth Management Policy Adoption
2. Chain of Command

G. Handout and General Explanation of Element Drafts
H. Tentative Schedule Review
I. Handout List of Members and Organizations Represented
J. Discuss Time and Place of Meetings

II. FOR EACH ELEMENT IN CLUSTER

A. Review of Element (One to Two Meetings per Element)

1. Set Procedures for Conducting Meetings
2. Review 9J-5’s Purpose (Explain the Three Sections of Each Element)

   a. Data
   b. Analysis
   c. Goals, Objectives and Policies

3. Present Data Collection and Analysis
4. Discussion on Data Collection and Analysis
APPENDIX D
OUTLINE FOR CoPAC MEETINGS
(continued)

5. Handout Goals, and Objectives for Next Meeting

B. Review and Finalize the List of Goals and Objectives
   (One Meeting per Element)
   1. Review Procedures
   2. Briefly Review Chapter 9J-5 Regarding Goals and Objectives
   3. Present Goals and Objectives
   4. Discussion and Recommendation on Goals and Objectives
   5. Presentation by County Attorney on Sunshine Laws and resolution duties.

C. Review and Finalize the List of Policies for Each Objectives (One Meeting per Element)
   1. Review Procedures
   2. Briefly Review Chapter 9J-5 Regarding Policies
   3. Present Policies
   4. Discussion and Recommendation on Policies

D. Outside Speakers (One or Two Meetings per Element)

E. Formulate Level of Service Standards (Four Meetings per Capital Intensive Element)
   1. Review Procedures
   2. Explain Level of Service
APPENDIX D
OUTLINE FOR CoPAC MEETINGS
(continued)

3. Office of Management and Budget Presentation (One Meeting)
4. Discussion
5. Recommendation

F. Review document to be submitted to the Local Planning Agency.
APPENDIX E

PUBLIC PARTICIPATION REQUEST LETTER

In an effort to encourage public participation for the 1990 Comprehensive Plan, Orange County is soliciting people interested in serving on a Comprehensive Plan Advisory Committee (CoPAC). The CoPAC’s will review the contents of the 1990 Plan and make recommendations on the goals, objectives and policies, and level of service standards (for Capital Intensive Elements) to the Local Planning Agency (LPA). The public participation effort is scheduled to last five (5) to ten (10) months, from September 1989 through May 1990, with meetings held every two (2) weeks.

There will be seven (7) committees formed representing the seven (7) clusters of comprehensive plan elements: Transportation; Environmental and Recreation; Housing; Future Land Use; Community Facilities; and, two (2) infrastructure committees. Each committee will consist of eleven (11) members and nine (9) alternates: one (1) member (and one (1) designated alternate) from each of six (6) public interest groups, one (1) member and one (1) alternate unincorporated County property owners, one (1) member and one (1) alternate with non-specific interests, one (1) member and one (1) alternate from an appropriate standing advisory board/committee and two (2) members from the LPA. The membership will require a total of 63 people to be selected as members and 63 as alternates.

As a minimum, each committee member should be in a position to devote approximately 40 to 80 hours (depending on committee) of his/her time for the work effort. This time is needed to both prepare for and to attend meetings. The process will begin in September 1989 and last through May 1990.
Nominations for the CoPACs will be accepted through August 14, 1989. If your organization would like to submit a nominee for consideration, submit the application to the Planning Department prior to the deadline. Your organization may want to meet with the other organizations in your public interest category to develop a collective strategy and ensure the best nominee from the category is selected.

If you need additional information, please do not hesitate to call Ed Williams or Ellen Hardgrove at #236-5600.

On behalf of the Board of County Commissioners, I thank you for your continued interest in the future of Orange County. We look forward to considering your participation in this very important planning program.

Sincerely,

TOM DORMAN, Chairman
Board of County Commissioners
APPENDIX E
(continued)

APPLICATION FOR COPAC MEMBERSHIP

Please fill out the following information and return it by August 14, 1989 to the Planning Department. Mail to:

Edward J. Williams, Planning Director
Orange County Planning Department
201 South Rosalind Avenue
Post Office Box 1393
Orlando, Florida 32801

Applicant Name:_________________________________________________________

Mailing Address:________________________________________________________

Telephone Number (Home):_______________________________________________

(Work):_______________________________________________________________

Membership (check appropriate boxes and specify organization)

[ ] Homeowner Association Representative:_______________________________
(Association)

[ ] Environmental Interest Group Representative:__________________________
(Group)

[ ] Agricultural Interest Group Representative:____________________________
(Group)

[ ] Development Industry Representative:_______________________________
(Group)

[ ] Faculty/Student of a College or University:____________________________
(College)

[ ] Civic Organization:_________________________________________________
(Organization)

[ ] Advisory Committee/Board:___________________________________________
(Committee/Board)

[ ] Property Owner

[ ] Resident of Unincorporated Orange County
Committee Preference (Rank in order of preference; e.g., enter the number one (1) for your first choice, two (2) for your second, etc.)

