CITY OF WINTER PARK
PLANNING AND ZONING COMMISSION

Staff Report
May 5, 2009

Request for Conditional Use approval to construct a new 38,184 square foot Community Center on the 4.53 acres zoned PQP at 721 West New England Avenue.

This is a conditional use request by the City of Winter Park for approval of a new 38,184 sq. ft. Community Center on the 4.53 acres of property zoned PQP at 721 West New England Avenue. The threshold for a city-wide notice is any project over 25,000 sq. ft. so this required the city-wide notice.

Community Center Proposal

The City of Winter Park Community Redevelopment Agency (CRA) in coordination with the City Commission is proposing to build a new 38,184 sq. ft. Community Center. It is intended to replace the existing Community Center. The plans (attached) show the site plan layout, the interior floor plan layout and architectural elevations. The one-story Community Center building is proposed at 34,984 sq. ft. and the swimming pool building is the remaining 3,200 sq. ft.

The new Community Center meets the building setbacks for the PQP zoning. The maximum floor area ratio is 45% in the PQP zoning and this project is at 19.4%. That includes the land of Shady Park. If you subtract out the 58,500 sq. ft of Shady Park (4.53 acres – 1.34 acres = 3.19 acres) the floor area ratio is 27.6% so still within the permitted 45% FAR.

The Community Center plan provides parking of 100 spaces. The Zoning Code provides that parking requirements for community centers are based upon one space for each 250 square feet so that would require 153 spaces. To this end, the CRA has provided a parking study for this project. Based upon that study, their recommendation is one space for each 339 sq. ft. which would require 113 parking spaces. So in either case, a variance is requested, as part of this application, for the shortfall in parking. Adjacent street parking, adjacent city parking lots and the predominately pedestrian nature of the users are the rationale for the parking variance.

Additional information will be provided at the public hearing from the CRA staff, project architects and parking consultant.

STAFF RECOMMENDATION IS FOR APPROVAL
West Elevation

Wannemacher Jensen Architects, Inc.
Parking Demand Study
Winter Park Community Center
Winter Park, Florida

Prepared for:
The City of Winter Park, Florida

Prepared by:
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53-08068-00

March 18, 2009
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INTRODUCTION

Background

The City of Winter Park, Florida, has engaged Walter P. Moore and Associates, Inc., to prepare the following parking demand analysis for the proposed development of a new Community Center. The purpose of this parking study is to determine the future parking requirements associated with the new Community Center and to ensure that the parking needs will successfully be addressed during the planning and design stages.

The report includes the following primary areas of study:

- Evaluation of the specific building characteristics of the proposed Community Center including various programming requirements and uses.

- Forecast of parking demand for the proposed Center, isolating the peak conditions which illustrates the period in which parking demand is at the highest.

- Evaluation of the proposed parking supply currently planned for the new Community Center and the surrounding area.

- Recommendations on an adequate supply of parking that will contribute to the overall success of the proposed Community Center.
Project Summary

The proposed Winter Park Community Center (the Center); will provide a world class fitness and recreational facility designed for citizens of all ages. The Center will include multifunctional swimming pools; senior center and teen room; exercise facilities and game rooms; computer labs and study rooms; multipurpose and community space; and an approximate 11,700 sq. ft. gymnasium. The Center is surrounded by a park facility that includes playground equipment, a water “spray” park and an exterior stage.

The new Center will offer approximately 38,200 sq. ft. of usable (conditioned) space, nearly doubling the existing facility which has an estimated 20,000 sq. ft.

Specific building components include:

<table>
<thead>
<tr>
<th>Program Area</th>
<th>Sq. Ft.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gymnasium</td>
<td>11,659</td>
</tr>
<tr>
<td>Multipurpose Rooms</td>
<td>5,000</td>
</tr>
<tr>
<td>Fitness Room</td>
<td>1,200</td>
</tr>
<tr>
<td>Teen Room</td>
<td>875</td>
</tr>
<tr>
<td>Game Room</td>
<td>875</td>
</tr>
<tr>
<td>Senior Room</td>
<td>875</td>
</tr>
<tr>
<td>Media Center</td>
<td>1,000</td>
</tr>
</tbody>
</table>
In addition to these itemized building components, the Center will include a computer center, youth room, administrative offices, locker and restrooms, kitchen facility and the necessary MEP/Storage area. The following image displays the current floor plan for the new Community Center.

Fig. 1 – Floor Plan

Figure 2 illustrates the current floor plan for the pool building.

Fig. 2 – Pool Building Floor Plan
Outdoor Amenities and Pool Room

In addition to the proposed building components, the Community Center will include the following outdoor amenities:

- Multipurpose Swimming Pool
- Pool Room – 3,200 sq. ft. Will include locker facilities as well as an equipment room and storage.
- Park and Playground
- Water “Spray” Park (Existing)
- Community Garden

Figure 4 illustrates the current site plan for the proposed Center.

Figure 4 - Site Plan
Project Location

The new Community Center will be centrally located in Winter Park utilizing the site of the existing center. The site location is bounded by New England Avenue between Pennsylvania Avenue and Capen Avenue.

Figure 4 depicts the location of the new Center.

Figure 4 - Site Location
Current Parking Design

The new facility has been designed to provide a total of 100 parking spaces. This supply includes 95 off-street parking spaces located on a surface lot directly behind (to the north) of the Community Center and Swimming Pool facility. The 95 spaces include 84 spaces located in the surface lot off of Capen Avenue and 11 spaces located on Welborne Court. Of the 95 spaces, 5 will be ADA accessible handicap spaces. The parking area will be accessed from both Capen and Pennsylvania Avenue.

In addition to the on-site parking lot, there are 5 on-street parking spaces located in front of the Community Center on New England Avenue as well as a designated on-street loading area for buses and passenger vehicles.

Figure 5 depicts the on-site parking.

![Diagram of parking design](image-url)
Additional Parking Supply

There is additional surface parking available on municipal (public) property located adjacent to the planned Community Center with a capacity of 111 spaces.

Figure 5 - Site Plan (Additional Parking Supply)
Figure 6 – Site Plan (Municipal Parking)

This public parking is well within acceptable walking distances of 300 feet and should be considered as viable parking supply for the Community Center.

