

EVALUATION AND APPRAISAL REPORT
SECTION H. CAPITAL IMPROVEMENTS ELEMENT

Preparation of this document was aided through financial assistance received from the State of Florida Evaluation and Appraisal Report Assistance Program authorized by Chapter 93-206, Laws of Florida, and administered by the Florida Department of Community Affairs.

Prepared September, 1998, by the Putnam County Planning, Zoning and Building Department
Updated June, 1999, by the Northeast Florida Regional Planning Council

I. General Status of Capital Improvements Element

Below is an analysis of the Capital Improvements Element. This Element provides the direction for capital expenditures associated with future development in the County. The analysis is divided into four parts. Part A is an assessment of the background document on which the adopted portion of the element is based. Part B identifies recommended changes to the goals, objectives and policies based on the assessment of the background document and any changes to growth management laws and rules. Please note, further assessment of the objectives and policies is the subject of Section II of this document which includes additional recommendations for amendments to the objectives and policies and provides an assessment of the plan at the date of the EAR. Part C is an assessment of adopted figures, such as maps and lists, which includes a recommendation regarding whether to retain, delete or amend them. Part D is an assessment of adopted tables which includes a recommendation regarding whether to retain, delete or amend them.

The assessments in Parts A through D include, where appropriate, the following:

- < summary statements regarding the data and analysis at time of plan adoption
- < identification of changes in conditions described in the element since plan adoption including current conditions
- < provision of a new existing land use map
- < provision of a new table of existing land uses
- < provision of a new existing traffic circulation map
- < a summary of the condition and quality of all natural resources
- < identification of changes made to the element since adoption of the plan including background information, map changes and amendments to adopted maps and text (see Appendix 1)
- < identification of problems specifically listed in Rule j-5.0053(6)(a)4.a.-o.(each element will not include all items listed in a.-o., see Appendix 2)
- < identification of other unanticipated and unforeseen problems and opportunities and their impact on the comprehensive plan
- < statements regarding the effect on the comprehensive plan of changes to the State Comprehensive Plan, Strategic Regional Policy Plan, Rule j-5, F.A.C., and Chapter 163, Part II, F.S.
- < identification of any needed actions to address the issues raised in this section including provision of new, revised, minimum 5-year and minimum 10 year time frames and population

projections; updated population projections; new and revised goals, objectives, and policies; revised future conditions maps; new capital improvements element; new monitoring and evaluation procedures; and studies to be completed.

A. Background Document

Summary - The summary makes statements about millage rates, impact fees, revenue increases and expenditure rates. This information has not been updated since 1991.

Recommendation - *Update the summary after the other sections are revised and updated.*

Introduction - The introduction states the element will address capital improvements needed for sanitary sewer, solid waste, drainage, potable water and recreation facilities. It also provides definitions from Rule j-5, F.A.C., and discusses concurrency needs, a planning response, and the fivefold purpose of the element stated in Rule j-5. This section has not been updated.

Recommendation - *Update as necessary after review of the rest of the document.*

Inventory - This section is divided into thirteen subsections. The first eight subsections provide an inventory of public facilities specifically required by the Growth Management Act, and describe level of service standards for facilities inventoried and analyzed in the Traffic Circulation, Infrastructure, and Recreation and Open Space Elements of the plan. None of the first eight subsections have been updated. Several changes to inventories and level of service standards are noted in the sections of this EAR discussing the Traffic Circulation, Infrastructure, and Recreation and Open Space Elements.

Recommendation - *update the first eight subsections to describe the current regulatory framework. Include updated information noted in the Traffic Circulation, Infrastructure, and Recreation and Open Space Elements.*

The ninth subsection describes public education and public health facilities in 1991. Many improvements have been made to existing public schools between 1991 and 1999 and new schools have been built. A new middle school in the Florahome area is planned. Public health facilities consisted of one hospital and two nursing homes. The subsection has not been updated.

Recommendation - *Update this subsection to reflect current conditions in the identified areas.*

The tenth through the thirteenth subsections describe existing revenue sources and funding mechanisms available in 1991 to the County to fund Capital Improvements. This section provides a detailed description of the various revenue sources and funds. The information has not been updated since 1991.

Recommendation - *These subsections should be a section by themselves. The information needs to be updated.*

Analysis - This section describes the County's ability to pay for public facility improvements based on the County's present financial situation and operating conditions. Possible alternate sources of

financing are also described. Public facilities needs, costs and methods of payment are discussed. None of this information has been updated since 1991.

Recommendation - Obtain updated information from the Finance Department and input updated information on facility needs from the inventory section.

B. Goals, Objectives and Policies

Changes in Chapter 163, Part II, F.S. - There were no changes in Chapter 163, Part II, Florida Statutes, that affect the Capital Improvements Element.

Changes in Rule 9J-5 - No significant changes have been made to F.A.C. Rule 9J-5 since the adoption of Putnam County Comprehensive Plan that would require changes to the Capital Improvements Program.

State Comprehensive Plan - No significant changes have been made to the State Comprehensive Plan since the adoption of Putnam County Comprehensive Plan that would require changes to the Capital Improvements Program.

Strategic Regional Policy Plan - No significant changes have been made to the Strategic Regional Policy Plan since the adoption of Putnam County Comprehensive Plan that would require changes to the Capital Improvements Program.

Staff review of the Goals, Objectives and Policies - Ordinance 93-19 amended all policies providing level of service standards for public facilities to be consistent with the policies establishing level of service standards in the Traffic Circulation, Infrastructure, and Recreation and Open Space Elements. Ordinance 98-2 amended Policy H.5.1.9 to be consistent with an amendment to the recreation level of service in the Recreation and Open Space Element, and amended Policy H.5.1.11 to be consistent with an amendment to the level of service standards for roads in the Traffic Circulation Element. In the adopted plan there is a reference to an ordinance in brackets after each objective and policy amended since plan adoption. Other recommended amendments are outlined in Section II below.

Recommendation - After completing the review of updated information, add any necessary objectives and policies. All proposed amendments to the goals, objectives and policies of Putnam County's plan must be reviewed for consistency with the SRPP and the State Plan. This will take place as the amendments to implement the findings in this report are prepared for public hearings. Delete all references to the CRPP.

C. Adopted Figures (maps and lists) - There are no adopted figures in this element.

D. Adopted Tables - Table H-9 Capital Improvements Schedule was required by s. 9J-5.016(4)(a). The table has not been updated. The County Administrator has formed a capital improvements committee to review capital improvement needs and funding sources. The committee will make recommendations to the Board based on comprehensive plan policies addressing the capital improvements program.

Recommendation - update the Schedule of Capital Improvements approved by the Board after committee recommendation. Include Public Works Capital Improvement Plan Project Listing with the EAR based amendments and insert all appropriate references to this plan within the Goals, Objectives and Policies.

II. Achievement of Capital Improvement Objectives

Section 9J-5.0053(6)(a)3 of the Florida Administrative Code requires the County to complete an analysis to determine whether or not the objectives adopted in the County's Comprehensive Plan were achieved between December 1991 and August 1999. Below is an analysis of the Capital Improvements Element objectives. Under each objective is a statement indicating what measure should be used to determine whether or not the objective has been achieved, a status statement regarding what has been done to meet the objective, and a recommendation to retain, amend or delete the objective. Following the analysis of the objective, each policy under the objective is analyzed. The analysis includes a recommendation to retain, amend or delete the policy, and statements regarding how the policy has been implemented.

GOAL H.1 [9J-5.016,3,(a);]: To provide a financially feasible plan by which the County can provide public facilities, recreational facilities and roads for its residents concurrent with new development in an amount which meets or exceeds adopted standards for Level of Service (LOS).

Objective H.1.1 [9J-5.016,3,(b)1;]: Maintain and annually update a five year capital budget detailing the expenditures necessary for each new or renovated public facility, ranked in a list of need priorities and then compared with estimated funds available for debt service.

