



# VILLAGE OF HIGHLAND PARK

Polk County, Florida

## 2030 Comprehensive Plan

Adopted: May 2, 1991

Amended: August 13, 1992

Updated: November 1, 2010



# VILLAGE OF HIGHLAND PARK

Polk County, Florida



## 2030 Comprehensive Plan

Adopted: May 2, 1991

Amended: August 13, 1992

Updated: November 1, 2010

# VILLAGE OF HIGHLAND PARK

Polk County, Florida



**2030 Comprehensive Plan**

**Future Land Use Element**

**FUTURE LAND USE ELEMENT  
Goal, Objectives & Policies**

**GOAL:** IT SHALL BE THE GOAL OF THE VILLAGE OF HIGHLAND PARK TO PROVIDE A SYSTEM FOR ORDERLY GROWTH AND DEVELOPMENT TO ENSURE THAT THE CHARACTER, MAGNITUDE, AND LOCATION OF ALL LAND USES FOSTERS A BALANCED NATURAL, PHYSICAL, SOCIAL, AND ECONOMIC ENVIRONMENT AND REDUCE GREENHOUSE GAS EMISSIONS WHILE ENCOURAGING ENERGY EFFICIENCY. [9J-5.006(3)(A).]

**OBJECTIVE 1:** UPON PLAN ADOPTION, THE VILLAGE OF HIGHLAND PARK SHALL MANAGE FUTURE GROWTH AND DEVELOPMENT THROUGH THE PREPARATION, ADOPTION, IMPLEMENTATION, AND ENFORCEMENT OF LAND DEVELOPMENT REGULATIONS. [9J-5.006(3)(B)9.]

**Policy 1.1:** Highland Park shall regulate the use of land consistent with the Future Land Use Element and the Future Land Use Map, that in turn shall ensure the compatibility of adjacent land uses, and, at a minimum, shall:

- a) Regulate the subdivision of land;
- b) Regulate land development to provide for parks and open space;
- c) Regulate land development to protect lakes, wetlands, and other environmentally-sensitive areas;
- e) Regulate land development in areas subject to periodic flooding and provide for drainage and stormwater management;
- f) Regulate land development to protect potable water wells and aquifer recharge areas as specified by Policies 3.5, and 3.6;
- g) Regulate signage using FDOT standards; and
- h) Regulate parking, vehicular site access, and on-site traffic flow using FDOT standards. [9J-5.006(3)(c)1,4,5,6.]

**Policy 1.2:** Highland Park shall enforce standards for densities and intensities of use for each future land use category on the Future Land Use Map consistent with the Future Land Use Element and Policy 2.1. [9J-5.006(3)(c)1,7.]

**Policy 1.3:** The adopted land development regulations shall permit the use, where appropriate, of innovative development techniques such as xeriscaping. [9J-5.006(3)(c)5.]

**OBJECTIVE 2:** **THE LOCATION AND DENSITY OF FUTURE DEVELOPMENT AND REDEVELOPMENT SHALL BE DIRECTED AS DEPICTED ON THE FUTURE LAND USE MAP IN CONSISTENCY WITH THE GOALS, OBJECTIVES, AND POLICIES OF THE COMPREHENSIVE PLAN.**  
**[9J-5.006(3)(B)3.]**

**Policy 2.1:** The following land use categories are hereby established for the purpose of managing future development and redevelopment activities and for the establishment of density and /or intensity of land use:

- a) **Estate Residential** – The Estate Residential Future Land Use category shall allow 1 residential dwelling unit per acre.
- b) **Single-Family Residential** – The Single Family Residential Future Land Use category establishes land area for single-family residences at a minimum of fifteen thousand (15,000) square feet lots, with lots intended to provide protective homesites. This criteria also includes structures accessory to residential use. The primary function of the Single Family Residential classification is to accommodate low density residential development consisting primarily of single family dwellings.  
[9J-5.006(3)(c)7.]
- c) **Residential Low** – The Residential Low Future Land Use category allows for residential densities up to, and including 3 dwelling units per acre. This category is may be characterized by single family dwelling units, townhouse units, and small scale multi-family units. Residential Low development must be accompanied by the Planned Development Zoning district.

- d) **Open Space & Recreation** – The Open Space and Recreation Future Land Use category designates areas of existing or future public and/or privately owned parks and open space areas. Permitted uses include publicly- or privately-owned properties which are open to recreational use by the public. Other uses may include conservation uses, open space, or environmentally sensitive areas. The level of service standard is 3.75 acres per 1,000 persons. Density/Intensity = 0.
- e) **Historic** – The Historic Future Land Use category is established for the Casa De Josephina, a designated historic landmark within the Village of Highland Park. No additional development shall be permitted in this land use category.
- f) **Conservation** - This category is established for the environmentally sensitive lands and natural resources that are in keeping with the character of the Village of Highland Park. Only conservation uses will be permitted. Density/Intensity = 0.
- g) **Agricultural** - Agricultural Land Use shall consist of only citrus farming. Density/Intensity = 0.  
[9J-5.006(3)(c)7.]

**Policy 2.2:** Public schools are allowed in all land use classifications except Conservation. When annexing undeveloped land, the Village shall classify sufficient land proximate to residential development to meet the projected needs for schools in coordination with the Polk County School Board, and may establish differing criteria for schools of different type or size. Further, the Village hereby encourages the collocation of public facilities such as parks, libraries, and community centers, with schools, when planning and reviewing a proposed site for new, and shall adopt criteria for collocation in the Unified Land Development Code.

**Policy 2.3:** Highland Park shall continue site plan reviews and code enforcement, and request Polk County to conduct building inspections to eliminate any and all adverse impacts of proposed development based on incompatibility of existing land uses and its effect on natural and historic resources and the social and economic environment of the Village of Highland Park.  
[9J-5.006(3)(c)6,8.]

**OBJECTIVE 3:** THE VILLAGE SHALL PROTECT NATURAL, HISTORICAL, AND CULTURAL RESOURCES FROM THE NEGATIVE IMPACTS OF DEVELOPMENT AND REDEVELOPMENT. THE DEVELOPMENT OF RESIDENTIAL LAND USES SHALL BE TIMED AND STAGED IN CONJUNCTION WITH AVAILABLE CAPACITY OF PUBLIC FACILITIES AND SERVICES, APPROPRIATE SOIL CONDITIONS AND TOPOGRAPHY. [9J-5.006(3)(B)1,4.]

**Policy 3.1:** The Village shall identify existing land areas with potential development limitations necessitated by natural conditions and areas where development could adversely affect or be adversely affected by significant natural resources and man-made facilities and features. Control the density and intensity of development within such areas. The following areas of limited development are established in the Future Land Use Element text and map series for the Village of Highland Park:

- a) Floodplain Protection Areas (depicted on the Floodplains Map);
- b) Wetland Protection Areas (depicted on the Wetland Areas Map);
- c) Soils-Limited Areas (depicted on the Soils Map);
- d) Wellhead Protection Areas (Interim area as described by Policy 3.5. However, if Policy 3.5 is not adopted as a permanent standard, SWFWMD and the Village of Highland Park must further coordinate to determine Wellhead Protection Areas); and
- e) Historic Areas (depicted on the Future Land use Map).  
[9J-5.006(3)(c)6.]

**Policy 3.2:** Floodplain Protection Areas are established to indicate areas subject to potential periodic flooding and to limit uses and intensities to those for which the risk of loss would be minimal and which do not alter the natural function of the floodplain. The 100 Year Floodplain Map shall designate as Floodplain Protection Areas those areas classified by the Federal Emergency Management Agency (FEMA) as within the 100-year floodplain. These areas are designated on Floodplain Map in the Future Land Use Element. [9J-5.006(3)(c)6.]

**Policy 3.3:** Wetland Protection Areas, designated by the U.S. Department of Interior on Map 1.3 in the Future Land Use Element, are established to indicate potential wetland areas and to limit uses and intensities to those which would have

- Policy 3.4:** minimal impact upon the natural functions of the wetland. [9J-5.006(3)(c)6.] Soils-Limited Areas are established to indicate areas where development may be limited due to poor soil conditions. The Soils Map shall designate as Soils-Limited Areas those areas delineated by the U.S. Soil Conservation Service (SCS) or the HRS percolation test as having "severe limitations" for septic-tank absorption fields or for the foundations of small buildings without basements. [9J-5.006(3)(c)6.]
- Policy 3.5:** Wellhead Protection Areas are established to protect existing and future public water wells from contamination. The Village shall implement a comprehensive wellhead protection program. Such a program shall: (1) develop sufficient knowledge to identify cones of influence that warrant protection, and (2) develop and implement the appropriate protection strategies. The Village of Highland Park will request funding and/or technical assistance from Polk County, the Southwest Florida Water Management District (SWFWMD), the Department of Environmental Regulation, and any other relevant agency, to identify cones of influence for existing and planned public supply water wells. In order to protect its water supply until cones of influence are identified, the Village will designate interim protection zones as a 600 ft. radius around each existing well and future well site. Development within these zones will be regulated as provided in Future Land Use Policy 3.6. If Policy 3.6 is a sufficient standard and excess capital outlay for a wellhead protection program can be avoided, the Village Commission shall adopt Policy 3.6 as a permanent designation of cones of influence. [9J-5.013(2)(c)1,6.]
- Policy 3.6:** Wellhead Protection Zones shall prohibit the following storage activities and land uses within the designated 300 ft. radius of potable water wells within its jurisdiction:
- a) Landfills;
  - b) Facilities for the bulk storage, handling or processing of materials on the Florida Substance List, with the exception of chlorine that is used for potable water disinfection;
  - c) Activities that require the storage, use or transportation of restricted substances, agricultural chemicals, petroleum products, hazardous toxic waste, medical waste, etc.;
  - d) Feedlots or other commercial animal facilities;



- e) Wastewater treatment plants and percolation ponds;
- f) Mines; and
- g) Excavation of intersecting waterways or drainage facilities.

[9J-5.006(3)(c)6.]

- Policy 3.7:** The Village of Highland Park shall require that all development proposals be accompanied by evidence that an inventory of wetlands; soils posing severe limitations to construction; unique natural habitats; endangered species of wildlife and plants; and areas prone to periodic flooding has been conducted. The Village shall further require that the extent to which any development or redevelopment is proposed to be placed in/on, to disturb, or to alter the natural functions of any of these resources be identified. Such identification shall occur at a phase in the development review process that provides the opportunity for the Village to review the proposed project to ensure that direct and irreversible impacts on the identified resources are minimized, or in the extreme, mitigated. Where development is determined to encroach upon a resource, Highland Park shall require a specific management plan to be prepared by the developer, which includes necessary modifications to the proposed development, specific setback and buffers, and clustering of development away from site resources, to ensure the protection, preservation or natural functions of the resource. [9J-5.006(3)(c)1,4,6]
- Policy 3.8:** The Village shall approve the location of new development on the basis of the suitability of the land to support such uses without adversely affecting the natural environment. [9J-5.006(3)(c)6.]
- Policy 3.9:** All development shall be located in such a manner that the natural and topographic features of a site shall not be adversely altered so as to negatively affect natural drainage of neighboring properties or the visual aesthetics of the area. [9J-5.006(3)(c)4.]
- Policy 3.10:** Historical properties and archaeological sites shall be designated by the Village Commission. Following designation as an historical or archaeological site or structure, demolition or alteration of such sites or structures may be granted only by the Village Commission. A vote by the Village Commission to permit the alteration or demolition of designated sites must be a majority consisting of no less than three (3) affirmative votes. This procedure does not

replace or diminish established procedures for the alteration or demolition of structures or sites in the Highland Park, but is an additional safeguard to protect structures and sites designated by Village Commission as meriting protection. [9J-5.006(3)(c)8.]

**Policy 3.11:**

The Village of Highland Park will provide separation or protection between existing land uses and proposed land uses of a different type which could have adverse impacts on previously approved development. The Village Commission will assess and consider these adverse impacts in its zoning decisions, site plan approvals, and other regulatory actions. Mechanisms for ensuring compatibility between adjacent land uses may include:

- a) special setbacks;
- b) landscape buffering requirements;
- c) walls or fences;
- d) performance standards;
- e) access control; and
- f) others as determined by the Village Commission.

In formulating and implementing its compatibility criteria, the Village of Highland Park will give primary consideration to preserving the integrity of residential neighborhoods, discouraging crime and civil disorder, protection of property values, and preservation of natural resources. However, this policy shall not be interpreted to protect land uses or activities which are illegal or which have been established without proper authorization from the Village of Highland Park. In addition, this policy shall not confer special status or protection on land uses which are nonconforming to adopted city codes or otherwise inconsistent with the Comprehensive Plan. [9J-5.006(3)(c)2.]

**OBJECTIVE 4:**

**THE VILLAGE OF HIGHLAND PARK SHALL CONTINUE TO ENFORCE LAND DEVELOPMENT REGULATIONS WHICH DISCOURAGE URBAN SPRAWL, EFFECTIVELY MANAGE GROWTH, REDUCE GREENHOUSE GAS EMISSIONS, PROMOTE ENERGY EFFICIENCY, ESTABLISH STANDARDS FOR DENSITY AND INTENSITIES OF DEVELOPMENT, AND OTHERWISE IMPLEMENT THE COMPREHENSIVE PLAN. LAND USE ON THE AVAILABILITY OF NECESSARY PUBLIC FACILITIES AND SERVICES.**  
**[9J-5.006(3)(B)7,8.]**

**Policy 4.1:** Higher densities and intensity of land use will be directed to areas where public facilities and services are available or are projected to be available. [9J-5.006(3)(c)3.]

**Policy 4.2:** Development orders or permits for future development and redevelopment will be issued only if the public facilities and services necessary to meet the adopted level of service standards are available concurrent with the impacts of the development. [9J-5.006(3)(c)3.]

**OBJECTIVE 5:** **IN CONFORMANCE WITH THE CONCURRENCY OBJECTIVES OF THE COMPREHENSIVE PLAN, ENSURE THAT SUITABLE LAND IS AVAILABLE FOR UTILITY FACILITIES AS NECESSARY TO SUPPORT PROPOSED DEVELOPMENT. [9J-5.006(3)(B)8.]**

**Policy 5.1:** Public utilities that provide essential service to existing and future land uses authorized by this plan shall be permitted in all future land use categories, except Conservation, provided the performance standards in the Power Plant Siting Act, Transmission Line Siting Act, Highland Park Comprehensive Plan, Highland Park Zoning Regulations, and any other applicable land development regulations are met. [9J-5.006(3)(c)3.]

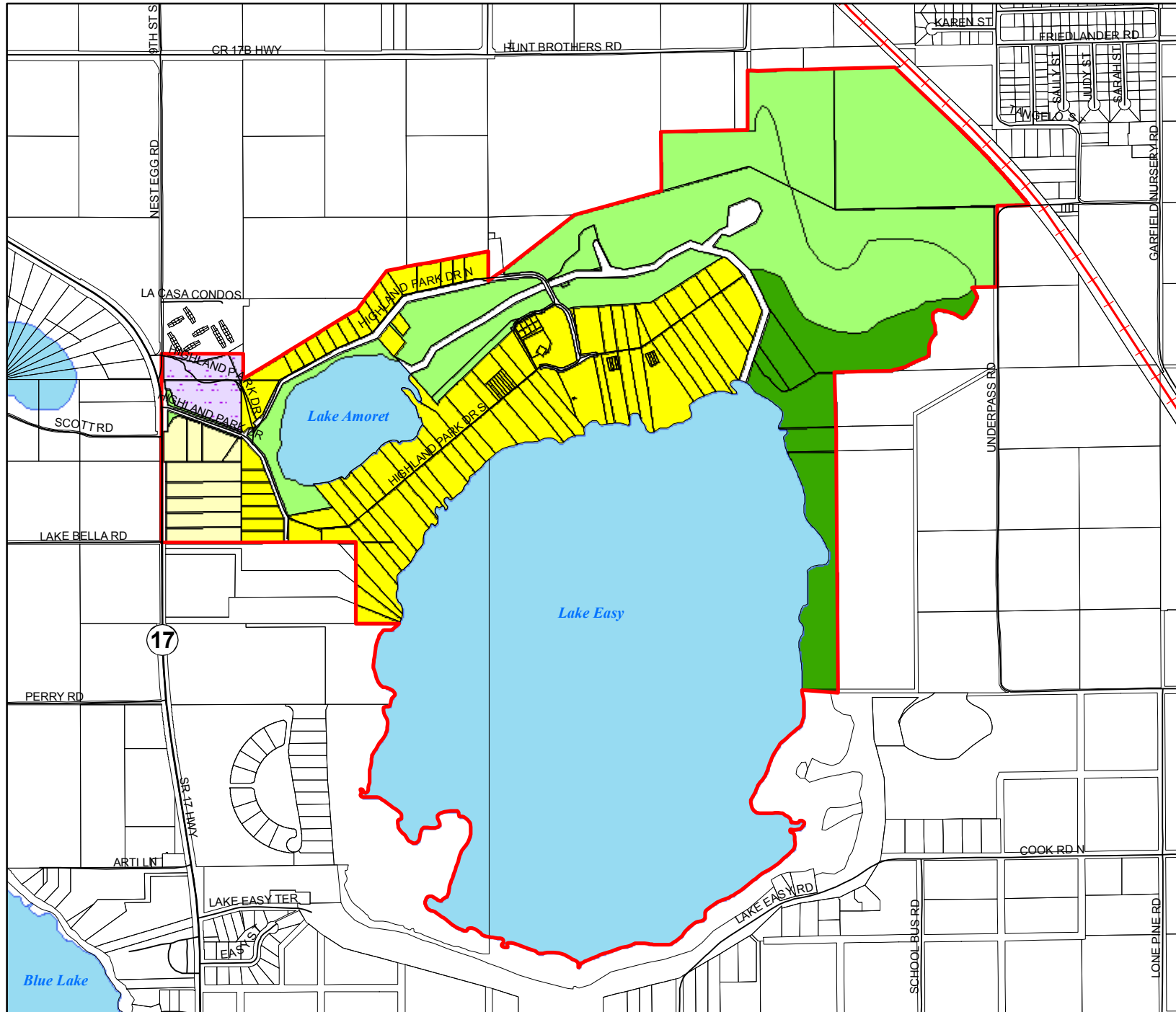
**Policy 5.2:** Electric distribution substations are allowed in all land use classifications, with the exception of historic neighborhoods. Land Development Regulations shall be adopted to establish compatibility standards, including setback and buffering standards, and to establish procedures for the review of applications for locating electric substation sites. [163.3208, F.S.]

**Policy 5.3:** The level of service standards are established within the elements of the Village of Highland Park Comprehensive Plan, including the level of service standards listed within the following elements. [9J-5.006(3)(c)3]

- a. Infrastructure Element
- b. Transportation Element
- c. Capital Improvements Element
- d. Public School Facilities Element

**Policy 5.4:** Prior to the issuance of a development order, the Village of Highland Park shall require developers to confirm that required utility services are available or are committed to be available concurrent with completion of the development. [9J-5.006(3)(c)3.]