Total Parking Supply

The following tables summarize the available parking supply of 211 spaces that are either on-site or immediately adjacent and within a convenient walking distance of less than 300 feet to the Center:

On Site Parking

<table>
<thead>
<tr>
<th>Type of Space</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Off-Street</td>
<td>95</td>
</tr>
<tr>
<td>On-Street</td>
<td>5</td>
</tr>
<tr>
<td>Total</td>
<td>100</td>
</tr>
</tbody>
</table>
Municipal Lot

<table>
<thead>
<tr>
<th>Type of Space</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Off-Street</td>
<td>96</td>
</tr>
<tr>
<td>On-Street</td>
<td>15</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>111</strong></td>
</tr>
</tbody>
</table>

Total Parking Supply

<table>
<thead>
<tr>
<th>Type of Space</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Off-Street</td>
<td>191</td>
</tr>
<tr>
<td>On-Street</td>
<td>20</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>211</strong></td>
</tr>
</tbody>
</table>

Effective Parking Supply

The current plans include 100 spaces that are on-site and dedicated to the Community Center. In addition, the adjacent municipal lot will provide 111 public parking spaces which are within a very convenient and safe walking distance of less than 300 feet.

The additional parking area is designated as a Municipal Lot and open for public use and has recently been expanded from 52 to 111 spaces. Occupancy counts were performed prior to the completion of the lot expansion during busiest weekday time periods. At that
time, it was determined that there is always available parking with as much as 40% being vacant during the 2 PM to 3 PM weekday hour. Greater percentages of vacancy will occur with the expansion of the lot, especially during evening hours when the adjacent businesses experience less activity and the Community Center is experiencing its peak activity.

Therefore, it is determined that a “shared parking” approach for the Municipal Lots could be applied for the Community Center effective parking supply. It is recommended that a conservative 30% of the Municipal Lot spaces would be vacant during peak weekdays and experience even greater vacancy nights and weekends.

The effective supply is summarized in table below:

<table>
<thead>
<tr>
<th>Type of Space</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-Site</td>
<td>100</td>
</tr>
<tr>
<td>30% Vacancy of Municipal Lot</td>
<td>34</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>134</strong></td>
</tr>
</tbody>
</table>

Effective supply is 134 spaces.

Definitions

Several terms used in this report have unique meanings when used within this type of analysis. To help clarify these terms and enhance understanding by the reader, definitions for some of these terms are presented below:

- GFS – Gross Floor Space.
• Institute of Transportation Engineers (ITE) – The international educational and scientific association of transportation professionals who facilitate the application of technology and scientific principles to research, planning, functional design, implementation, operation, policy development and management for any mode of transportation.

• Modal Split – The percentage of travelers to the development using a particular mode of transportation. In the case of this study, a 100% modal split indicates only cars being used to access the development, and a 0% modal split indicates only public transportation and/or walking being used to access the development.

• Occupancy – The number of parking spaces occupied by vehicles. This information is gathered by performing parked vehicle counts in each sub-area located within the study area.

• Parking Demand – The number of spaces required by various user groups and visitors to the subject property.

• Peak Hour – The peak hour represents the busiest hour of the day for parking demand.

• Synergy Reduction – The reduction of required parking caused by the effects of applying the modal split.

Methodology

This study includes a supply and demand analysis for the proposed Community Center. The main focus of the study is to evaluate the proposed building characteristics and program requirements that
will establish the basis for future parking demand at the Center. The study will evaluate the existing municipal code requirements and benchmark facilities with similar size and characteristics.

Scope of Services

The following summarizes the Scope of Services that have been established for this study:

The Parking Consultant will:

1. Work with the City and other Design Consultants to ascertain the requirements for the work, will attend necessary meetings, will be available for general consultation, will review and provide input necessary and documentation, and will make appropriate recommendations.

2. Perform the work in a manner, sequence and timing to allow coordination with those of the other consultants for the Project.

Parking Demand Study

1. Hold initial meeting with the City to finalize scope of services and understanding of deliverables, discuss expectations of study and identify variables and sources of the City and other consultant supplied information.

2. Provide detailed estimate of parking demands by modeling of the Project’s land use parking generators as a cumulative total for peak demands for weekdays and weekends. Factors used in calculations shall include, peak hour
accumulations, shared trip synergy and propensity for walk-in and mass transit activities.

3. Estimates shall incorporate published design criteria, i.e., ITE and ULI's Shared Parking shall be used, but also Parking Consultant's own empirical data as well as field survey collected data and consideration for local influences that affect parking demand.

4. Prepare report of the results of parking demand estimates calculated using peak hour accumulations, shared trip synergies and alternate methods of transportation. Report shall define concepts of shared parking demand and provide documentation of all assumptions used.

5. Hold meeting (or conference call) with the City to review report findings.

6. Modify report to reflect revisions as provided by the City if conditions or assumptions should change.
ITE Projected Parking Demand

The baseline estimated parking needs for the planned development of the Community Center have been calculated using design standards for parking demand ratios as established by the Institute of Transportation Engineers Publication *Parking Generation 3rd Edition*. These standards for parking demand are for land uses in a both a suburban and urban setting and therefore, are the basis for establishing the maximum parking demand and more realistic parking demands for which discounts for “urban environment” transportation synergies shall be applied. The design parking demand ratios provided by this professional organization are summarized in the Table below:

<table>
<thead>
<tr>
<th>Facility Type</th>
<th>Peak Demand Ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suburban Community Center</td>
<td>3.38 Spaces per 1,000 sf GFS</td>
</tr>
<tr>
<td>Urban Community Center</td>
<td>1.15 Spaces per 1,000 sf of GFS</td>
</tr>
</tbody>
</table>

For the purpose of this analysis we are assuming a GSF of 40,000 square feet for the proposed Community Center. This should be considered a conservative estimate as the program area or conditioned area is estimated at 38,200 square feet.

Based on these ratios, the maximum parking demand required would be \((40,000 \text{ GFS} / 296 \text{ GFS} = 135.14)\) 135 spaces for a suburban community center and a maximum parking demand of \((40,000 \text{ GFS} / 869 \text{ GFS} = 46.03)\) 46 spaces for an urban community center.
ITE projects a wide variation (135 spaces vs. 46 spaces) in their parking demand based on the location and surrounding environment. The two classifications are either being the 100% auto dependant suburbs or location with more transportation alternatives of the urban city environment.

With the creation of 100 spaces at the new Center and the existing capacity at the municipal lot, the effective parking supply totals 134 spaces. This effective supply is consistent with the higher ITE parking demand for a suburban community center.

Walter P Moore Projected Parking Demand

It is the opinion of Walter P Moore that the Community Center is located in what would not be described as suburban setting (with 100% dependency on automobiles) nor is it located in a neighborhood with the criteria meeting a dense urban setting.