***Measure:** Maintain and update a five year Schedule of Capital Improvements.*

***Status:** County has not prepared a five year Schedule of Capital Improvements. The County Administrator has requested and received Department capital budget requests and is forming a CIP committee to develop a 5 year 5-year Schedule of Capital Improvements. CIP committee will consider this objective in the process of annually updating the CIP.*

***Recommendation:** Amend Objective H.1.1 to change the term "capital budget" to 5-year Schedule of Capital Improvements.*

Policy H.1.1.1 [j-5.016(3)(c)(1)a & b]: Review all current deficiencies reported in the Comprehensive Plan and identify facility needs in accordance with the following criteria:

1. Facilities that are needed to protect, or that eliminate a hazard to, the public health, welfare or safety.
2. Facilities that must be upgraded to eliminate existing capacity deficits.
3. Facilities required to serve development areas that have vested development approval prior to the adoption of the plan.
4. Facilities required to serve redevelopment areas identified in the comprehensive plan.
5. Facilities needed to provide service to new development in accord with the land use element of the plan.
6. Facilities that will serve the identified needs in future plans of the St. Johns River and

Suwannee River Water Management Districts and other state agencies that may provide public facilities within the County.

Retain Policy H.1.1.1. CIP committee will consider this policy in the process of annually updating the CIP.

Policy H.1.1.2: Review projects with each department and appropriate consultants or other sources to provide best cost and time estimates for each proposed facility.

Retain Policy H.1.1.2. CIP committee will consider this policy in the process of annually updating the CIP.

Policy H.1.1.3 [j-5.016(3)(c)1]: Include all identified facility needs identified in the Public Facilities, Recreation and Traffic Circulation Elements.

Amend Policy H.1.1.3 to change "Public Facilities" to "Infrastructure". CIP committee will consider this policy in the process of annually updating the CIP.

Add Policy H.1.1.4 to address j-5.016(3)(c)7, to provide for the adoption of a capital budget as a part of the annual budgeting process.

Objective H.1.2 [j-5.016(3)(b)1]: By June 1, 1992, develop and annually maintain a list of inefficient, worn-out or obsolete facilities that may become infrastructure deficiencies requiring upgrading or replacement before the year 2001.

Measure: List completed and updated annually.

Status: No action was taken during the planning period. CIP committee will consider this objective in the process of annually updating the CIP.

Recommendation: Amend Objective H.1.2 to delete "By June 1, 1992, " and replace with ABy the EAR based amendment adoption date, March 2001" and change 2001 to 2008 or 2009.

Policy H.1.2.1 [j-5.016(3)(c)1 & 3]: County departments shall review capital facilities annually to determine the extent of effective economic life remaining in each facility.

Retain Policy H.1.2.2. CIP committee will consider this policy in the process of annually updating the CIP.

Policy H.1.2.2 [j-5.016(3)(c)1 & 3]: County departments shall estimate the construction costs for each facility proposed for replacement within the five-year capital budgeting period.

Amend Policy H.1.2.2 to change Acapital budgeting period≅ to Schedule of Capital Improvements and add associated costs. CIP committee will consider this policy in the process of annually updating the CIP.

Policy H.1.2.3 [j-5.016(3)(c)1 & 3]: County departments shall review outmoded and other economically inefficient public facilities for inclusion in new proposed infrastructure.

Amend Policy H.1.2.3 to be more clearly state that County departments will include proposals to replace outmoded and inefficient facilities in their capital improvement requests. CIP committee will consider this policy in the process of annually updating the CIP.

Objective H.1.3 [j-5.016(3)(b)1 & 3;]: Upon Plan adoption, maintain and annually update a five year Schedule of Capital Improvements (Table H-9) to coordinate and accommodate land use decisions and desired future growth in accord with the provisions of the comprehensive plan detailing the timing and expenditures costing more than \$25,000, necessary for each new or to be renovated public facility, ranked by priority of need, with funding sources available for debt service.

Measure: *Maintain and update a five year Schedule of Capital Improvements*

Status: *County has not annually maintained a five year Schedule of Capital Improvements. CIP committee will address this objective in the process of annually updating the CIP.*

Recommendation: *Revise Objective to delete "Upon plan adoption", and review policy with County Administrator and Finance Director to determine if it is necessary to amend the content further.*

Policy H.1.3.1 [j-5.016(3)(c)(1) d & e;]: Review and rank need for new and additional public infrastructure as detailed in the Comprehensive Plan with the advice of the County department heads and the public annually.

Retain Policy H.1.3.1. CIP committee will consider this policy in the process of annually updating the CIP.

Policy H.1.3.2 [j-5.016(3)(c)(1) c & f]: Review projects with each department and appropriate consultants or other sources to provide best construction cost and time estimates for each proposed facility or addition.

Retain Policy H.1.3.2. CIP committee will consider this policy in the process of annually updating the CIP.

Policy H.1.3.3 [j-5.016(3)(c)(1) c & f]: Review Putnam County budget and other available revenue sources and estimate future funds available for public facility debt service.

Retain Policy H.1.3.3. CIP committee will consider this policy in the process of annually updating the CIP.

Policy H.1.3.4 [j-5.016(3)(c)5]: Review outstanding land development orders to insure public facility impacts of development are included in the capital budgeting process annually.

Retain Policy H.1.3.4. CIP committee will consider this policy in the process of annually updating the CIP.

Policy H.1.3.5 [j-5.016,3,(c)9;]: Review all proposed new capital facilities against the criteria contained in the various Comprehensive Plan Elements to ensure that the proposed facilities are in conformance with the planned goals and objectives of Putnam County.

Retain Policy H.1.3.5. CIP committee will consider this policy in the process of annually updating the CIP.

Policy H.1.3.6 [j-5.016(3)(c)7]: Include adoption of a Five Year Capital Budget with an annually updated Five Year Schedule of Improvements (Table H-9) at the time of the adoption of the annual governmental budget of Putnam County.

Retain Policy H.1.3.6. CIP committee will consider this policy in the process of annually updating the CIP. Delete A Five Year ≡ before Capital Budget and replace with A an annual ≡

Policy H.1.3.7 [j-5.016(3)(c)(2)a]: There shall be no limitation placed on the use of revenue bonds as a percentage of the total public debt of Putnam County.

Retain Policy H.1.3.7. CIP committee will consider this policy in the process of annually updating the CIP.

Policy H.1.3.8 [j-5.016(3)(c)(2)b]: The maximum debt service that may be outstanding for capital improvement bonds in any given year shall not exceed the total of: twenty (20) percent of the general fund revenues and fifty (50) percent of the total enterprise fund revenues as estimated to be collected by the County in that year.

Amend Policy H.1.3.8, if necessary, after reviewing the percentages with the County Administrator, Finance Director and the Board to determine if they are adequate. CIP committee will consider this policy in the process of annually updating the CIP.

Policy H.1.3.9 [j-5.016(3)(c)(2)c]: The ratio of outstanding capital improvement bonded indebtedness shall not exceed twenty (20) percent of the total nonexempt real property just value (ad valorem tax base) of the County.

Amend Policy H.1.3.9, if necessary, but after reviewing the percentage with the County Administrator, Finance Director and the Board to determine if it is adequate. CIP committee will consider this policy in the process of annually updating the CIP.

GOAL H.2 [j-5.016(3)(a);]: Coordinate land use decisions with projected new or improved public facilities to maintain the required level of service.

Objective H.2.1 [j-5.016(3)(b)5]: By June 1, 1992, all new development or redevelopment shall be provided with infrastructure at the required level of service, as stated in the Comprehensive Plan, in accordance with the schedule specified by j-5.0055(2)a, b and c.

Measure: Review development for meeting concurrency requirements.

Status: County's development review procedures address this objective. The draft land development code, to be adopted prior to EAR amendments, includes sections which implement this objective.

Recommendation: Amend Objective H.2.1 to delete "By June 1, 1992" and update j-5 reference.

Policy H.2.1.1 [j-5.016(3)(c)6;]: Review land use decision impacts and timing against existing and future facilities as proposed in the Capital Improvements schedule for maintenance of required level of service.

Retain Policy H.2.1.1. County's development review procedures address this policy. The draft land development code, to be adopted prior to EAR amendments, includes sections which implement this policy.

Policy H.2.1.2 [j-5.016(3)(c)6;]: Require the Designated Official to certify that required levels of service will be maintained concurrent with project needs before the project is permitted to be heard by the County Planning Board for approval of development orders, or building permits are issued.