# VILLAGE OF HIGHLAND PARK - 2030 FUTURE LAND USE

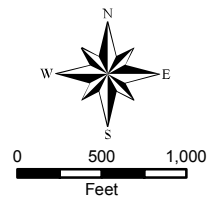


**Legend**

- Roads
- +— Railroad
- ▭ Highland Park Village Limits
- ▭ Parcels
- ▭ Water Bodies

**Future Land Use**

- ▭ Historic
- ▭ Agriculture
- ▭ Conservation
- ▭ Open Space and Recreation
- ▭ Estate Residential
- ▭ Single Family



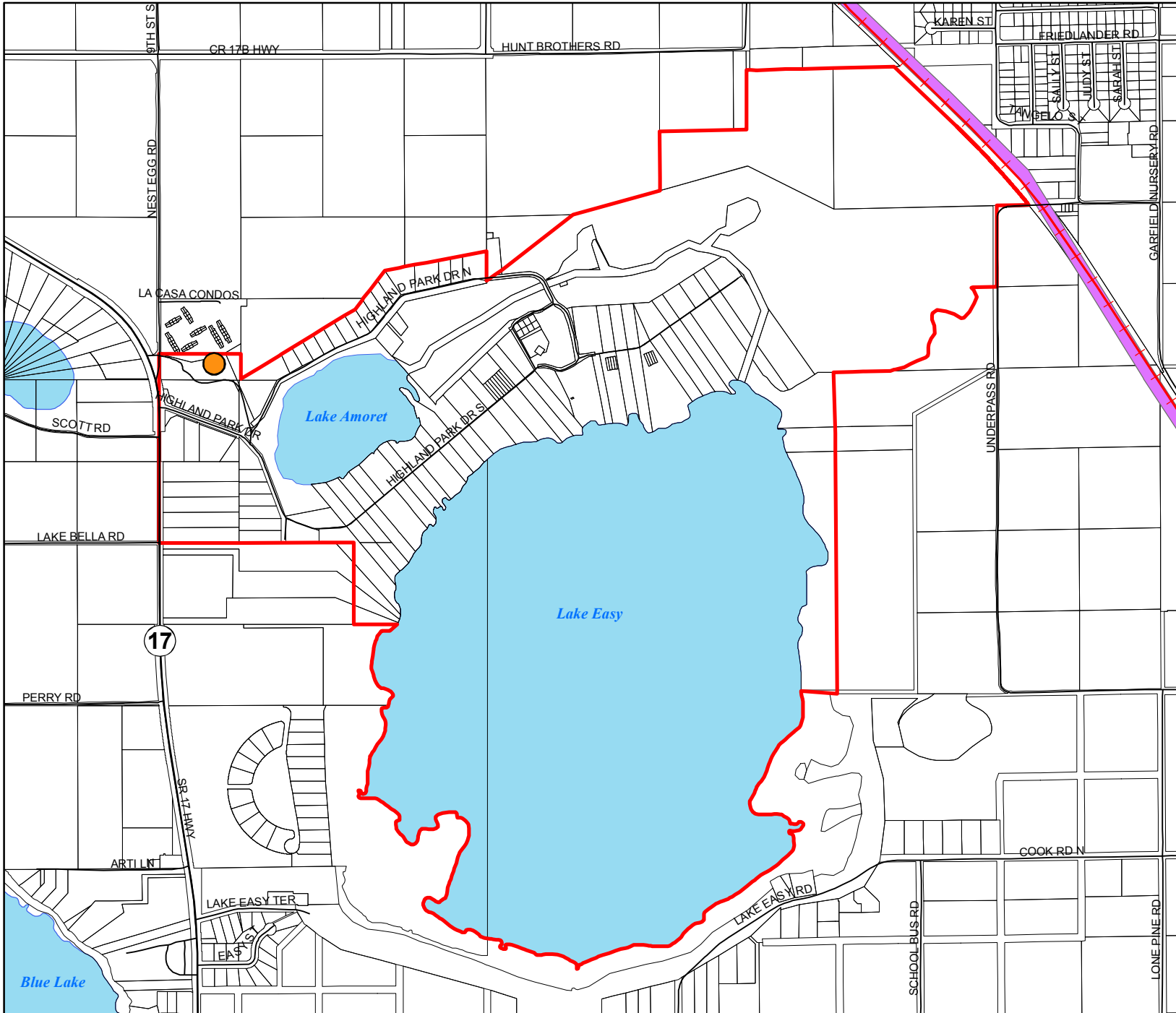
CENTRAL FLORIDA REGIONAL PLANNING COUNCIL  
 555 East Church Street, Bartow, FL 33830-3931  
 P.O. Box 2089, Bartow, FL 33831-2089  
 (883) 534-7130 - SUNCOast 515-2028  
 Fax (883) 534-7138 - Toll Free (800) 297-8041  
 www.cfrpc.org

**Date Adopted:**  
**November 1, 2010**

**DISCLAIMER:**  
 The information on this map should be considered conceptual and subject to change. This map is not a survey.

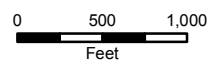
**Data Sources:**  
 Village of Highland Park  
 Polk County Property Appraiser  
 Florida Department of Transportation  
 Central Florida Regional Planning Council

# VILLAGE OF HIGHLAND PARK - HISTORIC RESOURCES



**Legend**

- Historic Structure (Orange circle)
- Historic District (Purple shaded area)
- Roads (Black line)
- Railway (Red line with cross-ticks)
- Highland Park Village Limits (Thick red line)
- Parcels (White rectangle)
- Water Bodies (Light blue area)



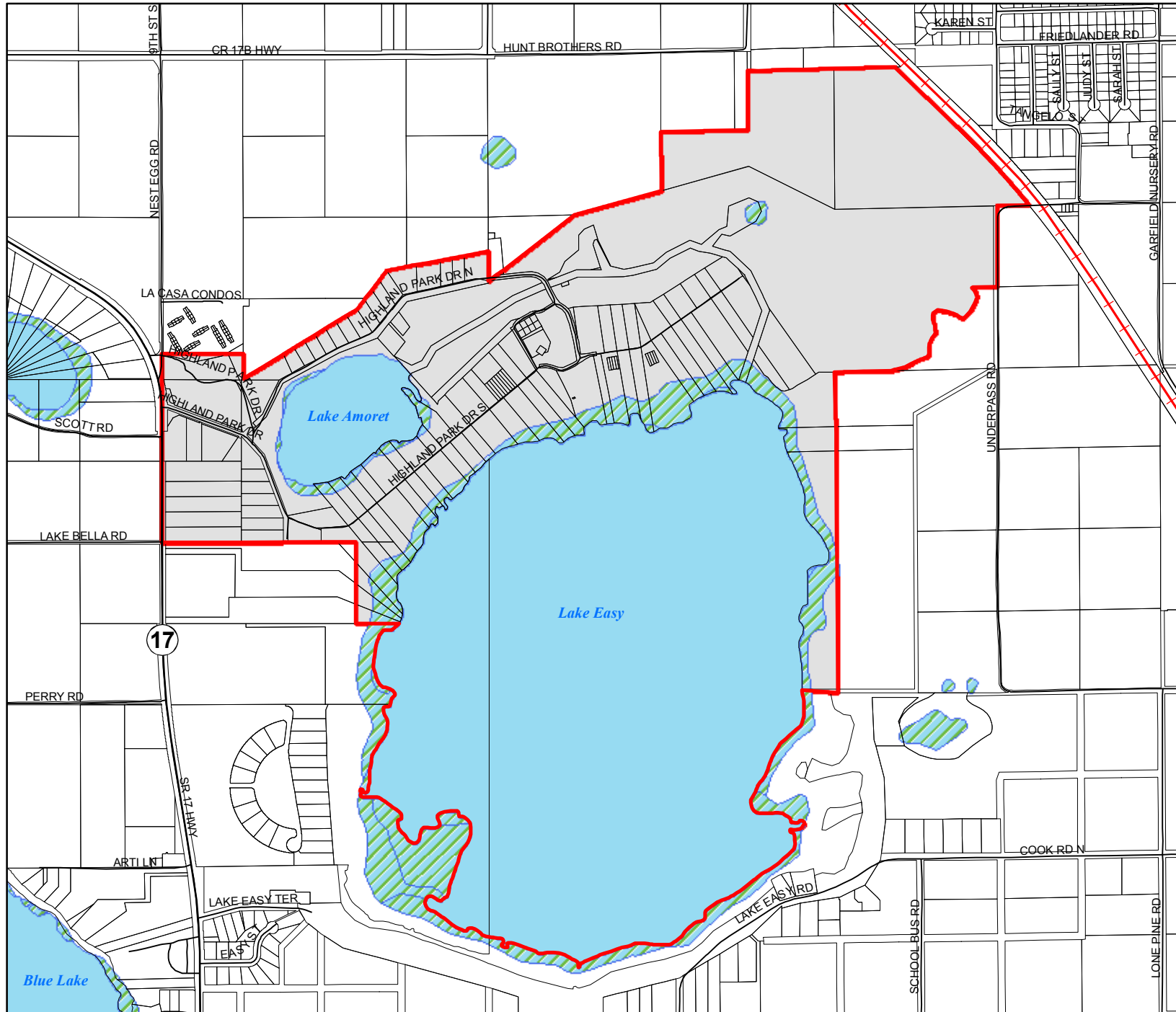
**CENTRAL FLORIDA REGIONAL PLANNING COUNCIL**  
 555 East Church Street, Barrow, FL 32830-3931  
 P.O. Box 2099, Barrow, FL 32831-2099  
 (863) 534-7130 - SUNCOM 515-2029  
 Fax: (863) 534-7138 - Toll Free: (800) 297-8041  
 www.cfrpc.org

**Date Adopted:**  
 November 1, 2010

**DISCLAIMER:**  
 The information on this map should be considered conceptual and subject to change. This map is not a survey.

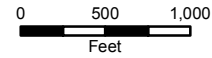
**Data Sources:**  
 Village of Highland Park  
 Polk County Property Appraiser  
 Florida Department of Transportation  
 Central Florida Regional Planning Council  
 Historic Data: Bureau of Archaeological Research

# VILLAGE OF HIGHLAND PARK - WETLANDS



**Legend**

- Roads
- + Railway
- ▭ Highland Park Village Limits
- ▭ Parcels
- ▭ Water Bodies
- ▨ Wetlands



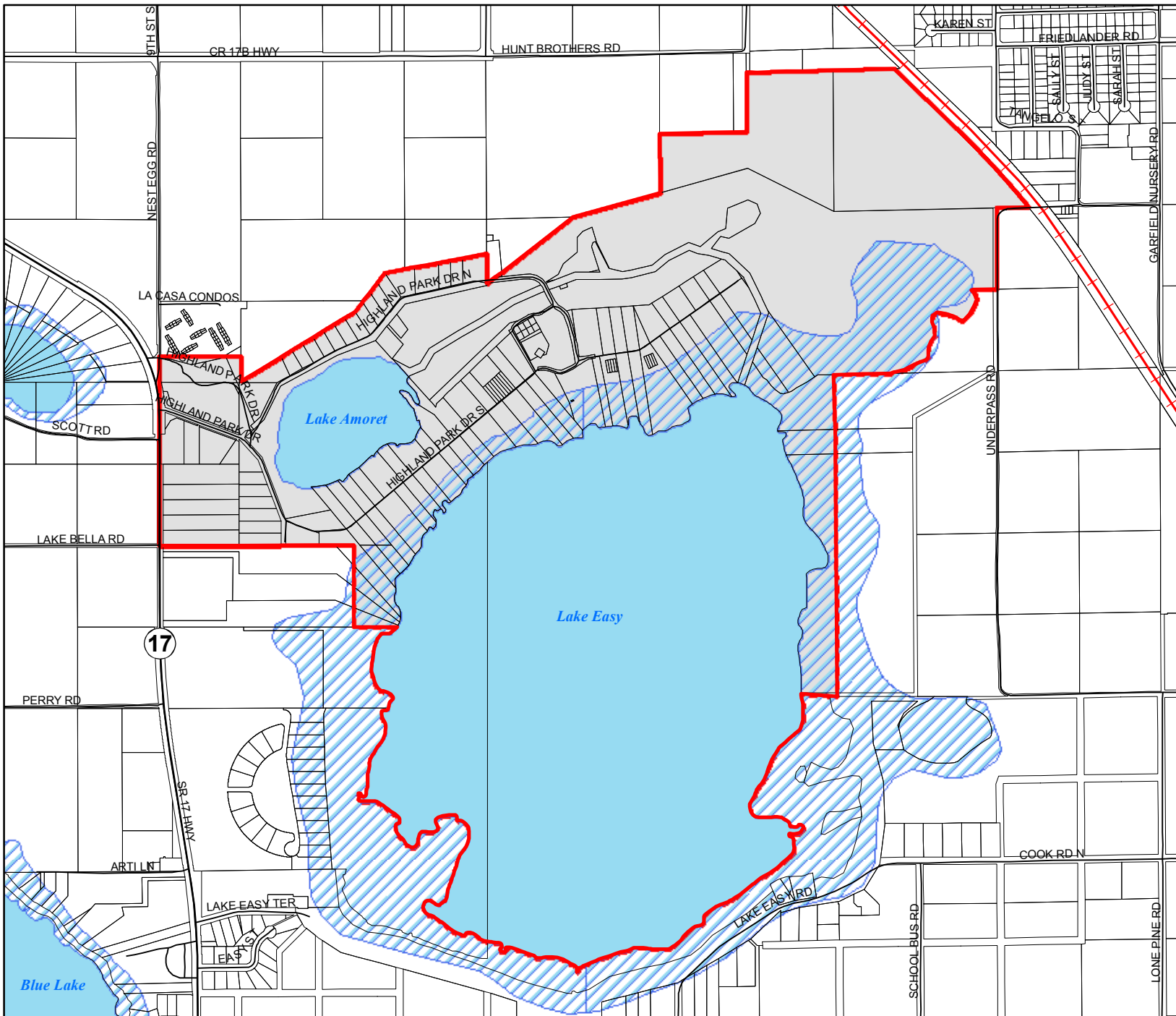
**CENTRAL FLORIDA REGIONAL PLANNING COUNCIL**  
 555 East Church Street, Barlow, FL 32830-3931  
 P.O. Box 2089, Barlow, FL 32831-2089  
 (863) 534-7130 - SUNCOM 515-2025  
 Fax (863) 534-7138 - Toll Free (800) 297-8041  
[www.cfrpc.org](http://www.cfrpc.org)

**Date Adopted:**  
 November 1, 2010

**DISCLAIMER:**  
 The information on this map should be considered conceptual and subject to change. This map is not a survey.

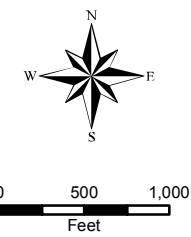
**Data Sources:**  
 Village of Highland Park  
 Polk County Property Appraiser  
 Florida Department of Transportation  
 Central Florida Regional Planning Council  
 Wetlands: US Fish & Wildlife Service - National Wetlands Inventory

# VILLAGE OF HIGHLAND PARK - FLOODPLAINS



**Legend**

- Roads
- + Railway
- ▭ Highland Park Village Limits
- ▭ Parcels
- ▭ Water Bodies
- ▨ Floodzones



**CENTRAL FLORIDA REGIONAL PLANNING COUNCIL**  
 555 East Church Street, Barrow, FL 33830-3931  
 P.O. Box 2089, Barrow, FL 33831-2089  
 (863) 534-7130 - SUNCOM 515-2025  
 Fax (863) 534-7138 - Toll Free (800) 297-8041  
[www.cfrpc.org](http://www.cfrpc.org)

**Date Adopted:**  
 November 1, 2010

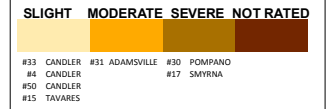
**DISCLAIMER:**  
 The information on this map should be considered conceptual and subject to change. This map is not a survey.

**Data Sources:**  
 Village of Highland Park  
 Polk County Property Appraiser  
 Florida Department of Transportation  
 Central Florida Regional Planning Council  
 Floodplain Data: Federal Emergency Management Agency



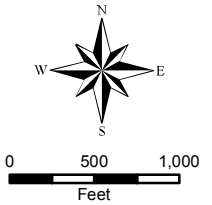
# VILLAGE OF HIGHLAND PARK - GENERALIZED SOILS

## SOIL LIMITATIONS



**Legend**

- Roads
- Railway
- Highland Park Village Limits
- Parcels
- Water Bodies

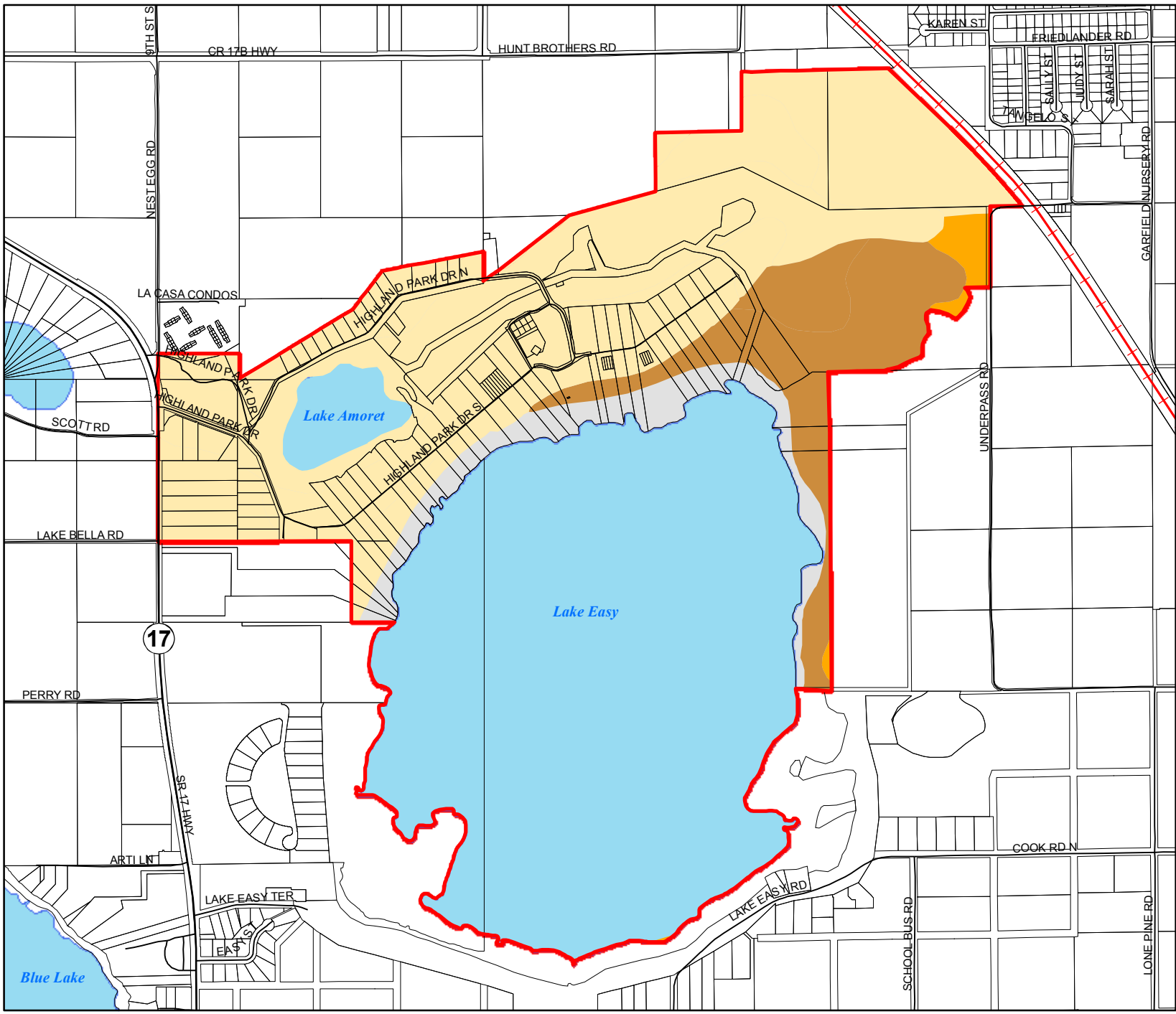


**CENTRAL FLORIDA REGIONAL PLANNING COUNCIL**  
 555 East Church Street, Bartow, FL 33830-3931  
 P.O. Box 2089, Bartow, FL 33831-2089  
 (883) 534-7130 - SUNCOM 515-2025  
 Fax (883) 534-7138 - Toll Free (800) 297-8041  
 www.cfrpc.org

