

**A. PURPOSE**

The Citizen Participation Element of the Coral Springs Comprehensive Plan is developed around the following goals:

1. Provide all residents of the City, 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 citizen participation element.

**B. COMPREHENSIVE PLAN**

1. **BACKGROUND:** Applicable laws and regulations - Citizen 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, sets forth minimum citizen participation procedures. That law directs local governments to adopt 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 Broward County Comprehensive Plan, with its associated administrative rules and procedures, sets forth the citizen participation process in countywide land use planning matters. All other elements of the Comprehensive Plan are the responsibility of the cities under the Local Government Comprehensive Planning and Land Development Regulation Act so long as those elements are consistent with County, Regional and State Plans.
2. **CORAL SPRINGS CITIZEN PARTICIPATION**
  - a. The Local Planning Agency - City Ordinance number 76-116 designated the 5-member Planning and Zoning Board as the Citizen Advisory Committee (CAC) in the comprehensive planning process. City Ordinance number 87-144 designated the Planning and Zoning Board as the Local Planning Agency (LPA). This change was made to accommodate amendments to the State Law and to promote more effective and streamlined citizen participation in the planning process. The Planning and Zoning Board, when sitting as the Local Planning Agency, has the following duties and functions:

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- (1) Shall be responsible for the conduct of the comprehensive planning program and preparation of the Comprehensive Plan, or elements or portions thereof, required by the Act.
- (2) Shall prepare the Comprehensive Plan and conduct hearings after due public notice.
- (3) In the formulation of the Comprehensive Plan or its elements or portions thereof, the Local Planning Agency, relying on the Community Development director and Community Development Department for technical and professional expertise, shall conduct such hearings as may be required to assure broad dissemination and discussions of proposals and alternatives.
- (4) Shall encourage written comments from the public as well as open discussion with the public at its hearings.
- (5) Shall make a recommendation to the City Commission of the City of Coral Springs regarding the adoption of such Plan or element or portion thereof, which the Commission shall have the final authority as to adoption of the Comprehensive Plan.
- (6) Shall monitor and oversee the effectiveness and status of the Comprehensive Plan.
- (7) Shall recommend to the City Commission such changes in the Comprehensive Plan as may, from time to time, be required.
- (8) Shall prepare periodic reports on the Plan for submission to the City Commission as the Local Planning Agency deems appropriate or upon the request of the City Commission.
- (9) Shall perform all other functions, duties, powers and responsibilities of the Local Planning Agency as set forth and established in the Act.
- (10) Shall keep official public records of its activities, including minutes, attendance, written or oral comments or objections and formal Board action.
- (11) During the last meeting of any plan preparation or amendment period, the Planning and Zoning Board shall evaluate its own operation and effectiveness. A report of such evaluation shall be forwarded to the City Commission at the end of the planning period, or as deemed necessary by the Planning and Zoning Board.

- (12) In the event of a state of emergency and the recommendations from all public health authorities, the City of Coral Springs recommends that all persons view and participate in meetings through electronic means when necessary.
- (13) Public comment will be received by phone and email. The local call-in number is (954) 344-5900. To submit a written public comment, please complete the form located at <https://www.coral Springs.org/publiccomment>.

**C. ADOPTION OF THE COMPREHENSIVE PLAN**

The Comprehensive Plan shall be adopted by the following process:

- 1. As the Community Development Department prepares various elements of the Plan, the Local Planning Agency shall hold a public hearing to receive input and to discuss the element. A minimum of 1 such public hearing will be held, which is what the Local Government Comprehensive Planning and Land Development Regulation Act requires.
- 2. Prior to each Local Planning Agency hearing, notice of the time, place and purpose of such hearing shall be published at least twice in a newspaper of general circulation in the area with the first publication 14 days prior to the hearing date and the second to be at least 5 days prior to the hearing. In addition, all public and private agencies, firms and organizations currently listed or requesting to be listed on the Community Development Department mailing list, will be notified and if requested, will be provided with a copy of the documents to be considered at each such public hearing, before each public hearing.
- 3. The City Commission must adopt the Comprehensive Plan by ordinance after providing legal public notice, citizen participation, and holding two (2) public hearings. The first public hearing shall be held at the transmittal stage on a weekday approximately fourteen (14) days after the first advertisement is published as required by all applicable laws and regulations. The intent to hold a second public hearing must be announced at the first hearing. The second public hearing shall be held at the adoption stage on a weekday, approximately 5 days after the day the second advertisement is published.
- 4. Advertisements for adoption or amendment of this Plan, element or amendment shall state at least the date, time, place of the meeting, the subject of the meeting, the place or places where the proposed Comprehensive Plan or Plan amendment may be inspected by the public. The advertisement shall also advise that interested parties may appear and

