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# **PUBLIC SCHOOL FACILITIES ELEMENT**

## **INTRODUCTION**

The Public School Facilities Element (PSFE) establishes the public school concurrency system requirements, including an adopted level of service (LOS) standard for public schools and procedures for establishing a long-term concurrency management system to achieve and maintain the adopted LOS. School concurrency is mandated to require coordinated school planning among the County, the School District and the municipalities within Clay County to ensure that public school capacity needs are met and that the public school facilities, necessary to achieve and maintain the adopted level of service for schools, are in place before or concurrent with the school impacts of new residential development.

The PSFE focuses on coordinated planning among the School District, County and local governments to accommodate future student growth needs in the public school system. The PSFE addresses school level of service; school utilization; school proximity and compatibility with residential development; availability of public infrastructure; colocation opportunities; and financial feasibility.

Within Clay County, the local governments participating in school concurrency are Clay County, the Town of Orange Park, the City of Green Cove Springs and Keystone Heights, (hereinafter referred to as “Local Governments”). The fourth municipality in the County, the Town of Penney Farms, is exempt from school concurrency based on the criteria contained in 163.3177(12)(b), F.S. At the time of its comprehensive plan’s evaluation and appraisal report, the Town of Penney Farms will determine if it continues to meet the criteria as an exempt municipality. If the School District plans a school to be constructed in the Town, it will then be required to adopt the school concurrency requirements.

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## GOAL, OBJECTIVES, AND POLICIES

### PUBLIC SCHOOL FACILITIES ELEMENT

#### GOAL

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 Educational Facilities Plan (EFP).

**Objective 1:** Beginning with an effective date of May 1, 2008 and no later than December 1 each year, the County shall annually adopt into its Capital Improvement Element the School Board's Educational Facilities Plan (EFP) providing a five-year schedule of capital improvements which include those necessary school capacity projects to address existing deficiencies and future needs to achieve and maintain the adopted level of service standard for public schools.

Policy 1.1: When School Board transmits to the County the draft Tentative Educational Facilities Plan, the County shall review the plan for consistency with the comprehensive plan. Based upon the review, the County shall provide to the School Board written comments and recommendations regarding the timing and location of future schools and related County infrastructure.

Policy 1.2: The County shall, no later than December 1<sup>st</sup> of each year, incorporate into the Capital Improvements Element the "Summary of Capital Improvements Program" and "Summary of Estimated Revenue" tables from the School District's annually adopted Five-Year Educational Facilities Plan (EFP).

The EFP shall be consistent with the requirements of Section 1013.35, F.S., and include projected student populations apportioned geographically, an inventory of existing school facilities, projections of facility space needs, information on relocatables, general locations of new schools for the 5, 10, 20-year time periods, and options to reduce the need for additional permanent stations.

Policy 1.3: Local Governments, in conjunction with the School District, shall annually review the Public School Facilities Element and maintain a long-range public school facilities map series, including the planned general location of schools and ancillary facilities for the five-year planning period and the long-range planning period. The map series, included as Appendix A, shall include at a minimum maps showing:

- a. Existing public school facilities by type and location of ancillary plants.
- b. Public school facilities and ancillary plants generally planned for the five-year planning period.

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The Future Land Use and Capital Improvements Elements shall be utilized for joint planning purposes in the selection of the general locations of new schools.

Policy 1.4: The Long-Term Concurrency Management System, which shall be annually updated to address the adopted LOS of schools identified in Table 1, shall be incorporated into the annually adopted Five-Year Educational Facilities Plan and included in the Capital Improvements Element in the “Summary of Capital Improvements Program.”

**Objective 2: Achieve and maintain adequate school facilities in Clay County by adopting a long-term concurrency management system to which, addresses school facility the need for correction of school facility deficiencies through the long-term planning period.**

Policy 2.1: The County hereby adopts 110 percent Level of Service (LOS) standard for each public school type in each School Concurrency Service Area (SCSA), based upon the lesser of Florida Inventory of School Houses (FISH) capacity or core cafeteria capacity.