Amend Policy H.2.1.2 by removing "Designated Official" and indicate whose responsibility it will be to certify required Levels of Service. It probably should be different departments for different facilities. County's development review procedures address this policy. The draft land development code, to be adopted prior to EAR amendments, includes sections which implement this policy.

Policy H.2.1.3 [j-5.016(3)(c)8]: The County shall require each applicant to pay his share of the cost of upgrading or expanding existing County facilities, or to construct new facilities, as necessary in order to maintain the level of service required to be provided in the Comprehensive Plan before a building permit is issued.

Retain Policy H.2.1.3. Impact fees were adopted and subsequently repealed. County's development review procedures address this policy. The draft land development code, to be adopted prior to EAR amendments, includes sections which implement this policy.

GOAL H.3 [j-5.016(3)(a)]: Require future development to pay their fair share of the costs of providing public infrastructure at the levels of service included in the Comprehensive Plan.

Objective H.3.1 [j-5.016(3)(b)4]: By June 1, 1992, adopt Land Development Regulations to obtain fair share exaction from developers to hold harmless present residents and taxpayers of Putnam County for the provision of public infrastructure at the required LOS.

Measure: *Amount of funds paid by developers for infrastructure improvements*

Status: *Impact fees were adopted and subsequently repealed. Concurrency is addressed in the development review process. The draft land development code, to be adopted prior to EAR amendments, includes sections which implement this objective.*

Recommendation: *Amend Objective H.3.1 to remove "By June 1, 1992", and insert "and maintain" after adopt. This will be addressed in the EAR based amendments.*

Policy H.3.1.1 [j-5.016(3)(c)8]: Set fair share exaction where necessary by evaluating impact of new development against level of service, existing facilities capacity and the fair share cost of improving infrastructure capacity to maintain an adequate level of service.

Retain Policy H.1.3.1. County's development review procedures address this policy. The draft land

development code, to be adopted prior to EAR amendments, includes sections which implement this policy.

Policy H.3.1.2 [j-5.016(3)(c)8]: Collect a fair share exaction in those cases where the new development will create the necessity that Putnam County construct new capital facilities or expand existing capital facilities to maintain a required level of service.

Retain Policy H.1.3.2. County's development review procedures address this policy. The draft land development code, to be adopted prior to EAR amendments, includes sections which implement this policy.

GOAL H.4 [j-5.016(3)(a)]: The County shall periodically monitor and review level of service standards as contained in the Comprehensive Plan to maintain and improve the quality of the County's life services.

Objective H.4.1 [j-5.016(3)(b)3 and 5;]: Public or private infrastructure currently serving all areas of the County shall meet or exceed the required Level of Service by June 1, 1994.

Measure: No infrastructure deficiencies in the County in 1994.

Status: County's development review procedures address this objective. The draft land development code, to be adopted prior to EAR amendments, includes sections which implement this objective. CIP committee will consider this objective in the process of annually updating the CIP.

Recommendation: Revise Objective to delete August 1, 1994 and add "continue to" between shall and meet. This will be addressed in the EAR based amendments.

Policy H.4.1.1 [j-5.016(3)(c)6]: Complete the evaluation of the level of service presently in existence and outlining the actions necessary to achieve the levels of service stated in the Comprehensive Plan by June 1, 1992.

Amend Policy H.4.1.1 to remove June 1, 1992 and replace with A by the EAR based amendments March 2001, and relate the evaluation of the Capital Improvements Plan to the adopted level of service. CIP committee will consider this policy in the process of annually updating the CIP.

Policy H.4.1.2 [j-5.016(3)(c)6]: Require all developers or builders to prove to the Building Official's satisfaction that infrastructure supplying the needed levels of service will be available concurrent with development impact before a development order is issued, in accordance with j-5.0055(2)a, b and c.

Amend Policy to make it clear that information will be provided to the Building Official demonstrating LOS requirements are met before a final inspection is completed, and update j-5 reference. County's development review procedures address this policy. The draft land development code, to be adopted prior to EAR amendments, includes sections which implement this policy.

GOAL H.5 [j-5.016(3)(a)]: That all new and existing construction be provided with infrastructure adequate to meet the required level of service standards.

Objective H.5.1 [j-5.016(3)(b)5]: Upon plan adoption, the County shall enforce Level of Service (LOS) standards against which the adequacy and deficiencies of infrastructure facilities shall be measured for the purposes of concurrency management.

Measure: *Development reviewed for meeting concurrency requirements.*

Status: *County's development review procedures address this objective. The draft land development code, to be adopted prior to EAR amendments, includes sections which implement this objective.*

Recommendation: *Amend Objective H.5.1 to remove "Upon plan adoption".*

Policy H.5.1.1 [Rev. 93-19; j-5.016(3)(c)4, identical to Policy D.1.2.1]: The County shall ensure that the continuation of current service and the extension of service into the future meets the needs of the residents of Putnam County through the endorsement of state regulations pertaining to permitting, construction and quality standards of potable water, specifically:

- A. Private water wells shall be permitted and constructed in accordance with the requirements of Chapter 17-532 FAC, Chapter 10D-4 FAC, Rules 40A-E3 FAC and Putnam County Ordinance 87-2.
- B. Water systems serving the public shall be permitted and constructed in accordance with the requirements of Chapters 17-550, 17-555, 17-560, and 10D-4 FAC, and Putnam County Ordinance 87-2.
- C. Drinking water shall meet the quality standards established in Chapter 17-555 Part III, and 10D-4 FAC.
- D. The minimum gallons per day requirement of new potable water systems serving the public shall be established at a level of service based upon the sewage flow volumes contained in Rule 10D-6.048 FAC plus ten percent.
- E. Water systems designed to serve the public in Putnam County shall provide storage for the number of gallons of potable water at a rate equal to ten times the peak flow per minute (peak flow per minute equals minimum daily design flow divided by 1440 times 4.5).
- F. A public water system in Putnam County shall provide a minimum pressure of 20 pounds per square inch at all service connections during peak water demands.
- G. The County will not issue construction permits unless the design and location of water supply system (including private wells) has been approved by the County Health Department and/or DEP.

Amend Policy H.5.1.1 (should be identical to Policy D.1.2.1), County development review procedures address this policy. The draft land development code, to be adopted prior to EAR amendments, includes sections which implement this policy. The Public Works Department suggests that citations be corrected. Amend this policy based on agencies recommendations: Per SJRWMD comment, change water well construction rule to SJRWMD F.A.C. 40C-3 and SRWMD 40B-3 and Consumptive

Use permitting rule to SJRWMD F.A.C. 40C-2. The DOH suggests that H.5.1.1.A read APublic water wells shall be permitted and constructed in accordance with the requirements of the St. Johns River Water Management District. Private water wells shall be permitted and constructed in accordance with the requirements of Putnam County Ordinance 87-2. DOH recommends that policy H.5.1.1.B read AWater systems serving the public shall be permitted and constructed in accordance with the requirements of DEP and DOH. Water systems serving private homes shall be permitted and constructed in accordance with the requirements of Putnam County Ordinance 87-2. DOH suggests that H.5.1.1.C be revised to say ADrinking water shall meet the quality standards established by DOH and DEP. DOH suggests that H.5.1.1.D remove the reference to Rule 10 D 6.048, FAC. DOH suggests that H.5.1.1.E remove the phrase Aat a rate equal to ten times the peak flow per minute (peak flow per minute equals minimum daily design flow divided by 1440 times 4.5" and insert Aas required by DEP and DOH standards for public water systems. The DEP did not comment on this policy in their response to EAR recommendations. Correspondence between the County and DEP is ongoing and DEP response will be included in the EAR amendments. County's development review procedures address this policy. The draft land development code, to be adopted prior to EAR amendments, includes sections which implement this policy.

Policy H.5.1.2 [j-5.016(3)(c)4]: Putnam County shall not issue a building or other development order in any case where the above standards for potable water levels of service are not met.

Consider combining Policy H.5.1.2 with Policy H.5.1.1. County's development review procedures address this policy. The draft land development code, to be adopted prior to EAR amendments, includes sections which implement this policy.

