INTERGOVERNMENTAL COORDINATION ELEMENT

GOALS, OBJECTIVES, AND POLICIES

Goal 1: [I] (EFF. 1/27/94)

To promote maximum local government effectiveness, efficiency, and coordination through the identification and provision of mechanisms for resolving incompatible or conflicting statements within the local government comprehensive plan, and with the plans of other governmental entities.

DESIGNATION AND ROLE OF LPA

Objective 1.1: [I] (EFF. 1/27/94)

Designate the Tallahassee-Leon County Planning Commission to serve as the Local Planning Agency (LPA):

The LPA shall be responsible for coordinating the Comprehensive Plan of the City of Tallahassee and Leon County with the plans of other government entities, to include the School Board, other units of government providing service but not having regulatory authority over the use of land, and adjacent counties. This agency shall ensure coordination in establishing level of service standards for public facilities with any other entities having operational and maintenance responsibilities for such facilities.

Policy 1.1.1: [I] (EFF. 1/27/94)

The Local Planning Agency shall meet at least on a quarterly basis to provide regular opportunities for other entities to present their plans to the agency, and for the agency to communicate its plans to the other entities for the purpose of planning coordination. The agency shall serve as a recommending body to the City and County Commissions in resolving conflicts between the plans of the other entities with those of the city and the County.

Policy 1.1.2: [I] (EFF. 1/27/94)

The Local Planning Agency shall periodically coordinate with adjacent Local Planning agencies on issues of mutual interest, and shall serve as a mediating body where conflicts exist. Conflicts with other local governments which cannot be settled within a reasonable period of time, shall be resolved through the Regional Planning Council informal mediation process. It is the intent of the City and County that local development plans do not adversely affect adjacent governments.

Policy 1.1.3: [I] (EFF. 1/27/94)

The Local Planning Agency shall monitor the effectiveness and status of the comprehensive plan and make recommendations to the City and County Commissions, including preparation of the 5-year Evaluation and Appraisal reports as required by State Law.

Policy 1.1.4: [I] (EFF. 1/27/94)

As a means to monitor and evaluate plan implementation, a "target issues" process will be utilized to track dates and actions as shown in the plan. Actions having dates for accomplishment will be monitored on a monthly basis; others will be monitored semi-annually.

Policy 1.1.5: [I] (EFF. 1/27/94)

Within one year of plan adoption, the Local Planning Agency shall recommend to the City and to the County an optional education element for inclusion in the comprehensive plan.

Policy 1.1.6: [I] (EFF. 1/27/94; REV. EFF. 12/24/10)

The Tallahassee-Leon County Planning commission in its role as the Land development Regulation Commission shall be responsible for the following activities:

a) Reviewing proposed land development regulations and amendments for consistency with the Comprehensive Plan.
b) At the request of the city and County Commissions conduct audits of land development regulations to determine adequacy of their implementation and to identify any portion thereof appropriate for amendment.
c) Advising the Local Planning Agency and the City and County Commissions on Plan implementation issues for consideration as amendments to the 2010 Comprehensive Plan.
d) Assisting in the substantive development of amendments to the zoning code and subdivision regulations at the request of the City and County Commissions.

Policy 1.1.7: [I] (EFF. 1/27/94)

The Tallahassee-Leon County Planning Department will serve as the primary staff to the Local Planning Agency.

Policy 1.1.8: [I] (EFF. 1/27/94)

The Director of the Apalachee Regional Planning Council, the downtown Improvement Authority, the Capitol center Planning Commission, the Northwest Florida Water Management District, the two State Universities, and the community college shall be kept apprised of information being considered by the Planning Department.

Policy 1.1.9: [I] (EFF. 1/27/94)

Based upon a recommendation from the Local Planning Agency, the City and County shall, by 1992, develop a formalized agreement (or agreements) with the Leon County School Board regarding the use of school recreation facilities to help meet local park and recreation needs.

Policy 1.1.10: [I] (EFF. 1/27/94)

The Local Planning Agency shall serve as the coordination and monitoring mechanism to ensure the coordination of the permitting process in order to protect natural resources features through the appropriate location and intensity of development. This process shall be consistent with land development regulations designed to implement this plan.

CAPITAL INFRASTRUCTURE COORDINATION

Objective 1.2: [I] (EFF. 1/27/94)

By 1991, local government will designate a Utilities Coordinating Group to coordinate the installation and maintenance of utilities so as to avoid undue damage to utilities, roads, and

environmental features (including canopy roads) as a result of utilit1es and road construction and maintenance.

