



**CITY OF GREENACRES  
PLANNING DEPARTMENT  
POLICY AND PROCEDURES**

**POLICY#** PDO-002V  
**ISSUED:** 2/19/03  
**EFFECTIVE:** 2/19/03

**SUBJECT:** School District Representative on Planning Commission and Local Planning Agency

**CROSS REFERENCE:** Florida Statutes Chapter 163, 163.3174  
Greenacres Code Chapter 16, Article II, Division 3, Section 16-81 through 16-84

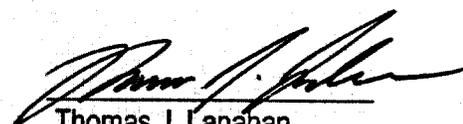
**PURPOSE:** To establish procedures for required School District Representation on Planning Commission and Local Planning Agency as required by changes adopted to Chapter 163 of Florida Statutes during the 2002 legislative session with an effective date of January 2003.

**POLICY:** As required by F.S. 163.3174, a representative of the School District of Palm Beach County shall be allowed to serve as a non-voting member of Planning Commission or Local Planning Agency any time that a rezoning or land use amendment is considered which would cause an increase in residential density above prior approvals granted to the land. After discussion with the City Attorney in relation to the Code's requirements for membership on these City boards, it is not the intention of the City to grant voting status to the District representative at this time.

In accord with the memorandum of September 27, 2002 from the School District of Palm Beach County's planning department, four (4) members of their planning staff have been appointed by the School Board to serve as the District's representatives on an as-needed basis. It can be expected that any one of the four may be sent to attend the meeting. In lieu of sending a representative, the District has indicated in the memorandum that they may send a letter outlining their position for presentation to the Planning Commission or Local Planning Agency and inclusion in the record.

**PROCEDURE:** The project manager assigned to a case which triggers the requirements of this policy (i.e. a land use amendment or zoning change which increases residential density) shall notify the School District of Palm Beach County in writing with a copy of the agenda, with the relevant item indicated; provide a copy of the staff report to the District; and arrange for the District representative's presence at the hearing or for receipt of a letter from the District.

**REVISED:**

  
Thomas J. Lanahan  
Planning Director