

INTERGOVERNMENTAL COORDINATION ELEMENT GOALS, OBJECTIVES & POLICIES

Background

The purpose of the Intergovernmental Coordination Element is to establish the basis for establishing and executing interlocal planning and public service partnerships. Partnerships are essential to the City of West Melbourne because they enable the city to coordinate land development efforts and provide efficient, effective, and fiscally sound public services.

Current economic conditions require local governments in the Space Coast region to deliver more services at a higher level with tighter fiscal budgets. Cities typically do not meet all service demands on their own due to:

- Development impacts resulting in public service demands that cross local municipal borders.
- It is too costly for individual local governments to provide the many needed public services.
- There are other entities that already offer the demanded services.

The Intergovernmental Coordination Element sets the framework for how to address the interdependent nature of service delivery by coordinating planning and development practices and public service and infrastructure systems. As a result, the element ensures the city meets current and future development and service needs.

Planning Framework

The objectives and policies established in the Intergovernmental Coordination Element provide a planning framework which:

- Identifies partnerships with local, county, regional, and state agencies.
- Assesses how partnerships can support the plan's other planning directives.
- Adopts policies that guide land development and public service coordination practices.
- Ensures that level of service standards are well coordinated.
- Achieves the community planning vision established through the Horizon 2030 EAR and 2010 Comprehensive Plan.
- Addresses the guiding issues and community concerns identified in the 2009 EAR.
- Provides for local, regional, and state planning priorities, principles, and practices.

The Intergovernmental Coordination Element accomplishes its goal to “*fostering and utilizing intergovernmental partnerships to accomplish the city's community planning vision, public service standards, and land development priorities*” through planning directives aimed at:

- Providing for the community's development needs and demands by coordinating the city's planning efforts—including annexations, LOS standards, development reviews, and service impacts—with its local, regional, and state intergovernmental partners.
- Maintaining an adequate level of service for each of the city's public service and infrastructure systems in coordination with the city's local, regional, and state partners.
- Utilizing the city's concurrency management system to assess the impact of proposed development on adjacent local governments, the region, or the state.

- Coordinating the planning, operations, and financing of the community’s public service and infrastructure system with the city’s local, regional, and state intergovernmental partners.

By addressing these issues, the Intergovernmental Coordination Element will promote planning and development partnerships that provide for the delivery of efficient, effective, and fiscally sound public services.

Intergovernmental Coordination Goal

Foster and utilize intergovernmental partnerships to accomplish the city’s community planning vision, public service standards, and land development priorities.

Objective 1: Development and Public Service Coordination

Provide for the community’s development needs and demands by coordinating the city’s land use and public service planning efforts with its local, regional, and state intergovernmental partners.

Policies

1.1 Planning Coordination

Establish effective working relationships with the city’s local, regional, and state partners by reviewing and coordinating the city’s planning and service efforts of its partner governments.

1.2 East Central Florida Regional Planning Council

Continue to coordinate with the ECFPC on the review and counsel of land development and transportation related issues.

1.3 Exchange of Information and Services

Facilitate productive working relationships with the city’s intergovernmental partners by exchanging requested or needed information and services with appropriate local governments.

1.4 Public Services, Infrastructure, and Facility Coordination

Coordinate the development, expansion, maintenance, and financial feasibility of public services and infrastructure systems needs of the West Melbourne community and the surrounding local area. Such efforts, as appropriate, shall include:

- a. Parks and public spaces.
- b. Utility systems—potable water, wastewater, stormwater, and solid waste.
- c. Schools, libraries, and other educational services.
- d. Transportation systems including roadways, urban trails, and transit resources.

1.5 Service Needs and Demands

Employ intergovernmental partnerships to ensure the community’s current and future public services needs and demands are provided. Such demands include services related to:

- a. Open space conservation and natural resource protection.
- b. Community housing opportunities.
- c. Public education initiatives.
- d. Multi-modal transportation initiatives.
- e. Potable water, sanitary sewer, and solid waste needs.

1.6 Long Range Planning

The city shall coordinate its future development projects and long range planning efforts with its local, regional, and state partners. Such efforts, as appropriate, shall include:

- a. Development of long range plans for public services and infrastructure systems such as: utilities, transportation, parks, and schools.
- b. Execution of developer agreements through which private developers construct infrastructure enhancements that meet community needs while limiting public expenditures.
- c. Planning of infrastructure capital improvement and impact fee expenditures.
- d. Development of community housing opportunities.

1.7 Interlocal Agreements

Execute and administer interlocal agreements the city has established with its local and regional partners and enter into new agreements as appropriate to implement shared coordination objectives.

1.8 Annexation Coordination

The city will respond to annexation opportunities through informal meetings with property owners from unincorporated Brevard County who have requested annexation. Ongoing intergovernmental coordination with Brevard County will include resolution of annexation issues.