Policy 1.2.1: [I] (EFF. 1/27/94)

The City and County will jointly designate a utilities coordinating group whose membership will be open to all utilities providers. This coordinating group will meet on a regular basis and will serve in a technical capacity to assure coordination in the installation, maintenance, and repair of utilities.

Policy 1.2.2: [I] (EFF. 1/27/94)

By 1994, the utilities coordinating group will study and address options to encourage the long term burying of utility lines in Leon County. Priority will be given to areas where underground utilities can be incorporated into roadway construction and reconstruction projects. The coordinating group's analysis will present options for economic incentives, costs, and priorities.

DUPLICATION OF SERVICES

Objective 1.3: [I] (EFF. 1/27/94)

Identify and eliminate duplication of functions and services of the City of Tallahassee and Leon County.

Policy 1.3.1: [I] (City of Tallahassee) (EFF. 1/27/94)

The local government shall jointly fund an external professional analysis of how government services in Leon County and the City of Tallahassee should be combined. The analysis shall include both full consolidation of all services under one form of government and functional service area consolidation. The analysis shall be completed by 1993 and shall include:

a) An implementation plan providing governmental structure options.
b) A review of the functions of City and County departments, advisory boards, citizen boards, authorities, and committees to determine where separate but similar City and County functions could be performed more effectively by unified City-County entities.

Policy 1.3.1: [I] (Leon County) (EFF. 1/27/94)

The local government shall jointly fund an external professional analysis of how government services in Leon County and the City of Tallahassee should be combined. The analysis shall include both full consolidation of all services under one form of government and functional service area consolidation. The analysis shall be completed by 1992 and shall include:

a) An implementation plan providing governmental structure options.
b) A review of the functions of City and County departments, advisory boards, citizen boards, authorities, and committees to determine where separate but similar City and County functions could be performed more effectively by unified City-County entities.

Policy 1.3.2: [I] (EFF. 1/27/94)

The City and County, and their designated Local Planning Agency, will continue to work cooperatively with State and Regional water resources agencies to develop and implement a comprehensive stormwater management plan. A stormwater

utility will be developed by 1992 to prioritize and fund stormwater facility improvements.

Policy 1.3.3: [I] (EFF. 7/16/90)

The City of Tallahassee and Leon County shall maintain an interlocal contract for the provision of public park and recreation facilities and programs to all citizens of Leon County. Provision of park facilities shall be consistent with Policy 1.1.1 of the Parks and Recreation Element.

Policy 1.3.4: [I] (EFF. 7/16/90)

The Housing Trust Committee established by the City shall act as a clearinghouse and coordinating agency for all programs dealing with housing.

Policy 1.3.5: [I] (EFF. 4/10/09)

The Tallahassee-Leon County Local Hazard Mitigation Steering Committee shall review and update the adopted Leon County Local Mitigation Strategy as required by state law. The composition of the LMS Committee shall be comprised of a broad representation from governmental and private sector interests to ensure effective disaster mitigation coordination. The LMS Committee shall meet on a regular basis and provide an annual report to the City and County Commissions on the status of disaster mitigation efforts and recommendations for prioritization of disaster mitigation programs in the annual schedule of Capital Improvements.

ESTABLISHMENT OF CONCURRENCY MANAGEMENT

Objective 1.4: [I] (EFF. 7/16/90)

On or before February, 1991, have in place a Concurrency Management System (CMS) which will assure that development orders and permits when issued will not result in a reduction of the adopted level of service standards at the time that the impact of development occurs.

Policy 1.4.1: [I] (EFF. 7/16/90)

The CMS will include procedures to assure that development and permits will be approved only for those developments which will not degrade facilities level of service standards below those adopted in this plan.

Policy 1.4.2: [I] (EFF. 7/16/90)

The CMS will include guidelines for interpreting and applying level of service standards.

Policy 1.4.3: [I] (EFF. 7/16/90)

The City of Tallahassee and Leon County will be responsible for administration of the CMS, with ex officio advisory participation by the Leon County School Board.

Policy 1.4.4: [I] (EFF. 7/16/90)

Concurrency under the comprehensive plan shall become effective upon adoption of a Concurrency Management System.

Policy 1.4.5: [I] (EFF. 7/16/90)

The City of Tallahassee and Leon County will implement a concurrency management system which will be integrated into the permitting process for all development in Tallahassee and Leon County. Future capacity on the street and highway system will be coordinated with the MPO and the Florida DOT to ensure that adequate capacity will exist for future development.

Policy 1.4.6: [I] (EFF. 7/16/90)

Create a Special Transportation Area (STA) within the central city, as delineated on the STA map, which will allow a lower level of service. Development of the Special Transportation Area and backlogged and constrained facilities will be coordinated with the Florida Department of Transportation District III Office.

