

**ORDINANCE 06-07**

**AN ORDINANCE OF HOLMES COUNTY, FLORIDA; ESTABLISHING A METHOD WHEREBY THE IMPACTS OF DEVELOPMENT OF TRANSPORTATION FACILITIES CAN BE MITIGATED BY THE COOPERATIVE EFFORTS OF THE PUBLIC AND PRIVATE SECTORS; SAID ORDINANCE TO BE KNOWN AS THE PROPORTIONATE FAIR-SHARE PROGRAM; CONTAINING FINDINGS; PROVIDING AUTHORITY FOR ENACTMENT; PROVIDING AN EFFECTIVE DATE.**

**Section I. FINDINGS:**

(1) The Holmes County Commission finds and determines that transportation capacity is a commodity that has a value to both the public and private sectors that the County Proportionate Fair-Share Program:

(a) Provides a method by which the impact of development on transportation facilities can be mitigated by the cooperative efforts of the public and private sectors;

(b) Allows developers to proceed under certain conditions, notwithstanding the failure of transportation concurrency, by contributing their proportionate fair-share of the costs of a transportation facility;

(c) Contributes to the provisions of adequate public facilities for future growth and promotes a strong commitment to comprehensive facilities planning, thereby reducing the potential for moratoria or unacceptable levels of traffic congestion;

(d) Maximizes the use of the public funds for adequate transportation facilities to serve future growth, and may, in certain circumstances, allow the County to expedite transportation improvements by supplementing funds currently allocated for transportation improvements in the CIE.

(e) Is consistent with (16), F.S., and supports the policies in the County Comprehensive Plan.

**Section II. DEFINITIONS.**

For the purposes of this ordinance, the following acronyms shall have the following definition or meaning:

CIE:	Capital Improvement Element
CMS:	Concurrency Management System
LOS:	Level of Service
TIP:	Transportation Improvement Program
DRI:	Development of Regional Impact
MSV:	Maximum Service Volume

### **Section III. APPLICABILITY.**

The Proportionate Fair-Share Program shall apply to all developments in County that have been notified of a lack of capacity to satisfy transportation concurrency on a transportation facility in the County CMS, including transportation facilities maintained by FDOT or another jurisdiction that are relied upon for concurrency determinations, pursuant to the requirements of Section IV. The Proportionate Fair-Share Program does not apply to developments or regional impact (DRIs) using proportionate fair-share under §163.3180(12), F.S., or to developments exempted from concurrency as provided in the Comprehensive Plan and Land Development Regulations.

### **Section IV. GENERAL REQUIREMENTS.**

(1) An applicant may choose to satisfy the transportation concurrency requirements of the County by making a proportionate fair-share contribution, pursuant to the following requirements:

(a) The proposed development is consistent with the comprehensive plan and applicable land development regulations.

(b) The five-year schedule of capital improvements in the County CIE or the long term schedule of capital improvements for an adopted long-term CMS includes a transportation improvements that, upon completion, will satisfy the requirements of the County transportation CMS. The provisions of Section III (2) may apply if a project or projects needed to satisfy concurrency are not presently contained within the local government CIE or an adopted long-term schedule for capital improvements.

(2) The County may choose to allow an applicant to satisfy transportation concurrency through the Proportionate Fair-Share Program by contributing to an improvement that, upon completion, will satisfy the requirements of the County transportation CMS, but is not contained in the five-year schedule of capital improvements in the CIE, or a long-term schedule of capital improvements for an adopted long-term CMS, where the following apply:

(a) The County adopts, by resolution or ordinance, a commitment to add the improvement to the five-year schedule of capital improvements in the CIE or long-term schedule of capital improvements for an adopted long-term CMS no later than the next regularly update. To qualify for consideration under this section, the proposed improvement must be reviewed by the appropriate County body, and determined to be financially feasible pursuant to §163-3180 (16)(b) 1. F.S. , consistent with the comprehensive plan, and in compliance with the provisions of this ordinance. Financial feasibility for this section means that additional contributions, payments or funding sources are reasonably anticipated during a period not to exceed 10 years to fully mitigate impacts on the transportation facilities.

(b) If the funds allocated for the five-year schedule of capital improvements in the County CIE are insufficient to fully fund construction of a transportation improvement required by the CMS, the County may still enter into a

binding proportionate fair-share amount in such agreement is sufficient to pay for one or more improvements which will, in the opinion of the governmental entity or entities maintaining the transportation facilities, significantly benefit the impacted transportation system.

The improvement or improvements funded by the proportionate fair-share component must be adopted into the five-year capital improvements schedule of comprehensive plan or the long term schedule of capital improvements for an adopted long-term concurrency management system at the next annual capital improvements element update.