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be heard and/or submit written comments on the items to be considered. The advertisement shall contain a geographic location map indicating the areas covered by the proposals.

5. All advertisements relating to City Commission meetings concerning adoption of the Comprehensive Plan or plan amendments (regardless of whether or not the subject of the advertisement is a permitted use or land use category change) shall be placed in a newspaper of general circulation delineated in Statute 166.041. The advertisement shall not be placed with legal notices or classified advertisements but rather in a general readership section to reach the widest possible audience.
6. Adoption of the Plan or Plan amendment shall be by affirmative vote or not less than a majority of the total members of the City Commission.

### **D. AMENDMENT OF THE COMPREHENSIVE PLAN**

For the purpose of Comprehensive Plan amendments, it is the policy of the City of Coral Springs to follow public notice and citizen participation procedures as required by State and County laws, ordinances and regulations.

### **E. PUBLIC PARTICIPATION IN THE COMPREHENSIVE PLANNING PROCESS**

During consideration of the Plan, or any amendments thereto, by the Local Planning Agency or by the City Commission, the following procedures shall be implemented, in addition to those established for adoption or amendment as indicated above to provide effective public participation in the comprehensive planning process:

#### **1. NOTICE**

- (a) Prior to adopting the Comprehensive Plan an announcement of the LPA public hearing will be distributed by bulk mail to every address or through utility billings to every account. When a specific Land Use amendment affects fifty percent (50%) or less of the land area of the community, an announcement of the LPA public hearing and separate announcements for the City Commission public hearings will be distributed by first class mail to all owners of property within four hundred (400) feet of each affected site. Public agencies and other interested parties will also be notified prior to adopting or amending the Comprehensive Plan according to a list maintained in the Community Development Department. The City Clerk is responsible for property owner notifications. The Community Development Department will provide a schedule, notification materials and a mailing list.

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- (b) At a minimum, each notice relating to the adoption of the Comprehensive Plan or Comprehensive Plan Amendment shall include a statement of the change request; time, date, place of the public hearing; times and location where petition documents may be inspected; rights and responsibilities of anyone wishing to appeal any decision made; location map (if applicable); and a Community Development Department contact person and phone number.

### 2. CONSIDERATION OF AND RESPONSE TO PUBLIC COMMENTS

- (a) All notices and advertisements relative to adoption of or amendments to the Comprehensive Plan shall include a statement encouraging written comments and indicate a forwarding address, the form located on the City website. Such comments will be accepted prior to or at any hearing.
- (b) All written comments received relating to the adoption of or amendments to the Comprehensive Plan shall be filed with the respective petition and plan element documents. Those comments received prior to Planning and Zoning or City Commission Agenda mail out shall be included in the staff report or if presented at a public hearing in subsequent staff report agenda mail out.
- (c) Any questions and comments relating to the Comprehensive Plan shall be responded to, in writing, if requested. Such response shall be mailed first class or emailed.

### 3. INFORMATION AND COMMUNICATIONS

- (a) In addition to all the above, the Community Development Department shall prepare a fact sheet of whole Plan elements, summaries of the technical analysis and complete policy documents which shall be available for public review prior to any public meeting.

### 4. OPEN DISCUSSION

- (a) All persons shall have the opportunity at any hearings to comment verbally and to enter written statements into the record. This shall occur after staff and/or the petitioner's presentation.
- (b) Community Development staff will be available during normal working hours to talk or meet with any citizen requesting additional information or clarification relative to a petition or proposed Plan element. Files will be available for public inspection.