The City of Winter Park and the location of the Community Center do meet the parameters for a mixed-use, pedestrian, bicycle and bus transit friendly neighborhood. The City is a great example of Smart Growth wherein development (and more importantly redevelopment) is encouraged in areas where infrastructure such as streets, utilities and public transportation already exist. Therefore, the range for the parking demand should be somewhere in between the high and low range (1/296 GFS vs. 1/869 GFS) as provided by ITE. The more accurate ratio for this project would reflect a 25% Synergy Reduction from a 100% auto dependant suburban model as reported by ITE. This reduction reflects the City of Winter Park’s ability to walk and bicycle safely, good access to public transit and the likelihood of a number of user’s of the Community Center being dropped-off or brought by shuttle.
Based on these findings, our recommendation is that there is a peak demand of **118 spaces** with a parking ratio of 1/339 GFS. This peak occurs between 5 PM and 6 PM Monday – Friday. There will be higher peak parking demands that occur nights and weekends, however, the Municipal Lot should have higher vacancy to absorb the higher demand.

**Parking Requirements per Municipal Code**

The proposed site is currently zoned as Public and Quasi-Public (PQP) district. As defined by the Winter Park Land Development Code - Supplement #29, the parking requirements for the proposed site are as follows:

*Sec. 58-81 Off-street parking and loading regulations item (3) f. Community centers, libraries, post offices, etc: One space for each 250 square feet of gross floor space.*

Based on a Gross Floor Space (GFS) of 40,000, the zoning parking calculation (40,000 GFS / 250 GFS = 160.00) would require **160** parking spaces.

**Proposed Amendment to the Parking Code**

Based on the current plans to provide 100 parking spaces (85 off-street, 10 Welborne Court and 5 on-street spaces) the current provided parking ratio is 1 space/400 GSF. The variation is -**60** spaces from the requirements of Sec. 58-81 (3) f. of the Winter Park Land Development Code.

However, assuming there are a minimum 30% of the spaces (111 x .30 = 34) at the adjacent Municipal Lot that are vacant, the provided
parking supply is 134 spaces and the resulting ratio is 1 space/298. This variation is -26 spaces from the requirements of Sec. 58-81 (3) f. of the Winter Park Land Development Code.

Parking Supply and Demand at Existing Building

The existing Community Center located at the proposed site includes 32 surface parking spaces that support the 20,000 sq. ft. Center. This amounts to a parking ration of 1 space per 625 square feet of GFS.

Our surveys indicate that the existing parking supply adequately supports the existing Center. Of the 32 spaces, only 20 spaces were occupied, equating to a utilization of approximately 62.5%.

Comparative Parking Demand

The following Community Centers have been selected for comparison to the parking ratio proposed for the Winter Park Community Center:

<table>
<thead>
<tr>
<th>Community Center Name</th>
<th>Location</th>
<th>Building GFS</th>
<th>Parking Spaces</th>
<th>Parking Ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter Park Community Center</td>
<td>Winter Park, Florida</td>
<td>40,000 sf</td>
<td>134</td>
<td>1/298</td>
</tr>
<tr>
<td>Wildwood Community Center</td>
<td>St. Petersburg, Florida</td>
<td>34,000 sf</td>
<td>52</td>
<td>1/653</td>
</tr>
<tr>
<td>North Greenwood Community Center and Aquatics Complex</td>
<td>Clearwater, Florida</td>
<td>28,000 sf</td>
<td>105</td>
<td>1/509</td>
</tr>
<tr>
<td>Safety Harbor Community Center</td>
<td>Safety Harbor, Florida</td>
<td>22,200 sf</td>
<td>69</td>
<td>1/322</td>
</tr>
<tr>
<td>Cypress Forest Park Recreation Center</td>
<td>Oldsmar, Florida</td>
<td>10,000 sf</td>
<td>30</td>
<td>1/333</td>
</tr>
<tr>
<td><strong>Average</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>1/423</strong></td>
</tr>
</tbody>
</table>
Parking Management Strategies

In an effort to better manage the parking supply supporting the proposed Community Center, the City may consider implementing the following parking management strategies. These strategies would be intended to maintain an adequate supply of short-term parking for the users of the Center.

- **Time Restriction** – Time restrictions could be applied to both on-street and off-street spaces providing a balanced parking supply for the various users.

- **Off-Site Employee Parking** – The primary parking lot at the Center should be reserved for visitors of the Center. Therefore, employee parking should be designated on the municipal lot or other secondary location.

- **Maximize On-Street Parking** – Evaluate neighboring streets to determine if additional on-street parking could be designated. Consider angled parking to maximize on-street spaces.

- **Mass Transit Incentive** – Develop incentives for both employees and visitors to use existing mass transit.

- **Additional Shuttle Services** – Consider alternative shuttle systems possibly partnering with nearby residential or commercial developments.
SUMMARY

The data presented in this report is based on design information and documented case studies of similar Community Centers. The recommendations for parking supply specified will allow for sufficient parking so as to allow for safe and efficient vehicular and pedestrian traffic flows both outside and interior to the parking facilities. The recommended supply is designed to meet the peak parking demand that will only be experienced during a few hours of the year and all other times there will be an abundance of parking available.

Based on these findings, our recommendation is that there is a peak demand of 118 spaces with a parking ratio of 1/339 GFS. This peak occurs between 5 PM and 6 PM Monday – Friday. There will be higher peak parking demands that occur nights and weekends, however, the Municipal Lot should have higher vacancy to absorb the higher demand.

The parking code should be amended to reduce the parking requirement for Community Centers from the current 1 space/250 GFS to 1 space/339 GFS, which is consistent with the actual peak demand of the Center. Furthermore, the code amendment should include additional reductions and/or considerations for the available public parking supply located adjacent to the Center.

Sample Amendment:

Parking and loading regulations Community Centers: One space for each 339 square feet of gross floor space shall be required. This requirement may be fulfilled using on-site parking spaces as well as identified available public parking spaces within 300 feet of the Center.
The code amendment can be justified as follows:

A) Community Center generates less demand than the current Code Requirement.
B) There is available parking supply with a very convenient and safe walking distance of less than 300 feet.
C) The required additional parking of 60 spaces would require an additional asphalt parking area of nearly 30,000 SF with additional costs of $3,000 to $5,000 per space and excess storm drainage impacts where the study demonstrates that the parking is not needed.
REFERENCES

*Institute of Transportation Engineers (ITE)*
Parking Generation, 3rd Edition
This ordinance proposes to update the process and notification procedures in our Land Development Code for amendments to the Comprehensive Plan (last adopted in 1991) as well as adopting an updated Public Participation Plan (last adopted in 1989).