[ ] Transportation (Aviation, Transit, Traffic Circulation)
[ ] Environmental/Recreation (Conservation, Recreation, Open Space)
[ ] Housing
[ ] Future Land Use
[ ] Infrastructure #1 (Drainage, Solid Waste, Aquifer Recharge)
[ ] Infrastructure #2 (Wastewater, Potable Water)
[ ] Community Facilities (Fire, Police, Schools, Libraries)
Dear ______________:

Thank you for your letter regarding the comprehensive plan.

Your comments have been passed on to the appropriate staff planner and have also been recorded as part of the public record.

The general concerns you raised will be addressed in the element(s) of the plan.

You will also have the opportunity to express your views at public hearings which will take place later in the year. The public hearings for each element will be advertised in the newspaper. Your name has also been added to our mailing list for notification of upcoming meetings.

Once again, thank you for your comments.

Sincerely,

Edward J. Williams
Planning Director

EJW/lab
APPENDIX G

RESOLUTION NO. 89-____

A RESOLUTION ADOPTING PUBLIC PARTICIPATION
PROCEDURES TO PROVIDE FOR PUBLIC INPUT
DURING THE COMPREHENSIVE PLANNING PROCESS;
AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Florida Legislature intends for the public
to participate in the comprehensive planning process to the
fullest extent possible; and

WHEREAS, Section 163.3181, Florida Statutes, directs
local governmental units to adopt procedures designed to
provide effective public participation in the comprehensive
planning process, and to provide real property owners and the
general public with notice of all official actions which
regulate the use of their property; and

WHEREAS, Chapter 9J-5.004, Florida Administrative Code,
sets forth procedures which must be adopted by the local
governing body that provide for and encourage public
participation in the comprehensive planning process; and

WHEREAS, the Board of County Commissioners does hereby
formally recognize and encourage public participation in the
comprehensive planning process by the adoption of these
procedures.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY
COMMISSIONERS OF ORANGE COUNTY, FLORIDA:

Section 1. Establishment of Advisory Committees.

a. Within forty-five (45) days after the effective date
of this Resolution, the Board of County Commissioners shall
establish seven (7) Advisory Committees to review the
staff-drafted Goals, Objectives, and Policies to the Growth
Management Policy (GMP), and to make recommendations on level
of service standards for the capital intensive elements of
the GMP (Recreation and Open Space, Potable Water,
Wastewater, Solid Waste, Traffic Circulation, Drainage,
Transit).

b. The seven (7) committees shall deal respectively
with 1) Housing; 2) Future Land Use; 3) Infrastructure 1 -
Water, Wastewater; 4) Infrastructure 2 - Solid Waste, Aquifer
Recharge and Drainage; 5) Transportation - Traffic
Circulation, Transit, and Aviation; 6) Environmental/Recreation – Recreation, Open Space, and Conservation; and 7) Community Facilities (Fire, Police, Schools, Libraries).

Section 2. Membership and Organization.

a. Each Committee shall consist of eleven (11) members and nine (9) alternates. Six members and six alternates shall be selected from each of the six public interest groups as specified in the Public Participation Handbook as adopted by the Board of County Commissioners on July 17, 1989. Two members shall be selected from the Local Planning Agency. One member and one alternate shall be selected from property owners in unincorporated Orange County. One member and one alternate shall be selected from nonspecific interests. One member and one alternate shall be selected from an appropriate standing advisory board/committee, except that if an appropriate standing advisory board/committee is not in existence, two members and two alternates shall be selected from property owners in unincorporated Orange County.

b. No member or alternate shall hold an elective office. Each member and alternate shall be a resident of Orange County. However, the majority of the members of each Committee shall be residents of unincorporated Orange County.

c. The term of membership shall endure from September 1989 through May 1990.

d. Meetings shall take place at least every two (2) weeks, unless otherwise noted.

e. Six (6) of the members of a Committee shall constitute a quorum.

f. A Committee member shall be replaced by the alternate if he resigns, dies, or misses more than three (3) consecutive meetings.

g. The Local Planning Agency members shall be the chairman of each Committee, and the vice-chairman.

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h. All committee meetings shall be open to the public. All records pertaining to the Committees' meetings shall be public records.