Policy H.5.1.3 [Rev. 93-19; j-5.016(3)(c)4, identical to Policy D.1.2.2]: The County shall establish the following level of service standards to ensure that the continuation of current service and the extension of service into the future meets the needs of the residents of Putnam County. The permitting, construction and standards for sanitary sewer treatment and disposal shall comply with the following:

A. No septic tank or other domestic on-site sewage disposal system shall be installed until an application form HRS-H Form 4015 is submitted and an "Onsite Sewage Disposal System Construction Permit" (HRS-H Form 4016) has been obtained from the Department of Health and Rehabilitative Services.

B. The sizing and location of sanitary sewer disposal systems (including septic tanks) shall be in accordance with Chapter 10D-6, sections .044 through .049 FAC and Putnam County Ordinance Numbers 87-5 and 80-1, as amended by Ordinances 87-8 and 91-03. Rule 10D-6.048, FAC provides minimum design flows based on estimated daily sewage flow as determined from Table II or according to methodology provided in the rule, which will be used for level of service standards.

C. Treatment and disposal of the sewage flow from a building or establishment shall be in compliance with Florida Department of Environmental Protection (DEP) standards and rules when:

1. The volume of domestic sewage from an establishment exceeds 5,000 gallons per day. Rule 10D-6-048(1) shall be used for determining the total daily establishment sewage flow from all sources located on one or more parcels of land.
2. Sewage or wastewater contains industrial or toxic or hazardous chemical waste.
3. An area is zoned for industrial or manufacturing use, or its equivalent, and where system use may be for disposing of other than domestic wastes.

D. Site evaluation for the location of septic tanks shall meet the site evaluation criteria specified in Chapters 10D-6.047 and 17-600, Part I, FAC.

E. Discharge water quality of wastewater treatment plants shall meet the criteria specified in Chapter 17-600, Part II, FAC.

F. Mandatory connections to municipally owned or investor-owned public sewerage systems shall be required as provided in Sections 10D-6.041(2), 10D-6.042(9), and 10D-6.046(7), FAC.

G. The County will not issue construction permits unless the design and location of the sewage treatment system has been approved by the County Health Department and/or DEP.

Amend Policy H.1.5.3, County development review procedures address this policy. Per DOH recommendation amend policy H.1.5.3.A. to add A treatment and after A No septic tank or other domestic on-site sewage and add A treatment and after A. . . an On site Sewage, delete (HRS H Form 4016) and A and Rehabilitative Services. DOH recommends that policy H.1.5.3.B be revised to delete the reference to Chapter 10D 6, sections .044 through .049, FAC and replace with ADOH standards for Onsite Sewage Treatment and Disposal Systems, remove reference to Rule 10D 6.048, FAC and add ADOH standards for Onsite Sewage Treatment and Disposal Systems, and delete the phrase A flow as determined from Table II or according to methodology provided in the rule. DOH recommends that policy H.1.5.3.C.1 be amended to reflect and increase in gallons per day from 5,000 to 10,000, and to delete the reference to Rule 10D 6 048(1) and replace it with ADOH standards for Onsite Sewage Treatment and Disposal Systems. DOH suggests that the reference to Chapter 10D 6.047 and 17 600, Part I, FAC be removed from policy H.1.5.3.D and replaced with ADOH standards for Onsite Sewage Treatment and Disposal Systems. DOH recommends that the reference to Chapter 17 600, Part II, FAC be removed from policy H.1.5.3.E. DOH also recommends that H.1.5.3.F be revised to replace the reference to Sections 10D 6.041 (2), 10D 6.042(9), and 10D 6.046(7), FAC with a reference to Chapter 381, Florida Statute. DOH should be referenced in H.1.5.3.G instead of the County Health Department according to DOH. Public Works suggested that a reference to DEP rules and regulations for the siting and construction of wastewater treatment plants and collection systems needs to be added to Section B. . Section B should reference DEP rules for wastewater treatment plants and collection systems. County's development review procedures address this policy. The draft land development code, to be adopted prior to EAR amendments, includes sections which implement this policy.

Policy H.5.1.4 [j-5.016(3)(c)4]: Putnam County shall not issue a building or other development order in any case where the above standards for sanitary wastewater treatment levels of service are not met.

Consider combining Policy H.5.1.4 with Policy H.5.1.3. County's development review procedures address this policy. The draft land development code, to be adopted prior to EAR amendments, includes sections which implement this policy

Policy H.5.1.5 [j-5.016(3)(c)4]: The following level of service standards for drainage facilities shall be used as the basis for determining the availability of facility capacity and the demand generated by a development.

Stormwater management facilities shall be designed to accommodate the 25-year frequency, 24-hour duration design storm to meet the standards that follow:

Water Quantity - Peak post-development run-off rates shall not exceed peak pre-development run-off rates.

Water Quality - Stormwater treatment shall be required for all new development and redevelopment to provide a level of treatment which meets the standards of Chapter 40C-42.025, FAC. Ambient water quality standards will be maintained in accordance with the requirements of Rule 17-302.55, FAC.

Wetland Stormwater Discharge - Permits for wetland stormwater discharge shall follow Rule 17-25.042, FAC.

Stormwater Discharge Facilities - Permits for construction of new stormwater discharge facilities shall follow Rule 17-25.040, FAC.

Closed Conduits - 10 year frequency, 24-hour duration; IDF curve Zone 5, DOT Drainage Manual 1987.

Open Channels - 25 year frequency, 24-hour duration; IDF curve Zone 5, DOT Drainage Manual 1987.

Level of Service - Shall meet DER Stormwater Drainage Rule 17-25 FAC (retain the first inch of storm-water for drainage basins over 100 acres; the first one-half inch of stormwater for drainage basins under 100 acres).

The standards stated above shall pertain to all new development and redevelopment without exception. The exemption regarding project size thresholds provided in Rule 17-25.040, FAC, does not apply for concurrency determination.

Note: The Florida Administrative Code (FAC) citations refer to these regulations as they exist at the time of adoption of this comprehensive plan.

Amend Policy H.5.1.5. (should be identical to D.1.2.3), . to make the policy and Ordinance 83-9 and Ordinance 83-8 consistent with this policy, as, according to the Public Works Department, there are currently discrepancies. The Stormwater Management Plan scheduled for completion in 2002 will use these standards but may also establish different standards which will result in a policy amendment. County development review procedures address this policy. The draft land development code, to be adopted prior to EAR amendments, includes sections which implement this policy.

Policy H.5.1.6 [j-5.016(3)(c)4]: Putnam County shall not issue a building or other development order in any case where the above standards for drainage facility levels of service are not met.

Consider combining Policy H.5.1.6 with Policy H.5.1.5. County's development review procedures address this policy. The draft land development code, to be adopted prior to EAR amendments, includes sections which implement this policy.

Policy H.5.1.7 [j-5.016(3)(c)4]: The level of service standards for the County's solid waste facilities of 6.4 pounds per capita per day shall be adopted and utilized to assess adequacy of service and project the expected lifetime of the County landfill.

Amend Policy H.5.1.7 (should be identical to D.1.2.4) to include updated figures for per capita per day amount and for recycling and yard trash.. According to the Solid Waste Department, the pounds per capita per day rate of waste generated is 6.95 based on a population of 70,243 and 89,000 tons of waste collected. The pounds per capita per day rate of waste landfilled is 4.66 based on a population of 70,243 and 59,800 tons of waste landfilled. The County's 1998 recycling rate is 33% which includes 13% for yard trash recycling. County development review procedures address this policy. The draft land development code, to be adopted prior to EAR amendments, includes sections which implement this policy.

Policy H.5.1.8 [j-5.016(3)(c)4]: Putnam County shall not issue a building or other development order in any case where the above standards for solid waste disposal levels of service are not met.

Consider combining Policy H.5.1.8 with Policy H.5.1.7. County's development review procedures address this policy. The draft land development code, to be adopted prior to EAR amendments, includes sections which implement this policy.

Policy H.5.1.9 [Rev. 98-2; j-5.016(3)(c)4]: The County shall adopt recreational levels of service as identified below:

-Neighborhood Parks:	One acre per 3,500 persons
-Community Parks:	One acre per 1,100 persons
-Boat Ramps:	One lane per 3,700 persons
-Baseball/softball fields:	One field per 3,500 persons
-Football/soccer fields:	One field per 12,500 persons
-Basketball goals:	One goal per 3,800 persons
-Tennis Courts:	One court per 7,500 persons

- Equipped play area: One area per 9,250 persons
- Picnic Areas: One table per 6,000 persons

Retain Policy H.5.1.9 (should be identical to Policy F.1.3.2). County's development review procedures address this policy. The draft land development code, to be adopted prior to EAR amendments, includes sections which implement this policy.