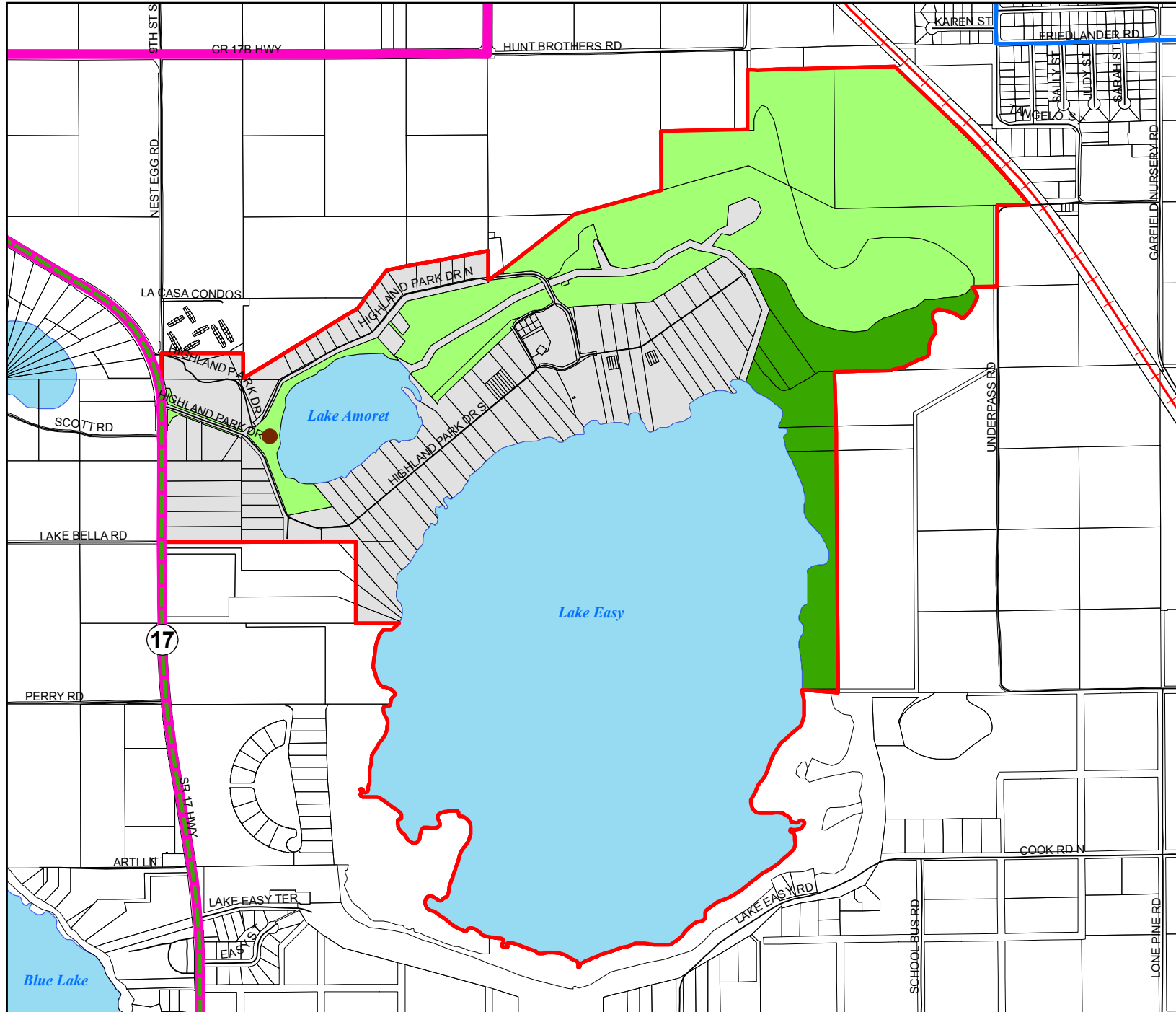
**Date Adopted:**  
**November 1, 2010**

**DISCLAIMER:**  
 The information on this map should be considered conceptual and subject to change. This map is not a survey.

**Data Sources:**  
 Village of Highland Park  
 Polk County Property Appraiser  
 Florida Department of Transportation  
 Central Florida Regional Planning Council  
 Soils Data: US Department of Agriculture, Natural Resources Conservation Services, FGDL

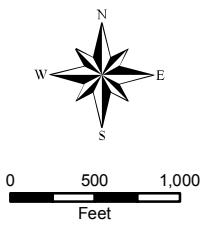


# VILLAGE OF HIGHLAND PARK - 2030 ENERGY CONSERVATION



**Legend**

- Parks
- Associated Future Land Uses**
- Conservation
- Open Space and Recreation
- Transit Routes
- Proposed Trails
- Bicycle Facilities
- Roads
- Railway
- Highland Park Village Limits
- Parcels
- Water Bodies



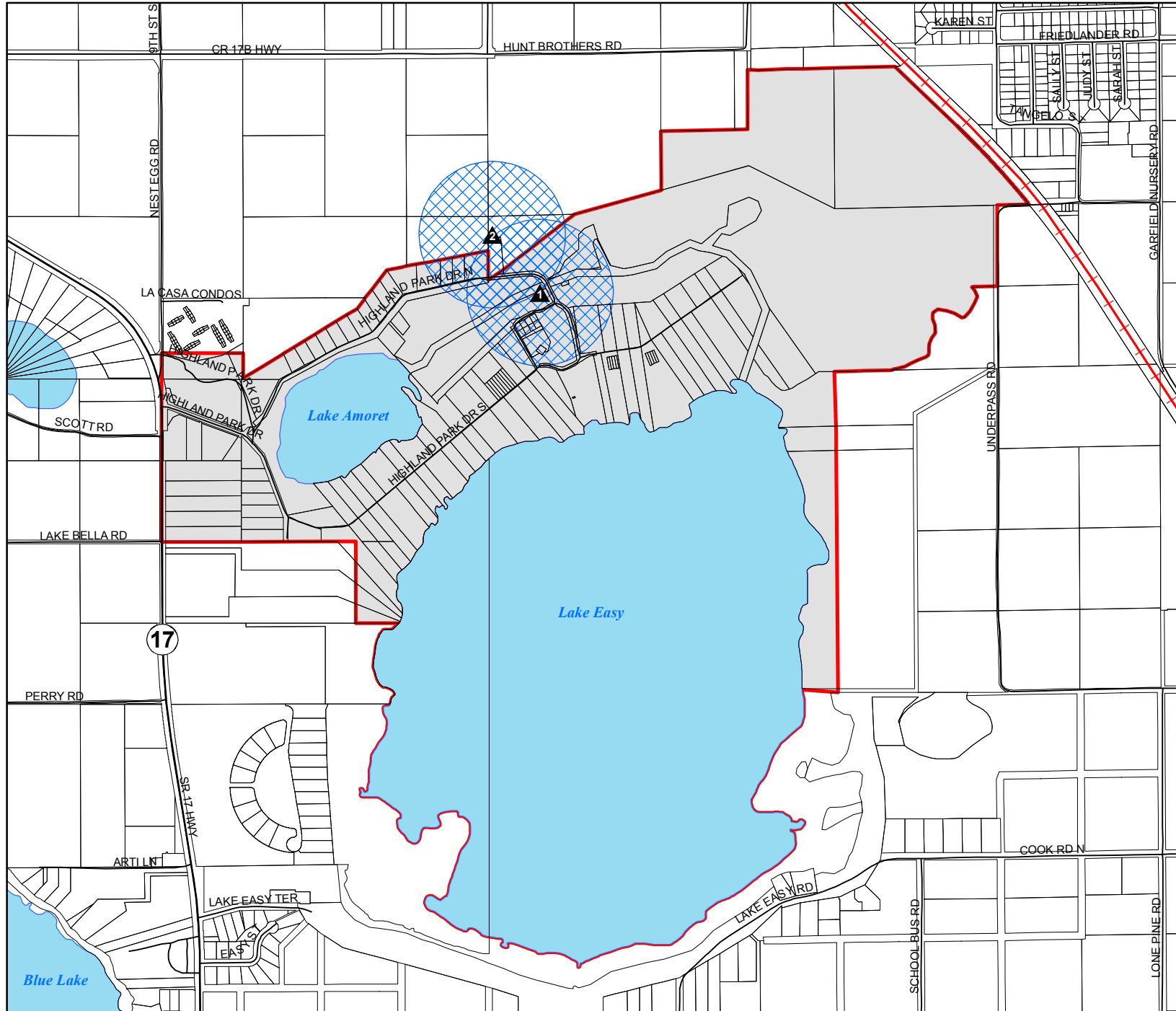
**CENTRAL FLORIDA REGIONAL PLANNING COUNCIL**  
 555 East Church Street, Bartow, FL 33830-3931  
 P.O. Box 2089, Bartow, FL 33831-2089  
 (883) 534-7130 - SUNCOM 515-2025  
 Fax (883) 534-7138 - Toll Free (800) 297-8041  
 www.cfrpc.org

**Date Adopted:**  
 November 1, 2010

**DISCLAIMER:**  
 The information on this map should be considered conceptual and subject to change. This map is not a survey.

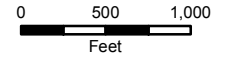
**Data Sources:**  
 Village of Highland Park  
 Polk County Property Appraiser  
 Florida Department of Transportation  
 Central Florida Regional Planning Council

# VILLAGE OF HIGHLAND PARK - 2030 WELLHEAD PROTECTION MAP



**Legend**

- ▲ Wells -  
1 = 1974 (Generator)  
2 = 1927 (Back-up/stand by)
- ⊗ Interim 600 ft. Water Protection Zone
- Roads
- +— Railway
- ▭ Highland Park Village Limits
- ▭ Parcels
- Water Bodies



CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

555 East Church Street, Bartow, FL 33830-3931  
 P.O. Box 2089, Bartow, FL 33831-2089  
 (883) 534-7130 - SUNCOM 515-3029  
 Fax (883) 534-7138 - Toll Free (800) 297-8041  
 www.cfrpc.org

Date Adopted:  
 November 1, 2010

**DISCLAIMER:**  
 The information on this map should be considered conceptual and subject to change. This map is not a survey.

Data Sources:  
 Village of Highland Park  
 Polk County Property Appraiser  
 Florida Department of Transportation  
 Central Florida Regional Planning Council

# VILLAGE OF HIGHLAND PARK

Polk County, Florida



**2030 Comprehensive Plan**

**Transportation Element**

**TRANSPORTATION ELEMENT**  
**Goal, Objectives and Policies**

**GOAL:** IT SHALL BE THE GOAL OF THE VILLAGE OF HIGHLAND PARK TO PROVIDE A SAFE AND EFFICIENT TRANSPORTATION SYSTEM FOR ALL MODES OF TRAVEL THAT IS FINANCIALLY FEASIBLE, CONSISTENT WITH COMMUNITY NEEDS, AND ENVIRONMENTALLY SOUND. [9J-5.019(4)(a)]

**OBJECTIVE 1:** THE VILLAGE OF HIGHLAND PARK SHALL PROVIDE SAFE, CONVENIENT AND EFFICIENT MOTORIZED AND NON-MOTORIZED ROADWAY FACILITIES WHICH MEET OR EXCEED MINIMUM FLORIDA DEPARTMENT OF TRANSPORTATION REQUIREMENTS. [9J-5.019(4)(b)1]

**Policy 1.1:** The Village of Highland Park hereby establishes the following peak hour, peak season level of service (LOS) standards for roadway facilities as indicated below:

Local Access Roads: LOS "D"  
Urban Collector (State Road 17): Multimodal and Highway LOS "C"  
[9J-5.019(4)(c)1]

**Policy 1.2:** To manage traffic flow onto State Road 17 via, Highland Park Drive will be the only access for the Village of Highland Park. [9J-5.019(4)(c)2]

**Policy 1.3:** The Village of Highland Park will monitor development projects through the application of its site plan review process to ensure that right-of-way proposals correspond with the needs and desires of residents and visitors. [9J-5.007(3)(c)2.]

**Policy 1.4:** No development shall be allowed that will cause either local access roads or SR 17 to deteriorate below the LOS standards as established in Policy 1.1. [9J-5.019(4)(c)7]

**OBJECTIVE 2:** THE VILLAGE OF HIGHLAND PARK'S PROPOSED TRANSPORTATION SYSTEM SHALL COORDINATE WITH FUTURE LAND USES AS IDENTIFIED IN THE FUTURE LAND USE ELEMENT AND ON THE FUTURE LAND USE MAP. [9J-5.007(3)(b)2.]

**Policy 2.1:** Any alterations /improvements to the existing traffic circulation system shall be consistent with the Future Land Use Element and the Future Land Use Map. [9J-5.007(3)(c)2.]

**Policy 2.2:** Future transportation facilities shall use FDOT safety standards to provide for the protection of the health, safety, and welfare of bicyclists and pedestrians. [9J-5.007(3)(c)5.]

**Policy 2.3:** The Village will comply with FDOT Access Management Standards for all development directly accessing the State Road. [9J-5.019(4)(c)1]

**OBJECTIVE 3:** RIGHT-OF-WAY NEEDS SHALL BE IDENTIFIED AND PROTECTED FROM ENCROACHMENT BY ANY FORM OF DEVELOPMENT TO PROVIDE ADEQUATE TRANSPORTATION FACILITIES WITHIN THE VILLAGE OF HIGHLAND PARK. [9J-5.007(3)(b)4.]

**Policy 3.1:** Upon Plan adoption, set-back requirements, curb-cuts, and connection points to the existing traffic circulation system shall reflect those used by the FDOT Manual of Uniform Minimum Standards for Design, Construction and Maintenance of Streets and Highways and the American Association of State Highway and Transportation Engineers Policy on Geometric Design of Highways and Streets. These standards shall be reflected in the Villages land development regulations. [9J-5.007(3)(c)2,4.]

**OBJECTIVE 4:** THE VILLAGE OF HIGHLAND PARK SHALL COORDINATE WITH THE POLK TRANSPORTATION PLANNING ORGANIZATION (TPO), POLK COUNTY, AND FLORIDA DEPARTMENT OF TRANSPORTATION, AS REQUIRED, TO ENSURE COMPLIANCE AND CONSISTENCY WITH THE APPROPRIATE TRANSPORTATION AND MOBILITY PLANS. [9J-5.019(4)(b)3]

**Policy 4.1:** The Village of Highland Park shall annually review the appropriate FDOT or

TPO plan to ensure that adequate transportation facilities are provided for residents. [9J-5.019(4)(c)11]

**Policy 4.2:** The Village will coordinate with the Polk Transit Authority in order to provide Highland Park with improved transit connectivity with other parts of Polk County as well as regional transportation hubs and facilities. [9J-5.019(4)(c) 11]

**OBJECTIVE 5: ACCOMMODATE ALTERNATIVE MODES OF TRANSPORTATION.**

**Policy 5.1:** To encourage energy efficiency and savings, continue to provide for a community that is not solely reliant on the automobile for all transportation trips. Local streets shall be designed accommodate pedestrians, bicycles, and alternative vehicles (i.e. electric vehicles, etc.)

