



City of Crystal River Planning Commission Membership Terms

- A. The Planning Commission shall consist of seven (7) members and two (2) alternate members.
- B. The term of membership shall be three (3) years.
- C. Membership shall begin on October 1 and end on September 30.
- D. Terms shall be staggered such that no more than three (3) terms expire simultaneously. The initial appointment of members of the Planning Commission shall be as follows:
 1. Two (2) members shall be appointed for one (1) year.
 2. Two (2) members shall be appointed for two (2) years.
 3. Three (3) members shall be appointed for three (3) years.
 4. All subsequent appointments shall be for the full term of three (3) years.
- E. Qualifications for members:
 1. Members of the Planning Commission shall be required to reside within the city limits of the City of Crystal River, Florida.
 2. It shall be the policy of the City of Crystal River to make reasonable efforts to appoint individuals onto the Planning Commission who have the qualifications and experience necessary to be effective members of the Planning Commission. In furtherance of this policy, and if possible, the city council of the City of Crystal River shall make a reasonable effort to appoint at least two (2) members to the Planning Commission who represent two (2) of the following professional positions. Evidence that the member represents the profession includes, but is not necessarily limited to, a current or inactive professional license (unrevoked) or specialized training in the indicated field:
 - a. Licensed engineer;
 - b. Licensed architect;
 - c. Registered landscape architect;
 - d. Licensed surveyor;
 - e. Professional planner;
 - f. Environmental scientist; or
 - g. Licensed contractor or builder.
 - h. If there are no applicants that possess the required qualifications and experience in the above described professions, the city council, after reviewing the applications, shall make a reasonable effort to appoint the most qualified applicant.

- F. In furtherance of the above stated policy, and if possible, the city council of the City of Crystal River shall make a reasonable effort to appoint at least two (2) members to the Planning Commission who represent two (2) of the following professional positions. Evidence that the member represents the profession includes, but is not necessarily limited to, a current or inactive professional license (unrevoked) or specialized training in the indicated field.
1. Banking, finance, or accounting;
 2. Real estate agent or broker;
 3. Property appraiser, residential or commercial;
 4. Land development; or
 5. Business owner or manager.
 6. If there are no applicants that possess the required qualifications and experience in the above described professions, the city council, after reviewing the applications, shall make a reasonable effort to appoint the most qualified applicant.
- G. Three (3) members shall be at-large.
- H. In addition to the above members, one (1) nonvoting member shall be appointed from the Citrus County School Board. This member shall be the person appointed by the school board to attend those meetings at which the Planning Commission considers rezoning of land or an amendment to the comprehensive plan that, if approved, will increase the residential density on property that is the subject of an application.
- I. The Planning Commission shall have the roles and responsibilities described below:
1. To serve as the **Local Planning Agency (LPA)**, pursuant to F.S. ch. 163.3174. As the LPA, the Planning Commission shall:
 - a. Make recommendations to the City Council regarding adoption of a comprehensive plan;
 - b. Make recommendations to the City Council regarding amendment of its adopted comprehensive plan; and
 - c. Carry out such other duties as may be specified in F.S. pt. II, ch. 163.
- J. To hear, consider, and make recommendations to the City Council regarding applications to:
1. Amend the official zoning map (also called "rezoning");
 2. Amend the text of the LDC;
 3. Create a subdivision (preliminary and final subdivision plats); and
 4. Amend the official zoning map to PUD together with a PUD master plan.

- K. To conduct public hearings and render decisions in compliance with the requirements of this LDC on the following matters:
 - 1. To hear and decide appeals where it is alleged there is error in any order, requirement, decision, or determination made by an administrative official in the enforcement of this LDC;
 - 2. To authorize a variance from a provision of the LDC, as set forth in chapter 9; and
 - 3. To hear and decide applications for site plan approval involving uses subject to supplemental standards, as set forth in section 5.05.00 of this LDC.
- L. In carrying out its duties, the Planning Commission may:
 - 1. Establish such committees as may be necessary to gather facts, analyze findings, and make recommendations to the planning commission as a whole;
 - 2. Acquire and maintain such information and materials as are necessary for an understanding of past trends, present conditions, and forces at work to cause changes in these conditions;
 - 3. Make or cause to be made any necessary special studies on the location, conditions, and adequacy of facilities in the city; and
 - 4. Periodically review the comprehensive plan and LDC and recommend amendments to the city council.