

SEMINOLE COUNTY GOVERNMENT  
AGENDA MEMORANDUM

**SUBJECT:** Evaluation and Appraisal Report (EAR) 2006 – Letter of Understanding containing EAR 2006 Issues between Seminole County and the Florida Department of Community Affairs

**DEPARTMENT:** Planning & Development **DIVISION:** Planning

**AUTHORIZED BY:** Dan Matthys **CONTACT:** Cathleen Consoli **EXT.** 7377

<b>Agenda Date:</b> 06/28/05	<b>Regular</b> <input type="checkbox"/>	<b>Consent</b> <input checked="" type="checkbox"/>	<b>Work Session</b> <input type="checkbox"/>	<b>Briefing</b> <input type="checkbox"/>
	<b>Public Hearing – 1:30</b> <input type="checkbox"/>		<b>Public Hearing – 7:00</b> <input type="checkbox"/>	

**MOTION/RECOMMENDATION:**

Approve the Letter of Understanding and direct staff to transmit said letter to the Department of Community Affairs (DCA) containing issues to be addressed in the EAR 2006.

District: County Wide

Cathleen Consoli, Senior Planner

**BACKGROUND:**

Florida Statutes require Seminole County to prepare an Evaluation and Appraisal Report (EAR) of Vision 2020 – Seminole County Comprehensive Plan (SCCP). The EAR is a review of the SCCP to determine how well the County meets the Plan’s goals, objectives and policies. Seminole County must adopt the EAR by September 2006. Staff anticipates completing the narrative of the EAR by the end of the 2005 calendar year.

On May 24, 2005, the Board reviewed the identified community issues and directed staff to compose a Letter of Understanding to DCA and bring it back to the Board for final authorization. This letter outlines the community issues on which the EAR is based. The State requires the Letter of Understanding between the Department and the County. In addition, the letter will help ensure concurrence during the review of the adopted report.

**STAFF RECOMMENDATION:**

Staff recommends transmitting the attached Letter of Understanding to DCA, which identifies issues on which the 2006 EAR will be based.

**Attachments:**

Attachment A: Letter of Understanding to DCA  
EAR Scoping Meeting Process Flyer

<b>Reviewed by:</b>	<u>DR</u>
<b>Co Atty:</b>	<u>DR</u>
<b>DFS:</b>	<u>                    </u>
<b>Other:</b>	<u>                    </u>
<b>DCM:</b>	<u>                    </u>
<b>CM:</b>	<u>                    </u>
<b>File No.</b>	<u>cpdp01</u>

June 28, 2005

Mr. Mike McDaniel,  
Chief of Comprehensive Planning  
Dept. of Community Affairs  
Division of Community Planning  
2555 Shumard Oak Boulevard  
Tallahassee, FL 32399-2100

RE: Letter of Understanding for the Seminole County Evaluation and Appraisal Report

Dear Mr. McDaniel:

The purpose of this letter is to identify the community issues which will serve as the focus for Seminole County during the 2006 Evaluation and Appraisal Report (EAR), consistent with Section 163.3191(2), Florida Statutes. The County developed this list through public input, a Scoping Meeting held with the Seminole County Land Planning Agency/Planning and Zoning Commission, an Inter-Agency Meeting, input from the Board of County Commissioners and Planning Staff. The Seminole County EAR is due September 2006.

Please do not hesitate to contact Tony Walter, Assistant Planning Manager (407.665.7375), should you have any questions or comments about this letter or the proposed EAR.

Sincerely,

Dan Matthys, AICP  
Planning and Development Department Director

CC: Board of County Commissioners  
J. Kevin Grace, County Manager  
Donald S. Fisher, Deputy County Manager  
Matthew West, AICP, Planning Manager  
Tony Walter, Assistant Planning Manager  
James Stansbury, DCA Regional Program Administrator for Seminole County  
Jeff Jones, Acting Executive Director, East Central Florida Regional Planning Council