5. DISSEMINATION

- (a) All the procedures noted above individually and collectively, shall serve to satisfy this objective.
- (b) In addition, staff will place the appropriate documents and maps in a public place such as a public library and the City website, to further disseminate information and encourage public participation.

**F. CORAL SPRINGS POLICY OF CITIZEN PARTICIPATION IN LAND DEVELOPMENT**

1. BACKGROUND - It is the policy of the City of Coral Springs to provide citizens the opportunity to participate in various phases of the City's development process as indicated below:

2. ZONING

(a) Amendments to the Zoning Code: Zoning Amendments:

Any citizen may petition the City to amend the Zoning Code for a legitimate reason. The petitioner must state the specific section of the Zoning Code to be changed and the effect the change would promote. Consideration must be given by the petitioner, to the effect of the change on property owners in similar and adjacent districts as well as the effect on the Comprehensive Plan of the City. The Community Development Department should be "consulted prior to any petition being filed.

(b) Amendments to the Zoning Maps: Rezoning:

Citizen participation is an integral part of the rezoning process. Citizen participation in the zoning process serves an even more important function. Planning and Zoning Board and City Commission consideration of re-zonings initiated either by the private property owner; an adjacent property owner or the City is governed by Municipal Code Section 145.

3. PLATTING AND VACATION OF EASEMENTS AND RIGHTS-OF-WAY

Platting, like zoning, has a more important status under the Local Government Comprehensive Planning and Land Development Regulation Act. Similarly, the importance of public participation is heightened. Platting is regulated by Section 202 of the Land Development Code. Vacation of streets, alleys or other public places is regulated by Section 146 of the Municipal Code.

#### 4. ADDITIONAL AVENUES OF CITIZEN PARTICIPATION

Coral Springs Boards and Agencies - Citizens are able to participate in the planning of other aspects of Coral Springs as well. Below are listed the names of the official boards within the City that have either advisory or final authority, their function, meeting time and whom to contact for further information.

- (a) Coral Springs City Commission - The legislative body of the City is elected for staggered terms of two and four years by residents of Coral Springs with elections held on the 2nd Tuesday of March of every even year. This body is responsible for all municipal functions including taxation, police, fire planning, public works, parks and recreation, and water and sewer services in certain areas of the City. The Commission meets regularly at 6:30 P.M. on the first and third Wednesday of each month at the City Hall. Meetings are streamed live. For further information, contact the office of the City Clerk in City Hall.
- (b) Planning and Zoning Board - The members of this Board are residents of the community. This Board is advisory to the City Commission in the areas of planning, zoning and development standards and regulations. It also serves as the Local Planning Agency. The Board meets regularly on the second Monday of each month at 6:30 P.M. in the City Hall. For further information contact the Community Development Division in City Hall.
- (c) Board of Adjustment - This Board is a quasi-judicial body empowered to grant or deny dimensional variances to the Zoning Code. This Board meets at the call of the Chair and at such regular times as the Board may determine. For further information contact the Community Development Division in City Hall.

#### G. NON-CITY BOARDS AND AGENCIES

##### 1. DRAINAGE DISTRICTS

- Coral Springs Improvement District: Generally, south of Royal Palm Boulevard and north of the C-14 Canal.
- North Springs Improvement District: North of Wiles Road and generally west of Riverside Drive.
- Sunshine Water Control District: Between south of Wiles Road and generally north of Royal Palm Boulevard.
- Pine Tree Water Control District: North of Wiles Road and generally east of Riverside Drive.

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- Turtle Run Community Development District: South of Wiles Road and generally north of Sample Road.
- Crossing District: South of Wiles Road and generally north of Sample Road.

Coral Springs Improvement District  
10300 NW 11th Manor  
Coral Springs, FL 33071  
(954) 753-0729

Crossing HOA (Private)  
3303 W Commercial Blvd, Suite 170G  
Fort Lauderdale, FL 33309  
(954) 782-7820

North Springs Improvement District  
9700 NW 52 Street  
Coral Springs, FL 33076  
(954) 752-0400

Pinetree Water Control District  
210 N University Drive, Suite 702  
Coral Springs, FL 33071  
(954) 603-0033

Sunshine Water Control District (Wrathell,  
Hunt and Associates)  
2300 Glades Road, Suite 410W  
Boca Raton, FL 33431  
(561) 571-0010

Turtle Run District  
(GMS South Florida)  
5385 N Nob Hill Road  
Sunrise, FL 33351  
(954) 721-8681, Ext. 204

Each District is governed by a Board of Supervisors, each of whom must be a landowner within the District. The Supervisors are elected to the Board by the district's landowners. The Boards meet regularly once a month and conduct special meetings when necessary and appropriate.

