

CHAPTER 4 IMPLEMENTATION

DIVISION 4.100 INTERGOVERNMENTAL COORDINATION ELEMENT

SECTION 4.101 INTRODUCTIONS

Intergovernmental coordination is simply the coordination between two or more governmental entities on one or more issues. A governmental entity may include: local governments (County and municipal), school boards, State agencies/departments, and independent special districts. Therefore, the Polk County Intergovernmental Coordination Element is a mechanism for establishing the guidelines for cooperation between Polk County and other governmental units to ensure the smooth operation of the County government and to minimize the overlap of services. It should be noted that this element addresses **only** intergovernmental issues and **not** intra-governmental coordination although many of these policies indirectly affect intra-governmental coordination. This element has four sections containing objectives and policies:

- a. General Coordination Issues (section 4.102),
- b. Coordination of Planning Issues (section 4.103),
- c. Conflict Mediation (section 4.104), and
- d. Implementation (section 4.105).

The General Coordination Issues section provides the foundation for the element. These policies address the basic methods by which the County intends to address existing and future coordination.

The Coordination of Planning Issues section establishes mechanisms to coordinate development, and the impacts of that development, with other affected governmental entities.

The Conflict Mediation section outlines how the County will resolve any conflicts that arise between the County and another governmental entity.

The last section, Implementation, explains how the element will be carried out.

The goal, objectives and policies of this element were developed cooperatively with the Polk County planning staff and the members of the CAC intergovernmental Coordination Subcommittee. The members of this subcommittee are listed in the acknowledgment section at the beginning of the Comprehensive Plan. The research used to draft this element included: interviewing representatives from both the County and those people who work with other governmental agencies that interact with Polk County (this included Mayors, City Managers, and staff), studying existing inter-local agreements, studying both the Central Florida Regional Policy Plan and the State Comprehensive Plan, and reviewing the policies in the other elements of the Polk County Comprehensive Plan.

The Intergovernmental Coordination Element is not intended for use as an independent document and should always be considered as part of the entire Plan. Because of the nature of intergovernmental

coordination, each element addresses, in some form, coordination between Polk County and the agencies that most directly affect that element or issue. It is, therefore, essential that the Intergovernmental Coordination Element be viewed as part of the whole.

This element was written to be consistent with the following documents:

- a. other elements within the Polk County Comprehensive Plan;
- b. the requirements set forth in Chapter 9J-5, FAC;
- c. the Central Florida Regional Planning Council's Regional Policy Plan; and
- d. the State Comprehensive Plan (Chapter 187, FS).

The purpose of every element within the Comprehensive Plan is identified by the goal statement. The Intergovernmental Coordination Element's goal is:

GOAL: To improve governmental efficiency and effectiveness and resolve conflicts and incompatibilities through cooperation, communication, and flexible relationships between Polk County and all other forms of government which have issues that affect Polk County.

SECTION 4.102 GENERAL COORDINATION ISSUES

OBJECTIVE 4.102-A: Polk County shall coordinate with appropriate government entities including special districts, all municipalities within the county, adjacent counties, and adjacent municipalities to maintain and improve intergovernmental coordination and collaborative planning.

POLICY 4.102-A1: Polk County shall continue to maintain a database of inter-local agreements, the purpose of which is to provide a listing of active formal agreements and their expiration dates, so those formal agreements may be renewed on a timely basis.

POLICY 4.102-A2: Polk County shall maintain and periodically update the inventory of all formal agreements completed as part of the Interlocal Service Delivery Agreements Report and those completed as part of Joint Planning Area Agreements.

POLICY 4.102-A3: Polk County will coordinate with the municipalities within the County's jurisdiction to draft a local hazard mitigation strategy and will review all final recommendations for incorporation into the County's plans.

POLICY 4.102-A4: Polk County will coordinate with municipalities within the County and the School Board to develop county-wide demographics including population projections and expected growth for incorporated and unincorporated areas.

POLICY 4.102-A5: Polk County shall continue to share information between the County and other governmental entities. The types of information to be considered include, but are not limited to, building

permits, zoning cases, engineering plans, planned annexation, comprehensive plan amendments, Geographic Information Systems, demographics, socio-economic information, and utility service areas and capacity, and other concurrency related data. The methods of transferring information include, but are not limited to: computer network(s) and/or modem connection (electronic mail or other), facsimile transfers, exchange of computer storage media (e.g. tape or floppy disk), maps on paper or other media, and hard copy (paper).