The staff had two primary goals in the preparation of this ordinance. Since the vast majority of comprehensive plan amendments involve a simultaneous change to the Comp. Plan future land use map and the Zoning map, the process and notification requirements need to be exactly the same. Second, staff wanted to adopt the State Statute requirements for Comp. Plan amendments, by reference, so that if the State changes those requirements, they automatically change for the City without having to amend our code. The City did not do that originally in 1991 and we now have outdated text that reflects the State Rules from 1991 and not from 2009.

There have been significant changes to the procedures and public notice requirements for Zoning Code amendments (rezonings) since 1991. On May 8, 2006 the City Commission adopted Ordinance 2668-06 which instituted new application and public notice requirements (such as the city-wide notice). These are codified in Section 58-85 of the Zoning Code and this staff’s ordinance repeats those requirements.

On Monday, April 27th, Commissioner Cooper provided to the staff her version of this ordinance. Staff incorporated parts of the staff’s ordinance into Comm. Cooper’s text in order to accomplish the first goal of matching up the notification requirements for comp. plan/rezoning, which we both agree upon. On the second issue, Comm. Cooper’s ordinance does not adopt the State Statute requirements by reference. Instead it repeats most of them but also deletes and changes some of the State’s regulations (in order to make it more difficult for comp. plan amendments).

Some of the changes from the State Statutes are as follows:

In the small scale amendments section on page 2 (these are the ones you can do more than twice a year):

3 (a) The State Statutes allow small scale amendments up to 10 acres in size. Comm. Cooper has changed that to a maximum 5 acres if residential and a maximum 3 acres if non-residential.
3 (f) on page 3: The State Statutes allow small scale amendments unless they are residential requests to a designation greater than 10 units per acre. Comm. Cooper has changed that to reduce it to no more than 5 units per acre in both residential and non-residential designations. Since every future land use designation permits 5 units per acre (even single family) this provision in effect prohibits small scale amendments.

4 Exceptions: The exceptions referenced in FS 163.3187 to the twice a year limit on Comp. Plan amendments in Comm. Cooper's version now conflict with the City's text.

Staff understands that it is the prerogative of any Planning Commissioner to recommend to the Board that the City re-write State Statutes. However, if the goal is to it more difficult or in this case impossible to entertain comprehensive plan amendments other than twice a year, then it would be simpler if we just said that, rather than create a new set of rules that conflict with the State Statutes that accomplish the same goal.

In the Section of Comm. Cooper's ordinance for “City Commission Public Hearing” there is a summary of the some of the State requirements. Staff understands that it is beneficial to the public to be able to read some of the State requirements in our Land Development Code without having to go to Chapter 163, Florida Statutes. However, when you only select some of the provisions of the State Statutes you then create conflicts. For example, the mediation settlement process for amendments and that public hearing adoption process are not included. With two sets of rules then you create two venues for attorneys to litigate against the City.

Other questions need answers with Comm. Cooper's version. Every year the City must do an annual update amendment to the Comp. Plan to update the City's Five Year Capital Improvement Plan in the Capital Improvements Element. Does that count as one of the two amendments permitted each year? If it does count then we only have once a year that property owners can ask for a comp. plan change. The State Statutes say it is exempt and treated as a small scale amendment. However, in Comm. Cooper's version there has been added to the State Statutes a new requirement that the City "for small scale amendments initiated by the City, the City shall mail written notices to each real property owner whose property is affected by the amendment". If we have a lakes project in the budget does everyone on the lake need a notice. What about a park or road improvement project. Just the abutting owners? Our Comp. Plan also adopts by reference the Capital Improvement program for OCPS for public schools in the City. So when that OCPS program is updated annually do we need to mail a notice to every property owner in that school district?

The Public Participation Plan component updates how we notice and encourage public participation for amendments to the Comprehensive Plan. Basically, we still utilize our advisory board structure, undertake advertisements, etc. and use the website (which did not exist in 1989) to enhance the process. Staff has the adoption included in the ordinance. Comm. Cooper takes it out so in that case staff will need two motions. One motion on the ordinance and a second motion on the public participation plan.

**STAFF RECOMMENDATION IS FOR APPROVAL** of the staff's submission.
ORDINANCE NO. ________

AN ORDINANCE OF THE CITY OF WINTER PARK, FLORIDA, AMENDING CHAPTER 58 "LAND DEVELOPMENT CODE" ARTICLE I, "COMPREHENSIVE PLAN" SO AS TO ADOPT NEW PUBLIC NOTICE AND ADOPTION PROCEDURES FOR AMENDMENTS TO THE CITY OF WINTER PARK, COMPREHENSIVE PLAN, GOALS, OBJECTIVES AND POLICIES DOCUMENT, SUBSTITUTING FOR THE CURRENT AMENDMENT PROCEDURES, ADOPTING A 2009 PUBLIC PARTICIPATION PLAN, PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Florida Statutes require all local communities to adopt Comprehensive Plans pursuant to Chapter 163, Florida Statutes and Florida Administrative Rules in order to provide appropriate policy guidance for growth and development: and

WHEREAS, the Winter Park City Commission adopted the 1991 Comprehensive Plan on August 13, 1991 via Ordinance 1938 that included public notice and adoption procedures for comprehensive plan amendments; and

WHEREAS, the Winter Park City Commission has subsequently adopted a new Comprehensive Plan on February 23, 2009 via Ordinance 2762-09 and needs to update the public notice and amendment procedures as well as the Public Participation Plan.

NOW THEREFORE, BE IT ENACTED BY THE PEOPLE OF THE CITY OF WINTER PARK:

SECTION 1. That Chapter 58 "Land Development Code", Article I "Comprehensive Plan" of the Code of Ordinances is hereby amended and modified by repealing and Section 58-6 "Amendments to the comprehensive plan" and adopting a new Section 58-6 "Amendments to the comprehensive plan" to read as follows:

Sec. 58-6. Amendments to the comprehensive plan.

(a) Amendments to the comprehensive plan shall conform to the requirements as specified within Florida Statutes Chapter 163, Part II "Local Government Comprehensive Planning and Land Development Regulation Act" and Rules 9-J5/9-J11 Florida Administrative Code. In addition to the these requirements outlined above, the city shall also conform to the following notice and procedural requirements:
(1) A comprehensive plan text or map amendment may be proposed by the city commission or the planning and zoning commission or may be proposed by any individual, corporation, partnership or other entity having a bona-fide interest in property either by ownership or by standing under a contract to purchase such land. All comprehensive plan text or map amendments must be made by ordinance. Applications shall be submitted on a standard application form accompanied by all pertinent information which may be required for proper consideration of the matter, along with payment of fees and charges as established by the city commission. Applicants shall include prospective plans indicating the desired development scenario proposed as a result of an approval per the plan submission requirements established for conditional uses.

