

**CITRUS COUNTY PLANNING AND DEVELOPMENT REVIEW BOARD
RULES AND REGULATIONS**

ARTICLE I

Office of the Board

The office of the Board shall be at the Citrus County Department of Development Services (or its successor), hereinafter referred to as the Department, where all official records shall be kept. Copies of all official documents, records, minutes, etc., shall be filed or recorded in the office of the Clerk of the Court when required by Florida law.

ARTICLE II

Election of Officers

- Section 1. The Board shall elect a Chair, a Vice-Chair, and a Second Vice-Chair, with the Chair serving a maximum of two, one-year consecutive terms in office with a one year waiting period in between any consecutive two-year terms of office.
- Section 2. Nominations shall be made from the floor at the annual organizational meeting and election of the officers shall follow immediately thereafter at that meeting.
- Section 3. A candidate receiving a majority vote of the members present shall be declared elected and shall serve for one year or until a successor shall take office.
- Section 4. Vacancies in any elected office shall be filled by regular election procedures as herein specified with terms to run until the next annual organizational meeting or until a successor shall take office.
- Section 5. Resignations from the Board shall be in writing and transmitted to the Chair, who will then forward a copy to the Citrus County Board of County Commissioners.

ARTICLE III

Meetings

- Section 1. Regular meetings shall be held on the first and third Thursday of each month. In the event of conflict with holidays or other events, a majority of members of the Board may change the date of any scheduled meeting.
- Section 2. Special meetings may be called by the Chair when such meetings are deemed necessary to the interest and welfare of the County or by a majority vote of the members.
- Section 3. A designated staff member will serve as Recording Secretary. The Recording Secretary shall keep the minutes and records of the Board, and with the assistance of such staff as is available, shall prepare the agenda of regular meetings under the direction of the Chair; provide notice of all meetings to Board members; arrange proper and legal notice of hearings; attend to correspondence of the Board; and such other duties as are normally carried out by a Secretary.
- Section 4. Members of the Board are to notify the Recording Secretary at least 48 hours in advance if they will not be present at any regular or special meeting where upon the Recording Secretary shall immediately notify the affected director(s) of said absence.
- Section 5. All meetings of the Board shall be open to the public and subject to applicable Florida laws.

Section 6. "Robert's Rules of Order" shall govern the proceedings at the meetings of the Board, with the exception that the Chair may make or second motions, and that the Chair **SHALL** vote on all matters before the Board, or as otherwise herein provided.

Section 7. Two alternate members will be appointed to serve in the absence of any of the seven regular members of the Board. Alternate members shall be seated on a rotating basis if possible.

ARTICLE IV

Voting

Section 1. Voting requirements: No member of the Board who is present at any meeting at which an official decision, ruling or other official act is to be taken or adopted may abstain from voting in regard to any such decision, ruling, or act, and a vote shall be recorded or counted for each such member present unless a conflict is declared. Alternate members of the Board shall vote if seated in the absence of a regular member of the Board.

Section 2. Voting Conflicts: Any Board member who has a voting conflict must excuse himself/herself from voting on matters of which he/she has a personal, private, or professional interest and, within 15 days, must disclose in writing the nature of such conflict. A Standard Form 8B, Memorandum of Voting Conflict, shall be completed and filed with the Board's Recording Secretary. This disclosure shall be recorded in the minutes of the meeting.

ARTICLE V

Order of Business

Section 1. The order of business shall be:

- a. Call to Order
- b. Invocation
- c. Pledge of Allegiance
- d. Roll Call
- e. Approval of Minutes From Previous Meeting(s)
- f. Applications
- g. Additional Items
- h. Adjourn

Section 2. A motion from the floor must be made and passed in order to dispense with any item on the agenda or change of the order of business.

ARTICLE VI

Public Hearings and Their Conduct

Section 1. The Board may hold public hearings, in addition to required hearings, when it decides that such hearings will be in the public interest.

Section 2. A competent stenographer shall take minutes and/or the testimony shall be recorded by a sound recording device, at each hearing before the Board. Proceedings of the hearing shall be incorporated into the minute book of the Board to be a permanent part of the record of the Board. Once approved, these minutes shall be filed in the Clerk's Office.

