



CITY OF MELBOURNE

COMPREHENSIVE PLAN
CHAPTER II
PUBLIC SCHOOL FACILITIES ELEMENT

Goals, Objectives and Policies

May 2009

DRAFT

City of Melbourne
Planning & Economic Development Department
900 E. Strawbridge Avenue
Melbourne, Florida 32901

CHAPTER II

~~PUBLIC SCHOOL FACILITIES ELEMENT~~

~~TABLE OF CONTENTS~~

	Page
Goal, Objectives and Policies	2
Appendix A – Map Series	10

CHAPTER II

PUBLIC SCHOOL FACILITIES ELEMENT
GOALS, OBJECTIVES AND POLICIES

GOAL, OBJECTIVES, AND POLICIES

Goal 1. To provide a public school system that offers a high quality educational environment, provides accessibility for all of its students, and ensures adequate school capacity to accommodate enrollment demand within a financially feasible School District’s Five-Year Capital Facilities Work Program.

Objective 1.1. Maintain adequate school facilities in Brevard County Schools by adopting a concurrency management system to address the need for correction of school facility deficiencies through a tiered level of service for the short and long term planning periods.

Policy 1.1.1. The City of Melbourne hereby adopts the following tiered Level of Service (LOS) standards for public schools, based upon permanent Florida Inventory of School Houses (FISH) capacity, which shall address the correction of existing school facility deficiencies. Upon achieving the LOS standard of 100% Permanent FISH Capacity, by school year 2011-2012, the Tiered LOS will be terminated. When necessary, the School Board shall initiate appropriate program changes, boundary adjustments, and/or create additional capacity to prevent the tiered LOS standard from being exceeded, consistent with the Interlocal Agreement and School Board policies.

Tiered Level Of Service – School Years 2007-2008 to 2011-2012

Facility Type	2007-08	2008-09	2009- 10	2010-11	2011-12
Elementary	127%	130%	115%	105%	100%
Middle	122%	120%	100%	100%	100%
Junior/Senior High	133%	135%	110%	105%	100%
High	139%	130%	115%	100%	100%

Policy 1.1.2. The City of Melbourne hereby adopts the School Board's current public school attendance boundaries, as the Concurrency Service Areas (CSA).

Policy 1.1.3. Concurrency shall be measured and applied using a geographic area known as a Concurrency Service Area (CSA) which shall coincide with the school attendance boundaries, as adopted by the School District. Either the City of Melbourne or the School District may propose a

change to the CSA boundaries. The following procedures shall be used for modifying a CSA map:

- (1) The School District will transmit a proposed CSA map modification with data and analysis to support the change to the Cities, the County, and the Capital Outlay Committee (COC). Any proposed change to a CSA shall require a demonstration by the School District that the change complies with the public school LOS standard and that utilization of school capacity is maximized to the greatest extent possible.
- (2) The City of Melbourne and the COC will review the proposed modification of the CSA and send their comments to the School District within 45 days of receipt of the proposed change.
- (3) The modification of a CSA shall be effective upon adoption by the School Board.
- (4) The utilization of school capacity within each CSA will be maximized to the greatest extent possible, taking into account transportation costs, court approved desegregation plans and other relevant factors.

Policy 1.1.4. The Parties shall observe the following process for changes in the use of schools:

- (1) At such time as the School District determines that a school change is appropriate considering the appropriate use of the school and utilization requirements, the School District shall transmit the proposed school change in use and data and analysis to support the changes to the Capital Outlay Committee and the Staff Working Group.
- (2) The Capital Outlay Committee and the Staff Working Group shall review the proposed changes to the school use and send their comments to the School District within forty five (45) days of receipt.
- (3) The change in school use shall become effective upon final approval by the School Board.

Objective 1.2. The City of Melbourne shall ensure a school concurrency evaluation shall be performed by the Brevard County School District to review projected residential development in order to accommodate new students at the adopted level of service for adequate school facility capacity.

Policy 1.2.1. The City of Melbourne shall not approve any non-exempt residential development application for a new residential preliminary plat, site plan or functional equivalent until the School District School has issued a School Capacity Availability Determination Letter (SCADL) verifying available capacity.