(2) All proposed comprehensive plan text or map amendments shall be submitted to the planning and zoning commission for study and recommendation. The planning and zoning commission shall study such proposals to determine:
   a. The need and justification for the change;
   b. When pertaining to the future land use designation of land, the effect of the change, if any, on the particular property and the surrounding properties;
   c. When pertaining to the future land use designation of land, the amount of undeveloped land in the general area and in the city having the same classification as that requested; and
   d. The relationship of the proposed amendment to the goals, objectives and policies text of the city’s comprehensive plan, with appropriate consideration as to whether the proposed change will further, or at least not be contrary to the comprehensive plan.

(3) No recommendation for amendment to the comprehensive plan shall be made by the planning and zoning commission until and unless a public hearing has been held. Before any public hearing is held by the planning and zoning commission under the provisions of this section, notice shall be provided based upon the type and size of the request as detailed below. In cases where requests are not specifically indicated in this section, the planning director shall determine the most appropriate level of public notice.

   a. For any proposed map amendment to the comprehensive plan involving land of less than one acre notice of the hearing shall be published in a newspaper of general circulation within the city at least fifteen days in advance of the public hearing; written notice of the time and place of such meeting and the proposed action to be taken shall be posted upon the property and mailed to all owners of record of property within 1,500 feet of the property requested for amendment at least 15 days prior to the public hearing. The public notice posted on the property shall be erected to be in full view of the general public on each street side of said land and shall be erected by the applicant.

   b. For any proposed map amendment to the comprehensive plan involving land of more than one acre or for any text amendment to the goals, objectives and policies of the comprehensive plan shall require notice of the public hearing to be published in a newspaper of general circulation within the city at least 30 days in advance of the public hearing; written notice of the time and place of such meeting and the proposed action to be taken shall be posted upon the property and mailed to all households as determined from the listing of utility billing addresses within the entire city limits at least 30 days prior to the public hearing. The public notice posted on the property shall be erected to be in full view
of the general public on each street side of said land and shall be erected by the applicant. This shall not apply to any comprehensive plan amendment that changes the schedule or narrative in the capital improvements element adopted annually in order to coincide with the annual adoption of the city’s budget and capital improvements program. Any public notice required after the initial public hearing by the planning and zoning or city commission due to tabling, continuance, postponement or any other action by the planning commission shall revert to the 15 day notice so as to allow for requests to be heard at the next regular or special meeting of the planning and zoning or city commission.

c. Said postings of properties shall remain in place through-out the public hearing process. The city shall monitor this posting and provide replacements for any postings lost due to weather, vandalism, etc. However, the absence of a posting due to these conditions beyond the control of the city or the applicant shall not constitute a breach of this requirement provided a good faith effort is made to comply.

(4) The planning and zoning commission following their public hearing may recommend approval, approval with conditions, denial or submit such request with no recommendation to the city commission in the case of a tie vote. However, if the planning and zoning commission makes no recommendation following two advertised public hearings from the date of the initial public notice, it shall be considered submitted to the city commission without recommendation on the proposed comprehensive plan text or map amendment. This provision shall not include any public hearing during which the applicant requests that their application be tabled, postponed or continued or any public hearing where the planning commission deems that the plans or other materials submitted do not meet the application submission requirements, notice is deemed insufficient or any other procedural deficiency.

(5) Upon the filing of the recommendations report by the planning and zoning commission or upon failure to do so with respect to any proposed comprehensive plan text or map amendment, the city commission shall proceed to hold two public hearings on the ordinance in relation thereto, giving at least 15 days notice of time and place of such hearings, which notice shall first be published in a newspaper having a general circulation in the City of Winter Park, Florida.

(6) In case of a recommendation of denial by the planning and zoning commission, such amendments shall not become effective except by the affirmative vote of four members of the city commission. In cases when the planning and zoning commission recommends approval of a comprehensive plan future land use map amendment or text amendment on a lesser portion of the property or text than originally requested or imposes conditions upon or limitations upon a recommendation for approval reducing the intensity or density of use of said property or text amendment, it shall require the affirmative vote of four members of the city commission to adopt such comprehensive plan future land use map or text amendment to a greater portion of the property or to increase the density or intensity of use above that recommended by the planning and zoning commission.

(7) If a planning and zoning commission recommendation for change is not acted upon by the city commission within 90 days of the date of its receipt by the city commission, the petition upon which the recommendation is based shall be deemed to have been denied.
(8) Whenever the city commission has, by amendment, changed the comprehensive plan for future land use designation of property, the planning and zoning commission shall not consider any petition for the further amendment of any part or all of the same property for a period of one year from the effective date of the amending ordinance. Whenever the planning and zoning commission has taken action to recommend the denial of a petition for the change in the comprehensive plan land use designation of a property and that recommendation for denial has been approved by the city commission, or when the planning and zoning commission has recommended granting a petition for the change in the comprehensive plan future land use designation of a property and the city commission has reversed that recommendation and denied the petition, the city shall not:
   a. Consider any further petition for the same future land use designation of any part or all of the same property for a period of one year from date of such action by the city commission;
   b. Consider a petition for any other kind of future land use designation on any part or all of the same property of a period of one year from the date of such action by the city commission.

The time limits of these subsections may be waived by the affirmative vote of four members of the city commission, when such action is deemed necessary to prevent injustice or to facilitate the proper development of the city.

(9) The decision of the city commission may be made to affirm or deny the original request of the applicant or it may modify the request to approve a portion of the request or alternative version of comprehensive plan text or map amendment. The city commission may impose conditions upon the approval of a comprehensive plan amendment. Such conditions may restrict the range of permitted uses within a comprehensive plan designation and such conditions may also restrict or impose requirements upon the development or use of such land such as limitations on building size, height, setbacks or other site design or building design or use features.

(10) Whenever the secretary to the planning and zoning commission or city clerk has received a written request for a continuation, delay or postponement of a public hearing from an applicant after such public hearing has been duly advertised, the planning and zoning commission or city commission may grant the applicant's request. The commission shall reschedule the public hearing to any future scheduled meeting within the following six months. Such rescheduling shall meet with the approval of the applicant. The applicant shall pay a second filing fee to cover necessary administration and other expenses. If, after the second public hearing has been duly advertised and the applicant again requests a delay, postponement or continuation, or if the applicant does not agree with the rescheduling of the public hearing within the six-month period, the planning and zoning commission or city commission shall duly act to deny the request of the applicant, and a new request for this property will not be accepted for a period of one year from the date of the second scheduled public hearing.