Policy H.5.1.10 [j-5.016(3)(c)4]: Putnam County shall not issue a building or other development order in any case where the above standards for the recreational levels of service are not met.

Consider combining Policy H.5.1.10 with Policy H.5.1.9. County's development review procedures address this policy. The draft land development code, to be adopted prior to EAR amendments, includes sections which implement this policy.

Policy H.5.1.11 [Rev. 93-19; Rev. 98-2; j-5.016(3)(c)4; identical to Policy B.1.1.1]: The statewide minimum acceptable operating level of service (LOS) standards for State and County roads in Putnam County shall be the base LOS standards listed in Section A. below, except for those conditions provided in Sections B. through D. below.

A. The County hereby adopts the following peak hour LOS standards for each listed facility type:

1. principal arterials - LOS C
2. collectors and minor arterials - LOS D
3. local roadways - LOS D.
4. Florida Intrastate Highway System-
 - LOS B - Rural
 - LOS C - Urban and transition urban

B. Any modification to the level of service standards provided in Section A. shall be submitted as a comprehensive plan amendment. The level of service standard for a roadway in the State Highway System including the Florida Intrastate Highway System, shall not be different than the standards adopted by FDOT unless data and analysis clearly establish designation of the roadway as constrained or backlogged is necessary to further the achievement of important planning goals and policies and FDOT approves of the designation.

C. The data and analysis in Table B-3 and on page B-20 of the Traffic Circulation Element have clearly documented that the segment of U.S. 17 (S.R. 15) between Dunn's Creek and S.R. 100 is presently operating below the adopted LOS standard C. This roadway is hereby designated as backlogged. This backlogged facility will be allowed to operate at levels that do not exceed a five percent (5%) increase in peak hour traffic, as measured at the time of plan adoption which according to the calculation on Page B-20 is 1,289. Once this segment is

improved to a level of service (LOS) C, the Plan will be amended to delete any reference to this segment of U.S. 17 as being "backlogged".

D. Provisions which allow operation of road segments below the adopted level of service standards in accord with Sections j-5.055(2)(a) through (c), FAC are included in the Schedule of Availability in the County Concurrency Management System.

Amend Policy H.5.1.11 (should be identical to Policy B.1.1.1) section B. to make the reference to allow lower level of service on roads in the State Highway System that are not part of the FIHS, as allowed by Rule 9J5.0055(2)(c); delete Section C. if it is no longer necessary or if a lower level of service is adopted pursuant to section B of this policy, or amend to update information if it is still necessary; and amend Section D. to indicate that the roadway may operate below the adopted level of service standard if one of the exceptions provided in Sec. j-5.0055(3)(c) apply. The County's development review procedures address this policy. The draft land development code, to be adopted prior to EAR amendments, includes sections which implement this policy. Modify LOS standard for the FIHS system to indicate that LOS C is an interim acceptable LOS for a two-lane roadway on the system, with LOS B the standard for the ultimate four-lane configuration.

Policy H.5.1.12 [Rev. 93-19]: Putnam County shall not issue a building permit or other development order where an evaluation of a proposed development completed according to requirements in the County's Concurrency Management System indicates the impact of the proposed development exceeds the roadway level of service standards provided above in Policy H.5.1.11.

Consider combining Policy H.5.1.12 with Policy H.5.1.11. County's development review procedures address this policy. The draft land development code, to be adopted prior to EAR amendments, includes sections which implement this policy.

Non-Applicable Items

- A. j-016(3)(b)2, "The limitation of public expenditures that subsidize development in high-hazard coastal areas," is not applicable because there are no high-hazard coastal areas in Putnam County since it is some 35 miles inland from the nearest high hazard coastal zone.

**CAPITAL IMPROVEMENTS ELEMENT
IMPLEMENTATION**

Comprehensive Planning Process

Section required by j-5.005(1)(c)2. Update text or replace with adopted GOPs and the table referenced below.

Five-Year Capital Improvements Schedule

The five year schedule of capital improvements required for identification as the program to be adopted to ensure that the goals, objectives and policies established in the capital improvements element are met or exceeded is contained in Table H-9, Capital Improvements Schedule-Fiscal Years 1991-92 to 1995-96. It contains the project description, location, determination of consistency, and projected costs and revenue sources needed to construct the project.

The schedule will be the basis for the annual capital improvement program that will be adopted by ordinance. As the capital improvements element is updated each year projects will be considered for inclusion or deletion from the program. The data for this assessment will be reviewed by a county staff committee annually.

Projects, expenditures and funding sources are included in Table H-9 for fiscal years 1991/92 through 1995/96. Since the schedule of improvements will be projected ahead a minimum of five years there will always be ample lead time to assure that projects can be constructed in time to be in operation concurrent with demonstrated public needs. Therefore, the minimum standards for level of service will be maintained.

TABLE H-9: CAPITAL IMPROVEMENTS SCHEDULE

Table required by j-5.016(4)(a). Review table and update.

**CAPITAL IMPROVEMENTS ELEMENT
MONITORING AND EVALUATION PROCEDURES**
Comprehensive Planning Process

*Section required by s. j-5.005(1)(c)3., F.A.C., which requires procedures for monitoring and evaluation of the **plan**; s. j-5.005(7), F.A.C., which provides specific requirements for monitoring and evaluating the **plan**; and j-5.016(5), F.A.C., which requires annual review of the CIE element. This section will be further reviewed and recommendations made for any amendments prior to the required Board hearing.*

The Local Government Comprehensive Plan and the status of required implementation procedures and the effect on goal attainment are critical to the support and success of Florida's integrated growth management process. Implementation procedures will help to determine whether plans are being carried out, and goal attainment procedures will help to determine if the plans are having the desired effect.

The local government planning process in Florida is intended to be a continuous and ongoing process. In light of this, Rule j-5.005(7) requires that each comprehensive plan contain a section identifying the procedures to be followed in preparation of the required five year evaluation and appraisal reports. These procedures are commonly called the Evaluation and Appraisal Reports (EAR). The EAR according to Rule j-5.005(7) must address the following:

A. Citizens Participation: Public participation procedures, also known as citizens participation procedures have been developed and adopted by Putnam County and they are the responsibility of both the County Commission and the Planning Commission. These procedures include the following:

1. Provisions to assure that real property owners are put on notice, through advertisement in a newspaper of general circulation in the area or the method adopted by the local government, of official actions that will affect the use of their property;
2. Provisions for notice to keep the general public informed;
3. Provisions to assure that there are opportunities for the public to provide written comments;
4. Provisions to assure that the required public hearings are held; and
5. Provisions to assure the consideration of and response to public comments.

The j-5 Rule also encourages local governments to make executive summaries of the comprehensive plan available to the general public and release information at regular intervals to keep its citizenry apprised of planning activities.

B. Updating appropriate data and measurable objectives: Baseline data which can be quantified will be updated every five years as required by the Local Government Comprehensive Planning and Land Development Regulation Act. In addition, those objectives which can be measured will be evaluated

and updated to reflect what should be done for the next 5 year planning period and for the long term period also.

C. Accomplishments of the Goals, Objectives, and Policies: All of the goals, objectives, and policies will be reviewed to determine how successfully each has been accomplished during the five year planning period.

D. Obstacles or Problems: All of the goals, objectives, and policies will be reviewed to determine if they should be modified, or if additional ones are needed to correct discovered problems.

E. Ensuring continuous monitoring and evaluation: Continuous monitoring and evaluation of the plan during the five year planning period will be accomplished primarily through the annual review of the Capital Improvements Element. Pursuant to Chapter 163.3177(3)(b) F.S., the Capital Improvements Element must be reviewed annually by the local government and shall be modified as necessary to meet changing conditions. This review will be the most logical means of achieving a required and effective monitoring and evaluation of the plan. Some of the policies included in the goals and objectives of the Capital Improvement Element that call for an annual monitoring and evaluation of the Plan are as follows:

Policy H.1.3.1 [j-5.016(3)(c)(1) d & e]: Review and rank need for new and additional public infrastructure as detailed in Comprehensive Plan with the advice of the County department heads and the public annually.

