

## CHAPTER 7

### INTERGOVERNMENTAL COORDINATION

**Goal:** To coordinate the plans and actions of the City with the plans and programs of state, regional, County, and other local government entities in order to achieve effective intergovernmental coordination of comprehensive planning and growth management.

#### Coordination of Plans

**Objective 1:** The City shall coordinate the City of Brooksville Comprehensive Plan with the Comprehensive Plan of Hernando County and the plans of Spring Hill/Hernando County Metropolitan Planning Organization, Southwest Florida Water Management District, Withlacoochee Regional Planning Council, Florida Department of Transportation, Florida Department of Environmental Protection, Florida Department of State (Division of Historical Resources), Brooksville Housing Authority, City of Brooksville Community Redevelopment Agency, and other units of local government providing services but not having regulatory authority over the use of land.

**Policy 1-1:** The City shall meet annually or more frequently if needed with the governmental entities identified in Objective 1 to discuss comprehensive planning issues and coordination of plans. The coordination shall identify best available data and analysis for planning issues and provide recommendations, if appropriate, to revise plans.

**Policy 1-2:** The City shall provide timely notice to the governmental entities identified in Objective 1 of amendments to the City Comprehensive Plan and request comments from these entities regarding consistency of the amendment with the plans of these entities. The City shall provide an opportunity for the comments of these governmental entities to be addressed in the plan amendment review process. The City shall review amendments to the Hernando County Comprehensive Plan and provide comments to Hernando County regarding consistency of the amendments with the City's Comprehensive Plan.

**Policy 1-3:** The City shall update the Comprehensive Plan Transportation Element within one year following the updates to the Spring Hill/Hernando County Metropolitan Planning Organization Long Range Transportation Plan. The purpose of the update to the Transportation Element is to ensure, where practical, that the Transportation Element (data, analysis, goals, objectives, policies, and Future Transportation Map) is consistent and coordinated with the Long Range Transportation Plan. The adopted portions of the Transportation Element shall be updated by plan amendment. The non-adopted portions of the Transportation Element shall be updated by City resolution or as support documents to a plan amendment.

- Policy 1-4:** The City shall coordinate the Comprehensive Plan with plans of the Hernando County School Board in accordance with the objectives and policies of this element.
- Policy 1-5:** A representative of the City’s Community Development Department should participate on the Hernando County Local Mitigation Strategy working group to coordinate hazard mitigation issues with the Hernando County Local Mitigation Strategy.
- Policy 1-6:** The City shall solicit recommendations from the Florida Department of State (Division of Historical Resources) and various quasi-public and private organizations such as the Hernando County Home Builders Association, NAACP, DAR, UDC, Downtown Development Corporation and Hernando Historic Museum Association to assist in identification of areas to be preserved for historical purposes and areas to be recommended for future community revitalization type actions.
- Policy 1-7:** The City shall continue mechanisms to ensure the availability of information on comprehensive planning and growth management plans, programs, projects, and legislation.
- Policy 1-8:** A representative of the City’s Community Development Department should attend the Withlacoochee Regional Planning Council annual workshop on growth management legislation to keep informed of amendments to Florida’s growth management laws and the implications of these amendments for comprehensive planning and growth management.
- Policy 1-9:** The City shall cooperate in the coordination of all phases of the Public School Facilities Element including its adoption, implementation, administration and amendment.

**Population Projections**

**Objective 2:** The City shall coordinate population projections with Hernando County, Hernando County School Board, Hernando County Metropolitan Planning Organization, and other units of local government providing public facilities and services but not having regulatory authority over the use of land.

**Policy 2-1:** The City shall meet annually or more frequently if needed with the Hernando County Planning Department to discuss and develop countywide population projections that include expected growth shown in the City’s Comprehensive Plan. The City will review the draft population projections and consider using them in the City’s Comprehensive Plan to foster the joint utilization of consistent and coordinated population projections between the City and County.