(11) Whenever an applicant submits plans as required by this section, only the plans submitted to the planning and zoning commission members prior to the public hearing for their review together with a staff report analysis and other pertinent information shall be the basis for action by the planning and zoning commission. If those plans are substantially
modified then such application shall be postponed and re-advertised for a subsequent meeting. Similarly, when the planning and zoning commission makes a recommendation on an application pursuant to specific plans, and those plans are substantially modified for submission to the city commission public hearing, then the modified plans shall first be reviewed by the planning and zoning commission for recommendation before they are considered by the city commission for approval. The city commission shall not act on any application containing modified plans but shall refer the modified plans back to the planning and zoning commission, for subsequent review and recommendation unless such changes are in response to specific conditions of approval made by the planning and zoning commission.

(12) Nothing in this section shall restrict and limit the ability of the city to adopt annexation ordinances pursuant to Chapter 171, Florida Statutes. When the comprehensive plan map is amended to reflect such annexations and the proposed land use designations are the same as currently reflected within the Orange County Comprehensive Plan, then the notice requirements outlined above shall not apply but shall only be governed by those general requirements of Chapter 166, Florida Statutes.

**SECTION 2.** This ordinance shall become effective immediately upon its final passage and adoption.

**ADOPTED** at a regular meeting of the City Commission of the City of Winter Park, Florida, held in City Hall, Winter Park, on this _____ day of _______________, 2009.

________________________________________________________________________
Mayor

ATTEST:

________________________________________________________________________
City Clerk
ORDINANCE NO. ________

AN ORDINANCE OF THE CITY OF WINTER PARK, FLORIDA, AMENDING CHAPTER 58 "LAND DEVELOPMENT CODE" ARTICLE I, "COMPREHENSIVE PLAN" SO AS TO ADOPT NEW PUBLIC NOTICE AND ADOPTION PROCEDURES FOR AMENDMENTS TO THE CITY OF WINTER PARK, COMPREHENSIVE PLAN, GOALS, OBJECTIVES AND POLICIES DOCUMENT, SUBSTITUTING FOR THE CURRENT AMENDMENT PROCEDURES, PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Florida Statutes require all local communities to adopt Comprehensive Plans pursuant to Chapter 163, Florida Statutes and Florida Administrative Rules in order to provide appropriate policy guidance for growth and development; and

WHEREAS, the Winter Park City Commission adopted the 1991 Comprehensive Plan on August 13, 1991 via Ordinance 1938 that included public notice and adoption procedures for comprehensive plan amendments; and

WHEREAS, the Winter Park City Commission has subsequently adopted a new Comprehensive Plan on February 23, 2009 via Ordinance 2762-09 and needs to update the public notice and amendment procedures.

NOW THEREFORE, BE IT ENACTED BY THE PEOPLE OF THE CITY OF WINTER PARK:

SECTION 1. That Chapter 58 “Land Development Code”, Article I "Comprehensive Plan" of the Code of Ordinances is hereby amended and modified by repealing and Section 58-6 “Amendments to the comprehensive plan” and adopting a new Section 58-6 “Amendments to the comprehensive plan” to read as follows:

Sec. 58-6. Amendments to the comprehensive plan.

(A) Authority: Amendments to the comprehensive plan shall be governed by Florida Statutes Chapter 163, Part II “Local Government Comprehensive Planning and Land Development Regulation Act” and Florida Administrative Code 91-5/11. Where more restrictive requirements are set forth herein, those requirements shall take precedence. Each comprehensive plan or plan amendment shall be
transmitted and adopted in accordance with this section. Pursuant to 163.3174, the Planning and Zoning Commission shall prepare the comprehensive plan or plan amendments after hearings to be held after public notice and shall make recommendations to the governing body regarding the adoption or amendment of the plan. A comprehensive plan text or map amendment may be proposed by the city commission or the planning and zoning commission or may be proposed by any individual, corporation, partnership or other entity having a bona-fide interest in such property either by ownership or by standing under a contract to purchase such land. Applications shall be submitted on a standard application form accompanied by all pertinent information which may be required for proper consideration of the matter, along with payment of fees and charges as established by the city commission. Applicants shall include prospective plans indicating the desired development scenario proposed as a result of an approval per the plan submission requirements established for zoning amendments.

(B) Frequency: Amendments to the comprehensive plan may be made not more than two times during any calendar year, except:

(1) Emergency: In the case of emergency, comprehensive plan amendments may be made more often than twice during the calendar year if the additional plan amendments receive the approval of all of the members of the governing body. "Emergency" means any occurrence or threat thereof whether accidental or natural, caused by man, in war or peace, which results or may result in substantial injury or harm to the population or substantial damage to or loss of property or public funds.

(2) Development of Regional Impact: Any comprehensive plan amendments directly related to a proposed development of regional impact may be considered at the same time as the application for development approval.

(3) Small Scale: Any comprehensive plan amendments directly related to proposed small scale development activities may be approved without regard to the limits on the frequency of consideration of amendments to the comprehensive plan. A small scale development amendment may be adopted only under the following conditions:

a. The proposed amendment is a residential land use of five acres or less or involves other land use categories, singularly or in combination with residential use, of three acres or less; and

b. The cumulative effect of the above condition shall not exceed 30 acres annually;

c. The proposed amendment does not involve the same property granted a change within the prior 12 months and

d. The proposed amendment does not involve the same owner's property within 200 feet of property granted a change within the prior 12 months.
e. The proposed amendment does not involve a text change to the goals, policies, and objectives of the local government’s comprehensive plan, but only proposes a land use change to the future land use map for a site-specific small scale development activity.

f. The proposed amendment involves residential land use of less than 5 units per acre or the proposed future land use category allows a maximum residential density of the same or less than the maximum residential density allowable under the existing future land use category.

g. To facilitate compliance with the requirements outlined in (B)(3) a-f, the City planning staff shall track necessary cumulative historical data and include such data in the staff report presented to Planning and Zoning Commission and City Commission in conjunction with the requested Comprehensive Plan amendment.

(4) Exceptions: Additional exceptions to the twice annual restriction on Comprehensive Plan amendments are set forth in F.S. 163.3187.

(C) Process for Transmittal and Adoption of Comprehensive Plan and Amendments:

(1) Public Hearings: In addition to the requirements of F.S. Chapter 163, part II and Rule 9-J5/11 Florida Administrative Code, all comprehensive plans and plan amendments shall be adopted by ordinance. Before adopting a comprehensive plan or any plan amendment, the city shall conduct at least two advertised public hearings for transmittal and three advertised public hearings at the adoption stage. The first public hearing shall be held by the planning and zoning commission, and the second and third public hearings by the city commission. The planning and zoning commission shall forward its recommendation and supporting reasons to the city commission following its public hearings.