Policy H.1.3.4 [j-5.016(3)(c)5]: Review outstanding land development orders to insure public facility impacts of development are included in the capital budgeting process annually.

Policy H.1.3.6 [j-5.016(3)(c)7]: Include adoption of a Five Year Capital Budget with an annually updated Five Year Schedule of Improvements (Table H-9) at the time of the adoption of the annual governmental budget of Putnam County.

Policy H.2.1.1 [j-5.016(3)(c)6]: Review land use decision impacts and timing against existing and future facilities as proposed in the Capital Improvements schedule for maintenance of required level of service.

Policy H.2.1.2 [j-5.016(3)(c)6]: The Designated Official shall certify that required levels of service will be maintained concurrent with project needs before the project is permitted to be heard by the County Planning Commission for approval of development orders, or building permits are issued.

Policy H.4.1.1 [j-5.016(3)(c)6]: Evaluate level of service presently in existence and actions necessary to achieve levels of service stated in the Comprehensive Plan by *by the EAR based amendments March 2001*.

In addition, certain key goals and measurable objectives will be selected by the Putnam County Planning Commission as key indicators for annual monitoring. Data will be collected by the building department which will facilitate the monitoring and evaluation of these key indicators. Input from

citizens, County staff, Planning Commission members, and County Commission members will also be used as a means of continuous monitoring and evaluation.

APPENDIX "A"
CONCURRENCY MANAGEMENT SYSTEM
PUTNAM COUNTY COMPREHENSIVE PLAN

Section required by 9J-5.0055. The "Criteria for Concurrency Evaluation" and "Schedule of Availability" sections were amended by Ordinance 93-19 to be consistent with 9J-5 requirements for concurrency. The requirements for this section underwent extensive revision in 1994. The County's development review procedures address concurrency requirements. The draft land development code, to be adopted prior to EAR amendments, includes sections which implement this Appendix. This Appendix will be reviewed to the revised 9J-5 requirements and to the draft land development code, to be adopted prior to EAR amendments, and amended as needed.

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EXHIBIT B:

**PUTNAM COUNTY
 PROCEDURES AND GUIDELINES FOR A CONCURRENCY MANAGEMENT SYSTEM
 AS IT RELATES TO
 THE ISSUANCE OF DEVELOPMENT PERMITS WITHIN PUTNAM COUNTY;
 PROVIDING FOR: LEVELS OF SERVICE; THRESHOLD CAPACITY LIMITS;
 CONDITIONS OF APPROVAL AND EXEMPTIONS**

Introduction

Chapter 163.3202, Florida Statutes, requires that local governments adopt land development regulations within one year after submission of its revised comprehensive plan; and that the local land development regulations contain specific and detailed provisions necessary or desirable to implement the adopted comprehensive plan.

The land development regulations shall provide that public facilities and services meet or exceed the standards established in the Capital Improvements element and are available in accordance with the minimum requirements for concurrency specified in Section 9J-5.0055(2)(a), (b) and (c). According to Florida Statute, a local government shall not issue a development permit which results in a reduction in the level of services for the affected public facilities below the level of services provided in the comprehensive plan.

The Concurrency Management System is designed to measure the potential impact of any development permit application upon the established minimum acceptable levels of service (LOS) and shall control the issuance of development orders/permits dependent upon the ability of the infrastructure (potable water, sanitary sewer, solid waste, drainage, roads and recreational facilities) to support the proposed development.

Relationship of the Concurrency Management System to the Comprehensive Plan

The Concurrency management System implements the following Goals, Objectives and Policies of the Putnam County Comprehensive Plan - 2001.

(a) Future Land Use Element:

Objective A.1.1	Policy A.1.4.5	Objective A.1.7
Policy A.1.1.1	Policy A.1.4.6	Policy A.1.7.1
Policy A.1.1.2	Policy A.1.4.7	Policy A.1.7.2
Policy A.1.1.3	Policy A.1.4.14	Policy A.1.7.3
Policy A.1.1.4	Policy A.1.4.16	Objective A.1.9
Policy A.1.1.5	Objective A.1.5	Policy A.1.9.1
Policy A.1.2.2	Policy A.1.5.3	Policy A.1.9.2
Policy A.1.3.2	Objective A.1.6	Policy A.1.9.3
Policy A.1.4.2	Policy A.1.6.4	Policy A.1.10.2

(b) Traffic Circulation Element:

Objective B.1.1	Objective B.1.3	Policy B.1.4.2
Policy B.1.1.1	Policy B.1.3.1	Policy B.1.4.4
Policy B.1.1.1.A	Policy B.1.3.2	Policy B.1.4.5
Policy B.1.1.1.B	Policy B.1.3.3	Policy B.1.4.7
Policy B.1.1.4	Objective B.1.4	Policy B.1.4.8
Policy B.1.1.5	Policy B.1.4.1	

(c) Public Facilities Element:

Objective D.1.2	Objective D.1.3	Policy D.1.6.4
Policy D.1.2.1	Policy D.1.3.2	Policy D.1.6.5
Policy D.1.2.2	Policy D.1.4.2	Policy D.1.6.6
Policy D.1.2.3	Objective D.1.5	Policy D.1.6.7
Policy D.1.2.4	Policy D.1.5.5	Policy D.1.7.1
Policy D.1.2.7		

(d) Recreation and Open Space Element:

Objective F.1.2	Policy F.1.3.2	Policy F.1.4.1
Policy F.1.2.1	Policy F.1.3.5	Policy F.1.4.2
Policy F.1.3.1	Objective F.1.4	

(e) Capital Improvements Element

Policy H.1.1.1	Policy H.3.1.1	Objective H.5.3
Objective H.1.3	Policy H.3.1.2	Policy H.5.3.1
Policy H.1.3.4	Objective H.4.1	Objective H.5.4
Objective H.2.1	Policy H.4.1.2	Policy H.5.4.1
Policy H.2.1.1	Objective H.5.1	Objective H.5.5
Policy H.2.1.2	Policy H.5.1.1	Policy H.5.5.1
Policy H.2.1.3	Objective H.5.2	Objective H.5.6
Objective H.3.1	Policy H.5.2.1	Policy H.5.6.1

Definitions

- (a) "Availability" or "Available", with regard to the provision of facilities and services concurrent with the impacts of development, means that at a minimum the facilities and services will be provided in accordance with the standards set forth in Rule 9J-5.0055(2), FAC.
- (b) "Capital Improvement" means physical assets constructed or purchased to provide, improve or replace a public facility and which are large scale and high in cost. The cost of a capital improvement is generally nonrecurring and may require multi-year financing. For the purposes of this rule, physical assets which have been identified as

existing or projected needs in the individual Comprehensive Plan elements shall be considered capital improvements.

- (c) "Certificate of Concurrency" is a document prepared by the office of the Designated Official which certifies that sufficient infrastructure resources are available to meet the requirements of a proposed development.
- (d) "Concurrency" means that the necessary public facilities and services to maintain the adopted level of service standards are available when the impacts of development occur.
- (e) "Concurrency Management System" means the procedures and/or process that the local government will utilize to assure that development orders and permits are not issued unless the necessary facilities and services are available concurrent with the impacts of development.
- (f) "Development Order" includes building permits, Approved DRIs, Approved subdivision plans.
- (g) "Impact" means the effect of development on infrastructure resources.
- (h) "Infrastructure" includes potable water, sanitary sewer, solid waste, drainage, roads and recreational facilities.
- (i) "Level of Service" (LOS) is the amount of an infrastructure resource established by the Comprehensive Plan as the minimum amount acceptable by the County to support citizen needs.

Procedures for Application and Evaluation

A. Application

1. Application for a Concurrency Evaluation concurrent with a request for a Land Use Change Amendment.

Any party requesting a change of land use must provide the County with sufficient information to determine the practicality of effecting such a change. The party making such a request must provide the following information to the County Designated Official, on a form provided by the County (Exhibit A) and pay such fee as may be established by resolution of the Board of County Commissioners:

- a. Applicant name, address and telephone number.
- b. Owner name, address and telephone number.
- c. General location of parcel.
- d. Number of acres or fraction thereof.
- e. Existing Land Use designation.