Policy 2.2: The County hereby adopts the School District’s Long-Term Concurrency Management System (LTCMS) established to provide the necessary enrollment relief required to achieve and maintain the adopted LOS for public schools. The LTCMS achieves the adopted LOS through school year 2017-18 by including five new elementary and two new high schools as shown in Table 1.

Policy 2.3: The County hereby adopts the School Board's current public school attendance boundaries, as the School Concurrency Service Areas (SCSA). The SCSAs will be amended annually pursuant to Policy 2.4.

Policy 2.4: The County and the School District, shall utilize the following procedures for modifying SCSAs:

- a. The School District will transmit a proposed SCSA modification with data and analysis to support the change to the Local Governments and the Oversight Group. Any proposed change to the SCSAs 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.
- b. Local Governments and the Oversight Group will review the proposed modification and send their comments to the School District within 45 days of receipt of the proposed change.

- c. The modification of the SCSAs shall be effective upon adoption by the School Board. The County shall amend its SCSA map series to include the new SCSAs no later than 45 days following School Board adoption.

Table 1: Long-Term Concurrency Management System

LONG-TERM CONCURRENCY MANAGEMENT SYSTEM* - SCHOOL YEAR 2007-2017											
Facility Name	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
Doctors Inlet Elementary	130%	130%	130%	130%	130%	110%	110%	110%	110%	110%	110%
Keystone Heights Elementary	120%	120%	120%	120%	120%	110%	110%	110%	110%	110%	110%
Middleburg Elementary	120%	120%	120%	120%	120%	110%	110%	110%	110%	110%	110%
Thunderbolt Elementary	125%	125%	125%	125%	125%	110%	110%	110%	110%	110%	110%
Lake Asbury Elementary	140%	110%	110%	110%	110%	110%	110%	110%	110%	110%	110%
Middleburg High	140%	140%	140%	140%	140%	120%	120%	120%	110%	110%	110%
Ridgeview High	120%	120%	120%	120%	120%	120%	120%	120%	110%	110%	110%

Source: Clay County School District Educational Facilities Plan 2007-08

**Policy 2.5:** The Local Governments in conjunction with the School District shall observe the following process for changes in the use of schools:

- a. At such time as the School District determines that a change in the school facility type or use is appropriate, the School District shall transmit the proposed changes with supporting data and analysis for the changes to the Local Governments.

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- b. Local Governments shall review the proposed changes and send their comments to the School District within 45 days of receipt of the proposed change.
  - c. The change in facility utilization shall become effective upon final approval of the new use of the school by the School Board.

**Objective 3: Ensure a school concurrency evaluation is performed by the Clay County School District for all non-exempt residential development, in order to verify new students can be accommodated within the adopted level of service as measured within each SCSA for adequate school facility capacity.**

Policy 3.1: The County shall not approve any non-exempt residential development applications for rezoning, preliminary plat, site plan or their functional equivalents until the School District has issued a School Concurrency Reservation Letter (SCRL) verifying available capacity.

Policy 3.2: The County shall consider the following residential uses exempt from the requirements of school concurrency:

- a. All single family lots of record at the date the School Concurrency implementing ordinance becomes effective, or May 1, 2008, whichever occurs first.
- b. Any subdivision of land created pursuant to the County or City Land Development Regulations that does not require the recording of a Plat.
- c. Any Development of Regional Impact for which a development order was issued prior to the date the School Concurrency implementing ordinance becomes effective, or May 1, 2008, whichever occurs first. Exempt status shall not be continued in cases of substantial deviation to a DRI for which a development order was issued prior to May 1, 2008.
- d. 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 date the School Concurrency implementing ordinance becomes effective, or May 1, 2008, whichever occurs first.
- e. Any amendment to any previously approved residential development, which does not increase the number of dwelling units or change the type of dwelling units (single-family to multi-family, etc.).
- f. Any age restricted community with no permanent residents under the age of 18. Exemption of an age restricted community shall be subject to a restrictive covenant limiting the age of permanent residents to 18 years and older.