POLICY 4.102-A6: The Polk County Board of County Commissioners shall conduct an intergovernmental coordination/cooperation workshop to which all Polk County city commissioners, city managers, School Board members and constitutional officers shall be invited. The workshop will be designed to enhance intergovernmental coordination among all entities in Polk County.

POLICY 4.102-A7: The County will continue to work with municipalities within the County and other local governmental entities to identify appropriate joint planning areas (JPA), and to enter into and implement inter-local agreements dealing with issues of mutual concern. The following items shall be discussed with each jurisdiction to determine their relevance for incorporating into a JPA:

- a. future annexations and municipal incorporation;
- b. establishing infrastructure service areas for all franchised, municipal, and County-owned and/or maintained potable water treatment systems and sanitary sewer treatment systems;
- c. collection and reduction of hazardous and solid waste;
- d. development within, and maintenance of, stormwater drainage systems;
- e. water quality and quantity studies;
- f. conservation uses as defined by Chapter 9J-5.003(19) FAC;
- g. recreational and open space efforts including:
 1. location of new facilities,
 2. maintenance of facilities,
 3. provision of services, and
 4. establishing greenway systems.
- h. coordination for the provision of establishing and maintaining transportation systems, including aviation, mass transit, and traffic circulation.
- i. coordination for the provision of group homes and adequate and affordable very low-, low- and median- income housing;

- j. identification, appropriate use, and protection of unique vegetative communities;
- k. prevention of the loss of endangered or threatened species populations;
- l. coordination for the provision of the following services:
 - 1. fire protection,
 - 2. law enforcement,
 - 3. emergency medical,
 - 4. animal control,
 - 5. emergency management, and
 - 6. libraries.

The Intergovernmental Coordination Map Series herein shall contain a map depicting the boundaries of all such current Joint Planning Areas, entitled “Joint Planning Area Agreement Map,” which shall be updated as necessary to ensure its accuracy.

POLICY 4.102-A8: The Polk County Growth Management Department as the County Manager’s designee shall be responsible for the coordination and timely exchange of information concerning annexed properties between the County and the affected municipality

POLICY 4.102-A9: The County shall request that the municipalities and areas considering municipal incorporation within its boundaries coordinate with County officials prior to annexation or incorporation to discuss joint planning issues regarding:

- a. land-uses;
- b. impacts on infrastructure systems;
- c. impacts on established level-of-service standards; and
- d. impacts on other urban services as appropriate.

POLICY 4.102-A10: Polk County shall coordinate the adopted County Comprehensive Plan with the plans of the Polk County School Board to address issues pertaining to the siting and development of schools and school facilities.

POLICY 4.102-A11: *[Deleted by CPA 10B-04 (Ord. 10-043); Adopted by BoCC 8/4/10]*

POLICY 4.102-A12: Polk County Long Range Planning Division shall continue to identify and implement all planning activities mandated in the Polk County Comprehensive Plan that affect County agencies and other governmental entities.

SECTION 4.102 GENERAL COORDINATION ISSUES

POLICY 4.102-A13: CITY OF LAKELAND SECTOR PLANNING PROGRAM - The City of Lakeland has instituted a sector planning program to help identify strategic issues and a vision for land that may be annexed or receive city services in the future. Polk County will participate in the City of Lakeland's Sector Planning Program as it pertains to unincorporated lands. Upon the completion of a sector plan, Polk County shall consider said plan in its land use and facility planning for the subject area. The sector plans shall serve as a shared resource and guide for planning efforts and shall not be binding in any manner upon the County. Sector Plans that include unincorporated areas are:

- a. Southwest, Sector 8 (complete);
- b. Northwest, Sector 7 (complete);
- c. East, Sector 4 (future)
- d. Southeast, Sector 9 (future)
- e. North, Sector 6 (future)
- f. Northeast, Sector 5 (future)
- g. South Central, Sector 3 (future)

Once drafted, proposed Sector Plans that include unincorporated areas as per above will be shared with the Polk County Planning Commission and Board of County Commissioners for their information and input prior to the City of Lakeland's adoption of same.

SECTION 4.103 COORDINATION OF PLANNING ISSUES

OBJECTIVE 4.103-A: Polk County shall establish and implement mechanisms to ensure uniform and timely coordination of planning and development issues with municipalities within the County, adjacent counties, the School Board, independent special districts and other governmental entities.