*Portions of Rule 9J-5.007 Not Applicable to The Village of Highland Park*

*9J-5.007(3)(b)1. An analysis of the Village of Highland Park's transportation system did not reveal any state maintained roads within municipal limits. Therefore, the provision of a safe, convenient, and efficient motorized and non-motorized transportation system is not applicable. There is only one local road which serves the community: Highland Park Drive.*

*9J-5.007(3)(c)1. An analysis of the roads within the Village of Highland Park did not reveal any roads for which peak level of service standards are applicable. There is only one local road which serves the community.*

*9J-5.007(3)(b)2. Coordination of the traffic circulation system within the Village of Highland Park with future land uses is not applicable as the Village of Highland Park has no plans for expanding its present road system which is comprised of one local road.*

*9J-5.007(3)(c)4. An analysis of the Village of Highland Park's transportation system did not reveal any roads for which the establishment of measures for the acquisition and preservation of existing and future rights-of-way were applicable.*

*9J-5.007(3)(b)3. An analysis of the transportation system within the Village of Highland Park did*

*not reveal any state maintained roads. Therefore, the coordination with the plans and programs of any appropriate metropolitan planning organization, any public transportation authority, and any appropriate resource planning and management plan is not applicable because there is no 380 Plan anywhere near the Village of Highland Park, nor are there any areas of critical state concern.*

*9J-5.007(3)(b)4. An analysis of the transportation system within the Village of Highland Park did not reveal any roadways which might be affected by building encroachment. Therefore, the requirement for the protection of existing and future rights-of-way for encroachment is not applicable.*

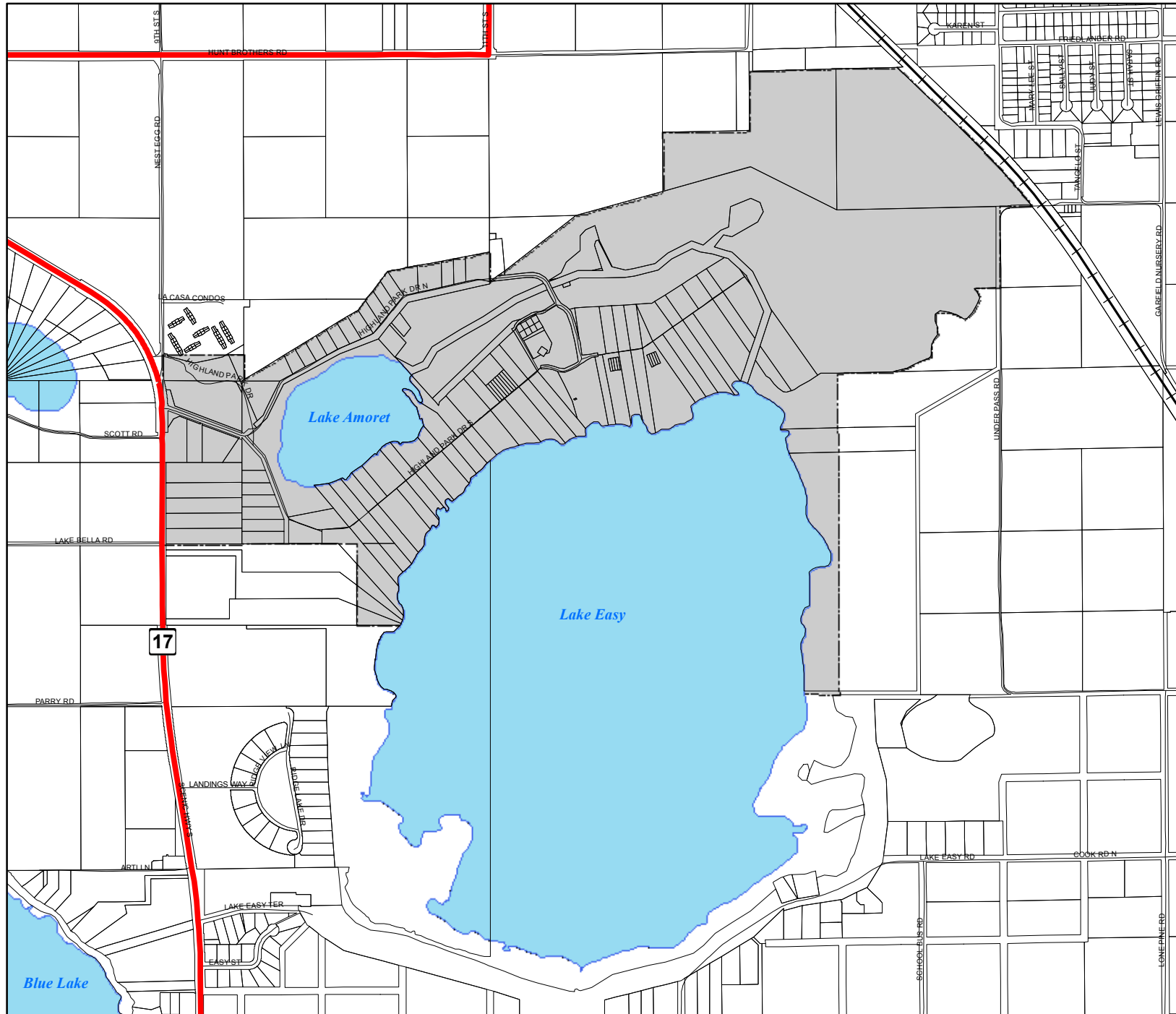
*9J-5.007(3)(c)5. An analysis of the transportation facilities did not reveal any roads for which consideration of bicycle or pedestrian ways are needed or required. The requirement for consideration of bicycle or pedestrian ways in the planning of transportation facilities is not applicable.*

*9J-5.007(3)(c)2,3. An analysis of the Village of Highland Park did not reveal any unsafe or inconvenient transportation facilities within municipal limits. The requirement for controlling connection and access points of driveways and roads to roadways is not applicable. Also, the requirement for safe and convenient on-site traffic flow is not applicable. The only zoning for the Village of Highland Park are single family residential, Agricultural, Conservation, Historic and Recreation/Open Space.*

*The Village of Highland Park has only one road which services the entire community. This is a local road, Highland Park Drive, which is divided into a north-south segment. Goals, objectives, and policies relating to level of service standards, coordination efforts, and protection of existing and future rights-of-way are not applicable as the road's low volume provides a safe and convenient motorized, as well as non-motorized, transportation system*











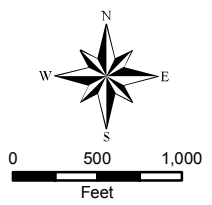
# VILLAGE OF HIGHLAND PARK - 2010 EXISTING NUMBER OF LANES



**Legend**

**NUMBER OF LANES**

-  2 Lanes
-  US Roads
-  State Roads
-  County Roads
-  Local Roads
-  Parcels
-  Water Bodies
-  Highland Park Village Limits



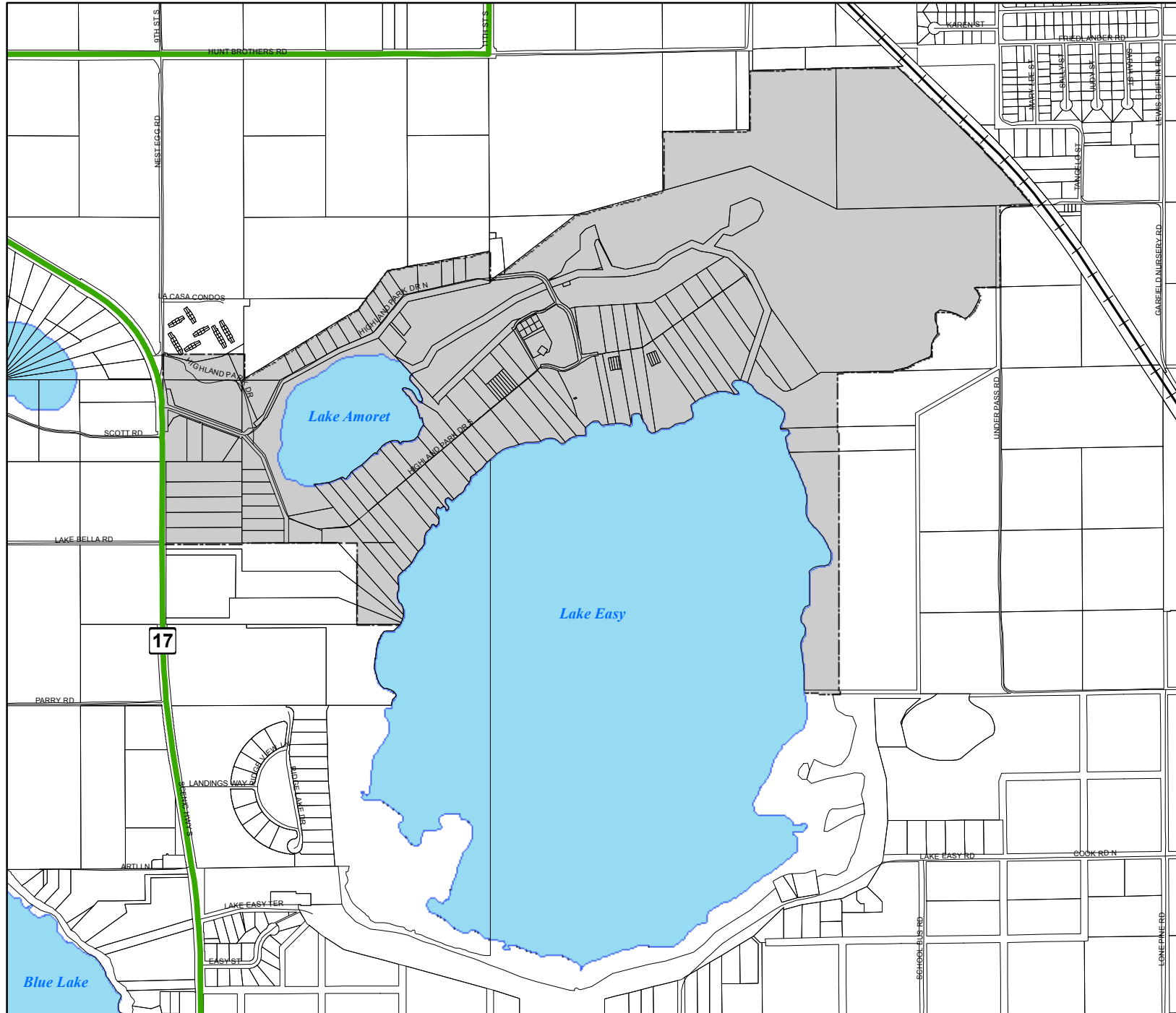
**CENTRAL FLORIDA REGIONAL PLANNING COUNCIL**  
 555 East Church Street, Barrow, FL 32833-3931  
 P.O. Box 2099, Barrow, FL 32831-2099  
 (863) 534-7130 - SUNCOM 5-15-2025  
 Fax (863) 534-7138 - Toll Free (800) 297-8041  
[www.cfrpc.org](http://www.cfrpc.org)

**Date Adopted:**  
**November 1, 2010**

**DISCLAIMER:**  
 The information on this map should be considered conceptual and subject to change. This map is not a survey.

**Data Sources:**  
 Village of Highland Park  
 Polk County Property Appraiser  
 Florida Department of Transportation  
 Central Florida Regional Planning Council  
 Polk County Transportation Planning Organization

# VILLAGE OF HIGHLAND PARK - 2010 EXISTING LEVEL-OF-SERVICE

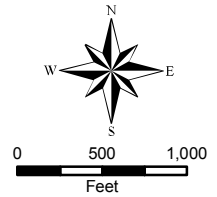


**Legend**

**EXISTING LEVEL-OF-SERVICE**

- A
- B
- C
- D

- US Roads
- State Roads
- County Roads
- Local Roads
- ▭ Parcels
- ▭ Water Bodies
- ▭ Highland Park Village Limits



CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

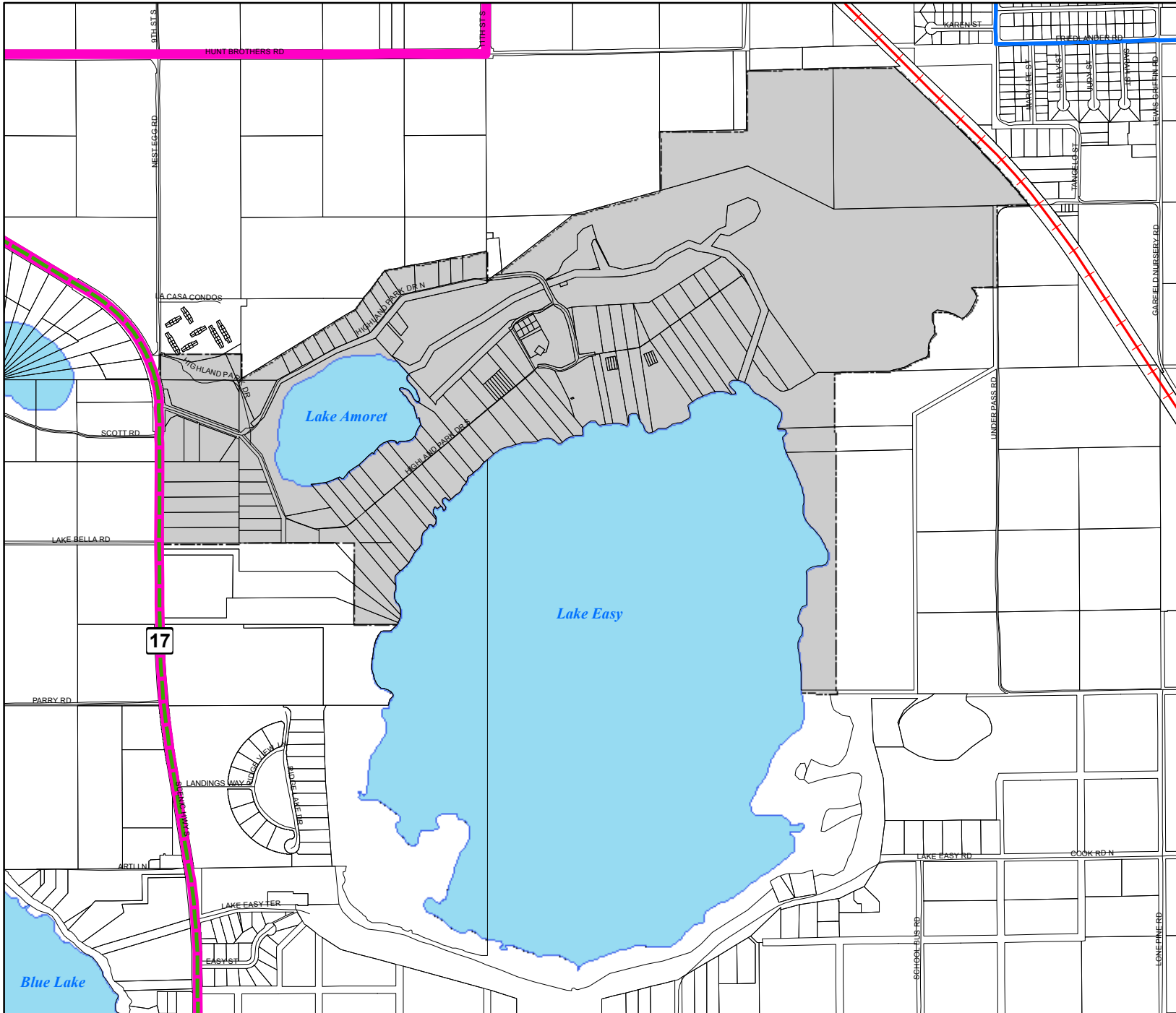
565 East Church Street, Barrow, FL 33830-3931  
 P.O. Box 2089, Barrow, FL 33831-2089  
 (863) 534-7130 - SUNCOM 515-2025  
 Fax (863) 534-7138 - Toll Free (800) 297-8041  
[www.cfrpc.org](http://www.cfrpc.org)

**Date Adopted:**  
 November 1, 2010

**DISCLAIMER:**  
 The information on this map should be considered conceptual and subject to change. This map is not a survey.

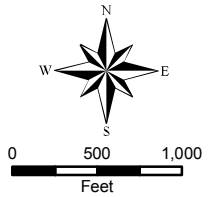
**Data Sources:**  
 Village of Highland Park  
 Polk County Property Appraiser  
 Florida Department of Transportation  
 Central Florida Regional Planning Council  
 Polk County Transportation Planning Organization

# VILLAGE OF HIGHLAND PARK - 2030 FUTURE TRAFFIC CIRCULATION



**Legend**

- Bicycle Facilities
- Proposed Trails
- Transit Routes
- Railroads
- Local Roads
- Major Roads
- US Roads
- State Roads
- County Roads
- Parcels
- Water Bodies
- Highland Park Village Limits



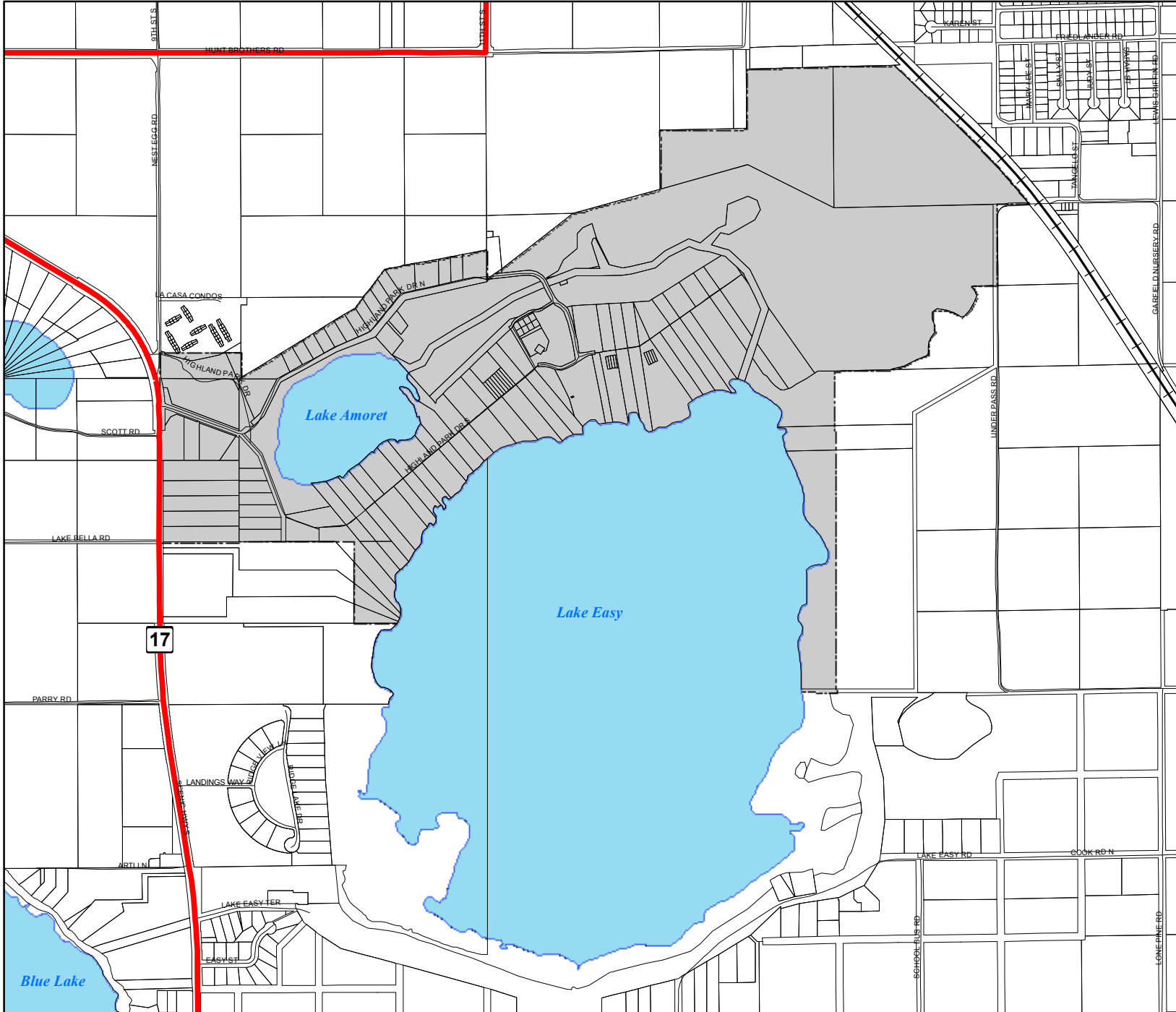
**CENTRAL FLORIDA REGIONAL PLANNING COUNCIL**  
 565 East Church Street, Barrow, FL 33830-3931  
 P.O. Box 2089, Barrow, FL 33831-2089  
 (863) 534-7130 - SUNCOM 515-2025  
 Fax (863) 534-7138 - Toll Free (800) 297-8041  
[www.cfrpc.org](http://www.cfrpc.org)

**Date Adopted:  
 November 1, 2010**

**DISCLAIMER:**  
*The information on this map should be considered conceptual and subject to change. This map is not a survey.*

**Data Sources:**  
 Village of Highland Park  
 Polk County Property Appraiser  
 Florida Department of Transportation  
 Central Florida Regional Planning Council  
 Polk County Transportation Planning Organization