All of the several districts utilize the same management staff, which achieves the full coordination of their utilities. For further information, call the District offices at (954) 753-0729. District offices are located at 10300 N.W. 11th Manor, Coral Springs.

## 2. WATER AND SEWER DISTRICTS

All of Coral Springs has a public water supply available for use. Sanitary sewers have also been provided. Generally, the area south of Wiles Road and north of Royal Palm Boulevard receives water and wastewater service from the City's Utilities Division. However, the remaining City area falls within the jurisdiction of three (3) improvement districts:

- Coral Springs Improvement District: Generally, south of Royal Palm Boulevard and north of the C-14 Canal.
- North Springs Improvement District: North of Wiles Road and west of Riverside Drive.



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- Royal Utilities: South of Wiles Road, north of Cardinal Road, west of Riverside Drive, and east of University Drive.

Each District is governed by a Board of Supervisors, each of whom is a landowner within the District. The Supervisors are elected to the Board by the district landowners.

City of Coral Springs  
9500 W Sample Road  
Coral Springs, Florida 33065  
954-344-1825

Coral Springs Improvement District  
10300 NW 11th Manor  
Coral Springs, FL 33071  
954-753-0380

North Springs Improvement District  
9700 NW 52 Street,  
Coral Springs, FL 33076  
954-752-0400

Royal Water Works  
8900 NW 44 Court  
Coral Springs, Florida 33065  
888-228-2134  
866-753-8292 (after 7:00pm & weekends)

### 3. BROWARD COUNTY

Broward County has numerous opportunities for citizen Participation in the form of various boards and agencies. Primary among them is the Board of County Commissioners that meets each Tuesday in the Broward County Governmental Center. Other boards such as the Charter Review Commission, Council of the Arts, Energy Conservation Committee and numerous others serve as public participation formats. For additional information concerning citizen participation at the county level, phone (954) 357-7585.

### 4. BROWARD COUNTY MPO

This group, including technical, policy, and citizen committees, with memberships representing various jurisdictions throughout Broward County, is charged with the development of long and short-range transportation plans for the County.

The Broward County Metropolitan Planning Organization (MPO) annually prepares and keeps the five (5) year Transportation Improvement Program (TIP). This document records the major improvements in highway, public transit, air and water transportation completed in Broward County in the past year and outlines the improvements to be undertaken during the coming five (5) years.

This program is referred to by the federal, state and local governments as the officially adopted Transportation Improvement Program for Broward County.

The MPO meets on the second Thursday of each month. For further information, call the MPO offices at (954) 357-6608.

5. BROWARD COUNTY SCHOOL BOARD

The public schools in Broward County are owned and operated by the Broward County School Board, an independent countywide agency. The Board meets on the 3rd Wednesday of each month at 10:00 A.M. at School Board offices located at 600 SE 3 Avenue, Ft. Lauderdale. Meetings are streamed live. Citizens may speak to the Board as a "delegation" if they phone the Superintendent's office at (754) 321-2390 at least one day before the meeting.

**H. FURTHER SOURCES OF INFORMATION**

Numerous other less direct avenues of citizen participation exist. Among these are the South Florida Regional Planning Council, South Florida Water Management District and the governments of cities adjacent to Coral Springs. The Intergovernmental Coordination Element of the Comprehensive Plan will indicate additional agencies and board of significance to the City of Coral Springs.

**I. OTHER ELEMENTS OF THE COMPREHENSIVE PLAN WHICH ADDRESS CITIZEN PARTICIPATION**

Future Land Use Element  
Conservation Element

Intergovernmental Coordination Element concerning jurisdiction of various agencies and functions affecting Coral Springs.

See all other elements in regard to Further Sources of Information.