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2008 EVALUATION AND APPRAISAL  
REPORT (EAR)

PUBLIC PARTICIPATION PLAN  
June 2006

INDIAN RIVER COUNTY

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INDIAN RIVER COUNTY  
COMMUNITY DEVELOPMENT DEPARTMENT

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## INTRODUCTION

The evaluation of the effectiveness of a local government's comprehensive plan requires input from citizen groups and the public at large. To ensure that the public has the opportunity to participate in the process of plan evaluation and appraisal, the state has included public participation provisions in Florida Administrative Code Rule 9J-5.

In June, 2006, the Board of County Commissioners adopted this Evaluation and Appraisal Report (EAR) public participation plan. Since the EAR must include a description of the public participation process used in the preparation of the report, this plan constitutes that description. The process reflected in this plan is consistent with the public participation process adopted by the county in the preparation of its comprehensive plan and is consistent with the requirements of Rule 9J-5.004, F.A.C. In general, the process consists of procedures to keep the public informed, to provide the public opportunities to submit written and verbal comments, to ensure that these comments are considered and responded to, and to ensure that public hearings and public meetings are held.

This Public Participation Plan is to be used in Indian River County's comprehensive plan evaluation and appraisal process. As structured, this plan provides for public education, public input during the plan evaluation and appraisal process, public hearings and meetings during the adoption process, and general provisions to be followed throughout the planning process.

## PUBLIC EDUCATION

Throughout the development of the Evaluation and Appraisal Report (EAR), public education will be a major activity. Public information activities are designed to: educate the public, solicit input from County residents, and foster the need for continued public support and participation throughout the comprehensive plan evaluation process. The public education process consists of three parts:

- providing background information to the public;

- holding public information meetings; and
- providing general advertisements and newspaper articles.

### Background Information

Staff will prepare informational reports describing EAR requirements and the EAR process, identifying each element that needs to be addressed through the evaluation process, and providing other pertinent information. Staff will also prepare brief summary reports for each plan element, indicating conditions at the time of plan adoption and changes of circumstance since adoption of the plan. These reports will be available to all review groups and interested individuals.

A copy of the entire comprehensive plan, as well as copies of individual plan elements, informational reports, summary reports, and other documents will be available in the planning department Monday through Friday from 8:30 a.m. to 5:00 p.m. Also, copies of the relevant documents and reports will be available at all public libraries in the County. As feasible, planning staff will continue to seek innovative ways to distribute information to the public, including use of county website ([www.ircgov.com](http://www.ircgov.com))

### Public Information Meetings

To enhance Public Education and encourage public involvement in the EAR process, public information meetings will be held throughout the EAR process as part of primary review groups. These meetings will serve the primary goal of educating the public and providing an opportunity for public input. The public information meetings will be part of scheduled primary review group meetings and will consist of a short presentation by staff to summarize reports and a question and answer period. Those in attendance will be encouraged to submit written comments.

In addition, staff will make presentations to professional, business, civic and community organizations in the county. During all EAR related meetings and presentations, the county will make the form included as attachment "C" available for written comments.

Whenever possible, a general information survey will also be administered to those in attendance. This short survey will seek

responses relating to community attitudes regarding future development and growth. While not a scientific survey, this instrument will provide an indication of public attitudes regarding growth and development, problems and needs, and effectiveness of existing policies.

#### General Advertisements and Newspaper Articles

The county will place meeting announcements in local newspapers and provide information for newspaper articles to inform the public of the comprehensive plan evaluation and appraisal process and to invite the public to attend EAR public meetings and provide input.

#### PUBLIC PARTICIPATION IN PLAN EVALUATION

The individual elements of the county's comprehensive plan will be evaluated separately. For each element, a series of reports will be drafted by County planning staff and then distributed to members of applicable committees, boards, and organizations, as well as staff of other local governments, for their review and comment. Upon completion of these reviews, planning staff will conduct public workshops for the purpose of revising the drafts.

The key feature of the public participation plan is the use of existing committees, organizations and other groups for initial review.