(3) Any improvement project proposed to meet the developer's fair-share obligation must meet design standards of the County for locally maintained roadways and those of the FDOT for the state highway system.

#### **Section V. INTERGOVERNMENTAL COORDINATION.**

Pursuant to policies in the Intergovernmental Coordination Element of the County Comprehensive Plan and applicable policies in adopted regional plan, the County shall coordinate with affected jurisdictions of the local government receiving the application for proportionate fair-share mitigation. An interlocal agreement may be established with other affected jurisdictions for this purpose.

#### **Section VI. APPLICATION PROCESS.**

(1) Upon notification of a lack of capacity to satisfy transportation concurrency, the applicant shall also be notified in writing of the opportunity to satisfy transportation concurrency through the Proportionate Fair-Share Program pursuant to the requirements of Section III.

(2) Prior to submitting an application for a proportionate fair-share agreement, a pre-application meeting shall be held to discuss eligibility, application submittal requirements, potential mitigation options, and related issues. If the impacted facility is on the SIS, then the FDOT will be notified and invited to participate in the pre-application meeting.

(3) Eligible applicants shall submit an application to the County that includes an application fee of \$ \_\_\_\_\_, and the following:

- (a) Name, address and phone number of owner(s), developer and agent;
- (b) Property location, including parcel identification numbers;
- (c) Legal description and survey of property;
- (d) Project description, including type, intensity and amount of development;
- (e) Phasing schedule, if applicable;

(f) Description of requested proportionate fair-share mitigation method(s); and

(g) Copy of concurrency application.

(4) The Concurrency Administrator shall review the application and certify that the application is sufficient and complete within 10 business days. If an application is determined to be insufficient, incomplete or inconsistent with the general requirements of the Proportionate Fair-Share Program as indicated in Section III, then the applicant will be notified in writing of the reasons for such deficiencies within 10 business days of submittal of the applicant. If such deficiencies are not remedied by the applicant within 30 days of receipt of the written notification, then the application will be deemed abandoned. The Commission may, in its discretion, grant an extension of time not to exceed 60 days to cure such deficiencies, provided that the applicant has shown good cause for the extension and has taken reasonable steps to effect a cure.

(5) Pursuant to §163.3180(16)(3), F.S. proposed proportionate fair-share mitigation for development impacts to facilities on the SIS requires the concurrency of the FDOT. The applicant shall submit evidence of an agreement between the applicant and the FDOT for inclusion in the proportionate fair-share agreement.

(6) When an application is deemed sufficient, complete, and eligible, the applicant shall be advised in writing and a proposed proportionate fair-share obligation and binding agreement will be prepared by the County or the applicant with direction from the County and delivered to the appropriate parties for review, including a copy to the FDOT for any proposed proportionate fair-share mitigation on a SIS facility, no later than 60 days from the date at which the applicant received the notification of a sufficient application and no fewer than 14 days prior to the Commission meeting when the agreement will be considered.

(7) The County shall notify the applicant regarding the date of the Commission meeting when the agreement will be considered for final approval. No proportionate fair-share agreement will be effective until approved by the Commission, or pursuant to staff approval for agreements below a certain dollar amount.

## **Section VII. DETERMINING PROPORTIONATE FAIR-SHARE OBLIGATION.**

(1) Proportionate fair-share mitigation for concurrency impacts may include, without limitation, separately or collectively, private funds, contributions of land, and construction and contribution of facilities.

(2) A development shall not be required to pay more than its appropriate fair-share. The fair market value of the proportionate fair-share mitigation for the impacted facilities shall not differ regardless of the method of mitigation.

(c) The methodology used to calculate an applicant's proportionate fair-share obligation shall be as provided for in Section 163.3180(12), F.S., as follows:

“The cumulative number of trips from the proposed development expected to reach roadways, during peak hours from the complete build out of a state or phase being approved, divided by the change in the peak hour maximum service volume (MSV) of roadways resulting from construction of an improvement necessary to maintain the adopted LOS, multiplied by the construction cost, at the time of developer payment, of the improvement necessary to maintain the adopted LOS.”

(4) For the purposes of determining proportionate fair-share obligations, the County shall determine improvement costs based upon the actual cost of the improvement as obtained from the CIE, the MPO/TIP, or the FDOT Work Program. Where such information is not available, improvement cost shall be determined using one of the following methods:

(a) An analysis by the County of costs by cross section type that incorporates data from recent projects and is updated annually and approved by the Commission. In order to accommodate increases in construction material costs, project costs shall be adjusted by inflation factor; or

(b) The most recent issue of FDOT Transportation Costs, as adjusted based upon the type of cross-section (urban or rural); locally available data from recent projects on acquisition, drainage and utility costs; and significant changes in the cost of materials due to unforeseeable events. Cost estimates for state road improvements not included in the adopted FDOT Work Program shall be determined using this method in coordination with the FDOT District.