Policy 1.2.2. The City of Melbourne shall consider the following criteria to exempt residential uses from the requirements of school concurrency:

Criteria:

- (1) Single family lots of record, existing at the time the PSFE becomes effective.
- (2) Any new residential development that has a preliminary plat or site plan approval or the functional equivalent for a site specific development order prior to the commencement date of the School Concurrency Program.
- (3) Any amendment to any previously approved residential development that does not increase the number of dwelling units or change the type of dwelling units (single-family to multi-family, etc.).
- (4) Age restricted communities with no permanent residents under the age of 18. Exemption of an age restricted community will be subject to a restrictive covenant limiting the age of permanent residents to 18 years and older.
- (5) The replacement of an existing residential dwelling unit, including those partially or entirely damaged, destroyed or demolished, with a new unit of the same type and use provided that the existing unit has been occupied at some time during the five-year period immediately preceding the construction of the new unit.

Policy 1.2.3. The City of Melbourne, through its land development regulations, and in conjunction with the School District, shall establish a school concurrency review process for all residential projects that are not exempt under Policy 2.2.

The minimum processing requirements are described below:

- (1) A residential development application including a School Impact Analysis (SIA) is submitted to the City of Melbourne for review.

- (2) The City of Melbourne determines if the application is complete for processing and transmits the SIA to the School District for review.
- (3) The School District reviews the application for available capacity and issues a School Capacity Availability Determination Letter (SCADL) to the City of Melbourne:
 - a. If capacity is available within the affected CSA, the School District shall issue a SCADL verifying available capacity.
 - b. If capacity is not available within the affected CSA, contiguous CSAs are reviewed for available capacity.
 - c. If capacity is available in the contiguous CSAs, the School District shall issue a SCADL verifying available capacity in the adjacent CSAs.
 - d. If capacity is not available in the contiguous CSAs, the School District shall issue a SCADL indicating the development is not in compliance with the adopted LOS and offers the developer a 90-day negotiation period for mitigation.

Policy 1.2.4. The City of Melbourne in conjunction with the School District shall review developer proposed applications for proportionate share mitigation projects to add the school capacity necessary to satisfy the impacts of a proposed residential development. Mitigation options may include, but are not limited to:

- (1) Contribution of land or payment for land acquisition in conjunction with the provision of additional school capacity; or
- (2) Mitigation banking based on the construction of a public school facility in exchange for the right to sell capacity credits; or
- (3) Donation of buildings for use as a primary or alternative learning facility; or
- (4) Renovation of existing buildings for use as learning facilities; or
- (5) Construction or expansion of permanent student stations or core capacity; or

- (6) Construction of a public school facility in advance of the time set forth in the School District's Five-Year Capital Facilities Work Program.

Policy 1.2.5. For mitigation measures in Policy 2.4 (A) thru (F) above, the estimated cost to construct the mitigating improvement will reflect the estimated future construction costs at the time of the anticipated construction.

- (1) Improvements contributed by the developer shall receive school impact fee credit.
- (2) The cost difference between the developer's mitigation costs and the impact fee credit, if greater, shall be the responsibility of the developer.

Policy 1.2.6. The City of Melbourne and the School District shall provide a 90-day negotiation period to allow for the review and negotiation of proportionate share mitigation offers proposed by a developer.

Criteria:

- (1) If mitigation is approved, the City of Melbourne and the School District enter into an enforceable binding agreement with the developer and the improvement(s) will be included in the School District's annually adopted Five-Year Capital Facilities Work Program and reflected in the next update to the Capital Improvements Element.
- (2) If mitigation is denied, the City of Melbourne must deny application based upon no available school capacity.
- (3) The City of Melbourne shall not issue any permits for a residential development until receiving confirmation of available school capacity in the form of a SCADL from the School District.

Policy 1.2.7. The City of Melbourne shall, upon acceptance of a mitigation option identified in Policy 2.4, enter into an enforceable binding agreement with the School District and the developer.

Policy 1.2.8. If the present impact fee collection process is discontinued and the City of Melbourne starts collecting the fees, the City shall notify the School District when an approved residential development has paid impact fees and when the development order for the residential development expires.

Objective 1.3. Beginning with an effective date of 2008, all new public schools built within the City of Melbourne will be coordinated with the School District to be consistent with the City of Melbourne’s Future Land Use Map designation to ensure facilities are proximate to appropriate existing and future land uses, serve as community focal points, are co-located with other appropriate public facilities, and will have needed supporting infrastructure.

Policy 1.3.1. The City of Melbourne, as a member of the Capital Outlay Committee and in conjunction with the School District, shall jointly determine the need for, and timing of, on-site and off-site improvements necessary to support a new school.

