



**STAFF REPORT – CITY OF RIVIERA BEACH
ORDINANCE FOR PLANNING MANUALS
CITY COUNCIL MEETING – APRIL 18, 2018**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF RIVIERA BEACH, PALM BEACH COUNTY, FLORIDA, AMENDING CHAPTER 27 OF THE CITY'S CODE OF ORDINANCES ENTITLED, "PLANNING", ARTICLE II, ENTITLED, "ADMINISTRATION", BY ENACTING SECTION 27-16, ENTITLED, "PLANNING MANUALS", AUTHORIZING THE CREATION OF A TECHNICAL MANUAL AND THE CREATION OF A POLICY AND PROCEDURE MANUAL, AND PROVIDING FOR AN EFFECTIVE DATE.

A. Applicant: City initiated process.

B. Request: To add specific language identifying and authorizing the implementation and use of a Technical Manual and a Policy and Procedure Manual for the Development Services Department.

C. Location: This ordinance proposal would have a city-wide impact.

D. Background and Staff Analysis:

Technical Manual: This Manual will provide written and visual descriptions of elements required to be provided on site plans and similar documents to ensure uniformity for all submittals. This, in turn, will allow City staff to provide a more expeditious review of plans once they are submitted. Palm Beach County currently utilizes a Technical Manual to great success and the City will draw from this existing document to aide in the creation of our own Technical Manual. City staff believes that creation and implementation of this Manual falls within the administrative ability of the Department Director, however, referencing this document within the City's Code of Ordinances will help to increase transparency and to ensure that this document will have longevity once approved and created.

Policy and Procedure Manual: Currently, there are a multitude of City Code Sections that are out-of-date, silent, or provide incomplete information. These Code Sections will require future amendments. Due to the review process associated with Code amendments, the simplest revisions can take months to implement. Palm Beach County currently utilizes a "Policy and Procedure Manual" to provide a clear and concise mechanism to allow administration to clarify code deficiencies or code interpretations.

When a code deficiency is identified or a further interpretation is required, a topic specific memo is generated by administration which identifies the subject, purpose, background and subsequent procedures. Each memo is given a unique number for future reference and is publicly available online. These individual memos comprise the Manual. This ensures that as questions arise, administration and City staff take a proactive approach and also to ensure that an identical (or similar) situation is treated in the same manner moving forward.

In short, if the need to amend an existing City Code is identified, the memo will act as a temporary "stop-gap" until a final Ordinance is approved by the City Council. City staff believes that administration of the City's Code of Ordinances falls within the administrative ability of the Department Director, however, for transparency, City staff is requesting that this authority is expressly stated within the City's Code of Ordinances.

E. Recommendation: City staff recommends approval of this ordinance.