POLICY 4.103-A1: Polk County shall forward copies of applications for Comprehensive Plan Amendments or major development orders that fall within a municipality's planning area to the affected community to allow the municipality time to review these proposed changes with regards to consistency with their comprehensive plan.

POLICY 4.103-A2: The staff report for zone change requests and other development orders shall include a section for other entities' comments. These other entities may include, but not be limited to: Polk County School Board, municipalities located within Polk County, and other entities which provide services but do not have regulatory authority of the use of the land.

POLICY 4.103-A3: The Polk County Planners' Forum shall continue to meet on a regular basis to coordinate planning efforts throughout the County.

POLICY 4.103-A4: The County will identify and describe joint processes for collaborative planning on population projections, school siting, facilities subject to concurrency, and facilities with countywide significance, the potential for sharing facilities, unwanted land uses, and other issues of mutual concern.

POLICY 4.103-A5: Polk County shall maintain and implement an Interlocal Agreement for Public School Facility Planning with the School Board and municipal jurisdictions to ensure appropriate coordination on the following issues:

- a. coordinated land use and school facility planning;
- b. coordination and sharing of information related to the need for additional school capacity;
- c. the siting of new schools;
- d. infrastructure needed to support new schools;
- e. the co-location and shared use of schools and other public facilities; and
- f. the implementation of school concurrency.

POLICY 4.103-A6: The County will continue to participate in the Technical Advisory Committee, Land Use and Transportation Forum, and Mass Transit Steering Committee for the Polk County Transportation Planning Organization (TPO), as well as on the TPO Board, to ensure coordination regarding transportation issues.

POLICY 4.103-A7: The County shall coordinate with municipalities within the County, adjacent counties, adjacent municipalities, and other concerned public agencies to establish a joint review committee(s) for the siting of facilities with multi-jurisdictional impacts including locally unwanted land uses.

POLICY 4.103-A8: The County shall coordinate with the Central Florida Regional Planning Council and the Avon Park Air Force Range to ensure that when feasible, military operations have a minimal impact on the residents and businesses in the adjacent areas.

POLICY 4.103-A9: The County shall coordinate with the Central Florida Regional Planning Council, the Department of Environmental Protection, the corresponding water management districts, and other public or private agencies dedicated to the protection of the environment and the Avon Park Air Force Range to ensure the protection of natural environments while at the same time preserving the military mission.

OBJECTIVE 4.103-B: Polk County shall cooperate in efforts to obtain consistency between the Polk County Comprehensive Plan and the plans of the Polk County School Board, campus master plans, other units of municipal, county, regional, and state governments providing services but not having regulatory authority over the use of land, and with comprehensive plans of adjacent municipalities and counties.

POLICY 4.103-B1: Polk County shall forward population projections and other pertinent information used in its comprehensive plan to the School Board so they can consider projected growth and development as it relates to the future need for schools in the School Board's facility plans.

POLICY 4.103-B2: The Polk County Planning Division shall continue to implement procedures for the review of comprehensive plans and comprehensive plan amendments. These reviews shall include:

- a. identifying intergovernmental issues and conflicts;
- b. identifying the impacts of capital projects listed in the Capital Improvements Element of the Polk County Comprehensive Plan upon the provision of basic services within Polk County's Area of Concern; and
- c. determining the relationship of development proposed within the Polk County Comprehensive Plan to the development proposed in the comprehensive plans and/or comprehensive plan amendments of the following entities:
 1. municipalities within Polk County,
 2. adjacent counties, and
 3. adjacent municipalities,
 4. Polk County School Board,
 5. campus master plans, and
 6. special districts.

POLICY 4.103-B3: Polk County shall implement the procedures established in Policy 4.103-B2. If any issues or negative impacts are identified, Polk County shall implement Policy 4.104-A1.

POLICY 4.103-B4: Polk County shall, invite and encourage participation from the Polk County School Board, Central Florida Regional Planning Council, Transportation Planning Organization, and municipalities on the Planners' Forum.

OBJECTIVE 4.103-C: Polk County shall continue to coordinate any change in established level-of-service standards for public facilities with service providers, municipalities and other government agencies.

POLICY 4.103-C1: Polk County shall to inform all governmental entities within Polk County's Area of Concern of proposed changes in its Level-of-Service standards and solicit comments.

POLICY 4.103-C2: Polk County shall, when notified by other governmental entities of changes in their level-of-service standards, review and comment on these changes.

POLICY 4.103-C3: The County shall coordinate with municipalities within the County and the Transportation Planning Organization (TPO) to establish uniform levels-of-service for the County's roadway network wherever practical.