Policy 1.4.7: [I] (EFF. 6/6/08)

The City and County shall adhere to the Public School Concurrency and Facility Planning Interlocal Agreement, as required by Section 1013.33, F.S., which establishes procedures for, among other things, coordination and sharing of information; planning processes; school siting procedures; site design and development plan review; and school concurrency implementation.

CITIZEN PARTICIPATION

Objective 1.5: [I] (EFF. 7/16/90)

On a continuing basis, local government shall promote awareness and involvement of citizens of Tallahassee-Leon County in the comprehensive planning and plan implementation process. Specifically, the elected Commissions, and City and County staff agencies shall make full use of the local media, and shall conduct public workshops, meetings, and hearings tailored to achieve broad public knowledge of planning issues and to solicit public involvement in local decision making. Use of these techniques shall apply, at a minimum, to plan amendments and to development of the 5-year Evaluation and Appraisal Report.

Policy 1.5.1: [I] (EFF. 7/16/90)

Develop procedures to disseminate information and provide for timely citizen comment on plan amendments and in the plan evaluation and appraisal process.

Policy 1.5.2: [I] (EFF. 7/16/90)

Use citizen committees to make recommendations on the creation of, and amendments to, local growth management ordinances.

COORDINATION WITH COLLEGES AND UNIVERSITIES

Objective 1.6: [I] (REV. EFF. 6/26/98; REV. EFF. 4/10/09)

Florida State University, Florida A & M University, and Tallahassee Community College have all adopted master plans for their growth and development pursuant to applicable State statute and rules. The City of Tallahassee and Leon County will coordinate their land use, transportation, hazard mitigation, and utility planning with these institutions to assure that overall community needs are addressed and conflicts between the Plans are minimized.

Policy 1.6.1: [I] (EFF. 7/16/90)

The Mayor of the City of Tallahassee and the Chairman of the Leon County Board of County Commissioners will initiate at least annual meetings with representatives of Florida State University, Florida A & M University, and Tallahassee Community College in order to coordinate the plans of those institutions with local government planning efforts.

COORDINATION OF SEWER AND WATER PROVIDERS

Objective 1.7: [I] (EFF. 7/16/90)

By 1991, coordinate the extension of sewer and water infrastructure with designated service providers.

Policy 1.7.1: [I] (EFF. 7/16/90)

Designate providers of sewer and water infrastructure within specifically defined areas of the unincorporated County inside the Urban Service Area.

COMPREHENSIVE PLAN AMENDMENT PROCESS

Objective 1.8: [I] (REV. EFF. 8/13/18)

Provide a comprehensive plan amendment procedure consistent with state statute.

Policy 1.8.1: [I] (REV. EFF. 8/13/18; REV. EFF. 7/25/24)

To promote the efficient use of City and County resources, one Comprehensive Plan amendment cycle will be initiated annually for text amendments and large-scale map amendments only. Applications for small-scale map amendments will be accepted on an ongoing basis. The Board of County Commissioners or City Commission may approve the initiation of additional text amendments and large-scale map amendments outside of the annual cycle.

Amendments to the Joint Comprehensive Plan require approval by both the Leon County Board of County Commissioners and the Tallahassee City Commission except as set forth below:

(1) An amendment to the Future Land Use Map which concerns property located entirely within the Tallahassee city limits, or an amendment to an existing provision of the Comprehensive Plan which is designated as specific to the City of Tallahassee, shall require approval solely by the Tallahassee City Commission.

(2) An amendment to the Future Land Use Map which concerns property located entirely within unincorporated Leon County, or an amendment to an existing provision of the Comprehensive Plan which is designated as specific to Leon County, shall require approval solely by the Leon County Board of County Commissioners.

All amendments to the Joint Comprehensive Plan shall follow the statutory process for the adoption of plan amendments with effective dates as outlined in Florida Statutes.

Policy 1.8.2: [I] (Leon County) (REV. EFF. 7/25/26)

Proposed map amendments in unincorporated Leon County that are 10 acres or more in size in the Lake Protection, Rural, and Residential Preservation future land use categories and any proposed expansions to the Urban Services Area shall be provided to the Board of County Commissioners (Board) as an agenda item or in a workshop format prior to the Board considering the amendment in transmittal or adoption public hearings.

Policy 1.8.3: [I] (EFF. 7/16/90)

All local rezoning and subdivision decisions within the jurisdiction of the County and City shall be the responsibility of the respective government.