According to state regulations, the Evaluation and Appraisal Report must contain the following general sections:

- Identification of Major Issues
- Inventory of Conditions at the time of last plan adoption
- Inventory of Conditions at the date of the EAR
- Comparison of objectives to actual results
- Analysis of development trends and conditions
- Identification of future action
- Identification of anticipated plan amendments
- Description of the public participation process

As the county's designated Local Planning Agency (LPA), the Planning and Zoning Commission has the primary responsibility for development of the comprehensive plan evaluation and appraisal report. Accordingly, the LPA will provide direction for the

development of the EAR, review staff and advisory group reports, conduct public meetings and necessary public hearings, and make recommendations regarding the EAR to the Board of County Commissioners.

County planning staff will assist the LPA by:

- Undertaking research and analysis
- Furnishing technical studies and position papers
- Developing draft documents
- Conducting public workshops
- Coordinating the efforts of the review groups
- Coordinating with municipal and other county government representatives

For each EAR element, a primary review group has been designated. These review groups consist of existing boards, committees and councils which currently meet on a regular basis to advise the county on policy issues related to specific topics. Consisting of county officials and citizens who possess an interest or technical expertise related to the group's function (e.g. transportation), these review groups have the background to evaluate their respective EAR elements. Primary groups are identified in Appendix A.

Each primary review group will have the responsibility of developing an individual evaluation report for each EAR element for which it is responsible. This will involve the following:

- Reviewing staff reports
- Providing information to the public
- Holding public meetings
- Soliciting public input
- Considering public comments
- Preparing a draft report.

Other groups (secondary) will also be encouraged to participate in the comprehensive plan evaluation review process. These groups include civic, professional and business associations and organizations as well as other governmental departments or agencies that may have an interest in one or more of the EAR elements. Secondary review groups will be encouraged to participate in primary review group meetings, public workshops, and public hearing

meetings. Secondary groups are listed in Appendix B.

#### Review Process

The general review procedure and timing are as follows:

- The initial draft of each plan element EAR report will be prepared by planning staff and forwarded to the appropriate primary review group, secondary groups, and other government agencies.
- Planning staff will present each report to the applicable review group at a public meeting.
- The advisory groups will accept public comments and review the staff drafts at their regular public meetings.
- Recommendations will be formulated and forwarded to the planning staff.
- The staff will attend all primary group meetings and be available on request for other groups.
- To promote coordination, the respective chairpersons of the primary review groups will meet periodically with planning staff to discuss upcoming issues.

As an ongoing activity, the staff will compile comments and recommendations, conduct public workshops, and issue progress reports to the Planning and Zoning Commission.

#### Public Workshops

In addition to the public meetings conducted by advisory groups, planning staff will, as necessary, conduct public workshops. The workshops will be informal meetings in which the staff will present a summary of the material to be discussed. Attendees will then be asked to provide input on applicable EAR subjects. The primary objective of the workshops will be to resolve conflict through the development of a consensus.

#### PUBLIC PARTICIPATION IN EAR ADOPTION

Once completed, the final draft of the EAR will be presented to the Planning and Zoning Commission for initial review at a public meeting. Additional workshops will be conducted as necessary to complete the final draft.

After the final draft of the evaluation and appraisal report is complete, the formal adoption proceedings will begin. The Planning and Zoning Commission (LPA) will hold a public hearing pursuant to Section 163.3191(4), F.S. and Rule 9J-5.0053, F.A.C. This hearing will begin the formal adoption process. Revisions, if necessary, will be made after this public hearing. The Board of County Commissioners will then hold an adoption public hearing and transmit the EAR to the state for their review.

#### GENERAL PROVISIONS

In addition to the public participation provisions as outlined above, several procedures will be used throughout the comprehensive plan evaluation and appraisal process. These procedures relate to documents, public comments, and notice.