(2) Public Participation: During consideration of the proposed plan or amendments thereto by Planning and Zoning and the City Commission, “The City of Winter Park Comprehensive Plan Public Participation Plan” shall provide for broad dissemination of the proposals and alternatives, opportunity for written comments, public hearings as provided herein, provisions for open discussion, communications programs, information services, and consideration of and response to public comments.

(3) Planning and Zoning Public Hearing and Notice: No recommendation for amendment to the comprehensive plan shall be made by the planning and zoning commission until and unless a public hearing has been held. Before any public hearing is held by the planning and zoning commission under the provisions of this section, notice shall be provided based upon the type and size of the request as detailed below. In cases where requests are not specifically indicated in this section, the planning and community development director shall determine the most appropriate level of public notice.
a. For any proposed amendment to the comprehensive plan affecting land of less than one acre notice of the hearing shall be published in a newspaper of general circulation within the city at least fifteen days in advance of the hearing; written notice of the time and place of such meeting and the proposed action to be taken shall be posted upon the property and mailed to all owners of record of property within 1,500 feet of the property requested for amendment at least 15 days prior to the public hearing. The public notice posted on the property shall be erected to be in full view of the general public on each street side of said land and shall be erected by the applicant.

b. For any proposed amendment to the comprehensive plan affecting land of more than one acre notice of the hearing shall be published in a newspaper of general circulation within the city at least 30 days in advance of the hearing; written notice of the time and place of such meeting and the proposed action to be taken shall be posted upon the property and mailed to all households as determined from the listing of utility billing addresses within the entire city limits at least 30 days prior to the public hearing. The public notice posted on the property shall be erected to be in full view of the general public on each street side of said land and shall be erected by the applicant. In addition, written notice of the time and place of such meeting and the proposed action to be taken shall be mailed to all owners of record of property within 500 feet of the property requested for amendment at least 15 days prior to the public hearing. Any public notice required after the initial public hearing by the planning and zoning commission due to tabling, continuance, postponement or any other action by the planning commission shall revert to the 15 day notice unless otherwise directed by the planning commission so as to allow for requests to be heard at the next regular or special meeting of the planning and zoning commission.

c. Said postings of properties shall remain in place through the public hearing process. The city shall monitor this posting and provide replacements for any postings lost due to weather, vandalism, etc. However, the absence of a posting due to these conditions beyond the control of the city or the applicant shall not constitute a breach of this requirement provided a good faith effort is made to comply.

d. Whenever the secretary to the planning and zoning commission has received a written request for a continuation, delay or postponement of a public hearing from an applicant after such public hearing has been duly advertised, the planning and zoning commission may grant the applicant's request. The commission shall reschedule the public hearing to any future scheduled meeting within the following six months; such rescheduling shall meet with the approval of the applicant. The applicant shall pay a second filing fee for rezoning to cover necessary administration and other expenses. If, after the second public hearing has been duly advertised and the applicant again requests a delay, postponement or continuation, or if the applicant does not agree with the rescheduling of the
public hearing within the six-month period, the planning and zoning commission shall duly act to deny the request of the applicant, and a new request for this property will not be accepted for a period of one year from the date of the second scheduled public hearing.

e. Whenever an applicant submits plans as required by this section, only the plans submitted to the planning commission members prior to the public hearing for their review together with a staff report analysis and other pertinent information shall be the basis for action by the planning and zoning commission. If those plans are substantially modified then such application shall be postponed and re-advertised for a subsequent meeting. Similarly, when the planning and zoning commission makes a recommendation on an application pursuant to specific plans, and those plans are substantially modified for submission to the city commission public hearing, then the modified plans shall first be reviewed by the planning and zoning commission for recommendation before they are considered by the city commission for approval. The city commission shall not act on any application containing modified plans but shall refer the modified plans back to the planning and zoning commission, for subsequent review and recommendation unless such changes are in response to specific conditions of approval made by the planning and zoning commission.

(f) **Recommendation:** After a public hearing, the planning and zoning commission may recommend approval, approval with conditions, recommend denial or it may modify the request to approve a portion of the request or alternative version of comprehensive plan text or map amendment and submit the proposed amendment to the City Commission. The planning and zoning commission may recommend and the city commission may impose conditions upon the approval of a comprehensive plan amendment. Such conditions may not restrict the range of permitted uses within a comprehensive plan designation but such conditions may restrict or impose requirements upon the development or use of such land such as limitations on building size, height, setbacks or other site design or building design or use features. Upon approval by the Planning and Zoning Commission, transmittal and adoption require the affirmative vote of not less than a majority of the members of the City Commission.

(g) **Denial:** In case of a recommendation of denial by the planning and zoning commission on a proposed amendment to the comprehensive plan, such amendments shall not be adopted except by the favorable vote of four members of the city commission.

(4) **City Commission Public Hearing(s):**

a. **Public Hearings:** Upon the filing of the recommendations by the planning and zoning commission with respect to any proposed comprehensive plan text or map amendment, the city commission shall hold two public hearings in relation thereto.
b. Notice: The city shall provide at least 15 days notice of time and place of the first public hearing and at least 5 days notice of the second public hearing. Such notice shall be published in a newspaper having a general circulation in the City of Winter Park, Florida and adhere to the following requirements:

- Ad must be two columns wide by 10 inches long.
- Heading font no smaller than 18 point
- Ad should not be placed in portion of newspaper with legal notices or classifieds.
- Where possible newspaper should be published at least 5 days a week
- For map amendments, the advertisement should contain a geographic location map including street names that clearly identifies property affected by proposed amendment.

c. Exception: Additionally, for small scale amendments initiated by the City, the City shall mail written notices to each real property owners within 1,500 feet of the property requested for amendment at least 15 days prior to the date of the first public hearing. Such notice shall include the substance of the proposed ordinance as it affects the property owner and the day, time and place of the public hearing. The date of the second public hearing will be announced at the first hearing.

d. Small Scale Amendment Adoption: The City may adopt small scale comprehensive plan amendments (identified in paragraphs (B)(3) herein), immediately upon City Commission approval in accordance with paragraph (4) of this code. Transmittal to the state land planning agency for review is not required, however, the City shall send copies of the notice and amendment to the state land planning agency and the regional planning council upon adoption. The state land planning agency shall not review or issue a notice of intent for small scale development amendments. These amendments shall not become effective until 31 days after adoption unless challenged. Any affected person has 30 days to file a petition with the Division of Administrative Hearings to challenge an amendment adopted under this paragraph. If challenged, they do not become effective until a final order determining compliance is issued.

e. Transmittal: The City Commission shall transmit the complete proposed Comprehensive Plan or amendments processed as large scale plan amendments to the state land planning agency and other entities identified in 163.3184(3)(a) within 10 days following the transmittal hearing. The City Commission may request a review by the state planning agency at the time of transmittal of an amendment. The City Commission shall consolidate all proposed plan amendments into a single submission for each of the two plan amendment adoption dates during the calendar year.

