

## PUBLIC PARTICIPATION ELEMENT



TOWN OF HOWEY-IN-THE-HILLS

LAKE COUNTY, FLORIDA

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**PUBLIC PARTICIPATION ELEMENT  
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## CHAPTER 10 PUBLIC PARTICIPATION ELEMENT

### A. INTRODUCTION

The purpose of the *Public Participation Element* is to ensure public participation in the Town's planning process. This *Element* is developed around the following goals:

1. Provide all residents of Howey-in-the-Hills the opportunity to participate in their government to the fullest extent possible to promote their health, safety, welfare and general well being.
2. Promote efficiency in the governmental process by streamlining actions involving public participation whenever possible.
3. Conform to all applicable local, state, and federal laws relative to public notice and citizen participation requirements.

These goals will be achieved by following the procedures provided within this *Element*.

### B. OVERVIEW OF COMPREHENSIVE PLAN

Public participation is actively encouraged in the comprehensive planning process. The *Local Government Comprehensive Planning and Land Development Regulation Act*, as amended from time to time, set forth minimum public participation procedures designed to provide effective public participation in the planning process and to provide real property owners with notice of all official actions that will regulate use of their property. The purpose of this "Citizen Participation Manual" is to inform the citizens of the public participation process in a nontechnical manner as it relates to the Town's *Comprehensive Plan*.

Among other goals, the *Local Government Comprehensive Planning and Land Development Regulation Act* states, "It is the intent of this Act that its adoption is necessary so that local governments can preserve and enhance present advantages; encourage the most appropriate use of land, water, and resources, consistent with public interest; overcome present handicaps; and deal effectively with future problems that may result from the use and development of land within their jurisdictions".

### C. ADOPTED PUBLIC PARTICIPATION PROCEDURES AND POLICIES

As required by Ch. 163.3181 F.S., and Rule 9J-5.004 F.A.C., the following procedures are adopted to guide and assist the Town Council, Town Staff and the public during the preparation, public hearings, and other required steps in the development of the Town's *Comprehensive Plan*.

### **Public Participation Policies**

1. All plan and plan amendment preparation, modification, and adoption shall be advertised in accordance with Florida Statutes
2. The Town shall update the *Comprehensive Plan* or parts thereof as often as is deemed necessary by the Town Council and in accordance with Florida Statutes.
3. The Town shall utilize its Planning and Zoning Board as a public forum for citizen participation and to keep the general public informed.
4. Written comments from the public regarding planning issues shall be encouraged and entered into the public record.
5. The Town shall provide written responses to said citizen inquiries upon request regarding the *Comprehensive Plan*. The Town Council shall respond to any comments or suggestions regarding the *Plan* made to them at the public hearings. [9J-5.004(2)(d) and (2)(e), F.A.C.]
6. Prior to transmitting the amended *Comprehensive Plan* to the State Department of Community Affairs, the Local Planning Agency and Town Council shall hold transmittal hearings to transmit the amended *Plan* to the State.

A copy of the *Comprehensive Plan* and current drafts of the *Plan* and any proposed amendments to the *Plan* shall always be available at the Town Clerk's office during regular office hours for inspection by the public. Copies of any portions thereof may be purchased from the Clerk.

### **Monitoring and Evaluation Policies**

Given that the Town's adopted *Comprehensive Plan* dates to 1991, the *Plan* has been formally reviewed as required by State law. It is the purpose of this section to ensure the continuation of evaluation and appraisal efforts, and to set forth those actions that will be adopted as a part of this *Plan* that will measure future and ongoing monitoring and evaluation.

1. **Updating Baseline Data and Measurable Objectives:** During the annual update of the *Capital Improvements Element*, Town Staff shall prepare updated baseline data and measurable objectives as needed. The data will then be provided to the Local Planning Agency, which shall provide its recommendation to the Town Council.
2. **Assured, Continued Monitoring and Evaluation:** The annual updating of the *Capital Improvements Element*, and the involvement of the Town's Local Planning Agency are some methods by which the Town has assured that monitoring and evaluation will be continuous. In addition, as required by Chapter

163.3191, F.S., the Town will adopt an evaluation and appraisal report once every 7 years assessing the progress in implementing the Town's *Comprehensive Plan*.