Policy 1.8.4: [I] (REV. EFF. 7/1/04)

Citizen initiated future land use map amendment requests that have been withdrawn subsequent to receiving a recommendation from the LPA or which have been denied will have to wait until one amendment application period has passed before resubmitting a future land use map amendment request for the same parcel or parcels. Nothing in this policy will prohibit staff, LPA or elected commissions from initiating a map amendment on a previously denied request on subject parcel(s).

Policy 1.8.5: [I] (EFF. 6/6/08)

Coordinated reviews of proposed plan amendments shall include an analysis of the existing, planned and funded capacity of schools to serve development resulting from these approvals. The analysis, provided by the applicant working with the School District staff, shall reflect the need for additional schools and the financial feasibility of adding those facilities into the 5 year plan and/or 10-20 year plans.

Objective 1.9: [I] (EFF. 7/2/99)

The City of Tallahassee and Leon County will encourage the State of Florida to fulfill the goal of revitalizing downtowns.

Policy 1.9.1: [I] (EFF. 7/2/99)

It is local government's intent to work with the appropriate State agencies to jointly implement planning efforts to revitalize downtown. A progress report will be provided to the City Commission and the Board of County Commissioners by the Planning Department by January 1, 2004.

DISPUTE RESOLUTION

Objective 1.10: [I] (EFF. 4/2/10)

Leon County and the City of Tallahassee, respectively and/or collectively, shall establish procedures and mechanisms to reconcile differences on planning and growth management issues between local governments, regional agencies, and private interest.

Policy 1.10.1: [I] (EFF. 4/2/10)

Conflicts with governmental and/or non-governmental entities having existing agreements with Leon County and/or the City of Tallahassee shall be resolved using the procedures established in those agreements to the extent that the referenced agreements contain provisions addressing the resolution of disputes.

Policy 1.10.2: [I] (EFF. 4/2/10)

For those governmental and/or non-governmental entities whose planning and/or growth management issue of dispute is not covered by an existing agreement with Leon County and/or the City of Tallahassee, the County Manager or the City Manager, respectively, shall direct the appropriate level staff to work with the staff of the other governmental and/or non-governmental entity to resolve any such conflicts.

Policy 1.10.3: [I] (EFF. 4/2/10)

If an agreement cannot be reached through the procedures specified in Policies 1.10.1 and 1.10.2, Leon County and/or the City of Tallahassee shall utilize the dispute resolution process established by Apalachee Regional Planning Council pursuant to Section 186.509, Florida Statutes. However, nothing contained herein shall preclude any party to a dispute from seeking judicial or administrative remedy as provided otherwise by the law.

Goal 2: [I] (EFF. 7/16/90)

To maintain and enhance the health, viability, and growth of the City of Tallahassee.

ANNEXATION POLICY
Objective 2.1: [I] (EFF. 7/16/90)

The City of Tallahassee intends to expand its corporate limits to provide urban services to urbanized and urbanizing areas in the Urban Services Area, including the Southwood and Welaunee study areas as referenced in the Land Use Element.

Policy 2.1.1: [I] (EFF. 7/16/90)

The City of Tallahassee will pursue annexation. Such pursuit shall be of all neighborhoods regardless of socioeconomic status and in all directions outward from the present City limits. The City is required to provide full urban services to areas that are annexed.

Policy 2.1.2: [I] (EFF. 7/16/90)

Leon County will support the City's annexation efforts in the Urban Services Area.

Policy 2.1.3: [I] (EFF. 12/14/04)

The City shall maintain a map of annexation study areas. The annexation study areas map shall be amended at least biennially to add additional areas which qualify for annexation. The City shall provide the County with a copy of the amended annexation study area maps after each amendment.

Policy 2.1.4: [I] (EFF. 12/14/04; REV. EFF. 7/13/16)

Annexation by the City of Tallahassee shall be in accordance with the requirements of Chapter 171, Florida Statutes, and as set forth in an Interlocal Agreement for Annexation Procedures to be entered into by and between Leon County and the City of Tallahassee. The Interlocal Agreement for Annexation Procedures shall include:

a. Annexation review policies and procedures that allow the County not less than 20 days prior to the first reading of the ordinance considering such annexation(s) to review the proposed annexation(s);
b. Dispute resolution procedures should the County object to any proposed annexation;
c. The requirement for a City Annexation Plan prior to the passage of any ordinance for annexation which shall include, at a minimum, a specific description of the proposed areas to be annexed, an assurance of land use compatibility, the schedule for the delivery of City-provided urban services to the area proposed for annexation, how the level of service standards will be met, the facilities to be provided and the responsible entity for said facilities, and, in the event of a voluntary annexation, the amount of any agreed upon water and/or sewer rebate that would be due to the petitioner.