Attachment: List of EAR Issues

## EAR ISSUES

Below is a list of key planning issues for consideration of further study through the Evaluation and Appraisal Report (EAR) Process. The County identified these issues through a public community meeting with the Land Planning Agency/Planning and Zoning Commission (LPA/P&Z), an interagency meeting with representatives of the cities, regional and state agencies, and by staff that work with the adopted Vision 2020 - Seminole County Comprehensive Plan (SCCP). Florida Statutes (F.S. 163.319(2)(e)) requires in the EAR process, the "identification of major issues and, where pertinent, the potential social, economic, and environmental impacts of these issues." Seminole County has identified the following issues:

### 1. Neighborhood Protection

- A. Staff will analyze the Goals, Objectives and Policies of the SCCP relating to infill or redevelopment of vacant properties. These vacant properties may be in either the designated Urban or Rural Areas. Compatibility of uses is of special interest.
- B. Staff will analyze the rehabilitation and retrofitting of neighborhood infrastructure will be evaluated for application to drainage needs and roadway maintenance improvements that will help to ensure the long-lasting quality of housing in Seminole County. The County anticipates preparing a schedule to fund these improvements over time.

### 2. Intergovernmental Coordination

The goal in the Intergovernmental Coordination Element of the SCCP promotes the enhancement of intergovernmental coordination with cities in Seminole County, neighboring counties/cities and regional and state agencies.

- A. Staff will continue to coordinate with the cities to revise or adopt new Joint Planning Agreements or Interlocal Agreements regarding vacant/infill properties adjacent to the cities, defined transition areas (larger vacant areas adjacent to cities), compatibility of uses and enclaves (islands of unincorporated lands surrounded by city lands). Compatibility of uses for lands being annexed by cities where a land use proposed is different than the adopted County land use is of special interest.
- B. Staff will continue to coordinate water supply issues with the St. Johns River Water Management District (SJRWMD), the cities in Seminole County and other entities, adjacent counties/cities, and private providers.
- C. Staff will coordinate and enhance the use of shared parks and recreational facilities among the cities, the School Board and the County.

### 3. Libraries

Seminole County will evaluate the need for additional library space and the need for additional services, i.e., audiovisual services and computer rooms. Staff will also evaluate the need to change the level of service from books per capita to square footage of library space per capita.

**4. Protection of designated High Intensity Planned Unit Developments (HIP)/Economic Development Target Areas for Targeted Industries**

Staff will review objectives and policies in the SCCP and provide direction on preserving valuable vacant lands for targeted industries for long term economic return to Seminole County. Valuable vacant lands that are developed into target industries, such as high tech industries, provide employment and long term economic stability for the County. To date, residential uses have been allowed to develop in the High Intensity Planned Unit Development/Economic Development Target Areas. Staff will evaluate the need for additional residential uses in these areas and examine whether the County should enhance existing policies (see, e.g. FLU Policy 5.6 - The Higher Intensity Planned Development land use designation is designed as a mixed use category which combines an aggressive strategy to attract specific "target industry," minimize urban sprawl, provide affordable housing opportunities, and alternative transportation strategies) to protect these valuable vacant lands for targeted industries.

**5. Infill Development and Redevelopment**

Staff will measure the effectiveness of the County's infill development and redevelopment initiatives and SCCP policies. The County, due to the growth in the last twenty years, is reaching "build-out", meaning fewer vacant lands in the Urban Area. Redevelopment of existing uses and infill of vacant, skipped over lots becomes more prominent and special attention, such as insuring compatibility to existing uses or appropriate utilization of small lot sizes, is needed to accommodate this type of growth. Staff will analyze the SCCP to address:

- A. Infill adjacent to existing residential uses (Neighborhood Protection issue), and
- B. Redevelopment issues, i.e., US 17/92 in Fern Park area.

**6. Make the Comprehensive Plan more Accessible and Understandable**

- A. Demonstrate that through the SCI-NET process (a proposed Seminole County program to digitize County processes and documents for easier access and linkage of documents) the SCCP will be easier to understand and navigate.
- B. Staff will evaluate ways to write policies that are more easily understood.
- C. Staff will evaluate the SCCP to identify policies that need to be amended for consistency with State regulations.
- D. Staff will review the SCCP to ensure that the content of the policies are appropriate as guiding principles or are more applicable to be addressed in Land Development Code regulations.