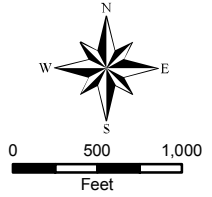
# VILLAGE OF HIGHLAND PARK - 2030 FUTURE NUMBER OF LANES



**Legend**

**NUMBER OF LANES**

- 2 Lanes
- US Roads
- State Roads
- County Roads
- Local Roads
- Parcels
- Water Bodies
- Highland Park Village Limits



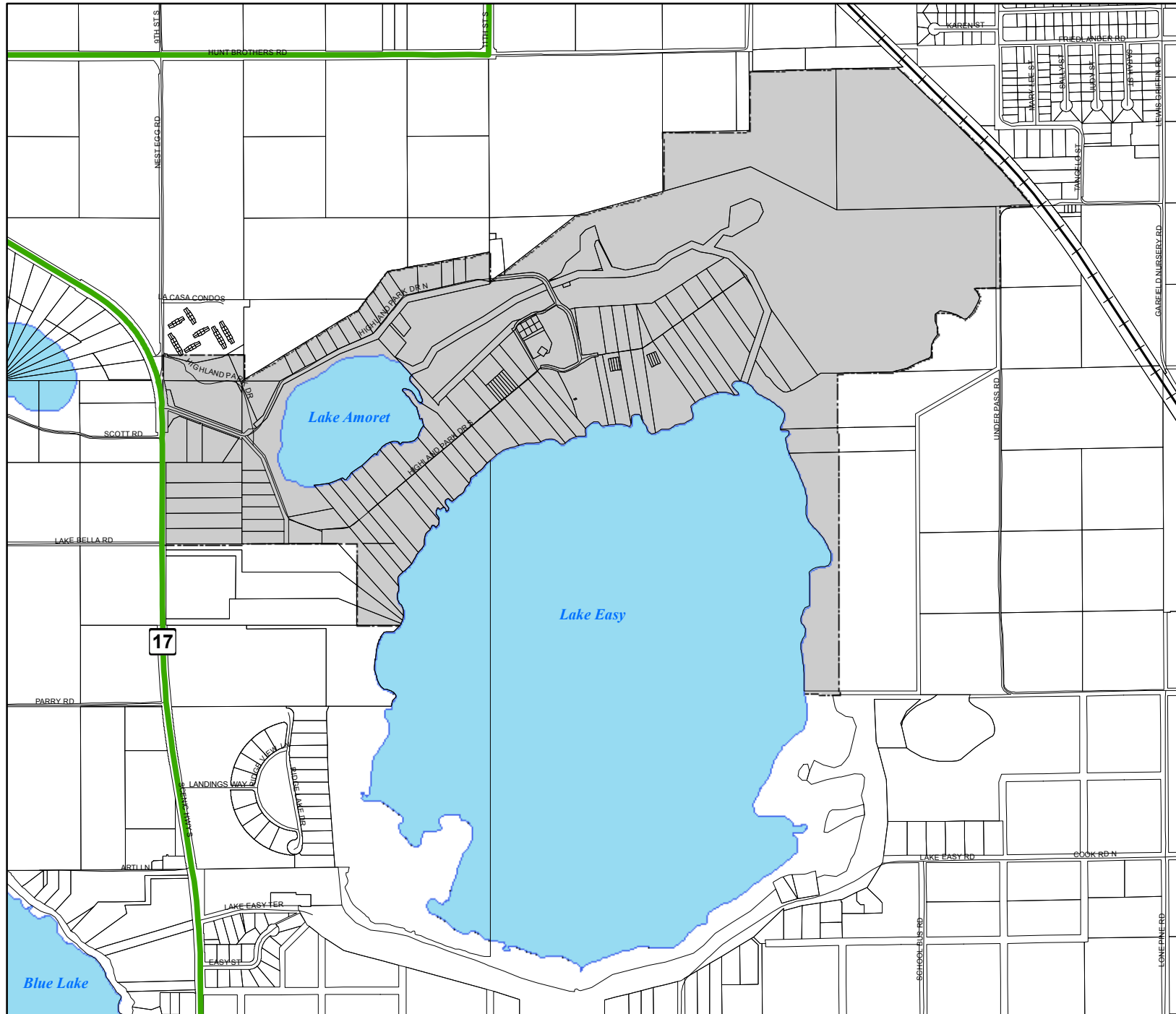
**CENTRAL FLORIDA REGIONAL PLANNING COUNCIL**  
 555 East Church Street, Barrow, FL 32833-3931  
 P.O. Box 2095, Barrow, FL 32831-2099  
 (863) 534-7130 - SUNCOM 515-2025  
 Fax (863) 534-7138 - Toll Free (800) 297-8041  
[www.cfrpc.org](http://www.cfrpc.org)

**Date Adopted:**  
**November 1, 2010**

**DISCLAIMER:**  
 The information on this map should be considered conceptual and subject to change. This map is not a survey.

**Data Sources:**  
 Village of Highland Park  
 Polk County Property Appraiser  
 Florida Department of Transportation  
 Central Florida Regional Planning Council  
 Polk County Transportation Planning Organization

# VILLAGE OF HIGHLAND PARK - 2030 FUTURE LEVEL-OF-SERVICE



**Legend**

**FUTURE LEVEL-OF-SERVICE**

	A		D
	B		E
	C		F

US Roads

State Roads

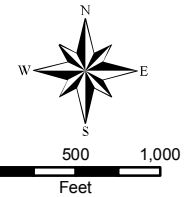
County Roads

Local Roads

Parcels

Water Bodies

Highland Park Village Limits



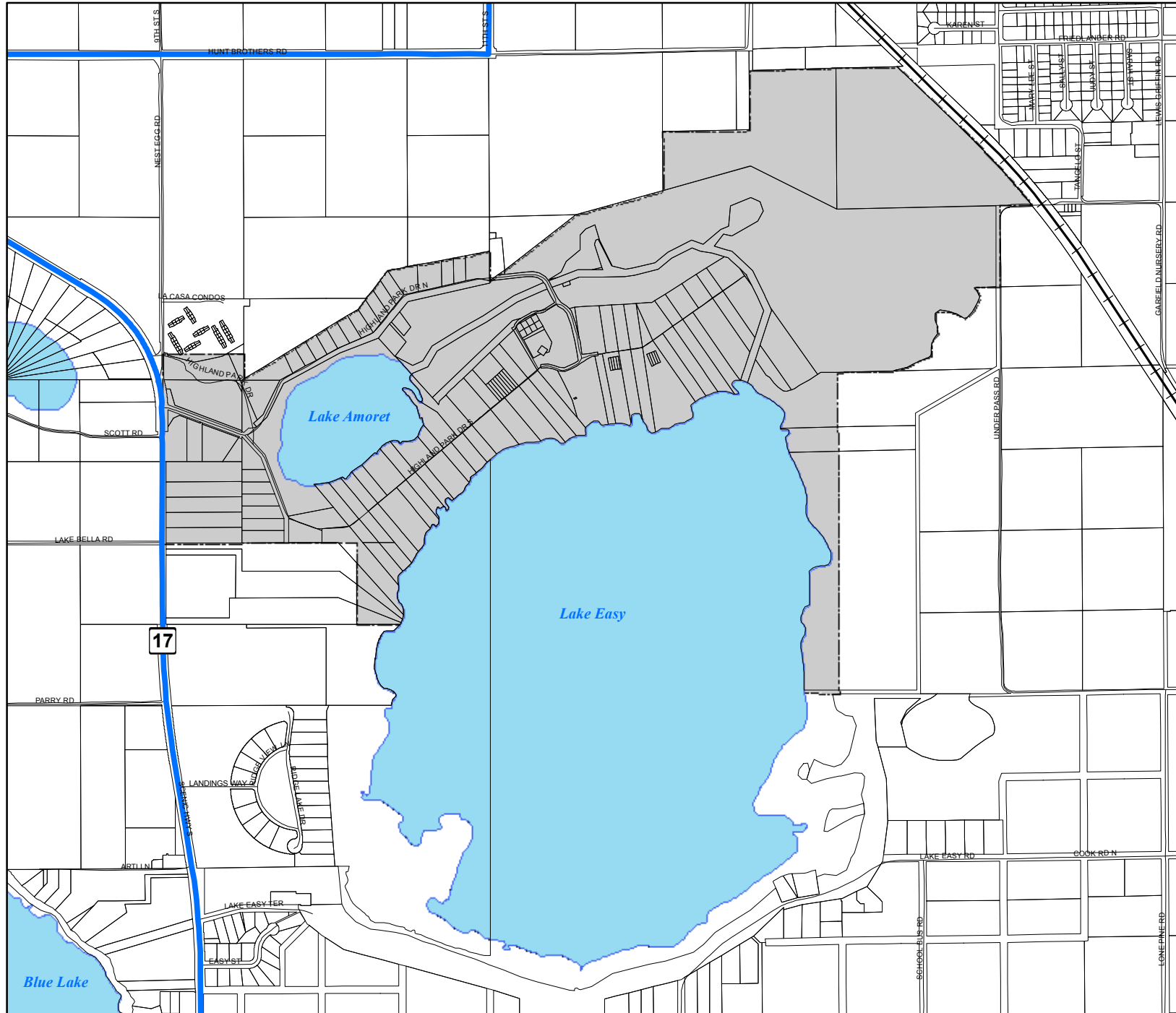
CENTRAL FLORIDA REGIONAL PLANNING COUNCIL  
 665 East Church Street, Barrow, FL 33830-3931  
 P.O. Box 2089, Barrow, FL 33831-2089  
 (863) 534-7130 - SUNCOM 515-2025  
 Fax (863) 534-7138 - Toll Free (800) 297-8041  
[www.cfrpc.org](http://www.cfrpc.org)

**Date Adopted:**  
 November 1, 2010

**DISCLAIMER:**  
 The information on this map should be considered conceptual and subject to change. This map is not a survey.

**Data Sources:**  
 Village of Highland Park  
 Polk County Property Appraiser  
 Florida Department of Transportation  
 Central Florida Regional Planning Council  
 Polk County Transportation Planning Organization

# VILLAGE OF HIGHLAND PARK 2030 FUTURE FUNCTIONAL CLASSIFICATION AND MAINTENANCE RESPONSIBILITY



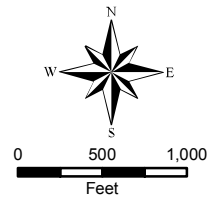
**Legend**

**FUTURE FUNCTIONAL CLASSIFICATION & MAINTENANCE RESPONSIBILITY**

- Principal Arterial (State)
- Minor Arterial (State)
- Urban Collector (County) \*
- Rural Major Collector (County)

\* SR 17 IS MAINTAINED BY THE STATE

- US Roads
- State Roads
- County Roads
- Local Roads
- ▭ Parcels
- ▭ Water Bodies
- ▭ Highland Park Village Limits



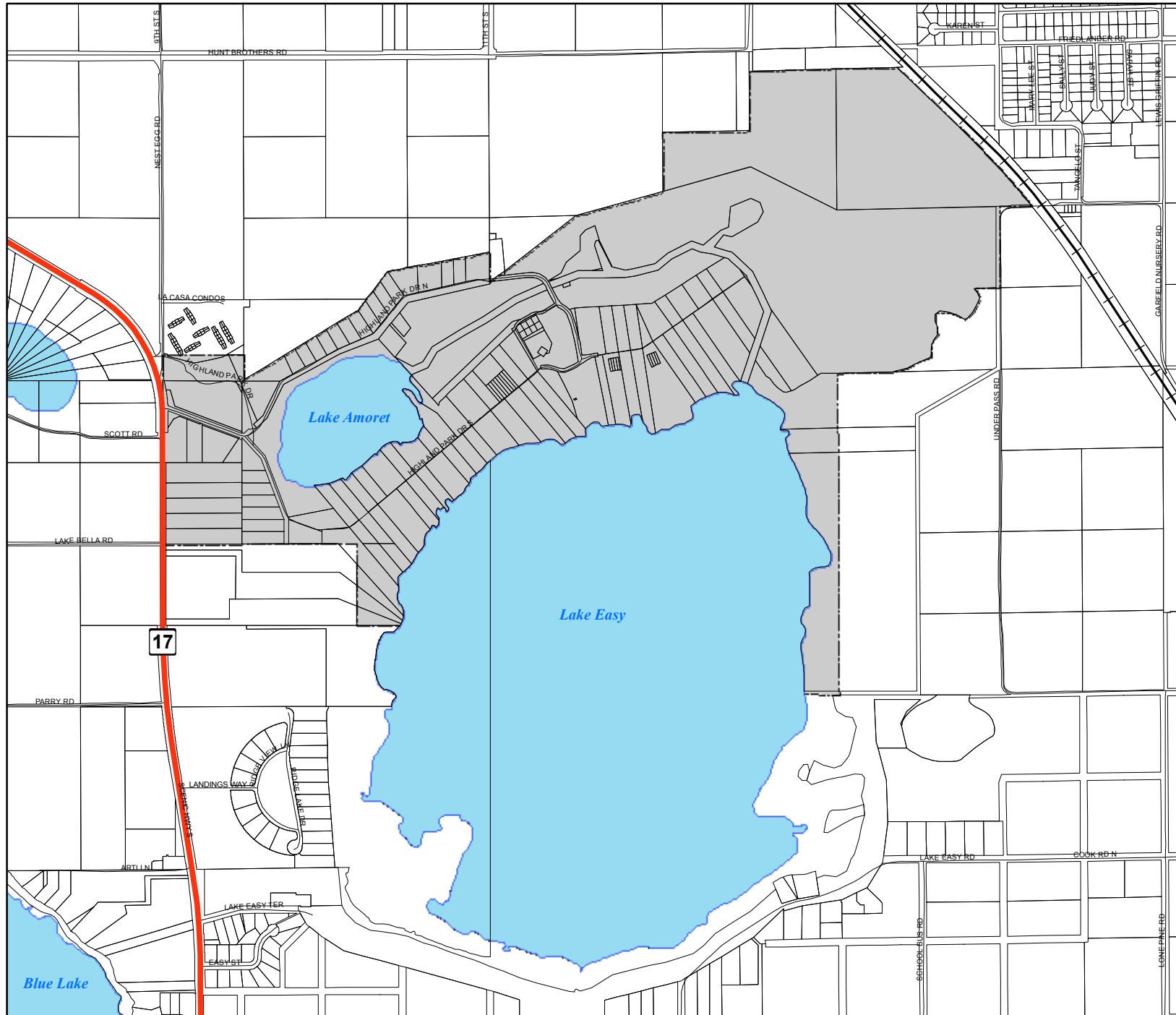
**CENTRAL FLORIDA REGIONAL PLANNING COUNCIL**  
 565 East Church Street, Bartow, FL 33830-3931  
 P.O. Box 2089, Bartow, FL 33831-2089  
 (883) 534-7130 - SUNCOM 515-2025  
 Fax (883) 534-7138 - Toll Free (800) 297-8041  
 www.cfrpc.org

**Date Adopted:  
November 1, 2010**

**DISCLAIMER:**  
 The information on this map should be considered conceptual and subject to change. This map is not a survey.

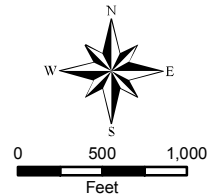
**Data Sources:**  
 Village of Highland Park  
 Polk County Property Appraiser  
 Florida Department of Transportation  
 Central Florida Regional Planning Council  
 Polk County Transportation Planning Organization

# VILLAGE OF HIGHLAND PARK - 2030 EVACUAATION ROUTES



**Legend**

- Evacuation Routes
- US Roads
- State Roads
- County Roads
- Local Roads
- Parcels
- Water Bodies
- Highland Park Village Limits



CENTRAL FLORIDA REGIONAL PLANNING COUNCIL  
 565 East Church Street, Bartow, FL 33830-3931  
 P.O. Box 2089, Bartow, FL 33831-2089  
 (883) 534-7130 - SUNCOM 515-2025  
 Fax: (883) 534-7138 - Toll Free: (800) 297-8041  
 www.cfrpc.org

**Date Adopted:**  
 November 1, 2010

**DISCLAIMER:**  
 The information on this map should be considered conceptual and subject to change. This map is not a survey.

**Data Sources:**  
 Village of Highland Park  
 Polk County Property Appraiser  
 Florida Department of Transportation  
 Central Florida Regional Planning Council  
 Polk County Transportation Planning Organization

# VILLAGE OF HIGHLAND PARK

Polk County, Florida



## 2030 Comprehensive Plan

Housing Element



**HOUSING ELEMENT  
Goals, Objectives & Policies**

**GOAL: IT SHALL BE THE GOAL OF THE VILLAGE OF HIGHLAND PARK TO PROVIDE OPPORTUNITIES FOR SAFE, SOUND, AND AFFORDABLE HOUSING FOR ALL RESIDENTS, WHILE RECOGNIZING THE PRIVATE SECTOR AS THE PRIMARY PROVIDER OF HOUSING. [9J-5.010(3)(a)]**

**OBJECTIVE 1: THE VILLAGE OF HIGHLAND PARK SHALL COORDINATE WITH BOTH THE PRIVATE SECTOR AND POLK COUNTY TO STREAMLINE THE REVIEW, PERMITTING, AND INSPECTION PROCESS TO ACCOMMODATE ITS HOUSING NEEDS.**

**Policy 1.1:** The Village shall review and, where appropriate, modify its development review and approval process to make it as streamlined and efficient as possible by eliminating excessive requirements. As part of this process, the Village will coordinate with Polk County to review and modify, as necessary, its interlocal agreement with the County regarding the County's performance of building inspections within the Village. [9J-5.010(3)(c)1,2.]

**Policy 1.2:** The Village of Highland Park shall cooperate with Polk County to review and, where appropriate, modify land development regulations to eliminate excessive requirements and provide technical information regarding the application of its regulations to increase public and private sectors participation in meeting affordable housing needs, while continuing to ensure the health, safety, and welfare of Village of Highland Park residents. [9J-5.010(3)(c)1,2.]

**Policy 1.3:** It shall continue to be the policy of the Village of Highland Park to support and encourage a fair and open real estate market and to prohibit housing discrimination on the basis of age, sex, race, ethnic background, religion, or creed. [9J-5.010(3)(c)6.]

**OBJECTIVE 2: HOMEOWNERS AND OCCUPANTS OF THE VILLAGE OF HIGHLAND PARK SHALL CONTINUE TO MAINTAIN THE STRUCTURAL AND AESTHETIC CONDITION OF DWELLING UNITS, INCLUDING HISTORIC STRUCTURES, TO PREVENT DETERIORATION BELOW STANDARD CONDITION. [9J-5.010(3)(b)2,5,6.]**

**Policy 2.1:** Continue to schedule minimum housing code enforcement and regular inspections through the existing inter-local agreement with Polk County. [9J-5.010(3)(c)3.]

**Policy 2.2:** Seek information and funding assistance from local historic preservation organizations and the State Division of Historical Resources, to study the historic significance of dwellings in the Village of Highland Park and the feasibility of developing a historic preservation plan. [9J-5.010(3)(c)3.]

