

RESOLUTION NO. 91-75

A RESOLUTION OF ST. JOHNS COUNTY APPROVING
BY-LAWS FOR THE CONCURRENCY REVIEW COMMITTEE,
AS REQUIRED BY ST. JOHNS COUNTY ORDINANCE
NO. 91-7.

WHEREAS, Section 7.6 St. Johns County Concurrency Management Ordinance, Ordinance No. 91-7, establishes the Concurrency Review Committee for the purpose of considering applications for concurrency review, including applications for concurrency exemptions.

WHEREAS, Section 7.6 also requires the Concurrency Review Committee to "adopt by-laws prescribing its internal procedures, including procedures for meetings, the scheduling of applications for consideration by the Committee, formal action, quorums, the number of applications that may be heard at a meeting, the designation of Voting Members for purposes of considering applications, and other procedures necessary to implement this Section and Section 7.6 of the Concurrency Exemption Ordinance."

WHEREAS, Section 7.6 requires the adoption of the Concurrency Review Committee by-laws to be approved by the Board of County Commissioners.

NOW, THEREFORE, BE IT RESOLVED by the St. Johns County Board of County Commissioners as follows:

1. The by-laws adopted by the Concurrency Review Committee, a true and correct copy of which is attached to this resolution, incorporated by reference, and made a part hereof, are hereby approved.

2. A copy of the by-laws shall be available for public inspection in the office of the Clerk of the Board of County Commissioners.

This resolution adopted at the regularly scheduled St. Johns County Board of County Commissioners meeting this 23rd day of April, 1991.

BOARD OF COUNTY COMMISSIONERS
OF ST. JOHNS COUNTY, FLORIDA

BY: Ronald H. Hardy
Its Chairman

ATTEST:

BY: Patricia DeGrande
Deputy Clerk

ST. JOHNS COUNTY
CONCURRENCY REVIEW COMMITTEE
BY-LAWS

ARTICLE I

Purpose

The Concurrency Review Committee ("CRC") is established pursuant to the St. Johns County Concurrency Exemption Ordinance, Ordinance No. 91-6 ("CE Ordinance"), and the St. Johns County Concurrency Management Ordinance, Ordinance No. 91-7 ("CM Ordinance"), for the purpose of reviewing applications for Certificates of Concurrency and Concurrency Exemption Determinations.

ARTICLE II

Membership

A. Members. The CRC will consist of 8 members, including the County Attorney or designee, the County Administrator or designee, the Growth Management Coordinator or designee, the Planning and Zoning Director or designee, the Engineering Department Director or designee, the Director of Utility Services (Utility Services combines the Water and Sewer Authority, the Utility Department, and the Solid Waste Department) or designee, the Recreation and Parks Department Director or designee, and the Building Official or designee.

B. Voting Members. All members of the CRC except the County Attorney shall be voting members.

ARTICLE III

Organization

A. Officers. The officers of the CRC will be a Chairman, a Vice Chairman, and a Secretary. The County Administrator or designee

shall be the Chairman; the Planning and Zoning Director or designee shall be the Vice Chairman; and the Growth Management Coordinator shall be the Secretary.

B. Duties of Chairman. The Chairman shall preside at all meetings of the CRC and at any workshops held. The Chairman may also appoint subcommittees when necessary to carry out the goals and objectives of the CE Ordinance and CM Ordinance.

C. Duties of Vice Chairman. The Vice Chairman shall, in the absence of the Chairman, assume the duties of the Chairman and perform such other duties as delegated by the Chairman. The Vice Chairman shall prepare an agenda for each meeting.

D. Duties of Secretary. The Secretary shall be responsible for preparing the minutes of each CRC meeting, and shall perform such other functions as delegated by the Chairman.

ARTICLE IV

Meetings

A. Regular meetings. Regular meetings of the CRC shall be held twice a month at the County Administration Building as established by the CRC.

B. Special meetings. Special meetings may be called by the Chairman.

C. Quorum. A majority of the voting members constitutes a quorum. No decision or recommendation of the CRC on application for concurrency exemptions or concurrency determinations shall be valid without the affirmative vote of a majority of the voting members. On applications for concurrency exemptions or concurrency determinations, a tie vote shall be deemed a negative vote, and the application will be denied.

D. Number of applications to be heard at each meeting. The Chairman shall be responsible for determining the number of applications to be heard at each CRC meeting pursuant to the guidelines set forth in the CE Ordinance and CM Ordinance.

E. Order of Business at Regular Meetings.

- 1) Approval of Minutes of previous meeting.
- 2) Review of applications for concurrency exemptions.
- 3) Review of applications for Certificate of Concurrency with recommendation to Planning and Zoning Department.
- 4) Other business.
- 5) Adjournment.

ARTICLE V

CRC Determinations

A. Decisions on Concurrency Exemptions. The CRC shall draft a written decision on each application, as required by the CE Ordinance, which shall be signed by the Chairman or Vice Chairman. This paragraph does not apply to categorical exemptions.

B. Copies of CRC Decisions on Concurrency Exemptions. Copies of CRC decisions on applications for concurrency exemptions shall be forwarded to the Planning and Zoning Department and the applicant. The applicant's copy shall be sent certified mail with a return receipt requested. A copy of each decision shall be attached to the minutes of the meeting at which it was rendered. This paragraph does not apply to categorical exemptions.

C. Recommendations on applications for Certificates of Concurrency. After review of the reports from the Evaluating Departments, a written recommendation shall be prepared and sent to the Planning and Zoning Department for appropriate action. The Chairman or Vice Chairman shall sign the recommendation.

ARTICLE VI

Files

Applications with supporting documents submitted to the CRC for concurrency review shall be reviewed by the CRC and forwarded to the Planning and Zoning Department with the decision and/or recommendation.

ARTICLE VII

Public Inspection

These by-laws shall be available for public inspection in the office of the Clerk of the Board of County Commissioners.