1.9 Concurrency Management LOS Outcomes

If appropriate, the city will consider developing an interlocal agreement with Brevard County regarding the extension of services to unincorporated areas.

1.10 Site Plan and Subdivision Approval Coordination

Foster the orderly and sound planning of the City of West Melbourne and the surrounding areas by coordinating site plan and subdivision approvals with state and local governments and agencies.

1.11 Permit Approvals

Ensure that proposed developments receive the appropriate and required permits from the various review agencies by not granting final site plan or subdivision approval or building permit unless and until permits from the following government entities have been approved:

- a. Florida Department of Transportation.
- b. Florida Department of Environmental Protection.
- c. St. John's River Water Management District.
- d. Brevard County.
- e. Melbourne-Tillman Water Control District.

1.12 Conflict Mediation

In the event of a conflict with the comprehensive plan of another local government which cannot be successfully resolved within a reasonable period of time, the city will appeal to the ECFRPC's informal mediation process. Wherever possible, the appeal will be submitted as a joint request by the local governments.

1.13 Dispute Resolution

The city shall make use of an informal dispute resolution process as the primary means to resolve disputes with any level of government.

1.14 County Joint Planning Agreement

Continue discussions with Brevard County regarding the implementation of a joint planning agreement in order to assess whether such an agreement would improve the city and county's ability to comment on proposed development next to jurisdiction borders, and the efficiency and effectiveness of the city's operations and public service delivery systems.

Objective 2: Level of Service Coordination

Maintain an adequate level of service for each of the city's public service and infrastructure systems in coordination with the city's local, regional, and state partners.

Policies

2.1 Level of Service Standards

Ensure that the established level of service standards (LOS) for parks and recreation, potable water, wastewater, stormwater, solid waste, schools, and transportation systems are maintained in coordination with the city's established intergovernmental partnerships and agreements.

2.2 New Developments

Utilize the site and development review process and technical review committee structure to ensure the LOS standards adopted by the City Concurrency Management Codes are met by each new development project.

2.3 Level of Service Planning

As regional master plans are updated, ensure the city's LOS standards are consistent.

2.4 Level of Service Determination

Coordinate the establishment of LOS for public services, facilities, and infrastructure systems with local, regional, or state entities responsible for maintaining, operating, or funding such services, facilities, or systems.

2.5 Solid Waste Service LOS Service Planning

Meet the community's solid waste needs by coordinating solid waste level of standards with the county or other agencies. Planning issues to be addressed by coordinating solid waste LOS standards include the appropriate:

- a. Solid waste LOS standard.
- b. Solid waste disposal resources.
- c. Solid waste facility capacity.

2.6 Solid Waste Service Implementation

Implement adopted solid waste LOS standards by coordinating the city's site and development process with its solid waste service partners. This coordination shall ensure that developers obtain the required solid waste capacity certificates and building permits.

Objective 3: Concurrency Management Coordination

Using the city's concurrency management system, the city will continue to assess the impact of proposed development on adjacent local governments, the region, or the state. Where a potential impact exists, the city will include the appropriate unit(s) of government in the development.

Policies

3.1 Development Impact Evaluation

The evaluation of future development projects in West Melbourne will include an assessment of impact on the Comprehensive Plans of adjacent jurisdictions.

3.2 Comprehensive Plan Coordination Evaluation

Development proposed in this Comprehensive Plan, including the FLUE and CIE, will be assessed for impact on of adjacent jurisdictions.

3.3 Transportation Evaluation

As necessary, the city shall initiate workshops between affected agencies to address transportation system impacts.

Objective 4: County-wide Planning

The city shall continue to participate in county-wide planning committees and provide input to the committees concerning applicable issues.

Policies

4.1 Brevard County Growth Management Committee

The city shall participate on any future Brevard County growth management committee in order to address the city's development priorities, concerns, and interests.

4.2 County-wide Cooperation

The city will appoint representatives as needed to participate in all intergovernmental activities pertaining to local government public facility issues in Brevard County.

4.3 Multi-jurisdictional Issues

City staff and the City Council will work closely to address multi-jurisdictional issues concerning the delivery and the funding of public services.

4.4 Coordinated Planning and Development Efforts

The city shall continue to coordinate planning and development issues with Brevard County and the county's other local municipalities as needed to ensure the city's land use development, public infrastructure systems, and public service needs are met efficiently and effectively. Issues having specific intergovernmental coordination concerns include: transportation, school planning and facilities, water, emergency management, and public safety.

Objective 5: Public Facility Coordination

Coordinate the planning, operations, and financing of the community's public service and infrastructure system with the city's local, regional, and state intergovernmental partners including Brevard County,

Space County Transportation Planning Organization, St John’s River Water Management District, Central Florida Regional Planning Council, and State of Florida.

