

## Planning and Zoning Board

### B. *Powers and Duties:*

1. Review all requests for rezoning of property, zoning amendments, Comprehensive Plan text amendments, Land Use Map amendments, and amendments to ordinances that affect land use, and make approval/non-approval recommendations to the Board of County Commissioners for their final determination.
2. Review all site plans, with the exception of those approved by the Planning and Zoning Department as stated in Article 28, Section 28.16 (B) (4), and make recommendations to the Board of County Commissioners.
3. Submit written recommendations to the Board of County Commissioners relative to the various requests where applicable that fall within the purview of the Board of County Commissioners to approve/deny.
4. Elect a chairman and vice-chair of the planning and zoning board members. A new chair and vice-chair shall be selected each year by the members of the Planning and Zoning Board.
5. Establish the time, place and date of the monthly Planning and Zoning Board regular meeting plus workshops.
6. Develop rules and procedures for the conduct of hearings, both quasi-judicial and legislative, which, at a minimum, when appropriate, includes the right of the party to:
  - a. Present his/her case by oral and documentary evidence;
  - b. Submit rebuttal evidence, and conduct such cross-examination as may be required for a full and true disclosure of the facts;
  - c. Be accompanied, represented and advised by counsel or represent himself/herself;
  - d. Be promptly notified of any action taken by the Planning and Zoning Board affecting substantive or procedural rights taken in connection with any proceedings.
  - e. The Planning and Zoning Board shall receive into evidence that which could be admissible in civil proceedings in the courts of this state, but in receiving evidence, due regard shall be given to the technical and highly complicated subject matter which must be handled and the exclusionary rules of evidence shall not be used to prevent the receipt of evidence having substantial probative effect.

Otherwise, however, effect shall be given to rules of evidence recognized by the law of Florida.

- f. Majority of the Planning and Zoning Board shall constitute a quorum for the purpose of meetings and transacting business. Failure to receive a majority vote shall constitute denial.
7. Hear and decide appeals where it is alleged there is an error in any decision made by the Planning Director or staff as it relates to the Zoning Code or Comprehensive Plan.