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Policy 3.3: The County, through its land development regulations, shall establish a school concurrency review process for all residential projects (seeking site plan, plat, or the functional equivalent) that are not exempt under Policy 3.2. The minimum process requirements are described below:

- a. A residential development application is submitted to the County, which includes a Concurrency Application for review by the School District.
- b. The County determines application is complete for processing and shall transmit the Concurrency Application to the School District for review.
- c. The School District shall review applications for available capacity and issue a School Concurrency Reservation Letter (SCRL) to the County:
  1. If capacity is available within the affected SCSA, the School District shall issue a SCRL verifying available capacity.
  2. If capacity is not available within the affected SCSA, contiguous SCSAs are reviewed for available capacity.
  3. If capacity is available in the contiguous SCSAs, the School District shall issue a SCRL verifying available capacity in the adjacent SCSA.
  4. If capacity is not available in the contiguous SCSAs, the School District shall issue a School Concurrency Deficiency Letter (SCDL) indicating the development is not in compliance with the adopted LOS.

Policy 3.4: The School District, in conjunction with the County, shall review developer proposed proportionate share mitigation proposals which will add the school capacity required to satisfy the impacts of a proposed residential development during a 90-day negotiation period. Mitigation options, considered by the School District, may include but are not limited to:

- a. Contribution of land and/or a monetary payment in conjunction with the provision of additional school capacity; or
- b. Provision of additional student stations through the donation of buildings for use as a primary or alternative learning facility; or
- c. Provision of additional student stations through the renovation of existing buildings for use as learning facilities; or
- d. Construction of permanent student stations or core capacity; or

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- e. Construction of a school in advance of the time set forth in the School District's EFP; or
  - f. Construction of a charter school designed in accordance with School District standards, providing permanent capacity to the District's inventory of student stations. Use of a charter school for mitigation must include provisions for its continued existence, including but not limited to the transfer of ownership of the charter school property and/or operation of the school to the School Board.

Policy 3.5: The County shall, upon acceptance by the School Board of a mitigation agreement, enter into an enforceable binding agreement with the School District and the developer and the School District shall issue a SCRL. Failure to reach agreement shall result in the issuance of a SCDL indicating that there is no available capacity to service the development.

Policy 3.6: The County shall be responsible for notifying the School District when a residential development has received a Concurrency Reservation Certificate (CRC), when the development order for the residential development expires or is revoked. In cases of expiration or revocation, the existing SCRL is forfeited.

**Objective 4:** **The Local Government or County shall coordinate with the School District to ensure that all new public schools will be located to serve as community focal points, proximate to existing and proposed residential areas they will serve and to the extent possible will be colocated with other compatible public facilities, such as parks, libraries, and community centers, and are located consistent with the appropriate jurisdiction's future land use map designation. The coordination will include planning to ensure safe access to schools with needed supporting infrastructure, including sidewalks, bicycle paths, turn lanes, signalization.**

Policy 4.1: The County shall encourage the location of schools near residential areas by:

- a. Assisting the School District in the identification of funding and/or construction opportunities (including developer participation or County capital budget expenditures) for sidewalks, traffic signalization, access, water, sewer, drainage and other infrastructure improvements consistent with the obligations identified in the Interlocal Agreement (ILA).
- b. Reviewing and providing comments on all new proposed school sites consistent with the ILA.
- c. Allowing schools within all land use categories, except industrial and mining, consistent with the ILA.

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- Policy 4.2: The County, in conjunction with the School District, shall seek opportunities to co-locate public facilities with schools, such as parks, libraries and community centers, as the need for these facilities is identified.
- Policy 4.3: The County, 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.
- Policy 4.4: The County shall enter into an agreement with the School Board identifying the timing, location, and the party or parties responsible for constructing, operating, and maintaining off-site improvements necessary to support a new school.
- Policy 4.5: The County hereby designates the Oversight Group as the monitoring group for coordinated planning and school concurrency in Clay County.
- Policy 4.6: No later than May 1, 2008, the County shall adopt school concurrency provisions into its Land Development Regulations (LDR).
- Policy 4.7: The Local Governments in conjunction with the School District shall identify issues relating to public school emergency preparedness, such as:
- a. The determination of evacuation zones, evacuation routes, and shelter locations.
  - b. The design and use of public schools as emergency shelters.
  - c. The designation of sites other than public schools as long-term shelters, to allow schools to resume normal operations following emergency events.