- f. Proposed Land Use designation.
- g. Number of units to be developed, by type.
- h. Roads serving site.
- i. Recreational facilities serving site.
- j. Will site be served by central water? sewer?
- k. Is site in 100 year flood zone?
- l. Does site contain critical habitat for endangered/threatened species?
- m. Will proposed change affect beach accessibility?
- n. State reason for requested change.

Approval of an application for a land use change amendment to the Comprehensive Plan does not reserve infrastructure capacity for future development.

- 2. Application for a Certificate of Concurrency prior to approval of a site plan, subdivision plat or building.

Any party requesting a Certificate of Concurrency in conjunction with or prior to application for site plan, subdivision plat or building permit approval, must provide the County Designated Official with the information required with an application for a change of land use, plus the following information, and pay such fee as may be established by resolution of the Board of County Commissioners.

- a. Legal description of the property.
- b. Current zoning.
- c. Where potable water/sanitary sewer is to be provided by the County or other public/private centralized system, the applicant must provide sufficient information for the County to determine gallon-per-day demand on the available facilities to meet development requirements.

Once a "certificate of concurrency" is issued for a proposed development, the development must proceed at a level consistent with the information on which the concurrency evaluation was based. If, during any stage in the development process, the applicant increases the density or intensity of the development, or creates any other substantial deviation from the approved development, the certificate of concurrency will be canceled and an additional fee must be paid for the County to conduct a new concurrency evaluation and issue a new certificate of concurrency based upon the revised application.

B. Criteria for Concurrency Evaluation [Revised 93-19]:

The following criteria shall be applied to determine whether levels of service available for the six critical components of infrastructure (potable water, sanitary sewer, solid waste, drainage, recreation and roads) are adequate to support the proposed development:

1. Traffic Circulation (Roads):
 - a. The capacity for transportation facilities shall be evaluated using the table: "Maximum Peak Hour Volume for each LOS by Facility Type", as adopted by FDOT and published in the "Level of Service Standards and Guidelines Manual, Florida Highway System Plan"; latest edition.
 - b. The impact on the transportation network shall be determined using the trip generation standards cited in the ITE "Trip Generation Manual" (latest edition).
 - c. The impact of traffic generated by a development shall be evaluated for its impact on the road network as designated on the Future Traffic Circulation Map in the Putnam County Comprehensive Plan. The County Public Works Department will determine which road segments in the network would be potentially affected based on the type and size of the proposed development. A professionally accepted and applied methodology shall be used to determine the magnitude of impacts and for determining the roads that would be affected by the development. To determine impact, new traffic generated by the proposed development will be added to background traffic already in-place and impacting on the road network as well as traffic generated by development already approved but not yet in-place.
 - d. The calculation of infrastructure demand impact for purpose of issuing a "Certificate of Concurrency" shall be based upon 100 percent buildout of the proposed development. A Certificate of Concurrency may be issued for a single (or more) phase of development if the development order specifies a phased development schedule.
2. Sanitary Sewer:
 - a. The impact of a proposed development on available public/private sanitary sewer facilities shall be calculated by first establishing available capacity which is to be determined by subtracting the currently committed capacity (those demands already on-line, plus demands for which a Certificate of Concurrency already has been issued) from the design capacity of the collection and wastewater treatment facilities; and second, subtracting the anticipated demand of the proposed development from available capacity to determine impact.
 - b. The impact on the wastewater treatment plant shall be determined utilizing the County's current LOS standard for sanitary wastewater.

- c. Where septic tanks are to be utilized for sanitary sewer effluent disposal pending hook-up to a central sanitary sewer system, the Putnam County Health Services Division shall utilize the standards of Chapter 10 D-6, FAC to determine acceptability of the application. The applicant shall submit a certificate from the Putnam County Health Department that certifies the site is or can be made suitable for septic tank operation before a Certificate of Concurrency may be issued.
3. Potable Water:
- a. The impact of a proposed development on available public/private centralized potable water facilities shall be calculated in a manner as described in 2.1. for sanitary sewer determination.
 - b. The impact on the treatment plant shall be determined utilizing the County's current LOS standard for potable water.
 - c. Where private wells are to be utilized, the standards of the St. Johns and Suwannee River Water Management Districts and applicable state regulations shall apply and proof of compliance with these regulations shall be required prior to the issuance of a Certificate of Concurrency.

4. Solid Waste Disposal:

The adequacy of landfill facilities to support solid waste generated by the proposed development shall be determined at the time of the engineering review based upon the current City of Palatka LOS criteria established for per capita solid waste generation.

5. Drainage Facilities:

The adequacy of stormwater drainage facilities for proposed developments shall be determined at the time of the engineering review based upon the current Putnam County LOS criteria for drainage.

6. Recreation Facilities and Open Space:

a. The adequacy of open space shall be based upon the adopted current Comprehensive Plan Putnam County Recreation and Open Space LOS criteria. The need for developed recreational facilities shall be based upon the number and availability of recreational facilities as required by the LOS in the County's Comprehensive Plan Recreation and Open Space Element.

b. The impact of a proposed development on the County's Open Space or Recreation LOS shall be calculated in a manner as described in 2.a. for sanitary sewer determination.

Determination of Concurrency Finding (Exhibit B)

A. Schedule of Availability [Revised 93-19]: In order to pass the test of concurrency, components of infrastructure must be available to the proposed development in accordance with the following schedule taken from Chapter 9J-5.0055:

1. 9J-5.0055(2)(a) -- For potable water, sanitary sewer, solid waste and drainage, at a minimum infrastructure must satisfy the following standards to meet the concurrency requirement:

- a. The necessary facilities and services are in place at the time a development permit is issued; or
- b. A development permit is issued subject to the condition that the necessary facilities and services will be in place when the impacts of the development occur; or
- c. The necessary facilities are under construction at the time a permit is issued; or
- d. The necessary facilities and services are guaranteed in an enforceable development agreement that includes the provisions of Rules 9J-5.0055(2)(a)1.-3. An enforceable development agreement may include, but is not limited to, development agreements pursuant to section 163.3220, FS, or an agreement or development order issued pursuant to Chapter 380, FS. The agreement must guarantee that the necessary facilities and services will be in place when the impacts of the development occur.

2. 9J-5.0055(2)(b) -- For open space and recreation the proposed development must satisfy the following standards to meet the concurrency requirement:

- a. Comply with the standards defined above for potable water, sanitary sewer, solid waste and drainage; or
- b. At the time the development permit is issued, the necessary facilities and services are the subject of a binding executed contract which provides for the commencement of the actual construction of the required facilities or the provision of services within one year of the issuance of the development permit; or
- c. The necessary facilities and services are guaranteed in an enforceable agreement which requires the commencement of the actual construction of the facilities or the provision of services within one year of the issuance of the applicable development permit. An enforceable development agreement may include, but is not limited to, development agreements pursuant to Section 163.3220, FS, or an agreement or development order issued pursuant to Chapter 380, FS.