Policies

5.1 Intergovernmental Coordination Meetings

The city will be an active participant of intergovernmental meetings which address the provision of public facilities as needed and appropriate to meet its public service demands.

5.2 Transportation Improvement Program

The city shall coordinate with the Space Coast Transportation Planning Organization to adopt its five-year work program or Transportation Improvement Program (TIP), as amended, to ensure the financial feasibility of the transportation system and maintenance of LOS standards. The TIP is amended each year part of the Space Coast Transportation Organization’s budget and includes planned facilities for Brevard County and Florida Department of Transportation and funding sources.

5.3 Water Management Improvements

The city shall coordinate with the St. Johns River Water Management District on the adoption and implementation of its five-year work program, as amended, to ensure the financial feasibility of the water management infrastructure system and maintenance of LOS standards. The five-year work program is adopted by the St. Johns River Water Management District as part of its annual budget and includes planned facilities and funding sources.

5.4 Waste Management Collection

The city will continue to contract out for solid waste collection service. LOS coordination will include frequency of pick-up for West Melbourne customers and disposal at the Brevard County landfill. The city shall continue to require solid waste capacity certificates from Brevard County prior to final site plan or subdivision approval and prior to the issuance of a building permit.

Objective 6: Potable Water Services & Intergovernmental Coordination

Meet the city’s potable water supply demands and needs by coordinating potable water services with the City of Melbourne and/or other water supplier the city may contract. Issues to address include:

- a. Establishment and implementation of potable water service LOS standards.
- b. Maintenance and expansion of the distribution system needed to provide West Melbourne potable water services.

Policies

6.1 Development Water Availability

Ensure that adequate water supplies are in place and available to serve new development no later than the issuance of a certificate of occupancy, prior to approval of final site plan or subdivision approval and prior to issuance of a building permit.

6.2 Development Water Availability Criteria

The city will ensure that potable water services, which are services that are provided through interlocal agreement or contract with another local government or private service provider, and for which West Melbourne does not have operation or maintenance responsibility, include

coordination of LOS standards at the time of contract negotiation. This objective excludes LOS on state and county roadways.

- a. The city will continue to coordinate with the City of Melbourne, as well as any new water supplier with which West Melbourne may contract, regarding LOS standards for potable water service and expansion of the distribution system within West Melbourne.
- b. To ensure that adequate water supplies shall be in place and available to serve new development no later than the issuance of a certificate of occupancy, prior to approval of final site plan or subdivision approval and prior to issuance of a building permit, West Melbourne shall consult, as hereafter provided, with the applicable water supplier to determine:
 - i. Whether the appropriate water supplier has a permitted amount of allocated water supply withdrawal available under its consumptive use permit;
 - ii. Whether the appropriate water supplier has adequate water treatment facilities available to treat the required water and distribution facilities available to deliver the treated water to a point of interconnection with West Melbourne's distribution system;
 - iii. Whether available capacity has been verified in the last monthly FDEP reports. This evaluation shall include information regarding the amount of water being withdrawn to meet current demand (including distribution system losses); and,
 - iv. Whether there is any impediment to a West Melbourne applicant reserving available capacity to ensure that it is available no later than the issuance of a certificate of occupancy or its functional equivalent.
- c. After coordination with the appropriate water supplier(s), if West Melbourne determines that the foregoing conditions are met, West Melbourne shall direct the applicant, via a transmittal letter from West Melbourne with a copy to the water supplier, to reserve the necessary capacity by paying all necessary reservation and impact fees.
- d. Thereafter that West Melbourne has verified that applicable water capacity reservation fees have been tendered, West Melbourne shall issue water capacity certificates to individual developments and provide copies of the same to the appropriate water supplier(s).
- e. West Melbourne shall further consult with its water suppliers on a monthly basis by providing such suppliers with West Melbourne building permit reports and requesting verification of reserved capacity for such projects.
- f. The City shall amend its Land Development Regulations to incorporate this system for communication with water suppliers and shall coordinate its land development regulations to ensure consistency with the timing of development permit approvals with water capacity reservation from other water suppliers.
- g. West Melbourne shall, in good faith, and consistent with its Secondary Consumptive Use Permit, negotiate a separate agreement with the City of Melbourne by April 2009, or reasonably thereafter, to devise a system to limit requests for capacity from the City of Melbourne; or create another mechanism to allow Melbourne to address the timing of concurrency requests and the impact to their potable water system in advance.

6.3 Water Capacity Determination

The potable water capacity determination in Policy 6.2, adopted November 2008, shall supersede the process stated in the Water Supply Work Plan adopted January 2008. The City shall amend its Water Supply Work Plan to conform with the provisions of Policy 6.2 during the next available amendment cycle after Policy 6.2 is no longer subject to legal challenge.