**Policy 2.3:** Principles and criteria for the conservation, rehabilitation, and demolition of housing units shall be: to encourage property owners to make repairs to housing units before serious problems develop; reduce blight and decay of neighborhoods; maintain the value of the housing stock; and encourage private investment in residential areas. [9J-5.010(3)(c)4.]

**Policy 2.4:** The Village of Highland Park shall continue to abide by the mandates of the Uniform Relocation Act, ensuring that those temporarily or permanently replaced as a result of the Village's actions regarding housing conservation, rehabilitation, or demolition, will be provided adequate relocation assistance. [9J-5.010(3)(c)8.]

**Policy 2.5:** Ensure that land development regulations contain criteria for permitting group homes and foster care facilities licensed or funded by the Florida Department of Health consistent with the residential character of the Village and in accordance with Chapter 419 Florida Statutes.

**Policy 2.6:** The Village of Highland Park shall cooperate with Polk County to actively seek federal funding for housing rehabilitation activities within the Village. [9J-5.005(3)(c)7.]

**OBJECTIVE 3: THE VILLAGE OF HIGHLAND PARK SHALL PROVIDE FOR SITES FOR MOBILE HOMES. [9J-5.010(3)(b)3.]**

**Policy 3.1:** The Village of Highland Park establishes the following principles and criteria for the siting of mobile homes: coordinate with Polk County to provide for sites for mobile homes in Highland Park and the surrounding area based on identified demand for such housing and in keeping with the character of the community; ensure non-discrimination in housing opportunities; ensure that all housing in the Village of Highland Park is adequately serviced by public facilities based on a fair-share distribution of costs; and allow mobile homes within the Village's residential land uses categories, provided that they are anchored or attached to permanent foundations, meet safety codes and all other requirements of the Village's Land Development Regulations. [9J-5.010(3)(c)5.]

**OBJECTIVE 4: THE VILLAGE SHALL SUPPORT ENERGY EFFICIENCY AND THE USE OF RENEWABLE ENERGY RESOURCES IN EXISTING HOUSING AND IN DESIGN AND CONSTRUCTION OF NEW HOUSING.**

**Policy 4.1:** The Village shall encourage support for residential construction that meets the United States Green Building Council (USGBC) Leadership in Energy and Environmental Design (LEED) rating system, the Green Building Initiative's Green Globes rating system, the Florida Green Building Coalition standards, or another nationally recognized, high performance green building rating system as recognized by the Florida Department of Management Services.

**Policy 4.2:** The Village shall encourage the strategic placement of landscape materials to reduce energy consumption.

# VILLAGE OF HIGHLAND PARK

Polk County, Florida



## 2030 Comprehensive Plan

Infrastructure Element

**INFRASTRUCTURE ELEMENT  
Goals, Objectives and Policies**

**GOAL:** THE VILLAGE OF HIGHLAND PARK SHALL ENSURE THAT SANITARY SEWER, POTABLE WATER, SOLID WASTE, AND DRAINAGE FACILITIES COMPLY WITH STATE AND LOCAL STANDARDS AND MEET CURRENT AND FUTURE NEEDS OF THE VILLAGE'S SERVICE AREA. [9J-5.011(2)a.]

**OBJECTIVE 1:** THE VILLAGE OF HIGHLAND PARK SHALL REQUIRE ADEQUATE WASTEWATER TREATMENT FACILITIES TO SERVE COMMUNITY RESIDENTS. [9J-5.011(2)(b)2.]

**Policy 1.1:** The Village of Highland Park shall require that septic tank facilities meet Florida Department of Health and Polk County requirements for septic tank installation and operation. [9J-5.011(2)(c)2.]

**Policy 1.2:** The following future level of service standard is established for any future sanitary sewer facilities:

Flow capacity:  
Average daily flow - 100 gpcd  
Maximum daily flow - 200 gpcd

[9J-5.011(2)(c)(2)a.]

**OBJECTIVE 2:** THE VILLAGE OF HIGHLAND PARK SHALL CONSERVE WATER RESOURCES AND PROVIDE SUFFICIENT AMOUNTS OF SAFE, HIGH-QUALITY WATER TO MEET THE NEEDS OF CURRENT AND FUTURE USERS THROUGH THE YEAR 2018. [MEASURABLE TARGETS: AVERAGE PER CAPITA WATER USE WITHIN ADOPTED LOS; AMOUNT OF WATER CONSERVED TO REDUCE OVERALL WATER USE] [9J-5.011(2)(b)4.]

**Policy 2.1:** The Village of Highland Park shall follow the Southwest Florida Water Management District's conservation guidelines and provide adequate potable water resources consistent with the levels of service established herein and in

the Capital Improvements Element to the residents of the Village of Highland Park. [9J-5.011(2)(b)4.]

- Policy 2.2:** The Village shall annually assess the performance and effectiveness of its Ten-Year Water Supply Plan and update the status of project development and potential funding sources.
- Policy 2.3:** Upon agreement with the Water Management District, the Village will allow transfers of consumptive use permits to the Village when existing agricultural wells are abandoned and plugged upon conversion to urban development.
- Policy 2.4:** The Village of Highland Park shall establish the following level of service for potable water:
- a: current LOS: 1500 GPCD
  - b: storage capacity: 50% of average daily consumption
  - c: water pressure: -60 psi
- Policy 2.5:** The Village shall reduce the amount of potable water used for irrigation by a minimum of ten percent (10%) by 2018.
- Policy 2.6:** The Village of Highland Park shall install meters at all un-metered potable water connections. [9J-5.011(2)(c)1.]
- Policy 2.7:** In cooperation with the Southwest Florida Water Management District, the Village shall encourage conservation of water resources by the enforcement of water restrictions on customers, monitoring of excessive water uses and other active measures to ensure that water is conserved and non-compliance is corrected. The Village will maintain a water conservation educational program aimed at reducing the per capita consumption of water.
- Policy 2.8:** The Village of Highland Park shall continue to enforce water use restrictions during a Southwest Florida Water Management District-declared water shortage. [9J-5.011(2)(c)3.]
- Policy 2.9:** The Village of Highland Park shall encourage the use of low-volume plumbing fixtures for all new construction and the use of xeriscaping for new and retro-fitted buildings, to be enforced as part of the Village's building

code and other appropriate permitting regulations. [9J-5.011(2)(c)3], also [553.14, F.S.]

**Policy 2.10:** As part of the Village's 10-Year Water Supply Plan, potable water conservation measures shall be further implemented in the Land Development Code consistent with rules and recommendations of the Southwest Florida Water Management District and the Southern Water Use Caution Area and consistent with Infrastructure Element Policies 2.2, 2.3, 2.5, 2.13, and 6.4.

**Policy 2.11:** Amend the land development regulations to protect cones of influence. Cones of influence shall be designated as the area within a 3600-foot radius of the wellhead. Proposed incompatible land uses within designated cones of influence shall be prohibited. The use or storage of hazardous materials within designated cones of influence shall be prohibited. [9J-5.011(2)(c)4.]

**OBJECTIVE 3:** **THE VILLAGE OF HIGHLAND PARK SHALL CONTINUE TO MAKE AVAILABLE SOLID WASTE DISPOSAL FACILITIES OR CAPACITIES THAT ARE ADEQUATE TO MEET LEVEL OF SERVICE STANDARDS ESTABLISHED IN THIS ELEMENT AND WHICH COMPLY WITH APPLICABLE REGULATIONS. [9J-5.011(2)(b)2.]**

**Policy 3.1:** The Village of Highland Park, in keeping with the capacity of Polk County's landfill capacity, hereby establishes a level of service for solid waste of 8.0 pounds per person per day. [9J-5.011(2)(c)(2)b.]

**Policy 3.2:** The Village of Highland Park shall coordinate with County efforts and requirements concerning waste reduction through recycling. [9J-5.011(2)(b)(5).]

**Policy 3.3:** The Village of Highland Park shall cooperate with Polk County's "Amnesty Days" for proper disposal of hazardous waste, and Resource-Recovery Master Plan. [9J-5.011(2)(c)4.]

**OBJECTIVE 4:** **THE VILLAGE OF HIGHLAND PARK SHALL CONTINUE TO SUPPLY ADEQUATE DRAINAGE FACILITIES TO MEET COMMUNITY NEEDS AND ACCOMMODATE FUTURE GROWTH. [9J-5.011(2)(b)2.]**

**Policy 4.1:** The following shall be the level of service standards for stormwater facilities:

- a. Drainage Structures:  
Ability to handle 25-year, 24 hour storm event
- b. Stormwater Facilities:  
25-year, 24 hour storm event at top of bank or berm
- c. Storm sewers:  
Capacity to handle a 25-year storm event

**Policy 4.2:** For all new development and redevelopment, post-development peak-discharge volumes and runoff-rates shall not exceed the corresponding pre-development volumes and rates. All development requests, except those for individual single-family dwelling units on a lot of record, minor subdivisions, and minor commercial sites, shall be required to submit engineering plans, prepared by a professional engineer licensed to practice in Florida, for the purpose of providing evidence of compliance with this policy. Single-family dwelling units on existing lots of record, minor subdivisions, and minor commercial sites are not considered to pose a significant amount of adverse impacts with regard to stormwater runoff. However, this does not exempt them from meeting the Level of Service Standards for storm-water management.

**Policy 4.3:** The volume of stormwater runoff to be treated for a site shall be determined by the type of treatment system. A wet detention treatment system shall treat one inch of runoff from the contributing area. Detention with an effluent filtration system (manmade underdrains), on-line and offline treatment systems shall treat runoff from the first one inch of rainfall; or as an option for projects or project subunits with drainage areas less than 100 acres, the first one-half inch of runoff. In determining the runoff from one inch of rainfall, calculations must be provided to determine the runoff from the directly connected impervious areas separately from any other contributing areas.

**Policy 4.4:** The Village of Highland Park shall continue to maintain stormwater drainage capacity in its natural drainage system until those are no longer safe, convenient, or economically feasible for community residents. [9J-5.011(2)(c)(2)c.]



**Policy 4.5:** All structures shall have a floor elevation at or above the 100-year flood elevation. [9J-5.011(3)(c)4.]

**OBJECTIVE 5:** **THE VILLAGE OF HIGHLAND PARK SHALL CONTINUE TO PROTECT NATURAL DRAINAGE FEATURES AND THE RECHARGE ABILITY OF AREAS OF HIGH NATURAL AQUIFER RECHARGE TO ASSURE A SAFE, PLENTIFUL SUPPLY OF GROUNDWATER. [9J-5.011(2)(b)5.]**

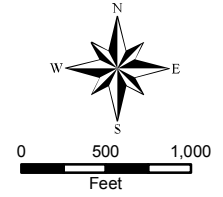
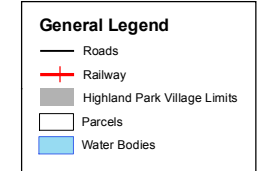
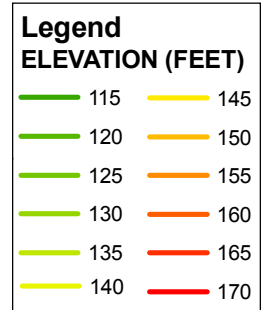
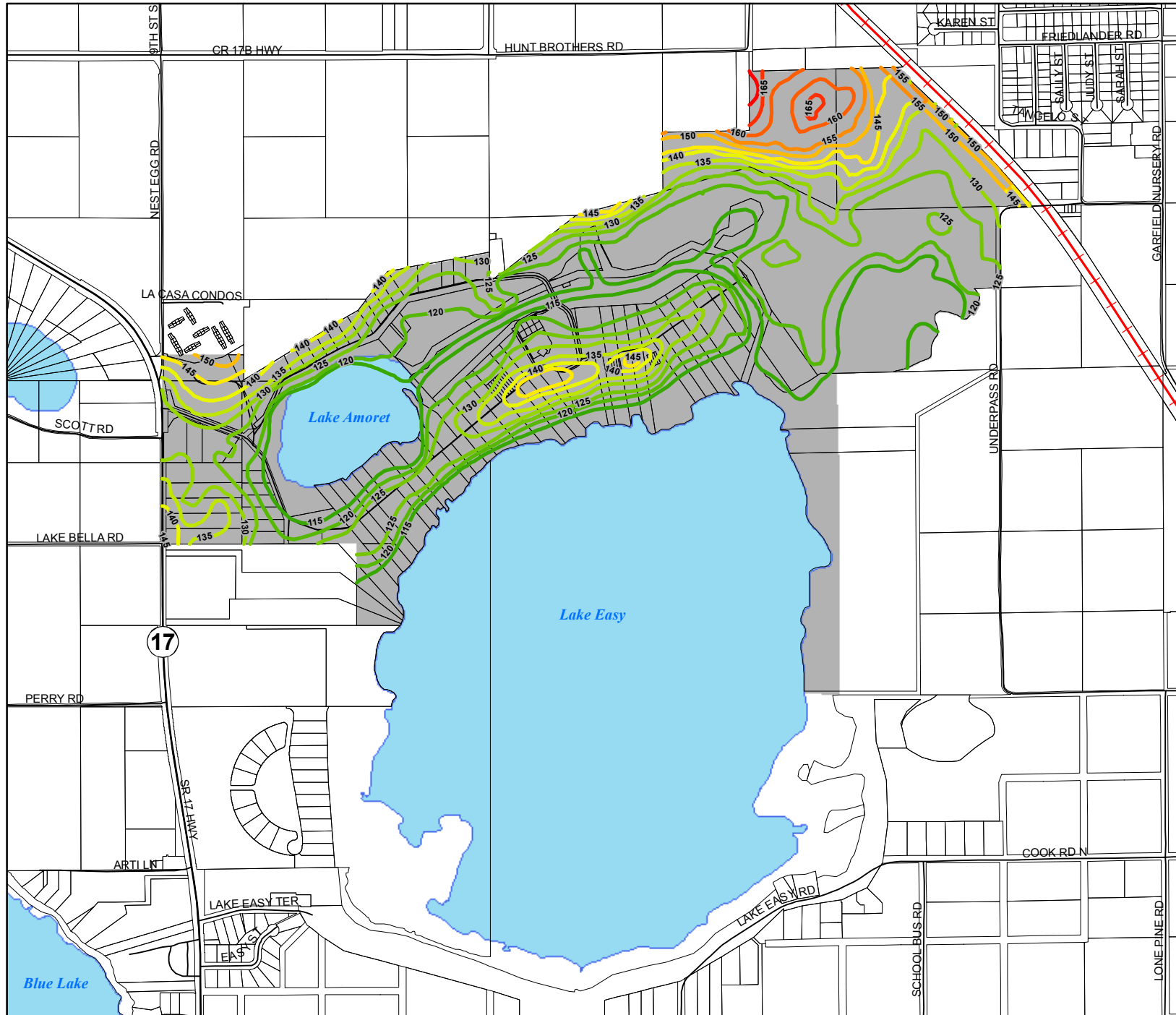
**Policy 5.1:** To allow aquifer recharge, the Village of Highland Park establishes the following guidelines for impervious surface coverage: impervious surfaces in single-family development up to three dwelling units per acre shall not exceed 35 percent of the development site. There shall be no reduction in the aquifer recharge quality and quantity (volumes and rates) for new development and redevelopment within a high recharge area. Further, the subsurface storage and flow shall simulate pre-development conditions. Highland Park shall work with the Soil Conservation Service, to monitor the impacts of development on the quantity of aquifer recharge and, in consultation with the Soil Conservation Service shall reevaluate impervious surface standards if the rate of aquifer recharge diminishes. [9J-5.011(2)(c)1.]

**Policy 5.2:** The Village of Highland Park shall ensure the protection of groundwater and natural drainage features through this comprehensive plan, which limits the intensity of development.

**OBJECTIVE 6:** **TO FURTHER PROMOTE ITS PRESENT COMPACT GROWTH PATTERN, THE VILLAGE OF HIGHLAND PARK SHALL EXTEND WATER CONNECTIONS ONLY TO DEVELOPMENTS WHICH ARE OF BENEFIT TO THE COMMUNITY. [9J-5.011(2)(b)3.]**

- Policy 6.1:** Any new extensions to the existing or future potable water, sanitary sewer, or drainage facilities to private developments shall be made at the developer's expense and levied through impact fees. [9J-5.011(2)(c)1.]
- Policy 6.2:** The Village of Highland Park shall establish and enforce its concurrency management system that ensures that potable water, drainage, sanitary sewer facilities needed to support developments are available concurrent with the impacts of such developments.  
[9J-5.011(2)(c)1.]
- Policy 6.3:** At the time of development permit application, average and maximum flow shall be evaluated to assess whether the facilities have enough capacity available to handle the proposed development. If the capacity cannot be met, then the permit shall be denied or improvements will be made to ensure adequate capacity. These decisions will be made and voted on by the Village Commission of the Village of Highland Park.  
[9J-5.011(2)(c)(2)d.]
- Policy 6.4:** Through the concurrency review process and prior to issuance of building permits, the Village shall consult with the water supplier to determine whether adequate water supplies are available no later than the anticipated date of issuance by the local government of a certificate of occupancy or its functional equivalent.
- OBJECTIVE 7:** AN INSPECTION AND PREVENTATIVE MAINTENANCE PROGRAM SHALL BE IMPLEMENTED TO PREVENT OR CORRECT PUBLIC FACILITY DEFICIENCIES.  
[9J-5.011(2)(b)1.]
- Policy 7.1:** The Village of Highland Park shall continue to periodically evaluate its ground level water storage tank and repair or neutralize leaks.  
[9J-5.011(2)(c)1].

