

ORDINANCE NO. _____

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.

WHEREAS, the City Council and City Staff desire to further improve internal processes and procedures in order to foster greater efficiencies and transparency; and

WHEREAS, City staff desires to implement the use of two new manuals, specifically for the Development Services Department, in order to aide with process consistency and to also help inform community stakeholders of City requirements; (1) a Technical Manual, and (2) a Policy and Procedure Manual; and

WHEREAS, the Technical Manual is intended to provide written and visual descriptions of required elements associated with site plans and construction documents, which is intended to enable a more accurate and expeditions review of submittals provided to the City for new development and redevelopment; and

WHEREAS, the Policy and Procedure Manual is intended to provide City administration with the ability to utilize a clear and concise format to provide code interpretations and to clarify potential code deficiencies in an archived memo-style format, in addition to providing customary standard operating procedures; and

WHEREAS, the City's Planning and Zoning Board reviewed the proposed amendments on October 26, 2017 and recommended approval to the City Council; and

WHEREAS, the City Council deems approval of this Ordinance to be in the best interest of the welfare of the citizens and stakeholders of the City of Riviera Beach.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF RIVIERA BEACH, PALM BEACH COUNTY, FLORIDA, AS FOLLOWS:

SECTION 1. The foregoing recitals are ratified as true and correct and are incorporated herein.

SECTION 2. Chapter 27, "Planning", Article II, "Administration", is hereby amended as follows, by adding a new Section [27-16], entitled, "Planning Manuals" (with additions shown in underline format, deletions shown in ~~strikethrough~~):

Sec. 27-16. – Planning Manuals

1. Specific authority is granted to the Development Services Director to create, implement, amend and administer the following Manuals:
 - a. Technical Manual.
 - i. The Technical Manual shall be utilized by the Development Services Department and associated Divisions and shall provide written and visual descriptions of elements required to be provided on site plans and similar documents to ensure uniformity for all development submittals.
 - ii. The Technical Manual may also include any additional information associated with development within the City.
 - b. Policy and Procedure Manual.
 - i. The Policy and Procedure Manual shall be utilized by the Development Services Department and associated Divisions and shall provide a mechanism for Administration to provide processes, code interpretations and to enact temporary measures to rectify existing deficiencies prior to Ordinance amendments being approved accordingly.

SECTION 3. Should any word, phrase, clause, subsection, section, part of provision of this Ordinance be declared by court of competent jurisdiction to be invalid, the same shall not affect the validity of the Ordinance as a whole, or any part thereof other than the part declared invalid.

SECTION 4. All Ordinances or parts of Ordinances in conflict herewith or to the extent of such conflict shall be repealed.

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SECTION 5. Specific authority is hereby granted to codify the Ordinance as it is the intention of the City Council and it is hereby ordained that the provisions of this Ordinance shall become and be made a part of the Code of Ordinances of the City of Riviera Beach, and the sections of this Ordinance may be renumbered to accomplish such intentions.

SECTION 6. This Ordinance shall become effective immediately upon its final adoption by the City Council.

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PASSED AND APPROVED on the first reading this _____ day of _____,
_____.

PASSED AND ADOPTED on second and final reading this _____ day of _____,
_____.

APPROVED:

THOMAS A. MASTERS
MAYOR

TONYA DAVIS JOHNSON
CHAIRPERSON

ATTEST:

LYNNE L. HUBBARD
CHAIR PRO TEM

CLAUDENE L. ANTHONY,
CERTIFIED MUNICIPAL CLERK
CITY CLERK

KASHAMBA MILLER-ANDERSON
COUNCILPERSON

JULIA A. BOTEL
COUNCILPERSON

TERENCE D. DAVIS
COUNCILPERSON

1ST READING

2ND & FINAL READING

MOTIONED BY: _____

MOTIONED BY: _____

SECONDED BY: _____

SECONDED BY: _____

L. HUBBARD _____

L. HUBBARD _____

K. MILLER-ANDERSON _____

K. MILLER-ANDERSON _____

T. DAVIS JOHNSON _____

T. DAVIS JOHNSON _____

J. BOTEL _____

J. BOTEL _____

T. DAVIS _____

T. DAVIS _____

REVIEWED AS TO LEGAL SUFFICIENCY

ANDREW DEGRAFFENREIDT, CITY ATTORNEY

DATE: _____