- (1) When appropriate, the School Board shall consider locating new school sites in urban areas to prevent urban sprawl. Such sites shall be compact in size so that they are compatible with the surrounding neighborhood(s).
- (2) Construction plans for new schools and significant additions/renovations shall be submitted to the City of Melbourne for an informal review of on-site issues. When feasible, such plans should conform to the City’s Land Development Regulations.

Policy 1.3.2. The City of Melbourne shall enter into an agreement with the School Board identifying the timing, location, and the party or parties responsible for the planning, constructing, operating, and maintaining off- site improvements necessary to support a new school or school improvement to ensure that the necessary infrastructure is in place prior to or concurrent with construction.

Policy 1.3.3. The City of Melbourne shall encourage the location of schools near residential areas by:

- (1) Assisting the School District in the identification of funding and/or construction opportunities (including developer participation or City of Melbourne capital budget expenditures) for sidewalks, traffic signalization, access, water, sewer, drainage and other infrastructure improvements.
- (2) Reviewing and providing comments on all new school sites including the compatibility and integration of new schools with surrounding land uses.
- (3) Allowing schools within all residential land use categories.

Policy 1.3.4. The City of Melbourne, in conjunction with the School District, shall seek opportunities to co-locate schools with public facilities, such as

parks, libraries, and community centers, as the need for these facilities is identified.

- Policy 1.3.5. The City of Melbourne, in conjunction with the School District, hereby designates the Capital Outlay Committee (COC) as the monitoring group for coordinated planning and school concurrency in Brevard County. The City of Melbourne shall be represented on the COC.
- Policy 1.3.6. School Concurrency will commence upon the effective date of this Element. In addition, the City of Melbourne shall adopt school concurrency provisions into its Land Development Regulations (LDR).
- Policy 1.3.7. The City of Melbourne, in conjunction with the School District and the municipalities within the City of Melbourne shall identify issues relating to public school emergency preparedness, such as:
- (1) The determination of evacuation zones, evacuation routes, and shelter locations.
 - (2) The design and use of public schools as emergency shelters.
 - (3) The designation of sites other than public schools as long-term shelters, to allow schools to resume normal operations following emergency events.

Objective 1.4. Beginning with an effective date of 2008 and no later than December 1st of each year thereafter, the City of Melbourne will include in its Capital Improvements Element (CIE), the School District's annually updated five-year schedule of capital improvements as adopted by the School Board, which identifies school facility capacity projects necessary to address existing deficiencies and meet future needs based upon achieving and maintaining the adopted level of service standard for schools.

- Policy 1.4.1. By December 1 each year, the City of Melbourne shall adopt as part of its Capital Improvements Element, the Brevard County School District Five Year Work Program approved by the School Board including planned facilities and funding sources to ensure a financially feasible capital improvements program and to ensure the level of service standards will achieved by the end of the five-year period.
- Policy 1.4.2. The City of Melbourne shall annually coordinate review of both school enrollment projections and the PSFE in conjunction with the School District and other local governments through the Capital Outlay Committee, and provide an annual update of the process, including the Public School Facilities Element and maintain a public school facilities map series which is coordinated with the Local Governments' Future Land Use Map or Map Series, including the planned general location of

schools and ancillary facilities for the five-year planning period and the planned general location of future public schools for the long-range planning period. The Map Series shall include:

- (1) Existing Public School Facilities Maps - type and location of ancillary plants
- (2) Five-Year Planning Period Maps - generally planned public school facilities and ancillary plants

Policy 1.4.3. The City of Melbourne, in conjunction with the School District, shall coordinate the long range public school facilities map with its comprehensive plan and future land use map. The Map shall be included in the Map Series provided in Policy 4.2.

- (1) The Long Range Planning Period Map - generally planned areas of future public school facility needs.

APPENDIX A

MAP SERIES
(SEE MAP ATLAS)

~~Existing and Proposed Elementary Schools
(Referenced in Data and Analysis as Figure 3a)~~

~~Existing and Proposed Middle and Jr/Sr. High Schools
(Referenced in Data and Analysis as Figure 3b)~~

~~Existing and Proposed Senior and Jr/Sr High Schools
(Referenced in Data and Analysis as Figure 3c)~~

~~Existing Public School Facilities and Ancillary Plants
(Referenced in Data and Analysis as Figure 4a)~~

~~Proposed Ancillary Facilities
(Referenced in Data and Analysis as Figure 4b)~~

~~Proposed Schools 10 Year Plan Map has been updated
(Referenced in Data and Analysis as Figure 5)~~