- Policy 2-2:** The City shall meet annually or more frequently if needed with the Hernando County School Board to discuss population projections used in the City's Comprehensive Plan in order to allow the School Board to consider City growth and development projections and the City to consider School Board enrollment projections. The population projections shall address but not be limited to the location, timing and amount of school students.
- Policy 2-3:** The City shall meet annually or more frequently if needed with the Hernando County Metropolitan Planning Organization to discuss population projections and consider expected growth shown in the City's Comprehensive Plan.
- Policy 2-4:** The City shall meet annually or more frequently if needed with other units of local government providing public facilities and services but not having regulatory authority over the use of land, to discuss population projections used in the City's Comprehensive Plan.
- Policy 2-5:** The City shall enter into interlocal or other formal agreements with Hernando County, Hernando County School Board, and other units of local government that provide public facilities and services but do not have regulatory authority over the use of land. The agreements shall be consistent with and implement Objective 2 and the policies under Objective 4 pertaining to the County, School Board, and other units of local government. The agreements shall describe joint processes for collaborative planning and decision making to ensure intergovernmental coordination. The agreements shall be entered into within one year of adoption of Objective 2.

### **Level of Service Standards**

- Objective 3:** The City shall coordinate with the Florida Department of Transportation in establishing City Comprehensive Plan adopted level of service standards for state operated and maintained transportation facilities. The City shall coordinate with Hernando County in establishing City Comprehensive Plan adopted level of service standards for County operated and maintained facilities located within the City. The City shall coordinate with the Southwest Florida Water Management District in establishing City Comprehensive Plan adopted level of service standards for stormwater management facilities.
- Policy 3-1:** The City shall meet annually, or more frequently if needed, with the governmental entities identified in Objective 3 to coordinate the City Comprehensive Plan adopted level of service standards for public facilities. The coordination shall identify best available data and analysis for level of service standards and provide recommendations, if appropriate, for revision to the adopted level of service standards.

**Location and Extension of Public Facilities**

**Objective 4:** The City shall coordinate the location and extension of public facilities subject to concurrency with Hernando County, Florida Department of Transportation, Spring Hill/Hernando County Metropolitan Planning Organization, Southwest Florida Water Management District, Florida Department of Environmental Protection, City of Brooksville Community Redevelopment Agency, Hernando County School Board, and other units of local government providing public facilities and services but not having regulatory authority over the use of land.

**Policy 4-1:** The coordination shall identify best available data and analysis regarding the location and extension of the public facilities and provide recommendations, if appropriate, regarding the location and extension of public facilities.

**Policy 4-2:** The City shall meet annually, or more frequently if needed, with Hernando County, City of Brooksville Redevelopment Agency, Hernando County School Board, Southwest Florida Water Management District, Florida Department of Environmental Protection, and other units of local government providing potable water, sanitary sewer, and solid waste facilities and services in order to coordinate planning of the location and extension of potable water, sanitary sewer, and solid waste facilities that affect the City. Coordinate the location and extension of potable water and sanitary sewer outside of the City with the land uses of the County.

**Policy 4-3:** The City shall participate in the Spring Hill/Hernando County Metropolitan Planning Organization to coordinate short range and long range transportation planning within the City and to coordinate the location and extension of transportation facilities that affect the City. The City shall meet annually or more frequently if needed with the Florida Department of Transportation, to coordinate transportation planning and the location and extension of transportation facilities that affect the City. The City shall coordinate with the Florida Department of Transportation, Hernando County, and the Spring Hill/Hernando County Metropolitan Planning Organization to plan and implement a circumferential highway system around the City.

**Policy 4-4:** The City shall meet annually or more frequently if needed with Hernando County, City of Brooksville Redevelopment Agency, and the Southwest Florida Water Management District to coordinate planning of the location and extension of stormwater management facilities that affect the City and to develop and implement a master stormwater management plan for drainage basins affecting the City.

**Policy 4-5:** The City shall meet annually or more frequently if needed with Hernando County to coordinate planning of County operated and maintained recreation facilities located within the City. The City shall meet annually, or more frequently if needed, with the Hernando County School Board to coordinate planning for the collocation of parks with schools and to discuss the shared use (City/School

Board use ) of public school facilities for recreation. The City shall communicate with the Florida Department of Environmental Protection (Division of Recreation and Parks) for assistance in identifying funding sources and review of proposed community parks and recreation facilities. The City shall communicate with Hernando County and the Hernando County School Board for provision of capital improvements funding to assist in procurement, operation, and maintenance of parks and recreation facilities. The City shall communicate with the Florida Communities Trust program regarding funding for the acquisition of park and recreation sites.

- Policy 4-6:** The City shall enter into interlocal or other formal agreements with Hernando County and the Hernando County School Board consistent with and to implement Objective 4 and the policies under Objective 4 pertaining to the County and School Board. The agreements shall describe joint processes for collaborative planning and decision making to ensure intergovernmental coordination. The agreements shall be entered into within one year of adoption of Objective 4.

