
ALACHUA COUNTY PUBLIC WORKS OPERATING PROCEDURE

DIVISION: **Transportation & Development**

SECTION: **Development Review**

PROCEDURE #: **EDR-5**

SUBJECT: **Zoning/Comprehensive Plan Amendment Processing**

DATE: **12/15/01** **REVISION #:**

PREPARED BY: **Michael J. Fay**

APPROVED BY: **Matthew Dominy, P.E., Director Of Public Works**

POLICY: **To provide a thorough and timely review and provide professional recommendations on all requests for Comprehensive Plan Amendments and requests for rezoning that are before the Planning Commission (PC)/Local Planning Agency (LPA) and Board of County Commissioners (BoCC).**

Listed below are the procedures for items in a Zoning or Comprehensive Plan Amendment cycle, from receiving packages through drafting memorandums and providing comments at the Planning Commission/LPA and BoCC public hearings.

Receiving:

1. Civil Engineer II receives requests by memorandum from the Office of Planning and Development.
2. Packages are forwarded to an Engineer Technician to prepare maps showing location of request on USGS Maps of Flood Prone Area, or other maps deemed appropriate by the Civil Engineer II. Packages are then returned to Civil Engineer II for review and comment.

Agenda Review:

1. The items in the package are reviewed to determine if the application is complete or if additional information such as a clearer description of the requests, or additional traffic studies are needed to review the requests.
2. If additional information is needed to provide a complete and thorough review of the impacts of the request, the Office of Planning and Development is advised of the additional information required at the Zoning Application Review (ZAPs) meeting held every other Thursday following the Technical Review Committee meeting.

Review:

1. Requests are reviewed with particular emphasis on impacts of the request on the adjacent roadway, the overall transportation system and the drainage impacts on adjacent properties and the overall watershed.
2. Field review is conducted for review of the impacts listed above.

Memorandums to the Office of Planning and Development:

The Civil Engineer II prepares a memorandum to the Chief of Development Services, and, if appropriate, the Transportation Planner, and routed via the Assistant Public Works Director with comments regarding each request. If the Department has no comment that should be clearly indicated. Comments must be provided by the deadline established by the Office of Planning and Development. An electronic copy of the memorandum is provided to the Offices of Planning and Development, Codes Enforcement, Environmental Protection and the County Attorney.

PC/LPA Meeting:

Civil Engineer II, or other appropriate Public Works representative, will attend meeting and provide technical support to the Office of Planning and Development in their presentation to the PC/LPA.

BoCC Meeting:

Assistant Public Works Director, Civil Engineer II, or other appropriate Public Works representative, will attend BoCC Public Hearing and provide technical support to the Office of Planning and Development in their presentation to the BoCC. For that meeting:

1. Public Works representative will update and bring a copy of their latest resume for inclusion in the Public Record.
2. The Transportation Office will provide latest printouts of roadway capacities of any roadway segments that may be affected by any of the requests. If this information is used in presentation to the BoCC, copies will be provided for inclusion in the Public Record.
3. Public Works representative will prepare any other information that may be required, particularly if the Public Works Department will participate in the presentation to the BoCC.