# VILLAGE OF HIGHLAND PARK - GENERALIZED TOPOGRAPHY



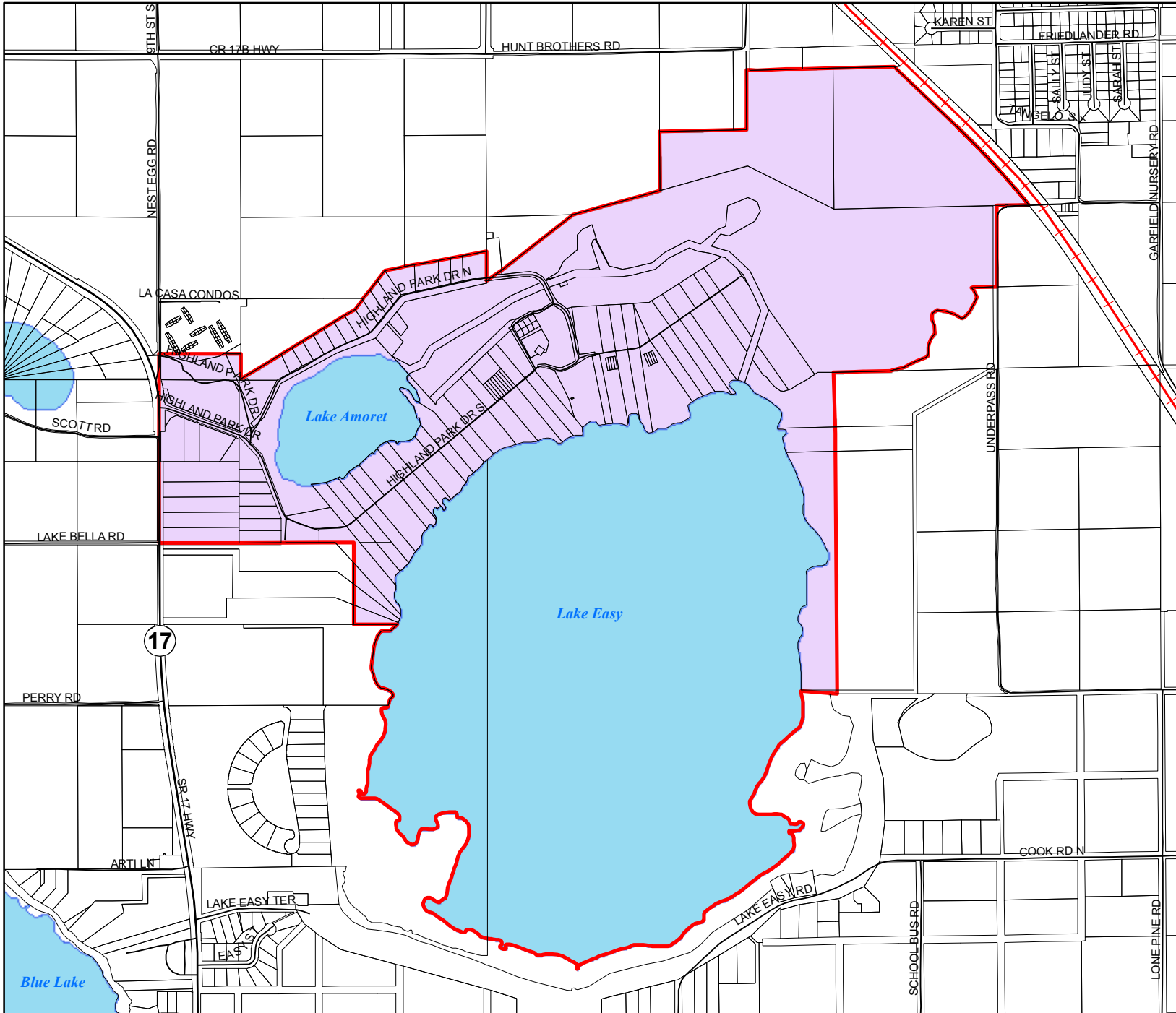
CENTRAL FLORIDA REGIONAL PLANNING COUNCIL  
 555 East Church Street, Barrow, FL 33830-3931  
 P.O. Box 2098, Barrow, FL 33831-2098  
 (883) 534-7130 - SUNCOM 515-2025  
 Fax: (853) 534-7138 - Toll Free: (800) 297-8041  
 www.cfrpc.org

Date Adopted:  
 November 1, 2010

DISCLAIMER:  
 The information on this map should be considered conceptual and subject to change. This map is not a survey.

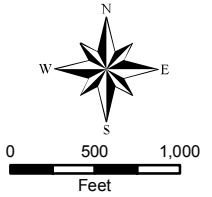
Data Sources:  
 Village of Highland Park  
 Polk County Property Appraiser  
 Florida Department of Transportation  
 Central Florida Regional Planning Council  
 Topography Data: Florida Water Management Districts & USGS, FGDL

# VILLAGE OF HIGHLAND PARK - FLORIDAN AQUIFER RECHARGE AREAS MAP



**Legend**

- Roads
- +— Railway
- ▭ Highland Park Village Limits
- ▭ Parcels
- ▭ Water Bodies
- ▭ RECHARGE/1 TO 10



**CENTRAL FLORIDA REGIONAL PLANNING COUNCIL**  
 555 East Church Street, Barrow, FL 33830-3931  
 P.O. Box 2089, Barrow, FL 33831-2089  
 (863) 534-7130 - SUNCOM 516-2029  
 Fax: (863) 534-7138 - Toll Free: (800) 297-8041  
 www.cfrpc.org

**Date Adopted:**  
 November 1, 2010

**DISCLAIMER:**  
 The information on this map should be considered conceptual and subject to change. This map is not a survey.

**Data Sources:**  
 Village of Highland Park  
 Polk County Property Appraiser  
 Florida Department of Transportation  
 Central Florida Regional Planning Council  
 Florida Water Management Districts

# VILLAGE OF HIGHLAND PARK

Polk County, Florida



## 2030 Comprehensive Plan

Conservation Element

**CONSERVATION ELEMENT  
Goal, Objectives & Policies**

**GOAL: IT SHALL BE THE GOAL OF THE VILLAGE OF HIGHLAND PARK TO CONSERVE, PROTECT, ENHANCE, AND MANAGE ITS NATURAL RESOURCES AND TO ATTAIN THE HIGHEST POSSIBLE ENVIRONMENTAL QUALITY. [9J-5.013(2)(a).]**

**OBJECTIVE 1: SURFACE WATER RESOURCES - IN COORDINATION WITH THE DEPARTMENT OF ENVIRONMENTAL PROTECTION, THE VILLAGE OF HIGHLAND PARK SHALL PROTECT AND ENHANCE THE WATER QUALITY AND BIOLOGICAL HEALTH OF LAKE EASY. THE VILLAGE SHALL ENSURE THAT THE TROPHIC STATE INDEX OF LAKE EASY DOES NOT RISE DUE TO THE QUALITY OF STORMWATER RUNOFF FROM THE VILLAGE OF HIGHLAND PARK. (POLICIES SET FORTH IN THE SANITARY SEWER, SOLID WASTE, DRAINAGE, POTABLE WATER, AND NATURAL GROUNDWATER AQUIFER RECHARGE ELEMENT ALSO ADDRESS THIS CONCERN.) [9J-5.013(2)(b)2.]**

**Policy 1.1:** The Village shall, in cooperation with the Polk County Water Resources Department, the Florida Lakewatch Program, or other appropriate agency or program, ensure that Lake Easy is monitored at least twice annually for standard water quality parameters. [9J-5.013(2)(c)6.]

**Policy 1.2:** The Village shall cooperate with the Florida Department of Health and other agencies to determine if on-site septic systems (septic tanks) pose a threat to surface water or groundwater quality in the Village of Highland Park. [9J-5.013(2)(c)1,6.]

**Policy 1.3:** If, as a result of Policy 1.2, on-site septic systems are determined to be a significant pollution threat in Highland Park, the Village will develop and implement appropriate protection strategies. [9J-5.013(2)(c)6.]

**Policy 1.4:** In cooperation with county and state agencies, develop a program for aquascaping (re-vegetating with native aquatic plants) waterfronts. [9J-5.013(2)(c)8.]

**OBJECTIVE 2:GROUNDWATER AND POTABLE WATER RESOURCES - THE VILLAGE OF HIGHLAND PARK SHALL CONTINUE TO PROTECT THE QUANTITY AND QUALITY OF THE VILLAGE OF HIGHLAND PARK'S GROUNDWATER FROM DEGRADATION. [9J-5.013(2)(b)2.]**

**Policy 2.1:** Implement a comprehensive wellhead protection program. Such a program should: (1) develop sufficient knowledge to identify cones of influence that warrant protection, and (2) develop and implement protection strategies. [9J-5.013(2)(c)1.]

**Policy 2.2:** In cooperation with the Southwest Florida Water Management District, the Village of Highland Park will abide by the measures set forth in the District's Water Use Caution Area per capita consumption reduction strategy, and as outlined in the Sanitary Sewer, Solid Waste, Drainage, Potable Water, and Groundwater Aquifer Recharge (Infrastructure) Element. [9J-5.013(2)(c)1,4.]

**Policy 2.3:** Upon Plan adoption and in cooperation with the Southwest Florida Water Management District, develop and implement a water shortage contingency plan for dealing with temporary severe water shortages. [9J-5.013(2)(c)1,4.]

**Policy 2.4:** The Village shall assess projected water needs and sources for at least a ten (10) year planning period by creating and maintaining the Ten-Year Water Supply Plan (WSP). The WSP shall maximize the efficient use of groundwater and, where possible and financially feasible, substitute alternative water sources for the use of groundwater.

**Policy 2.5:** The Village shall consider the most recently adopted Southwest Florida Water Management District Regional Water Supply Plan when proposing and/or amending its Ten-Year Water Supply Plan.

**OBJECTIVE 3:FLOODPLAINS – UPON PLAN ADOPTION, THE VILLAGE OF HIGHLAND PARK SHALL PROTECT THE NATURAL FUNCTIONS OF FLOODPLAINS BY RESTRICTING ANY DEVELOPMENT IN ANY AREA DESIGNATED AS A FLOODPLAIN. [9J-5.013(2)(b)4.]**

**Policy 3.1:** Adopt a flood protection ordinance incorporating flood protection standards equivalent to Polk County's. (Policies 1.1, 3.1, and 3.2 of the Future Land Use

Element, and Policy 4.5 of the Sanitary Sewer, Solid Waste, Drainage, Potable Water and Natural Groundwater Aquifer Recharge Element also address these concerns.) Future Land Use Policy 3.7 insures pre-development inventory, review and modification of development proposal to protect and preserve natural resources. (a) Encroachment, including fill, new construction, substantial improvements, and other development, shall be prohibited from the floodplain unless certification (with supporting technical data) by a registered professional engineer is provided demonstrating that encroachments shall not result in any increase in the flood levels during the occurrence of the 100-year base-flood discharge. (b) An undisturbed 25 foot-wide wildlife habitat buffer shall be maintained from the ordinary high-water line. This buffer may be disturbed, to the extent necessary, and as approved by the Department of Natural Resources, to provide reasonable access to a lake, to include the construction of boat ramps, docks, and waterways. [9J-5.013(2)(c)6].

**Policy 3.2:** Request that the Southwest Florida Water Management District establish regulatory lake levels for Lake Easy as part of the district's Lake Levels Project. [9J-5.013(2)(c)6.]

**OBJECTIVE 4:SOIL EROSION – THE VILLAGE OF HIGHLAND PARK SHALL PREVENT SOIL EROSION THROUGH APPROPRIATE ENGINEERING PRACTICES BASED ON BEST MANAGEMENT PRACTICES (BMPs). [9J-5.013(2)(b)3.]**

**Policy 4.1:** The Village shall consult with the Polk Soil and Water Conservation District to determine and adopt appropriate soil erosion best management practices. [9J-5.013(2)(c)6.]

**OBJECTIVE 5:PLANTS AND ANIMALS - THE VILLAGE OF HIGHLAND PARK SHALL CONTINUE TO PROTECT AND ENHANCE NATIVE VEGETATION AND WILDLIFE HABITATS. THE VILLAGE OF HIGHLAND PARK WILL FURTHER THIS OBJECTIVE THROUGH THE APPLICATION OF ITS CONSERVATION LAND USE CATEGORY. [9J-5.013(2)(b)3,4.]**

**Policy 5.1:** The Village shall restrict the loss of any vegetative communities or encroachment into designated environmentally sensitive lands due to development activities. Permissible uses within the Conservation land use



category are set forth in Future Land Use Policy 2.1(e). Future Land Use Policy 3.7 insures pre-development inventory, review and modification of development proposal to protect and preserve natural resources. [9J-5.013(2)(c)3,9.]

**Policy 5.2:** The Village shall protect existing natural reservations identified in the Recreation and Open Space Element from encroachment by development activities, as outlined in Future Land Use Policy 1.1. [9J-5.013(2)(c)7.]

**Policy 5.3:** The Village of Highland Park will continue to restrict activities that adversely affect the survival of endangered and threatened wildlife within its jurisdiction by posting its designation as a wildlife sanctuary, where no hunting is permitted. [9J-5.013(2)(c)5].

**OBJECTIVE 6: AIR QUALITY – CONTINUE TO MEET OR EXCEED THE MINIMUM AIR QUALITY LEVELS ESTABLISHED BY THE FLORIDA DEPARTMENT OF ENVIRONMENTAL REGULATION. [9J-5.013(2)(b)1.]**

**Policy 6.1:** The Village of Highland Park will ensure that new facilities that discharge gases or particulates into the air comply with all applicable air quality standards. [9J-5.013(2)(c)10.]

**OBJECTIVE 7: HAZARDOUS WASTE - THE VILLAGE OF HIGHLAND PARK SHALL ELIMINATE THE IMPROPER HANDLING AND DISPOSAL OF HAZARDOUS WASTES BY ITS RESIDENTS THROUGH EDUCATION AND PARTICIPATION IN FUTURE "AMNESTY DAYS" PROGRAMS SUPERVISED BY POLK COUNTY. [9J-5.013(2)(c)1.]**

**Policy 7.1:** The Village shall, in cooperation with Polk County and other municipalities, establish a program to provide a means for the periodic, environmentally safe disposal of household hazardous wastes. [9J-5.013(2)(c)10.]

# VILLAGE OF HIGHLAND PARK

Polk County, Florida



## 2030 Comprehensive Plan

Recreation and Open Space Element

**RECREATION AND OPEN SPACE ELEMENT  
Goal, Objectives & Policies**

**GOAL: IT SHALL BE THE GOAL OF THE VILLAGE OF HIGHLAND PARK TO PROVIDE EASILY ACCESSIBLE RECREATION OPPORTUNITIES AND OPEN SPACE TO MEET THE NEEDS OF ALL RESIDENTS. [9J-5.014(3)a.]**

**OBJECTIVE 1: MAINTAIN AND, WHERE FEASIBLE, EXPAND THE ACCESS OF VILLAGE OF HIGHLAND PARK RESIDENTS TO EXISTING RECREATION LANDS AND FACILITIES. [9J-5.014(3)(b)1.]**

**Policy 1.1:** Adopt the following as a park and recreation level of service standard: 3.75 acres per 1,000 population. Any land permanently dedicated or available to the public for recreation, regardless of provider, may be used to meet the level of service standard. [9J-5.014(3)(c)4.]

**Policy 1.2:** Highland Park shall protect open space, areas of natural vegetation, formal landscaping and open space buffers from incompatible land use and signage. [9J-5.014(3)(c)(1).]

**Policy 1.3:** The Mayor or his designee shall coordinate as needed through cooperative agreements with Polk County to suggest improvements or additions to the county park and recreation system that are desired by the residents of the Village of Highland Park. [9J-5.014(3)(c)5.]

**OBJECTIVE 2: THE VILLAGE OF HIGHLAND PARK SHALL ENSURE THAT ADEQUATE AND EFFICIENT FUNCTIONAL AND AESTHETIC OPEN SPACE AND RECREATION FACILITIES ARE PRESERVED TO RETAIN THE ATTRACTIVENESS AND CHARACTER OF THE VILLAGE OF HIGHLAND PARK. [9J-5.014(3)(b)3.]**

**Policy 2.1:** Recreation lands and other areas designated as Open Space Agricultural/Recreational on the Future Land Use Map shall remain functionally intact and protected from incompatible land uses. [9J-5.014(3)(c)1,2.]

**Policy 2.2:** The Village shall ensure that landscape buffers are established between new

development and the Open Space/Recreation and Agricultural land use categories. [9J-5.014(3)(c)1.]

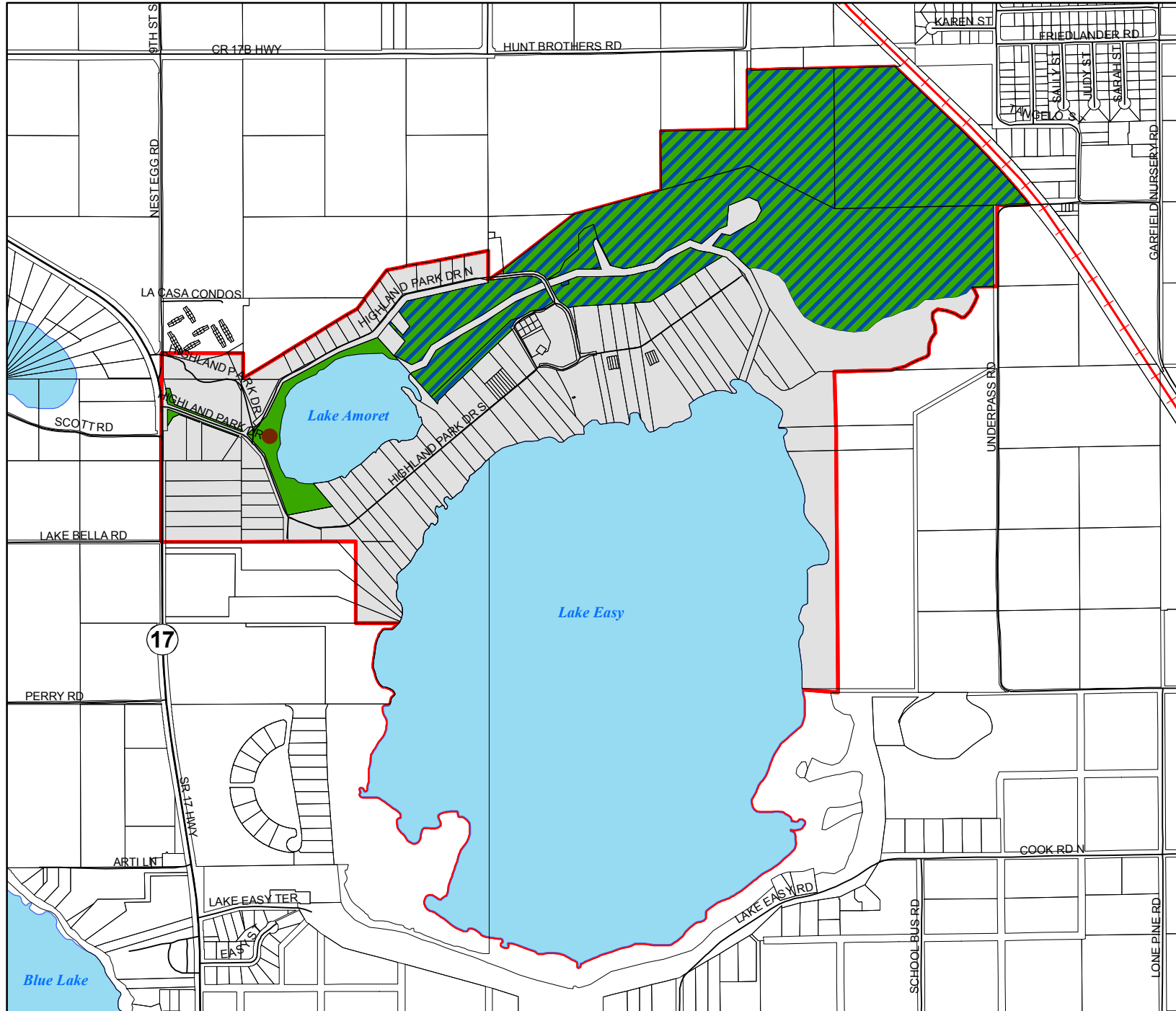
**Policy 2.3:** The Village of Highland Park will continue to enhance and maintain its status as a bird and wildlife sanctuary (natural reservation).  
[9J-5.014(3)(c)2.]