**7. Affordable Housing**

Staff will determine the effect of development trends, i.e., large house sizes, and policies in the SCCP on the availability of housing options for moderate, low income and very low income families.

## **8. Drainage Needs**

Evaluate the success of correcting drainage deficiencies identified in the completed Drainage Basin Plans and review the progress to meet Total Maximum Daily Load (TMDL) strategies (the amount of pollution reduction needed) for Lake Jesup, which has been identified as an impaired surface water body.

### **Required Special Topics by the Department of Community Affairs:**

#### **Schools**

Staff will conduct an assessment of the efforts to coordinate future land uses and residential development with the capacity of existing and planned schools, establishing consistent and appropriate population projections with the School Board, and assisting the School Board in planning and siting of new schools.

#### **Water Supply Plan**

The Planning Division prepared a draft Water Supply Plan last year as required by State Statutes. Once the St. Johns River Water Management District completes the Regional Water Plan, Planning Staff will update the County's draft Water Supply Plan and will address the initial comments provided by the District during the first review of the document. Staff intends to complete the Water Supply Plan this year unless legislation is passed that changes the date of submission again.

# EAR Scoping Meeting Process

## Before the Meeting

### How Should I Begin?

- Review the EAR content requirements in Section 163.3191(2), F.S.
- Discuss EAR process and content with your elected officials
- Develop a preliminary list of the major key planning issues facing your community
- Develop a process to obtain citizen input on key community issues
- Send your preliminary list to those that might be involved in the EAR process,
  - adjacent and other affected local governments;
  - state and regional review agencies such as the RPC, DCA, WMD, DOT, etc.
- Ask them to review your preliminary list and make suggestions for adding or deleting issues
- Revise your list based on comments received and send it to those involved in the EAR process

## At the Meeting

### The Scoping Meeting

- Invite state and regional reviewing agencies as well as adjacent and other affected local governments
- Ask them to bring information and resources related to the major issues
- Finalize the major issues list
- Reach agreement on the degrees of effort that each component of the EAR should receive
- Reach agreement on the role of the county, especially regarding the type and format of data to be gathered and analyzed
- Develop a rudimentary schedule
- Review the data sources that have been brought to the meeting and schedule follow-up meetings as necessary

## After the Meeting

### Follow-up Actions

- Letter of understanding -- Prepare a letter to DCA, memorializing agreements reached at the scoping meeting regarding major issues and level of effort; request letter of concurrence
- Plan and schedule EAR tasks
  - identify objectives and indicators
  - collect relevant data
  - identify needed planning strategies
- Prepare the EAR



## What is a Scoping Meeting?

*Scoping is a tool that you can use to reach agreement on the extent or scope of the EAR, by identifying the subject matter or issues that will be evaluated and the degree of effort that should be devoted to the components of the EAR.*

The scoping meeting provides a forum for staff interaction with adjacent local government staffs and with state and regional agencies or:

- Identify and discuss the major issues in your community that should be addressed in the EAR.
- Distribute data and share resources to assist in preparing the EAR.
- Discuss the degree of effort that each EAR component should receive.

## What Else Should I Know?

*DCA is available to help you facilitate the scoping meeting and identify major issues.*

*Visit our website for more information at: [www.dca.state.fl.us/fdcp/DCP/ear/indexear.htm](http://www.dca.state.fl.us/fdcp/DCP/ear/indexear.htm)*

## Facilitator Tips

- ✓ *Use small groups to help you break apart key issues.*
- ✓ *Use DCA staff to help you facilitate the scoping meeting.*
- ✓ *Plan what you are going to say, who will say it, why you say it, and how long it will take.*
- ✓ *Always use clear directions and ask for understanding and agreement.*
- ✓ *Facilitators should not dominate the meeting but rather allow participants to talk.*

For more information on EAR scoping meetings contact:

Walker Banning  
2555 Shuman Oak Blvd.  
Tallahassee, FL 32399-2100  
Phone (850) 922-1785  
[walker\\_banning@dca.state.fl.us](mailto:walker_banning@dca.state.fl.us)



## SCOPING MEETINGS FOR EVALUATION AND APPRAISAL REPORTS

Division of Community Planning  
Florida Department of  
Community Affairs