Objective 7: Water Supply Planning

Partner with the St. Johns River Water Management District (SJRWMD) regarding regional water supply planning, new water resources, and water conservation and water reuse projects.

Policies

7.1 Water Supply Plan

Participate in the water supply planning process in conjunction with the SJRWMD and other pertinent entities to develop a regional water supply plan that achieves the following priorities:

- a. Ensure adequate quantity and quality of potable water resources.
- b. Meet future water needs without creating water use conflicts or unacceptable natural resource impacts.

7.2 SJRWMD Water Supply Plan

Coordinate the City's Water Supply Work Plan and the SJRWMD Water Supply Plan by updating the City's work plan within 18 months of an update to SJRWMD's water supply plan that impacts the City.

7.3 Melbourne Reclaimed Water System Expansion Project

Support the development and distribution of the Melbourne Reclaimed Water System Expansion Project as a regional alternate water supply with other local governments and government agencies as identified in the St. Johns River Water Management District Supply Plan.

7.4 Storage Capacity

The city shall expand its reclaimed water storage capacity by constructing the Above Ground Reclaimed Water Storage Tank as identified in the 2005 St. Johns River Water Management District Supply Plan.

Objective 8: Melbourne-Tillman Water Control District

Applicable issues involving the city and the Melbourne-Tillman Water Control District shall continue to be coordinated.

Policies

8.1 Board of Directors

The city shall continue to be represented on the Melbourne-Tillman Board of Directors.

8.2 Western Diversion Plan

The city shall continue to support the Western Diversion Plan being designed by the Melbourne-Tillman Water Control District and the St. Johns River Water Management District.

Objective 9: Transportation Planning Services

Meet the transportation needs of the City of West Melbourne and greater Brevard County areas by collaborating transportation planning efforts with the city's local, regional, and state transportation partners.

Policies

9.1 Transportation Infrastructure Planning

Plan for the maintenance and expansion of the city's transportation infrastructure system in coordination with the city's Capital Improvement Program and the long-range work plans adopted by the Space Coast Transportation Planning Organization, Florida Department of Transportation, and other local, state, and national organizations.

9.2 Transportation Planning Priorities

The city's transportation interagency coordination planning priorities shall be focused on:

- a. Determination and designation of transportation corridors of major statewide or regional significance.
- b. Development of strategies to provide for the orderly and systematic acquisition of rights-of-way located within the designated corridors.
- c. Development and operation of transportation facilities and services within the corridors.

9.3 Transportation Interlocal Agreements

Utilize interlocal agreements (ILA) to assist with the planning and construction of transportation resources. ILAs ought to be utilized to address the following issues:

- a. Development projects that impact transportation resources located within or operated by multiple jurisdictions.
- b. Planning and implementation of the traffic circulation elements of comprehensive plans.
- c. Coordination of interagency review procedures for development proposals.

Objective 10: Public School Facilities

The city shall establish coordination mechanisms with the School Board to achieve a collaborative effort to identify school needs, provide for school facilities, and implement school concurrency using consistent supporting data and analysis.

Policies

10.1 School ILA

In cooperation with the School Board, the city shall adopt and implement the interlocal agreement, which includes procedures for:

- a. Coordinating and sharing information.
- b. Placement of schools and ancillary facilities.
- c. Amendment and review of the comprehensive plan.
- d. Site design and development plan review.
- e. Joint use development of schools, parks and other facilities.
- f. Implementation of school concurrency.
- g. Implementation and interlocal agreement amendments.

h. Resolution of disputes.

10.2 School Development Practices

The city shall support any legislative action requiring school boards to comply with local land development regulations and building codes.

10.3 School Board Planning Committees

The City of West Melbourne shall participate as members of school board committees listed in the interlocal agreement to assist with the coordination of school placement, review of school board data, provision of determinations of impact fee fund distribution, and review of proposed school concurrency amendments to local government comprehensive plans.

10.4 School Board Planning Data

The City of West Melbourne shall review school board data and share development information, population projections, infrastructure availability information with the school board consistent with the procedures provided in the interlocal agreement.

10.5 Residential Development Applications Reviews

The City of West Melbourne shall provide the School Board with land use, zoning, and other zoning permit applications for new residential development in accordance with the provisions in the interlocal agreement.

10.6 Subdivision Review Coordination

The city shall include the school board as an agency to be notified during the subdivision review and approval process.

10.7 Future School Site Selection

The city and school board shall coordinate to provide sites for future schools in West Melbourne, if needed.

10.8 Joint Use Recreational Facilities

The city and school board shall encourage the joint use of recreation facilities.