

**ARTICLE VIII
AGENCIES AND BOARDS**

PART 8.00.00 GENERALLY

Sec. 8.00.01 Administration Of Code

The County Administrator shall be responsible for performing all administrative functions of St. Johns County government relating to the administration of this Code. The County Administrator may create departments and other governmental agencies, and make any other necessary administrative arrangements or delegate authority as necessary to properly administer this Code.

Sec. 8.00.02 Flood Damage Control Administrator

A. Generally

There shall be a Flood Damage Control Administrator who shall be the County Administrator. The duties of the Flood Damage Control Administrator shall include, but not be limited to, those provided below.

B. Duties of the Flood Damage Control Administrator

1. Review all proposed developments to assure that the requirements of the flood damage prevention regulations have been met.
2. Notify adjacent communities, the water management district, and the State of Florida Department of Community Affairs, prior to permitting or approving any alteration or relocation of a watercourse, and provide evidence of such notification to the Federal Emergency Management Agency.
3. Verify and record the actual elevation (in relation to mean sea level) of the lowest floor, or of the flood-proofing, of all new or substantially improved structures regulated by the flood damage prevention regulations.
4. Interpret the boundaries of the Area of Special Flood Hazard and the various zones, including the Regulatory Floodways and Coastal High Hazard Areas.
5. Maintain all records pertaining to the implementation of the flood damage prevention regulations.

PART 8.01.00 PLANNING AND ZONING AGENCY (PZA)

Sec. 8.01.01 Powers and Duties

A. Advisory

The Planning and Zoning Agency (PZA) shall serve in an advisory capacity and recommending body to the St. Johns County Board of County Commissioners on matters relating to zoning of land, amendment of Land Development Regulations, land Use amendments and Major Modifications to PUD's and PRD's, including those functions as the County's Local Planning Agency per Chapter 163, Florida Statutes.

B. Decision-Making

The PZA shall serve as an appeals and adjustment board on matters relating to zoning. In this capacity the Agency shall be authorized to:

1. Grant Special Use Permits as provided in this Code.
2. Grant Zoning Variances as provided in this Code, further provided that no such Variance may be granted which allows a use of property contrary to this Code.
3. Grant Minor Modifications to PUD's and PRD's as provided in this Code.
4. Review zoning changes for consistency with the St. Johns County Comprehensive Plan, as amended from time to time.
5. Perform such other functions and take such actions as provided in this Code.

C. Local Planning Agency

The PZA shall serve as the County's Local Planning Agency. In this capacity the Agency shall:

1. Be responsible for the preparation of the Comprehensive Plan or plan amendment and shall make recommendations to the Board of County Commissioners regarding the adoption or amendment of such plan.
2. Monitor and oversee the effectiveness and status of the Comprehensive Plan and recommend to the Board of County Commissioners such changes in the Comprehensive Plan as may from time to time be required.
3. Review proposed Land Development Regulations, land development codes, or amendments thereto, and make recommendations to the Board of County Commissioners as to the consistency of the proposal with the adopted Comprehensive Plan or portion thereof.
4. Perform any other functions, duties and responsibilities assigned to it by the Board

of County Commissioners or by general or special law.

Sec. 8.01.02 Organization

A. Membership

1. The PZA shall have seven (7) members, six of whom shall be appointed by the St. Johns County Board of County Commissioners and one of whom shall be appointed by the St. Johns County School Board.
2. Each member shall reside in the County.
3. Members shall be appointed to four (4) year terms and may be reappointed at the discretion of the Board of County Commissioners or the St. Johns County School Board as applicable. When a position becomes vacant before the end of the term, the Board of County Commissioners or St. Johns County School Board as applicable shall appoint a substitute member to fill the vacancy for the duration of the vacated term. A member whose term expires may continue to serve until a successor is appointed and qualified.
4. The six members appointed by the Board of County Commissioners shall serve at the pleasure of the Board of County Commissioners and may be removed and replaced thereby at any time without cause. The one member appointed by the School Board shall serve at the pleasure of the School Board and may be removed and replaced thereby at any time without cause.
5. Members shall not be compensated, but may be paid for travel and other expenses incurred on Agency business under procedures prescribed in advance by the Board of County Commissioners.
6. If any member fails to attend three (3) consecutive, regularly scheduled meetings or ten (10) of twenty-four (24) regular or special meetings or workshops, the Board of County Commissioners shall declare the member's office vacant.
7. If any member appoints a campaign treasurer for running for elected public office then that member's PZA office shall be vacated thereby; provided that, in regards only to a member appointed by the School Board, that member's office shall not be vacated thereby but shall then become a non-voting position during that member's period of candidacy.

B. Officers

1. The members of the PZA shall annually elect a Chair and Vice-Chair from among the members appointed by the Board of County Commissioners and may create and fill other offices as the Agency deems needed or necessary.
2. The County Administrator shall appoint a County employee to serve as secretary to the PZA, recorder and custodian of all Agency records.

C. Subcommittees

1. The PZA shall create whatever subcommittees it deems needed to carry out the purposes of the Agency.
2. The Chair of the PZA shall annually appoint the membership of each subcommittee from the members of the Agency.

Sec. 8.01.03 Board Procedures

A. Meetings

1. The PZA shall meet at least once each calendar month, unless canceled by the PZA or its Chair, and more often at the call of the Chair or the Board of County Commissioners.
2. The PZA shall keep minutes of its proceedings, indicating the attendance of each member, and the decision on every question.
3. Four (4) members shall constitute a quorum.

B. Decisions

Each decision of the PZA must be approved by a majority vote of the members present at a meeting in which a quorum is in attendance and voting. Failure to receive a majority vote of members present shall act as a denial of the application, appeal, or other matter that is before the PZA.

C. Other Rules

The PZA shall adopt other rules of procedure necessary to carry out its purposes. All rules must conform to this Code, other County ordinances, and state law. The rules shall be in writing and freely available to the public.

History: Ord. 2002-43; Ord. 2004-06; Ord. 2013-26