(5) State Land Planning Agency Review: If a review is initiated by the state land planning agency, the agency shall issue a report giving its objections, recommendations, and comments regarding the proposed amendment within 60 days after receipt of the complete proposed amendment.
(6) Review of Comments & Adoption of Plan: Upon receipt of the state planning agency’s comments, the City shall have 60 days (120 days for EAR amendments) to adopt the amendment with changes, adopt the amendment, or determine it will not adopt the amendment. Such determination shall be made at a public hearing identified in paragraph (3) and (4) herein.

(7) Notice of Intent: The state planning agency will review the adopted comprehensive plan or plan amendment and issue a Notice of Intent to find the submission in compliance with state statute or not in compliance. This notice shall be posted on the city web site within 5 days of receipt. Any affected person has 21 days after the publication of the notice of intent to file a petition with the agency. If challenged, the comprehensive plan or amendment does not become effective until a final order determining compliance is issued.

(D) Annexation amendments: Nothing in this section shall restrict and limit the ability of the city to adopt annexation ordinances pursuant to Chapter 171, Florida Statutes. When the comprehensive plan map is amended to reflect such annexations and the proposed land use designations are the same as currently reflected within the Orange County Comprehensive Plan, then the notice requirements outlined above shall not apply but shall only be governed by those general requirements of Chapter 166, Florida Statutes.

SECTION 2. This ordinance shall become effective immediately upon its final passage and adoption.

ADOPTED at a regular meeting of the City Commission of the City of Winter Park, Florida, held in City Hall, Winter Park, on this _____ day of _______________ 2009.

__________________________________________
Mayor

ATTEST:

__________________________________________
City Clerk
City of Winter Park
Comprehensive Plan
Public Participation Plan

per

Chapter 163 Florida Statutes and
Rule 9J-5 Florida Administrative Code

February 23, 2009
CITY OF WINTER PARK PUBLIC PARTICIPATION PLAN

February 23, 2009

Introduction

This Public Participation Plan (2009) supplements and updates the Public Participation Plan adopted in 1989. In the preparation, notice and public participation process for all Comprehensive Plan amendments and updates, the City has conducted its public participation efforts pursuant to the 1989 plan. However, as new programs and procedures have been developed and utilized since that time this plan provides an update incorporating past, present and future actions at promoting broad public notification and participation.

Background Information

As mandated by the State of Florida Comprehensive Planning Regulation Act, Chapter 163 Florida Statutes and Rule 9J-5 Florida Administrative Code, the State Legislature has encouraged the fullest public participation in comprehensive planning efforts by local governments. The intent is defined in section 163.3181, “Public Participation in the comprehensive planning process” that “the procedures shall provide for broad dissemination of the proposals and alternatives, opportunity for written comments, public hearings as provided herein, provisions for open discussion, communications programs, information services, and consideration of and response to public comments.”

The City will follow the procedures set forth in Florida Administrative Code section 9J-5.004 Public Participation:

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

(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.
Purpose

In addition to satisfying a requirement of the Florida Comprehensive Planning Law, this public participation plan is intended to serve two purposes. First, it will provide that information about the plan and planning process will be widely distributed to the community. The public will become aware of the comprehensive plan, the elements contained within it, and the proposed goals and policies through the array of techniques identified herein.

Secondly, it will ensure that there are ample opportunities for involvement and input from the public. This public participation process is designed to actively engage city residents, business owners, and community groups in shaping the comprehensive plan.

Public Participation Efforts – Outreach and Public Input

Ongoing public participation efforts are proposed to take place throughout the comprehensive planning process. These outreach efforts are designed to provide information to the public of the comprehensive plan requirements, progress/status of the plan, background information and drafts of the plan’s goals, objectives and policies. They will include:

Notice of All Comprehensive Plan Meetings. All meetings regarding the comprehensive plan update will be publicly noticed, with advertisements placed on quarter-page ads in the Orlando Sentinel. Notices are also posted on the city web site and at City Hall and the Winter Park Public Library.

Web site Posting. Information regarding comprehensive plan progress and upcoming meetings or other public participation opportunities will be posted and maintained on the city’s Web site. Drafts of the individual elements, as well as other pertinent information, will be posted and updated as progress is made on the plan. The web address is www.cityofwinterpark.org. Public access to the Internet is available at the Winter Park Public Library and Orange County Public Library for those residents without internet access.

Hard-Copy Posting. A hard copy of the draft and eventually the adopted document can be found in the Planning Department at 401 Park Avenue South, Winter Park, FL 32789 and at the Winter Park Public Library in the reference section.

City of Winter Park  
Public Participation Plan  
Page 2
Updates Included in the “City Update”. The city distributes to all its residents a bi-monthly update that summarizes projects and other “happenings” in the city. This is a great tool that will be used to inform the citizenry of comprehensive planning updates and meetings (information being placed is dependant on the print schedule of the “Update”).

City of Winter Park Board and Commission Participation. The following boards and commissions participate in the comprehensive planning process. Staff takes the pertinent sections of the plan to each of the boards and commissions and solicits comments from each of them. These boards and commissions are all made up of Winter Park residents.

Community Redevelopment Advisory Board
Environmental Review Board
Historic Preservation Commission
Lakes and Waterways Board
Parks and Recreation Board
Pedestrian and Bicycle Advisory Board
Planning and Zoning Commission (local planning agency)

Staff Presentations to the Community. Many of the other civic organizations request public presentations on the comprehensive planning process by staff. Some of the presentations done in the past were at the Rotary, Winter Park Chamber of Commerce and other civic organizations.

Audio Broadcasts of Public Meetings. All Planning and Zoning Commission meetings and City Commission meetings are broadcast through the Internet to anyone at home or work that are interested in the public meetings.

Public Notices. Mailed public notices shall be sent to owners of property pursuant to the notification requirements of the Land Development Code, Article I, “Comprehensive Plan”, Section 58-6 “Amendments to the Comprehensive Plan”.

**Winter Park’s Formal Adoption Process**

The city will follow the guidelines mandated by the State in Chapter 163.3184 Process for adoption of comprehensive plan or plan amendment. The notification requirements as summarized by the DCA from their website at:
http://www.dca.state.fl.us/fdcp/dcp/ Procedures/index.cfm#comp