- Documents

All appropriate documents will be available for public inspection at the following locations:

- \*Indian River County Planning Office (all documents)

- \*Local libraries

- \*Indian River County Website ([www.ircgov.com](http://www.ircgov.com))

Documents will also be distributed to appropriate agencies, groups and organizations. These agencies, groups, and organizations include, but are not limited to, the following:

- \* Board of County Commissioners

- \* Planning and Zoning Commission members

- \* Economic Development Council members

- \* Metropolitan Planning Organization members
  - \* Marine Advisory Committee members
  - \* Park and Recreation Committee members
  - \* Professional Services Advisory Committee members
  - \* Affordable Housing Advisory Committee members
  - \* Local newspapers and other media
  - \* All appropriate county departments
  - \* All adjacent local governments and municipalities within the county
  - \* All appropriate state and federal agencies
  - \* All professional, business, civic, and community organizations requesting a copy of the documents
  - \* All interested citizens requesting a copy of the documents
- Public Comment

Since written public comments are desirable for incorporation in the public record, the public will be encouraged to submit their comments in writing to the Planning Department. To further encourage and facilitate this, public comment and response forms will be available at all public meetings and wherever documents are displayed for public inspection (Appendix C).

Based on the nature of the public comments, county staff will provide responses to all written comments as follows:

- \* Written communication from the public requesting information or clarification will be responded to in writing.
- \* Written communication from the public expressing an opinion will be incorporated into the appropriate file, but not normally responded to in writing by staff.

- \* Staff will keep a file of all written public comments. Whenever appropriate, these comments will be incorporated into the revised reports.

- Notice

Adequate notice of public meetings, workshops and hearings will be governed by applicable laws and regulations of the state and county as they apply. In addition, press releases will be supplied to further inform the public of the planning proceedings.

Consistent with requirements of Section 163.3181(1)F.S., staff will notify all affected real property owners. Whenever feasible, individual letters will be sent to the real property owners being affected by the provisions in the evaluation and appraisal report.

- Logs

The staff will maintain a log of all EAR meetings, including the date, time, location, number of attendees and topic of review. In addition, those in attendance will be asked to fill in a sign-in sheet.

- Other General Provisions

Other general provisions are summarized as follows:

- \* The EAR public participation plan will be a component of the final comprehensive plan evaluation and appraisal report.
- \* Among committee members, consensus on issues will be sought but not required.
- \* Staff will inform the media of all meetings as well as the items to be discussed at the meeting so that interested citizens and officials may become involved.
- \* Staff will request the media to publish agendas for committee meetings where EAR elements will be considered.
- \* All primary group meetings will be open to the public,

and public discussion and input will be sought prior to making decisions.

- \* Minutes of all primary group meetings will be available for public review at the planning office, BCC office, and whenever possible at local libraries and on other information systems. This will allow those unable to attend meetings the opportunity to monitor EAR activities.
- \* Meeting notices will be posted at the County Administration Building, on the county website, and under the government meetings section of the local newspaper.
- \* Staff will be available to provide information and answer questions during public workshops, public hearings, and review committee meetings, and through the planner of the day office ((772) 226-1259).

### **Appendix "A"**

#### **Evaluation and Appraisal Report Comprehensive Plan Primary Review Groups**

<b><u>Primary Review Groups</u></b>	<b><u>Element(s)</u></b>
• <b>Economic Development Council</b>	<b>Economic Development</b>
• <b>Marine Advisory Committee</b>	<b>Coastal Management</b>
• <b>Beach and Shore Preservation Advisory Committee</b>	<b>Coastal Management</b>
• <b>Conservation Lands Advisory Committee</b>	<b>Conservation</b>
• <b>Parks and Recreation Committee</b>	<b>Recreation and Open Space</b>
• <b>Planning and Zoning Commission</b>	<b>Future Land Use Infrastructure Capital Improvements Intergovernmental Coordination</b>
• <b>Utility Advisory Committee</b>	<b>Infrastructure</b>
• <b>Metropolitan Planning Organization</b>	<b>Transportation</b>
• <b>Affordable Housing Advisory Committee</b>	<b>Housing</b>
• <b>Professional Services Advisory Committee</b>	<b>Future Land Use</b>
• <b>Agricultural Advisory Committee</b>	<b>Future Land Use</b>

**Appendix "B"**  
**Comprehensive Plan Evaluation and Appraisal Report**  
**Secondary Review Groups**

**GOVERNMENT**

**Federal**

**Army Corps of Engineers  
U.S. Fish and Wildlife Service  
Soil Conservation Service**

**State**

**Department of Environmental Protection  
Department of Transportation  
Agricultural Extension  
Environmental Health  
Division of Forestry**