POLICY 4.103-C4: The County shall coordinate with municipalities within the County and the Transportation Planning Organization, utility companies and other service providers to establish joint concurrency review processes for those projects with multi-jurisdictional impacts.

POLICY 4.103-C5: Consistent with policies of this element, Polk County shall coordinate with municipalities within the County for the establishment of uniform level-of-service standards and concurrency review processes for those areas that have been identified as joint planning and infrastructure service areas.

OBJECTIVE 4.103-D: Polk County shall coordinate with the Polk County Builders Association, the County's Parks and Natural Resources Division, and other related agencies to ensure that all new development and redevelopment includes features that further the reduction of greenhouse gas emission and increase energy conservation in accordance with the requirements of chapter 9J-5 FAC.

POLICY 4.103-D1: Polk County shall continue to implement development review procedures that provide information about the ongoing projects to members of the community and community groups in order to obtain their input and oversight.

SECTION 4.104 CONFLICT MEDIATION

OBJECTIVE 4.104-A: Polk County shall implement a mediation process to resolve, in a timely manner, any conflicts which arise between itself and other governmental entities with which it interacts.

POLICY 4.104-A1: For those governmental entities that have agreements with Polk County that address settling conflicts, the County shall use the procedures set forth in that agreement. For those governmental entities that do not have an agreement with Polk County addressing settling conflicts, the County Manager, or designee, shall initially attempt to resolve any conflicts.

POLICY 4.104-A2: The Polk County Board of County Commissioners, or their designee shall, upon receipt of a written request from either an aggrieved governmental entity, or from the County Manager, attempt to settle any disputes within 60 days.

POLICY 4.104-A3: If an agreement cannot be reached then the County shall, with the consent of the other party, utilize the Central Florida Regional Planning Council's informal, non-binding mediation process per Florida Statute 189.509. Nothing contained herein, however, shall preclude immediate resort to a judicial or administrative remedy when it is deemed necessary and appropriate by the Board of County Commissioners.

SECTION 4.105 IMPLEMENTATION

OBJECTIVE 4.105-A: Polk County shall designate the appropriate agencies and/or departments to implement the goal, objectives, and policies of the Intergovernmental Coordination Element.

POLICY 4.105-A1: The County Manager, or designee, shall be responsible for implementing the goal, objectives, and policies within the Intergovernmental Coordination Element of the Polk County Comprehensive Plan.

POLICY 4.105-A2: The County Manager, or designee, shall establish and implement the programs and policies set forth within the Intergovernmental Coordination Element.

Revision History Division 4.100 Intergovernmental Coordination Element	
DIVISION 4.100	CPA 99C-01 (Ord. 99-46) 9/28/99
SECTION 4.101	CPA 09B-08 (Ord. 09-080) 12/01/09
POLICY 4.102-A2	CPA 10B-04 (Ord. 10-043) 8/4/10
POLICY 4.102-A7	CPA 11B-06 (Ord. 11-038) 12/06/11; CPA 09B-08 (Ord. 09-080) 12/01/09
POLICY 4.102-A2	CPA 10B-04 (Ord. 10-043) 8/4/10
POLICY 4.102-A7	CPA 11A-03 (Ord. 11014) 7/12/11; CPA 09B-08 (Ord. 09-080) 12/01/09
POLICY 4.102-A8	CPA 09B-08 (Ord. 09-080) 12/01/09
POLICY 4.102-A9	CPA 10B-04 (Ord. 10-043) 8/4/10
POLICY 4.102-A11	CPA 10B-04 (Ord. 10-043) 8/4/10
POLICY 4.102-A12	CPA 10B-04 (Ord. 10-043) 8/4/10
POLICY 4.103-A1	CPA 02A-01 (Ord. 02-38) 7/10/02
POLICY 4.103-A5	CPA 07SCH-01 (Ord. 07-079) 11/20/07
POLICY 4.103-A7	CPA 07SCH-01 (Ord. 07-079) 11/20/07
POLICY 4.103-A8	CPA 10B-04 (Ord. 10-043) 8/4/10
POLICY 4.103-A9	CPA 10B-04 (Ord. 10-043) 8/4/10
OBJECTIVE 4.103-D	CPA 10B-04 (Ord. 10-043) 8/4/10
POLICY 4.103-D1	CPA 10B-04 (Ord. 10-043) 8/4/10
POLICY 4.102-A13	CPA 13B-02 (Ord. 13-015)