#### **Coordination Process with the Hernando School System**

- Objective 5:** The City shall maintain formal coordination mechanisms with the Hernando County School Board and Pasco-Hernando Community College.

- Policy 5-1:** Maintain staff to staff communication to facilitate direct contact among the school system, Pasco-Hernando Community College, Hernando County and the City.

- Policy 5-2:** A joint committee consisting of staff from the County, the City of Brooksville and the School Board shall meet at least quarterly to set direction, formulate recommendations, discuss issues regarding coordination of land use and school facilities planning, including such issues as population and student projections, development trends, school needs, collocation and joint use opportunities, ancillary infrastructure improvements needed to support schools and ensure safe student access, and any of the matters listed in Policy 5-3. School Board staff, in conjunction with the County Planning Director and the City Community Development Director or their designees, shall be responsible for making meeting arrangements and providing notification. The School Board will be responsible for publishing notice to the general public.

- Policy 5-3:** The Brooksville City Council, Hernando County Commission, and the School Board shall meet at least annually in joint workshop sessions. The annual joint workshop will provide an opportunity for the representatives to hear reports, discuss policy and reach understandings concerning issues of mutual concern regarding coordination of land use and school facilities planning, population and student growth, development trends, school needs, off-site improvements, joint use opportunities, existing and planned school facilities, school capacities, school concurrency areas, levels of service standards and school concurrency. The Superintendent of Schools or designee, in coordination with the County Planning

Director and the City Community Development Director or their designees, shall be responsible for making arrangements and providing notification. The School Board will be responsible for publishing notice to the general public.

**Policy 5-4:** The City shall coordinate and share information with the School Board as follows:

- a. Annually, the City shall provide the School Board with a report on growth and development trends within the incorporated areas of the City. This report will be in tabular, graphic, and textual format as appropriate and will include the following information, without limitation:
  - i. the type, number, and location of residential units which have received zoning approval or site plan approval;
  - ii. information, to the extent available, regarding the conversion or redevelopment of housing or other structures into residential units which are likely to generate new students;
  - iii. an inventory of potential dwelling units that have received final plat or site development plan approval but have not yet received certificate of occupancy approval and a projection of the amount of the number of these units that are anticipated to receive certificate of occupancy approval within three years;
  - iv. the identification of any development orders issued which contain a requirement for the provision of a school site as a condition of development approval;
  - v. information regarding future land use map amendments which may have an impact on school facilities;
  - vi. building permits issued for the preceding year and their general geographic location; and,
  - vii. updated population projections apportioned geographically.
- b. When considering the development of, or redevelopment of an area (e.g., neighborhood planning, enterprise zones, community redevelopment areas (CRAs)), the City will notify the School Board. The City will provide the School Board with a copy of draft plans and any plans completed that are currently in the approval, funding and/or implementation stage of the plan.
- c. The City will inform the School Board in advance of approval of plans for residential development and redevelopment, rezoning or comprehensive plan amendment that changes residential densities and major infrastructure projects that may impact student enrollment,

enrollment projections, or school facilities. Such notification should be at least ten (10) days prior to the City considering or taking action on the item and, where appropriate, should include the proposed site plan that indicates the location, size, number and type(s) of units (number of bedrooms), any deed restrictions that may impact student populations, and other pertinent information as may be available.

- d. The City shall provide the School Board their most recent population projections as such projections are revised or updated. At a minimum, the most current projections will be provided to the School Board staff prior to the annual meeting described in Policy 5-3.

**Policy 5-5:** The City will appoint a School Board representative, designated and approved by the School Board, to serve as a nonvoting member on the City’s Planning and Zoning Commission. The School Board representative will be noticed, provided an agenda, and invited to attend and/or provide comments to the City.

**Policy 5-6:** The City will look for opportunities to collocate and share use of their facilities with the School Board when preparing the annual update to their adopted comprehensive plan’s schedule of capital improvements and when planning new or renovating existing community facilities.

**Policy 5-7:** A separate agreement may be developed for each instance of collocation or shared use which addresses operating and maintenance costs, scheduling use of the facilities, facility supervision, legal liability, or any other issues that may arise from collocation or shared use

**Annexation**

**Objective 6:** The City shall coordinate annexations of land with Hernando County.

**Policy 6-1:** The City shall meet annually or more frequently if needed with Hernando County to discuss potential annexation areas with consideration of the location, timing, land use, provision of public facilities, and protection of natural resources of the potential annexation areas. The coordination shall provide recommendations, if appropriate, regarding potential annexation areas.