(5) If the County has accepted an improvement project proposed by the applicant, then the value of the improvement shall be determined using one of the methods provided in this section.

(6) If the County has accepted right of way dedication for the proportionate fair-share payment, credit for the dedication of the non-site related right-of-way shall be valued on the date of the dedication at 115 percent of the most recent assessed value by the County property appraiser or, at the option of the applicant, by fair market value established by an independent appraisal approved by the County and at no expense to the County. The applicant shall supply a drawing and legal description of the land and a certificate of title or title search of the land to the County at no expense to the County. If the estimated value of the right-of-way dedication proposed by the applicant is less than the County estimated total proportionate fair-share obligation for that development, then the applicant must also pay the difference. Prior to purchase or acquisition of any real estate or acceptance of donations of real estate or acceptance of donations of real estate intended to be used for the proportionate fair-share, public or private partners should contact the FDOT for essential information about compliance with federal law and regulations.

**Section VIII. IMPACT FEE CREDIT FOR PROPORTIONATE FAIR-SHARE MITIGATION.**

(1) Proportionate fair-share contributions shall be applied as a credit against impact fees to the extent that all or a portion of the proportionate fair-share mitigation is used to address the same capital infrastructure improvements contemplated by the local government's impact fee ordinance.

(2) Impact fee credits for the proportionate fair-share contribution will be determined when the transportation impact fee obligations is calculated for the proposed development. Impact fees owed by the applicant will be reduced per the Proportioned Fair-Share Agreement as they become due per county Impact Fee Ordinance. If the applicant's proportionate fair-share obligation is less than the development's anticipated road impact fee for the specific state or phase of development under review, then the applicant or its successor must pay the remaining impact fee amount to the County pursuant to the requirements of the County impact ordinance.

(3) Major projects not included within the local government's impact fee ordinance or created under Section IV (2)(a) & (b) which can demonstrate a significant benefit to the impacted transportation system may be eligible at the local government's discretion for impact fee credits.

(4) The proportionate fair-share obligation is intended to mitigate the transportation impacts of a proposed development at a specific location. As a result, any road impact fee credit based upon proportionate fair-share contributions for a proposed development cannot be transferred to any other location unless provided for within the local impact fee ordinance.

**Section IX. PROPORTIONATE FAIR-SHARE AGREEMENTS.**

(1) Upon execution of a proportionate fair-share agreement (Agreement) the applicant shall receive a County certificate of concurrency approval. Should the applicant fail to apply for a development permit within 12 months, or timeframe provided in the local CMS of the execution of the Agreement, then the Agreement shall be considered null and void, and the applicant shall be required to reapply.

(2) Payment of the proportionate fair-share contribution is due in full prior to issuance of the final development order or recording of the final plat and shall be non-refundable. If the payment is submitted more than 12 months from the date of the execution of the Agreement, then the proportionate fair-share cost shall be recalculated at the time of payment based on the best estimate of the construction cost of the required improvement at the time of payment, pursuant to Section VI and adjusted accordingly.

(3) All developer improvements authorized under this ordinance must be completed prior to issuance of a development permit, or as otherwise established in a binding agreement that is accompanied by a security instrument that is sufficient to ensure the completion of all required improvements. It is the intent of this section that

any required improvements be completed before issuance of building permits or certificate of occupancy.

(4) Dedication of necessary right-of-way for facility improvements pursuant to a proportionate fair-share agreement must be completed prior to issuance of the final development order or recording of the final plat.

(5) Any requested change to a development project subsequent to a development order may be subject to additional proportionate fair-share contributions to the extent the change would generate additional traffic that would require mitigation.

(6) Applicants may submit a letter to withdraw from the proportionate fair-share agreement at any time prior to the execution of the agreement. The application fee and any associated advertising costs to the County will be non-refundable.

(7) **OPTIONAL PROVISION:** The County may enter into proportionate fair-share agreements for selected corridor improvements facilitate collaboration among multiple applicants on improvements to a shared transportation facility.

#### **Section X. APPROPRIATION OF FAIR-SHARE REVENUES.**

(1) Proportionate fair-share revenues shall be placed in the appropriate CIE project account for funding of scheduled improvements in the County CIE, or as otherwise established in the terms of the proportionate fair-share agreement. At the discretion of the local government, proportionate fair-share revenues may be used for operational improvements prior to construction of the capacity project from which the proportionate fair-share revenues were derived. Proportionate fair-share revenues may also be used as the 50% local match for funding under the FDOT TRIP.

