
**BOARD OF COUNTY COMMISSIONERS
HILLSBOROUGH COUNTY
TAMPA, FLORIDA 33601**

BOARD POLICY - SECTION NUMBER: 09.03.00.02

SUBJECT: LAND USE MEETING AGENDA POLICY

EFFECTIVE DATE: July 1, 2002

SUPERSEDES: March 28, 2000 BOCC Policy

The structure, content, agenda item submission and scheduling procedures for the Board of County Commissioners Land Use Meeting agenda shall be subject to the following guidelines:

I. RULES OF ORDER GOVERN

The Land Use Agenda is subject to the Rules of Order adopted by Hillsborough County Commissioners except as specifically modified by these guidelines.

II. COUNTY ADMINISTRATOR RESPONSIBLE FOR AGENDA

The County Administrator has the primary authority and responsibility for determining subject matter and appropriateness relative to the scheduling of all agenda items before the Board. Accordingly, the County Administrator's office will screen all agenda scheduling requests, exercising discretion in referring suitable matters to appropriate County departments for appropriate disposition. This policy will be implemented via Administrative Directive #193.

III. REQUIREMENTS FOR AGENDA ITEMS

Items listed on the Land Use Meeting agenda shall be limited to (1) land use related matters placed and scheduled for BOCC consideration through duly established procedure and/or (2) items approved by the County Administrator for placement on the agenda.

Land Use related matters are not discretionary and may be placed on the Land Use agenda only through an established and appropriate procedure or by action of the Board.

Board members may request items to be placed on the agenda by filing written requests in accordance with these procedures. Staff Items and County Attorney Items are discretionary and may be placed on the Agenda with the approval of the County Administrator subject to these rules of procedure.

IV. SCHEDULES AND SUBMISSION REQUIREMENT

The schedule of Land Use Meetings is established and published annually. These meetings are routinely held twice each month on a Tuesday.

The Planning and Growth Management Department will prepare agendas and will assemble for the Board and for others as appropriate all appropriate supporting material. The agenda with supporting material will be provided to the Board in electronic and or notebook form. The Planning and Growth Management

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Department is responsible for placing appropriate material for electronic posting and in the agenda notebook.

A Final Agenda with supporting material will be delivered to the Board members' office no later than 8:00 a.m. on Friday preceding the Land Use Meeting. If all backup supporting material is not provided to the Planning and Growth Management Department by the established deadline, the item will not be included in the agenda except by direct action of the BOCC as an addition.

Any emergency items received after the submission dates and time described above may be considered by the Board as additions at the beginning of the Land Use Meeting (9 a. m.). All requests by individual Board members for items to be placed on the Land Use Meeting agenda are to be directed through the County Administrator.

The Planning and Growth Management Department will prepare an Addendum to the Final Land Use Meeting Agenda showing any changes, deletions or additions to the Agenda by noon on Monday before the meeting.

V. ORAL ARGUMENT

The Land Development Code provides that oral argument should be allowed only when a formal request has been filed with the Clerk and at least one of the following four criteria is met:

1. In those instances where the Board finds that oral argument is necessary to resolve ambiguities in the record of the Land Use Hearing Officer proceeding, the Board shall allow said oral argument for said limited purpose.
2. In those instances where the Board finds that oral argument is necessary to fully understand the relevancy of additional evidence submitted pursuant to the terms contained herein, the Board shall allow said oral argument for said limited purpose.
3. In those instances where the Board finds that there is a mistake in the Land Use Hearing Officer's recommendation, the Board shall allow oral argument for the limited purpose of addressing such an error.
4. In those instances where the Board finds that the Land Use Hearing Officer did not address a matter introduced into the record, the Board shall allow oral argument for the limited purpose of addressing such matter.

Although the Board retains the right on its own motion to allow oral argument, the intent of the provision is to limit oral argument to those petitions for which a formal request has been filed and to those persons who have filed a request.

Approved By: Board of County Commissioners
Approval Date: June 19, 2002