**Indian River County Departments**

**Finance  
Housing Authority  
Affordable Housing Partnership Group  
Management and Budget  
Parks and Recreation  
Public Works  
Traffic Engineering  
Engineering  
Utilities  
Sheriff**

**Municipal**

**City of Vero Beach  
City of Sebastian  
City of Fellsmere  
Town of Indian River Shores  
Town of Orchid**

**Appendix "B" (cont)**

**Counties**

**Brevard  
St. Lucie  
Osceola**

**Okeechobee**

**Other**

**Indian River School District  
Emergency Management Services  
St. Johns River Water Management District  
Water Drainage Districts-Indian River Farms, Fellsmere,  
Sebastian River, St. Johns, Vero Lakes, Delta Farms  
Marine Resources Council  
Council on Aging  
Indian River Community College  
Mosquito Control District**

**Civic, Business, Professional**

**Audubon Society  
Board of Realtors  
Chamber of Commerce  
Treasure Coast Builders Association  
Citrus League  
Winter Beach Progressive League  
Gifford Progressive League  
Taxpayers Association  
Property Owners Associations  
Vero Beach Historical Society  
Sebastian Historical Society  
Indian River Neighborhood Association  
Civic Association  
Concerned Citizens**

**Appendix "C"**

**INDIAN RIVER COUNTY  
EVALUATION AND APPRAISAL REPORT OF  
COMPREHENSIVE PLAN  
PUBLIC RESPONSE**

**Name:**

Address:

Phone:

TOPIC OF COMMENT:

- General
- Future Land Use
- Sanitary Sewer
- Potable Water
- Solid Waste
- Natural Groundwater
- Aquifer Recharge
- Stormwater
- Transportation
- Economic Development
- Capital Improvements
- Housing
- Conservation
- Coastal Management
- Recreation and Open Space
- Intergovernmental Coordination
- Other

COMMENTS:

PLEASE RETURN TO: **Community Development Department**  
**Indian River County**  
**1840 25th Street**  
**Vero Beach, FL 32960**  
**ATTN: Comprehensive Plan Section**

**Appendix "D"**  
**Evaluation and Appraisal Report**  
**Public Participation Meetings**

DATE	COMMITTEE	ELEMENTS	ACTIVITY
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EAR PUBLIC PARTICIPATION PLAN

September 2007	Planning and Zoning Commission  Economic Development Council Affordable Housing Patnership MPO  Agricultural Advisory Committee Professional Services Advisory Committee  Utilities Advisory Committee Planning And Zoning Commission  Conservation Lands Advisory Committee  Marine Advisory Committee Beach and Shore Preservation Advisory Committee  Planning and Zoning Commission  Utilities Advisory Committee Planning And Zoning Commission  Parks and Recreation Committee Planning and Zoning Commission	Introductory Future Land Use Infrastructure -Natural Groundwater/Aquifer Recharge -Stormwater  Economic Development  Housing  Transportation  Future Land Use  Infrastructure -Sanitary Sewer -Potable Water  Conservation  Coastal Management  Intergovernmental Coordination  Solid Waste  Recreation and Open Space  Capital Improvements	Review first draft of EAR for each Element  " " " " " " " " " " " " " " " " " " " " " " " " " " " " " " " " " "
April-Sept 2007	All Primary Review Groups	-All Elements	Review 2nd and 3rd draft of EAR for each element
January 2008	Planning & Zoning Commission	Proposed EAR 1st Complete Draft	Review of the proposed EAR for the comp plan/Public workshop
February 2008	Planning & Zoning Commission	EAR Final Draft	Public Hearing
April 2008	Board of County Commissioners	EAR final draft	Public Hearing
September 2008	Board of County Commissioners	Adoption of DCA approved EAR	Public Hearing

**The public is invited to attend all primary review group workshops. Other public participation meetings will be scheduled as needed.**

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Appendix "E"

Public Participation Process for and Preparation of  
Evaluation and Appraisal Report (EAR)  
Indian River County