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Appendix A

Map Series

Figure 1: Existing School Facilities

Figure 2: Future School Facilities

Figure 1: Existing School Facilities

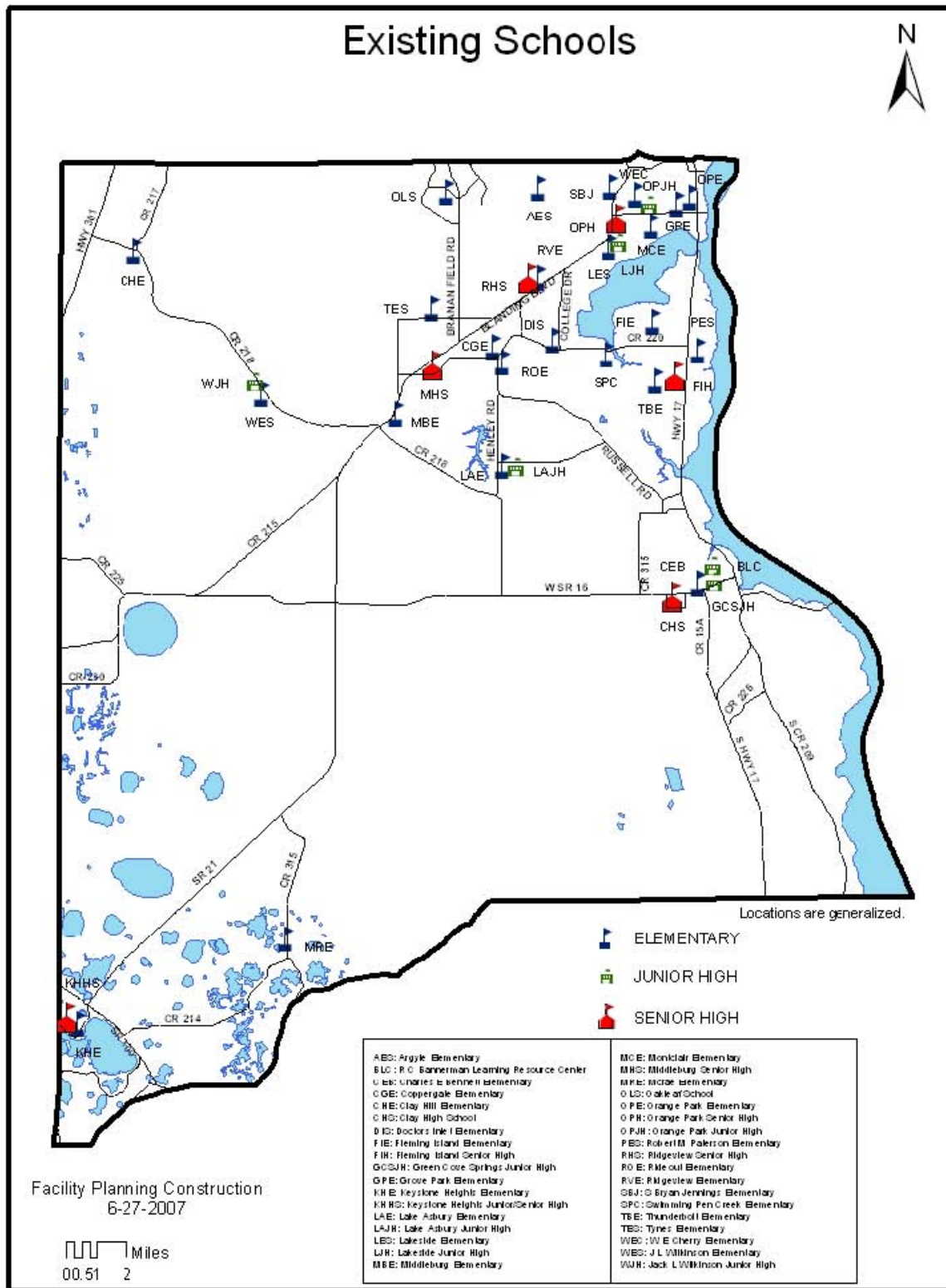


Figure 2: Future School Facilities