Section 3. Review by LPA: Workshops.

a. At the conclusion of the final respective Committee meetings, each Committee's findings and conclusions shall be submitted for review by the LPA.

b. Thereafter, workshops shall be held in various parts of the County to provide for informal public information and discussion sessions.

c. The Board of County Commissioners shall ensure public notice of all workshops and public hearings concerning the adoption process of the 1990 Comprehensive Plan. Notification shall be provided in several newspapers of general circulation, including the Orlando Sentinel, the West Orange Times, and the Apopka Chief. Each advertisement shall contain, at a minimum, the meeting date, time, place, subject of the meeting, and places where proposals may be inspected. The advertisement shall not be placed in a portion of the newspaper where legal notices and classified advertisements appear. It shall appear in the newspaper on the dates required by Chapter 163, Florida Statutes. The advertisement shall also advise that interested parties may appear at the meeting and comment and be heard regarding the Comprehensive Plan Update.

Section 4. Written Comments. Written comments on the 1990 Comprehensive Plan shall be accepted from the public, and considered, throughout the planning process.

Section 5. Continual Public Participation. The public participation program shall be an ongoing effort as amendments to the GMP are considered, and such effort shall be consistent with the Public Participation Handbook, as adopted by the Board of County Commissioners on July 17, 1989.

Section 6. Effective Date. This Resolution shall become effective on the date of its adoption.
ADOPTED THIS ____ DAY OF ____________________, 1989.

ORANGE COUNTY, FLORIDA

BY: _____________________________
Chairman, Board of County Commissioners

DATE: __________________________

ATTEST: Martha O. Haynie, Clerk to the Board of County Commissioners

BY: _____________________________
Deputy Clerk
Chapter 163, Florida Statutes, and Chapter 9J-5, Florida Administrative Code, requires public input in the adoption of local comprehensive plans. To meet these requirements, Orange County shall create Comprehensive Plan Advisory Committees (CoPACs) whose members will include special interest groups, real property owners and residents of Orange County and members of the Local Planning Agency. Seven (7) CoPACs shall be formed to review the level of service (LOS) standards and goals, policies and objectives of their designated elements. The CoPACs shall be organized as listed below.

1. Transportation (Traffic Circulation, Mass Transit and Aviation) - 20 meetings.

2. Infrastructure #1 (Drainage, Solid Waste and Aquifer Recharge) - 18 meetings.

3. Infrastructure #2 (Wastewater and Potable Water) - 15 meetings.

4. Environmental/Recreation and Open Space (Recreation/Open Space and Conservation) - 20 meetings.

5. Future Land Use - 12 meetings.

6. Housing - 8 meetings.

7. Community Facilities (fire, police, school, libraries) - 8 meetings.
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PROPOSAL FOR A CONSULTANT TO FACILITATE THE PUBLIC PARTICIPATION PORTION OF THE COMPREHENSIVE PLAN UPDATE

(continued)

Each CoPAC shall hold meetings every two (2) weeks for a period of five (5) to ten (10) months, from September 1989 through May 1990. Each meeting will last approximately two (2) hours. The number of anticipated meetings for each CoPAC range from eight (8) to twenty (20), as described above. Each CoPAC will review and make recommendations reached by consensus on the LOS standards for the capital intensive elements of the Growth Management Plan: Solid Waste; Drainage; Water; Wastewater; Activity-Based Parks; Open Space; and, Traffic Circulation. Committee members will also review and comment on the goals, objectives and policies of all elements. These results will be presented to the Local Planning Agency (LPA) and Board of County Commissioners (BCC) at designated public hearings.

A consultant is recommended to facilitate all CoPAC meetings, including administering all public notices, taking minutes and formulating the text. Use of a consultant will, first and most important, provide unbiased leadership for each committee. This is important to ensure a quality work product. Second, use of a consultant will provide staff time to continue with the requirements of Florida Statute 163, specifically continuation of research and revisions to the Plan as a result of committee input and initiation of the Land Development Code (LDC). The completed LDC must be submitted to the Department of Community Affairs one (1) year after comprehensive plan submission, i.e., December 1, 1991. Without assistance during the Public Participation stage of the Comprehensive Plan Approval Process, staff will have at maximum, eight (8) months to complete the LDC, including public
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(continued)

information workshops and public hearings. Completion of the Comprehensive Plan Approval Process is scheduled for March 25, 1991. In addition to the time anticipated to be consumed by the 1990 plan process, staff time is needed for the 1990 Amendment cycle of the 1985 Comprehensive Plan. This process will take place September 1989 through March 1990.