(2) In the event a scheduled facility improvement is removed from the CIE, then the revenues collected for its construction may be applied toward the construction of another improvement within that same corridor or sector that would mitigate the impacts of development pursuant to the requirements of Section IV (2)(b).

Where an impacted regional facility has been designated as a regionally significant transportation facility in an adopted regional transportation plan as provided in Section 339.155, F.S., and then the County may coordinate with other impacted jurisdictions and agencies to apply proportionate fair-share contributions and public contributions to seek funding for improving the impacted regional facility under the FDOT TRIP. Such coordination shall be ratified by the County through an interlocal agreement that established a procedure for earmarking of the developer contributions for this purpose.

(3) **OPTIONAL PROVISION:** Where an applicant constructs a transportation facility that exceeds the applicant's proportionate fair-share obligation calculation under the Section VII, the County shall reimburse the applicant for the excess contribution using one or more of the following methods:

(a) An impact fee credit account may be established for the applicant in the amount of the excess contribution, a portion or all of which may be assigned and reassigned under the terms and conditions acceptable to the County.

(b) An account may be established for the applicant for the purpose of reimbursing the applicant for the excess contribution with proportionate fair-share payments from future applicants on the facility.

(c) The County may compensate the applicant for the excess contribution through payment or some combination of means acceptable to the County and the applicant.

### **Section XI. CROSS JURISDICTIONAL IMPACTS.**

(1) In the interest of intergovernmental coordination and to reflect the share responsibilities for managing development and concurrency, the County may enter an agreement with one or more adjacent local governments to address cross jurisdictional impacts of development on regional facilities.

The agreement shall provide for application of the methodology in this section to address the cross jurisdictional transportation impacts of development.

(2) A development application submitted to the County subject to a transportation concurrency determination meeting all of the following criteria shall be subject to this section:

(a) All or part of the proposed development is located within one (1) miles of the area which is under the jurisdiction, for transportation concurrency, of an adjacent local government; and

(b) Using its own concurrency analysis procedures, the County concludes that the additional traffic from the proposed development would use (five percent or more of the adopted peak hour LOS maximum service volume) of a regional transportation facility within the concurrency jurisdiction of the adjacent local government ("impacted regional facility")and,

(c) The impacted regional facility is projected to be operating below the level of service standard, adopted by the adjacent local government, when the traffic from the proposed development is included.

(3) Upon identification of an impacted regional facility pursuant to subsection 2(a)(c), the County shall notify the applicant and the affected adjacent local government in writing of the opportunity to derive an additional proportionate fair-share contribution based on the projected impacts of the proposed development on the impacted adjacent facility.

(a) The adjacent local government shall have up to ninety (90) days in which to notify the County of a proposed specific proportionate fair-share obligation, and the intended use of the funds when received. The adjacent local government must provide reasonable justification that both the amount of the payment and its intended



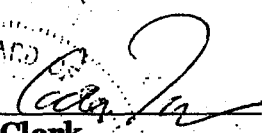
use comply with the requirements of Section 163.3180 (16), F.S. Should the adjacent local government decline proportionate fair-share mitigation under this section, then the provisions of this section would not apply and the applicant would be subject only to the proportionate fair share requirements of County.

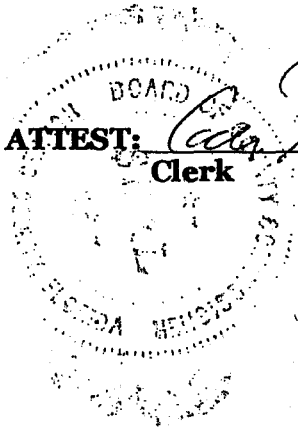
(b) If the subject application is subsequently approved by the County, the approval shall include a condition that the applicant provides, prior to the issuance of any building permit covered by that application, evidence that the proportionate fair-share obligation to the adjacent local government has been satisfied. The County may require the adjacent local government to declare, in a resolution, ordinance, or equivalent document, its intent for the use of the concurrency funds to be paid by the applicant.

**Section XII: EFFECTIVE DATE.**

This ordinance shall become effective when enacted and duly filed in the Office of the Secretary of State.

**ENACTED in Regular Session this 11th day of July, 2006.**

**ATTEST:**  (SEAL)  
**Clerk**



**BOARD OF COUNTY COMMISSIONERS  
OF HOLMES COUNTY, FLORIDA,**

**By:**   
**Chairman**