Section 3. The Chair shall not have to read the public notice (legal advertisement) due to the constraints of time.

Section 4. The Chair shall prescribe the method of conduct of the hearing.

- Section 5. All comments must be directed to the Chair, only after being properly recognized by the presiding officer.
- Section 6. All persons recognized shall approach the podium in order to facilitate proper recording of comments. Before commenting on the matter before the hearing, each person shall give his/her name and address verbally and in writing.
- Section 7. Any person, intending to speak on behalf of another person, partnership, association, corporation, organization, or other legal entity making application, must present written evidence of his/her authority to do so from the party represented except in the case where the applicant is present before the Board and can duly authorize this representative in person to speak on his/her behalf. Such authorization shall specify the application or item under consideration and the authority granted. This shall be presented prior to submission of testimony and will be made a part of the official record of the Board meeting. Failure to provide such evidence shall not preclude any person from speaking for himself/herself, but rather on behalf of another. Testimony presented to the Board shall be confined to facts pertinent to the case in question. In cases involving expert testimony, it may be accepted from those individuals (i.e., planners, architects, physicians, attorneys, engineers, etc.), when their credentials are accepted by the Chair and that they are testifying in their particular field of expertise.
- Section 8. The presiding officer shall assure an orderly hearing and shall take the necessary steps to maintain the order and decorum of the hearing at all times. The presiding officer shall reserve the right to continue the hearing to another time in the event the discussion becomes unruly and unmanageable.
- Section 9. Unless otherwise stated, the order of procedure in the hearing of any matter before the Board shall be:
- a. Staff recommendations presented into the record.
 - b. Applicant called to podium.
 - c. Presentation by the applicant or his/her representative.*
 - d. Presentation by any and all other proponents.*
 - e. Presentation by any and all opponents.*
 - f. The applicant shall have the opportunity of a brief rebuttal.*
 - g. The hearing on the matter is declared closed.
 - h. Board discussion including testimony from staff and those in attendance if needed for clarification purposes.
 - i. Board action.
- * See Section 11 for time limits.
- Section 10. Decisions of the Board shall be based upon the available pertinent facts, from the evidence and testimony presented, and applicable law. Justification shall be provided for all Board decisions. The show of hands by those persons present shall not be allowed on any general question presented at the public hearing. The hearing shall be conducted only for the purpose of taking testimony to be considered in deliberations by the Board. The Chair, in order to determine the order of hearings, may ask for a show of hands.
- Section 11. Unless otherwise stated, at any meeting of this Board, time limits for testimony shall be established by the Chair, as provided below:
- | | |
|--------------------------|--------------|
| Applicant's presentation | - 15 minutes |
| Proponent's comments | - 5 minutes |
| Opponent's comments | - 5 minutes |
| Applicant rebuttal | - 5 minutes |
- These time limits may be extended if the Chair determines additional time is necessary.
- Section 12. All supplemental information provided on an application shall be filed with the Community Development Division no later than five (5) business days (Monday-Friday excluding holidays) before the continued or next

scheduled hearing for the application. It will be at the Board's discretion to accept any supplemental information provided after that time.

Section 13. In the case that a formal hearing has been initiated by either the applicant or the filing of an application to intervene, the quasi-judicial rules of procedure as set forth in Citrus County Code of Ordinances, Chapter 2, Article II, Division 2 shall apply.

Section 14. Pursuant to Chapter 163, F.S., all affirmative actions of the Board can only be made if consistent with the adopted Citrus County Comprehensive Plan.

ARTICLE VII

Amendments

These Rules and Regulations may be amended by a majority of the voting membership of the Board sitting at the time the rule change is considered and, only after the proposed change(s) has (have) been read and discussed at a previous regular meeting and with prior notice given to all Board members. The Rules and Regulations may be changed at any meeting by the unanimous vote of the seven sitting members of the Board.

Adopted - January	24, 1991	January 16, 1997	January 17, 2002
February	04, 1993	January 15, 1998	January 16, 2003
January	20, 1994	January 21, 1999	October 2, 2003
January	19, 1995	January 20, 2000	
January	18, 1996	January 18, 2001	