The scope of work for the consultant is listed below.

1. PUBLIC INFORMATION

   A. The consultant shall ensure all requirements of the Florida Sunshine Law for public meetings are met, including:

   1) Public notice of committee formation;
   2) Preparing minutes of each meeting; and,
   3) Public notice of meetings.

   B. The consultant shall draft a public information newsletter for committee members and for the general public to be available at the Orange County Planning Department.

   C. The consultant shall present committee findings to the Local Planning Agency at their transmittal and final adoption hearings, and to the Orange County Board of County Commissioners at their transmittal and final adoption hearings.
APPENDIX H

PROPOSAL FOR A CONSULTANT TO FACILITATE THE PUBLIC PARTICIPATION PORTION OF THE COMPREHENSIVE PLAN UPDATE

(continued)

2. MEETING FORMAT

A. The consultant shall work with Orange County Planning staff to develop a detailed schedule of events and meeting agendas.

B. The consultant shall facilitate all meetings proposed to be held every two (2) weeks, September 1989 through May 1990. Student interns shall be used to assist facilitators.

C. The consultant shall work with staff to determine each CoPAC's goals and objectives.

D. The consultant shall work with staff to develop a handout explaining the format for conducting CoPAC meetings.

E. The consultant shall prepare a final document for each CoPAC which highlights their findings and recommendations.

F. The consultant shall also prepare a final essay documenting the Public Participation Process in Orange County's Growth Management Plan update.

REQUIRED CONSULTANT RESOURCES

Based on the above work program, a consultant will be needed for: 1) August 1989 - to meet with staff for organizational purposes; 2) CoPAC meetings - to be held September 1989 through May 1990; 3)
APPENDIX H

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(continued)

Transmittal Hearings in October and November 1990; and, 4) Adoption hearings tentatively scheduled for March 1991. Staff estimates total cost of consultant services at $43,000.

STAFF DUTIES

1. Staff shall provide a list of technical terms, vocabulary and acronyms commonly used in the profession.

2. Staff shall organize applications for CoPAC membership. Membership applications shall be submitted to the Service and Information Officer, and subsequently the Board of County Commissioners for selection.

3. Staff shall work with the consultant to determine each CoPAC's goals and objectives.

4. Staff shall help the consultant develop a detailed schedule of events for each CoPAC. A draft schedule is found in Appendix "A" of the Public Participation Handbook.

5. Staff shall help the consultant develop a handout explaining the format for conducting CoPAC meetings.

6. Staff shall provide draft elements to the consultant and committee members. Staff will also attend each meeting as a technical advisor.

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COMMITTEE GOALS

1. Each CoPAC shall review and provide recommendations on each element's goals, objectives and policies.

2. Each CoPAC shall reach a consensus on each element's level of service (LOS) in light of fiscal implications and amount of funding needed to sustain that LOS.

TERMS AND VOCABULARY

1. Florida Statute 163 The Local Government Comprehensive Planning and Land Development Regulation Act. Its purpose is to define the existing role, processes, and powers of local governments in the establishment and implementation of comprehensive plans.

2. Chapter 9J-5 It establishes minimum criteria for the preparation, review and determination of compliance of comprehensive plans.

3. Consensus The final member opinion which evolves during the study process.
## APPENDIX H

**PROPOSAL FOR A CONSULTANT TO FACILITATE THE PUBLIC PARTICIPATION PORTION OF THE COMPREHENSIVE PLAN UPDATE**

(continued)

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<tr>
<td>4.</td>
<td>DCA</td>
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<td>The Department of Community Affairs. This agency determines whether or not the local comprehensive plans comply with Florida Statute 163 and Chapter 9J-5 requirements.</td>
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<td>5.</td>
<td>Goal</td>
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<td>It is the long term end towards which programs and activities are ultimately directed.</td>
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<td>6.</td>
<td>GMP</td>
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<td>The Growth Management Plan is Orange County's comprehensive plan.</td>
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<td>7.</td>
<td>LOS Standards</td>
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<td>The level of service standards indicate the maximum capacity per unit of demand.</td>
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<td>8.</td>
<td>Objective</td>
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<td>It is a specific, measurable, intermediate end that is achievable and marks progress towards a goal.</td>
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<td>9.</td>
<td>Policy</td>
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<td>It is the way in which programs and activities are conducted to achieve an identified goal.</td>
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<td>10.</td>
<td>Facilitator</td>
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<td>This person assists the CoPACs in determining the focal point of each discussion.</td>
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(continued)

11. Chairperson This person supervises the meeting and determines who has the floor for discussion.