3. 9J-5.0055(2)(c) -- For roads designated in the adopted Comprehensive Plan, the proposed development must meet the standards identified in 1. and 2. above. In addition the County may adopt and implement a concurrency management system for roads based on an adequate capital improvements program and schedule, and adequate implementing regulations in accordance with the requirements of Sections 9J-5.055(2)(c)1-9., FAC. The concurrency requirement for roads can be achieved provided:

- a. The capital improvements element and five-year schedule of capital improvements is financially feasible. In addition, only transportation projects included in the first three years of the applicable, adopted Florida Department of Transportation five-year work program may be relied upon for meeting concurrency requirements on state roads.
- b. The five-year schedule of capital improvements includes both necessary facilities to maintain the adopted level of service standards to service the new development proposed to be permitted and the necessary facilities required to eliminate those portions of existing deficiencies which are a priority to be eliminated during the five-year period under the County's schedule of capital improvements in this comprehensive plan.
- c. The County's capital improvements schedule is based on a realistic, financially feasible funding system based on currently available revenue sources as defined in 9J-5.003(23). The revenues must be adequate to fund the public facilities required to serve the development authorized by the development order or development permit and which public facilities are included in the five-year schedule of capital improvements in this Comprehensive Plan.
- d. The five-year schedule of capital improvements in this Comprehensive Plan includes the estimated date of commencement of actual construction and the estimated date of project completion.
- e. The five-year schedule of capital improvements in this Comprehensive Plan demonstrates that the actual construction of the roads are scheduled to commence in or before the third year of the five-year schedule of capital improvements.
- f. This Comprehensive Plan contains clear designations of the areas within which facilities will be provided by the County with public funds in accordance with the five-year capital improvements schedule of this Comprehensive Plan.
- g. An amendment to this Comprehensive Plan is required to eliminate, defer, or delay construction of any road which is needed to maintain the adopted level of service standards and which is listed in the five-year schedule of improvements in this Comprehensive Plan, and
- h. The County shall have adopted land development regulations, which, in conjunction with the capital improvements element, ensure that development

orders and permits are issued in a manner that will assure that the necessary public facilities will be available to accommodate the impact of that development, and

I. The County shall have adopted a monitoring system which determines whether the County is adhering to the adopted level of service standards and the schedule of capital improvements in this Comprehensive Plan, and which demonstrates the County's capability of monitoring the availability of public facilities.

B. Finding of Deficiency

If the concurrency evaluation test finds that a proposed development will cause a deficiency on any public facility or service for which a LOS has been established, the County reserves the authority to take any of the following actions:

- deny or defer the development proposal,
- cause the development request to be modified to achieve consistency with the County's minimum LOS, or
- process the application as a conditional development permit subject to later review and modification.
- an application processed as a deferred or conditional development permit must meet the LOS that will be in effect at the time of later review or modification.

C. Finding of Concurrency

If the concurrency evaluation test finds the proposed development meets concurrency requirements a "Certificate of Concurrency" will be issued by the Designated Official and the request for development approval may proceed through to site plan, subdivision or building permit approval.

Period of Concurrency Validation

A. Schedule of Reserved Resources - When a Certificate of Concurrency is issued, the infrastructure resources required by the proposed development are removed from the "available" category and placed in the "reserved" category of infrastructure resources. This reservation of resources is approved for a period of six (6) months for the purpose of requesting development approval. Upon County approval of a site plan, subdivision, building permit or other development order the Certificate of Concurrency and "reserved" resources shall be permanently continued in favor of a valid permit or other development order exhibiting a good faith effort to proceed as defined and established by the County.

1. For an application for site development plan approval, the finding shall remain valid for a period not to exceed six (6) months, except where the intensiveness of

the proposed use may exceed the "reserved" capacity stated in the most recent Certificate of Concurrency. In this instance, another concurrency evaluation finding and Certificate shall be required.

However, the validity period of the Certificate of Concurrency may be extended administratively for two six (6) month periods upon a showing of a good faith effort to proceed in the application process for a valid development order. The standards for establishing a good faith effort to proceed shall be subsequently established by Resolution by the Board of County Commissioners.

2. For a residential subdivision, or phase, or unit thereof, including residential subdivision phases of planned unit developments, the Certificate of Concurrency shall remain in effect for a period of sixty (60) months from the date of the construction permit's approval; providing a valid construction permit is maintained and the work authorized proceeds in a timely manner as prescribed by the Board of County Commissioners.
3. For an individual single-family lot or parcel, the finding shall remain valid for twenty-four (24) months for the purpose of obtaining a construction building permit. The Certificate shall remain in effect as long as the permit remains valid and the work authorized proceeds in a timely manner. Lots included within subdivisions which have not passed a concurrency evaluation, or where the concurrency evaluation and vesting period have expired, are included in this category.
4. For a commercial, industrial or multi-family building permit, the Certificate shall remain valid for thirty-six (36) months for the purpose of obtaining a construction building permit. The Certificate shall then remain in effect as long as the work authorized proceeds in a timely manner.

B. Expiration of Concurrency Approval

Where any of the applicable time periods, as set forth in A.1, 2, 3 or 4 above, expire, a new concurrency evaluation and Certificate of Concurrency shall be required with all applicable fees once again paid to the County.

Operating Procedures of the Concurrency Management System

A. Maintaining Level of Service Records

The Concurrency Management System shall maintain a cumulative record of the level of service capacity which is (1) in use, (2) in reserve, or (3) available. This record shall be available to the public at the office of the County Designated Official.

B. Monitoring

The Designated Official shall maintain all records of the status of infrastructure commitment. Records will be reviewed quarterly to ensure that developments having committed use of resources remain functional and that projects having reserved use of resources are proceeding within allocated schedules. When committed resources are no longer required or when projects with reserved resources are not proceeding on schedule, these resources will be returned to the category of "available" resources.

C. Exceptions

The following development activities are exempt from the provisions of this Ordinance:

1. Construction of public transportation, potable water, sanitary sewer, solid waste, drainage, roads, and/or recreational facilities which serve the general public or any development determined by the Board of County Commissioners as providing for public health, safety or welfare; and
2. Accessory structures to established principal land uses provided the principal land use is in place and functional; and
3. Any on-going Development of Regional Impact or other vested development as determined by the Board of County Commissioners on advice of legal counsel.

EXHIBIT A
PUTNAM COUNTY LAND USE AMENDMENT CHANGE REQUEST

DATE: _____

1. Application Number: _____
2. Applicant Name: _____
Address: _____
3. Agent Name: _____
Address: _____
4. Owner Name(s): _____
Address: _____
5. General Location: _____
6. Number of Acres or Fraction Thereof: _____
7. Location Map: (Attachment A) _____
8. Legal Description: (Attachment B) _____
9. Current Zoning Map: (Attachment C) _____
10. Proposed Land Use Change
 - a) Current Designation: _____
 - b) Proposed Designation: _____
11. Population Assumptions
 - a) Maximum population of site now under current land use:

 - b) Maximum population under proposed land use: _____
12. Traffic Circulation - Facilities immediately serving site:

Road	Current ADT	Projected ADT
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13. Recreation and Open Space

a) Facilities immediately serving site:

b) Is this site within a targeted Park Land? (Y/N)_____

14. Water/Sewer

Provided On-Site:_____

Provided by Off-Site Utility (Name):_____

Water:_____

Sewer:_____

Letter of Confirmation for projected capacities: if provided by Utility System. (Attachment D)

15. Solid Waste

If requested land use amendment is for other than residential land use:

Commercial: Type and square feet of proposed commercial use.

Industrial: Type and square feet of proposed industrial use.

16. Drainage

Detention/Retention facilities immediately serving the site:

Available downstream facilities: _____

Is site situated within a known floodplain area? (Y/N)_____

17. Additional Comments:_____

EXHIBIT B
PUTNAM COUNTY CAPACITY DETERMINATION FORM

RECORD No. _____

DATE OF CONCURRENCY
TEST STATEMENT USED: _____

(Please record this Record Number with all subsequent development orders issued for this parcel)

STATUS OF FACILITY/SERVICE

Traffic Circulation **SEE ATTACHED TRANSPORTATION CONCURRENCY ANALYSIS REPORT**

Water Supply	Acceptable _____	Service
	Unacceptable _____	Provider _____
	Not Applicable _____	Area _____

Sanitary Sewer	Acceptable _____	Service
	Unacceptable _____	Provider _____
	Not Applicable _____	Area _____

Solid Waste	Acceptable _____	Service
	Unacceptable _____	Provider _____
	Not Applicable _____	Area _____

Drainage	Acceptable _____	Service
	Unacceptable _____	Provider _____
	Not Applicable _____	Area _____

Recreation & Open Space	Acceptable _____	Service
	Unacceptable _____	Provider _____
	Not Applicable _____	Area _____

Representative Name: _____ Phone: _____

Project Name: _____

Project Address: _____

SIGNATURE _____ DATE OF ISSUE _____

An acceptable determination means that Putnam County has reviewed the applicant's capacity request for the indicated facility/service, and has determined that, as of the date of the applicant's request, capacity for the indicated facility is available. **This determination addresses capacity only; it does not guarantee that water taps, sewer taps, or other infrastructure is readily available.** This

reservation will be good for the period of time specified by the Concurrency Management System. Failure to obtain any development orders/permits within the required time limits will cause this capacity reservation to become invalid.