**Policy 6-2:** The City shall coordinate any formally proposed large-scale annexation with the Hernando County Planning Department in order to ensure a comprehensive and integrated annexation process that includes consideration of the following:

- Advance notice to respective parties of interest.
- A delineation of areas eligible to be annexed.
- Accurate legal description of areas proposed to be annexed.
- A pre-determination of the City’s ability to provide services to the area.
- Consistency with County land uses allowed at the time of annexation.
- Compliance with all applicable state laws.

The City will provide a certified mail copy of its published or posted notice of the proposed large-scale annexation to Hernando County.

### **Joint Planning**

**Objective 7:** The City has coordinated with Hernando County to enter into a joint planning interlocal agreement that includes but is not limited to areas for future development (including the US 41 growth corridor) and joint capital improvement planning for public infrastructure.

**Policy 7-1:** The City shall meet bi-annually, or more frequently if needed, with Hernando County to discuss land use and development within identified joint planning area(s).

**Policy 7-2:** The joint planning interlocal agreement provides for the creation of a joint planning board consisting of the Brooksville City Council and the Hernando County Board of County Commissioners. The joint planning board should review large scale land use proposals and serve in an advisory capacity to the legislative body that has land use authority over property within a defined planning area. The interlocal agreement provides for the planning and development of a joint Future Land Use Map and related text that addresses the defined planning area. Additional topics addressed by the joint planning interlocal agreement include capital facility planning, coordination and sharing of information and appropriate staff support.

### **Coordination of Development**

**Objective 8:** The City shall coordinate all large-scale proposed development in the fringe areas of the City with the Hernando County Comprehensive Plan.

**Policy 8-1:** The City shall review the relationship of proposed large scale development land development located along fringe areas of the City to the Hernando County Comprehensive Plan. The City shall coordinate such proposed development with the Hernando County Comprehensive Plan by providing notice to the County of proposed development and providing an opportunity for the County to comment on the proposed development. The City shall provide an opportunity for the comments to be addressed in the development review process.

**Policy 8-2** The City and Hernando County shall communicate with each other to verify adequate provision of wastewater treatment in all utility service areas prior to issuance of local development orders.

### **Siting Facilities of Countywide Significance; Locally Unwanted Land Uses**

**Objective 9:** The City shall coordinate with Hernando County regarding the siting of facilities with countywide significance, including locally unwanted land uses.

- Policy 9-1:** Facilities of countywide significance include but are not limited to: Hospitals, major school facilities, and governmental complexes. Locally unwanted land uses include but are not limited to: Uses that produce enough traffic, noise, smoke, odor, dust, fumes or vibrations to have an effect on the health and general welfare of the citizens of Brooksville.
- Policy 9-2:** The City shall meet annually or more frequently if needed with Hernando County to identify facilities of countywide significance, including locally unwanted land uses, and to discuss the planning of these facilities. The coordination shall identify the best available data and analysis regarding these facilities and land uses and provide recommendations, if appropriate, regarding the siting of the facilities and land uses.
- Policy 9-3:** The City shall provide the County notice and opportunity to comment on the siting of facilities of countywide significance, including locally unwanted land uses. The City shall provide an opportunity for the comments to be addressed in the siting process.
- Policy 9-4:** The City shall enter into interlocal or other formal agreement with Hernando County consistent with and to implement Objective 9 and the policies under Objective 9. The agreement shall describe joint processes for collaborative planning and decision making to ensure intergovernmental coordination. The agreement shall be entered into within one year of adoption of Objective 9.

### **Informal Dispute Resolution**

- Objective 10:** The City shall utilize the informal mediation process provided by the Withlacoochee Regional Planning Council when deemed appropriate for resolving conflicts with other local governments.
- Policy 10-1:** When intergovernmental conflicts arise that are appropriate for mediation, the City shall in a timely manner utilize the informal mediation process provided by the Withlacoochee Regional Planning Council as deemed appropriate.

### **Campus Master Plans**

- Objective 11:** When a campus master plan prepared pursuant to Section 240.155, Florida Statutes, includes area within the City or within the City's Utility Service Area, the City shall recognize the campus master plan, and the City shall coordinate with any University or College regarding the provisions of any campus master development agreement.
- Policy 11-1:** For applicable campus master plans prepared pursuant to Section 240.155, Florida Statutes, the City shall meet with the University or College to establish procedures to recognize a campus master plan and to coordinate regarding the provisions of the campus master development agreement.