*Portions of Rule 9J-5.014 Not Applicable to The Village of Highland Park*

*9J-5.014(3)(c)3. The Village of Highland Park has no existing public beaches or shore access points or boat ramps on Lake Easy. Furthermore, the Village of Highland Park is not in a coastal management area.*

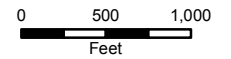
*9J-5.014(3)(c)5. The Village of Highland Park has no deficiencies or needed improvements now or anticipated through the ten year planning period.*

# VILLAGE OF HIGHLAND PARK - PARK AND RECREATION FACILITIES



**Legend**

- Parks
- Open Space and Recreation
- Golf Course
- Roads
- Railway
- Highland Park Village Limits
- Parcels
- Water Bodies



CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

555 East Church Street, Bartow, FL 33830-3931  
 P.O. Box 2089, Bartow, FL 33831-2089  
 (883) 534-7130 - SUNCOM 515-2025  
 Fax (883) 534-7138 - Toll Free (800) 297-8041  
 www.cfrpc.org

Date Adopted:  
 November 1, 2010

**DISCLAIMER:**  
 The information on this map should be considered conceptual and subject to change. This map is not a survey.

Data Sources:  
 Village of Highland Park  
 Polk County Property Appraiser  
 Florida Department of Transportation  
 Central Florida Regional Planning Council

# VILLAGE OF HIGHLAND PARK

Polk County, Florida



## 2030 Comprehensive Plan

Intergovernmental Coordination Element

**INTERGOVERNMENTAL COORDINATION ELEMENT  
Goal, Objectives & Policies**

**GOAL: PROVIDE FOR THE COORDINATION AND COOPERATION AMONG ALL PERTINENT PUBLIC AND PRIVATE ENTITIES TO ENSURE EFFICIENT AND EFFECTIVE USE OF AVAILABLE RESOURCES. [9J-5.015(3)(a)]**

**OBJECTIVE 1: THE VILLAGE OF HIGHLAND PARK SHALL COORDINATE ALL APPLICABLE LEVEL OF SERVICE STANDARDS WITH THE ENTITY HAVING OPERATIONAL OR MAINTENANCE RESPONSIBILITY FOR THE FACILITY. [9J-5.015(3)(b)3.]**

**Policy 1.1:** The Village of Highland Park shall employ the assistance of the Central Florida Regional Planning Council for informal mediation when or if level of service issues cannot be resolved between Polk County and the Village. [9J-5.015(3)(c)2.]

**Policy 1.2:** The Village of Highland Park shall coordinate the timing, location, and capacity of municipal services with Polk County to provide services in a cost-efficient manner. [9J-5.015(3)(c)3.]

**Policy 1.3:** The Village Commission shall be responsible for implementing the intergovernmental coordination program. [9J-5.015(3)(c)3,5.]

**Policy 1.4:** Coordinate with the Southwest Florida Water Management District, Polk County Florida Department of Environmental Protection, and other appropriate agencies and organizations in all phases of water resource management for the Village of Highland Park. [9J-5.015(3)(c)7.]

**OBJECTIVE 2: THE VILLAGE OF HIGHLAND PARK SHALL ENSURE THAT THE IMPACTS OF LAND USE PLANNING ARE COORDINATED WITH POLK COUNTY. [9J-5.015(3)(b)2.]**

**Policy 2.1:** The Village of Highland Park shall employ the assistance of the Central Florida Regional Planning Council for informal mediation when annexation

issues between Polk County and the Village of Highland Park cannot be resolved. [9J-5.015(3)(c)4.]

**Policy 2.2:** The Village of Highland Park shall provide a means of notification, review and input regarding proposed developments and zoning changes between itself and Polk County. This shall be the responsibility of the Village Clerk. [9J-5.015(3)(c)5.]

**OBJECTIVE 3: ENSURE THAT THE VILLAGE OF HIGHLAND PARK'S COMPREHENSIVE PLAN IS COORDINATED WITH THE COMPREHENSIVE PLANS OF THE POLK COUNTY SCHOOL BOARD, POLK COUNTY, AND THE CENTRAL FLORIDA REGIONAL PLANNING COUNCIL. [9J-5.015(3)(c)1.]**

**Policy 3.1:** To ensure compatibility, Village of Highland Park shall coordinate with Polk County and the Central Florida Regional Planning Council in the mutual review of plans. Plans and plan amendments will be requested and reviewed within 90 days of their submittal. [9J-5.015(3)(c)7.]

**Policy 3.2:** The Village of Highland Park shall work with the Polk County School Board in the location of school related facilities. [9J-5.015(3)(c)1.]

**Policy 3.3:** The Village of Highland Park shall coordinate with the Central Florida Regional Planning Council in the implementation of those policies included in the CFRPC Strategic Regional Policy Plan that require intergovernmental coordination. [9J-5.015(3)(c)2.]

**Policy 3.4:** In addition to its ongoing coordination with the Polk County School Board regarding the siting of educational facilities, planning activities mandated by the various elements of the Highland Park Comprehensive Plan will be coordinated with Polk County, and, depending on the planning activity, with appropriate regional and state agencies through a process of notification and solicitation of comments. [9J-5.015(3)(c)1.]

**OBJECTIVE 4: JOINT PROCESSES FOR ENSURING FUTURE WATER RESOURCES AND SUPPLY. THE VILLAGE OF HIGHLAND PARK SHALL WORK WITH SURROUNDING**



**GOVERNMENTS AND THE SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT TO ENSURE THAT MEETING FUTURE POTABLE WATER NEEDS IS COORDINATED ON A REGIONAL BASIS.**

**Policy 4.1:** The Village hereby adopts by reference the Southwest Florida Water Management District Regional Water Supply Plan. The Village will update its Water Supply Plan within 18 months of adoption of the current and all future updates to the Regional Water Supply Plan and shall be consistent with the Southwest Florida Water Management District Plan when proposing and/or amending its Ten-Year Water Supply Plan.

**Policy 4.2:** The Village shall continue coordination with Polk County and adjacent municipalities regarding cooperative water supply planning and joint projects, which may collectively conserve groundwater and enhance the use of reclaimed water

# VILLAGE OF HIGHLAND PARK

Polk County, Florida



**2030 Comprehensive Plan**

**Capital Improvements Element**

**CAPITAL IMPROVEMENTS ELEMENT**  
**Goal, Objectives and Policies**

**GOAL: PROMOTE ORDERLY GROWTH AND DEVELOPMENT THROUGH THE PROVISION OF PUBLIC FACILITIES IN A SOUND FISCAL MANNER. [9J-5.005(3)a.]**

**OBJECTIVE 1: THE CAPITAL IMPROVEMENTS ELEMENT SHALL DIRECT THE PROVISION OF PUBLIC FACILITIES FOR ACCOMMODATING DESIRED FUTURE GROWTH AND REPLACING WORN-OUT OR OBSOLETE FACILITIES. [9J-5.005(3)(b)1.]**

**Policy 1.1:** Proposed capital improvements projects shall be ranked and evaluated according to the following criteria:

- a. The project protects public health and safety;
- b. The project increases the efficiency of existing facilities and promotes infill development;
- c. The project represents a logical extension of facilities;
- d. The project is consistent with the Future Land Use Element; and
- e. The project is compatible with the plans of State Agencies and the Southwest Florida Water Management District.

[9J-5.005(3)(c)1.a-g.]

**Policy 1.2:** The Village Commission, on an annual basis, shall ensure that the Village of Highland Park's fiscal policies are consistent with this Comprehensive Plan. [9J-5.005(3)(c)9.]

**Policy 1.3:** A capital improvement included in the 5-Year Schedule of Capital Improvements shall be defined as a project that: [9J-5.005(3)(c)1.]

- a. is self-contained;
- b. has a useful life of at least 10 years; and
- c. involves a cost of at least \$25,000.

**Policy 1.4:** The Village of Highland Park hereby adopts, by reference, the Southwest Florida Water Management District Regional Water Supply Plan, the Polk County Transportation Planning Organization Transportation Improvements Plan, and the Florida Department of Transportation Five Year Work Program 2011-2015, into the Village’s Five-Year Schedule of Capital Improvements.

**Policy 1.5:** The City shall include financially feasible projects in the annual update of its Five-Year Schedule of Capital Improvements as identified for implementation in the first five(5) years of the Ten-Year Water Supply Plan, and all subsequent updates thereto.

**OBJECTIVE 2:TO PROVIDE PUBLIC FACILITIES AT THE ESTABLISHED LEVEL OF SERVICE STANDARDS AND TO MEET EXISTING AND FUTURE FACILITY NEEDS, THE VILLAGE OF HIGHLAND PARK SHALL COORDINATE LAND USE DECISIONS WITH THE 5-YEAR SCHEDULE OF CAPITAL IMPROVEMENTS. [9J-5.005(3)(b)3.]**

**Policy 2.1:** The Village of Highland Park establishes the following level of service standards. [9J-5.005(3)(c)4.]

Facility	Level of Service
Sanitary Sewer	100 gallons per capita per day
Potable Water, 2008	150 gallons per capita per day
Solid Waste	8.0 pounds per person per day
<b>Roads</b>	
Principal Arterials	C
Minor Arterials	D
Collectors	D
<b>Recreation and Open Space</b>	3.75 acres per 1000 people
<b>Drainage</b>	
See Policies 4.1 and 4.3 in Sanitary Sewer Element	

**Policy 2.2:** Development orders and permits will be granted only when the facilities are operating at the established level of service, or will be available concurrent with the impacts of the development. [9J-5.005(3)(c)5.]

**OBJECTIVE 3:** THE VILLAGE OF HIGHLAND PARK SHALL MAINTAIN LEVEL OF SERVICE STANDARDS ESTABLISHED IN POLICY 2.1, NEW DEVELOPMENT SHALL BEAR THE FULL COST OF FACILITY IMPROVEMENTS NECESSITATED BY THE IMPACTS OF THE DEVELOPMENT. [9J-5.005(3)(b)4.]

**Policy 3.1:** As a condition of land subdivision or land development, the Village of Highland Park shall require land dedication, or payment-in-lieu of dedication, or some other form of exaction, to finance public facility improvements. [9J-5.005(3)(c)8]

**Policy 3.2:** The Village of Highland Park shall, if necessary, petition for and secure grants or private funds to finance the provision of capital improvements. [9J-5.005(3)(c)7]

**Policy 3.3:** The Village shall not allow exceptions for developments of de minimis impact.

**OBJECTIVE 4: THE VILLAGE OF HIGHLAND PARK SHALL MANAGE FISCAL RESOURCES TO ENSURE THAT NEEDED CAPITAL IMPROVEMENTS ARE PROVIDED FOR PREVIOUSLY-ISSUED DEVELOPMENT ORDERS AND FUTURE DEVELOPMENT AND REDEVELOPMENT. [9J-5.005(3)(b)5.]**

**Policy 4.1:** Previously issued, existing and future public and private capital facilities shall operate and provide services at the level of service established in this plan. [9J-5.005(3)(c)5.]

**Policy 4.2:** In providing for capital improvements, the Village of Highland Park shall limit the maximum ratio of outstanding indebtedness to no greater than 20% of general revenues. [9J-5.005(3)(c)2.c.]

**Policy 4.3:** The Village of Highland Park shall prepare and adopt a 5-Year Schedule of Capital Improvements as part of its annual capital budget. [9J-5.005(3)(c)7.]

**Capital Improvements Program or 5-Year Schedule of Capital Improvements**

The 5-Year Schedule of Capital Improvements focuses on the capital outlay required to meet existing deficiencies and to maintain adopted level of service standards planned for public facilities in the plan. The 5-Year Schedule of Capital Improvements is adopted along with the Goal, Objectives and Policies of the Capital Improvements Element.

A capital improvement shall be defined as a project that is self-contained, has a useful life of at least 10 years, and involves a cost of at least \$25,000. Preliminary engineering studies for public facilities, due to their cost and impact, shall also be included as a capital improvement. Minor expenses, including routine repair and maintenance, are excluded.

Although no capital improvements are scheduled, the following table serves as a model for presenting the information. The 5-Year Schedule of Capital Improvements shall be updated annually.

**5-Year Schedule of Capital Improvements:  
2010/11 through 2014/15**

<b>Project</b>	<b>Schedule</b>	<b>Location</b>	<b>Projected Cost</b>	<b>Revenue Source</b>	<b>Consistency With Comprehensive Plan</b>
Potable Water Elevated Storage Tank Rehabilitation	14/15	--	\$150,000	Enterprise Fund & Grant Funding	Yes
--	--	--	--	--	--
--	--	--	--	--	--
--	--	--	--	--	--

# Village of Highland Park

## Comprehensive Plan

### Goals, Objectives and Policies



### Definitions



## LIST OF DEFINITIONS

### Village of Highland Park Comprehensive Plan Adopted May 2, 1991 Amended August 13, 1992

*Affordable Housing:* Housing costs that, on a monthly basis, require rent or mortgage payments of no more than 30 percent of a household's monthly gross income.

*Agricultural Uses:* Activities within land areas which are predominantly used for the cultivation of crops and livestock including: crop land; pasture land; orchards; vineyards; nurseries; ornamental horticulture areas; groves; confined feeding operations; specialty farms; and silviculture areas. (§9J-5.003 F.A.C.)

*Ambient Air Quality Standards:* Standards which establish acceptable concentration levels for major classes of pollutants in the "ambient air" (that portion of the atmosphere which is external to buildings and accessible to the general public).

*Amnesty Days:* A period of time authorized by the State for the purpose of purging small quantities of hazardous waste, free of charge, from the possession of homeowners, farmers, schools, state agencies, and small businesses. (§403.7264 F.S.)

*Annexation:* The adding of real property to the boundaries of an incorporated municipality, such addition making such real property in every way a part of the municipality. (§171-031 F.S.)

*Aquifer:* A water-bearing stratum of permeable rock, sand, or gravel.

*Arterial Road:* A roadway providing service which is relatively continuous and of relatively high traffic volume, long trip length, and high operating speed. In addition, every United States numbered highway is an arterial road. (§9J-5.003 F.A.C.)

*Availability or Available:* With regard to the provision of facilities and services concurrent with the impacts of development, means that at a minimum the facilities and services will be provided in accordance with the standards set forth in Rule 9J-5.0055(2), Florida Administrative Code. (§9J-5.003 F.A.C.)

*Best Management Practice (BMP):* A practice or combination of practices that are determined to be the most effective, practical means of preventing or reducing the amount of pollution generated by nonpoint sources to a level compatible with water quality goals.

*Bicycle and Pedestrian Ways:* Any road, path or way which is open to bicycle travel and traffic afoot and from which motor vehicles are excluded. (§9J-5.003 F.A.C.)

*Blighted Areas:* Developed areas which have deteriorated through neglect or abandonment and which could benefit the community if redeveloped.

*Buffer:* An area or strip of land established to separate and protect one type of land use from another with which it is incompatible. A buffer area typically is landscaped and contains vegetative plantings, berms, and/or walls or fences to create a visual and/or sound barrier between the two incompatible uses.

*Building:* A structure created to shelter any form of human activity. This may refer to a house, barn, garage, church, hotel, packing house, or similar structure. Buildings may refer to a historically or architecturally-related complex, such as a house or jail, or a barn.

*Capital Budget:* The portion of each local government's budget which reflects capital improvements scheduled for a fiscal year. (§9J-5.003 F.A.C.)

*Capital Improvement:* Physical assets constructed or purchased to provide, improve or replace a public facility and which are large scale and high in cost. The cost of a capital improvement is generally nonrecurring and may require multi-year financing. For the purposes of this rule, physical assets which have been identified as existing or projected needs in the individual comprehensive plan elements shall be considered capital improvements. (§9J-5.003 F.A.C.)

*Collector Road:* A roadway providing service which is of relatively moderate traffic volume, moderate trip length, and moderate operating speed. Collector roads collect and distribute traffic between local roads or arterial roads. (§9J-5.003 F.A.C.)

*Commercial Uses:* Activities within land areas which are predominantly connected with the sale, rental and distribution of products, or performance of services. (§9J-5.003 F.A.C.)

*Community Development Block Grant (CDBG):* The Federal Small Cities Community Development Block Grant program, as administered by the Florida Department of Community Affairs; a competitive grant program which can fund a range of activities directed toward neighborhood revitalization, economic development, and provision of improved community facilities and services.

*Concurrency:* The necessary public facilities and services to maintain the adopted level of service standards are available when the impacts of development occur. (§9J-5.003 F.A.C.)

*Concurrency Management System:* The procedures and/or process that the local government will utilize to assure that development orders and permits are not issued unless the necessary facilities and services are available concurrent with the impacts of development. (§9J-5.003 F.A.C.)

*Concurrent with the Impacts of Development:* Pursuant to §9J-5.0055(2), concurrent with the impacts of development shall be satisfied when: the necessary facilities and services are in place at the time a development permit is issued; or a development permit is issued subject to the condition that the necessary facilities and services will be in place when the impacts of the development occur; or that the necessary facilities are under construction at the time a permit is issued; or that the necessary facilities and services are guaranteed in an enforceable development agreement that includes the provisions of concurrency as defined. For recreation facilities, concurrency may also be met by adherence to §9J-5.0055(2)(b). For roads, concurrency may also be met by adherence to §9J-5.0055(2)(c)

*Cone of Influence:* An area around one or more major water wells the boundary of which is determined by the government agency having specific statutory authority to make such a determination based on groundwater travel or drawdown depth. (§9J-5.003 F.A.C.)

*Conservation Uses:* Activities within land areas designated for the purpose of conserving or protecting natural resources or environmental quality. Structures, roads, sidewalks and all other impervious surfaces are specifically prohibited. Such areas designated for flood control, protection of quality or quantity of groundwater or surface water, floodplain management, fisheries management, or protection of vegetative communities or wildlife habitats are included in this land use category. (§9J-5.003 F.A.C.)

*Consistency:* Comprehensive plans are considered to be consistent with each other when land uses, proposed land uses, and impacts from proposed development are compatible with, or not in conflict with, land uses, proposed land uses or impacts from proposed development in an adjacent city or county.

*Currently Available Revenue Sources:* An existing source and amount of revenue presently available to the local government. It does not include a local government's present intent to increase the future level or amount of a revenue source which is contingent on ratification by public referendum. (§9J-5.003 F.A.C.)

*Demolition:* The complete or constructive removal of any or part or whole of a building or structure upon any site when same will not be relocated intact to a new site.

*Density:* The average number of families, persons or dwelling units per unit of land, usually expressed "per acre." "Density Control" is a limitation on the occupancy of land, and is generally implemented through zoning. Specific methods include use restrictions, such as single or multiple family dwellings, minimum lot-size requirements, floor area ratio, setback or yard requirements, minimum house size requirements, lot area requirements, or other means. "Density Transfer" permits unused allowable densities in one area to be used in another area. The average density over an area or parcel remains constant, but internal variations are allowed.

*Density Bonus:* An additional number of dwelling units above what would otherwise be permissible within a particular zoning classification or future land use classification.

When applied to a future land use classification, a density bonus may only be granted when, at a minimum, all housing units that exceed the maximum density permissible within that classification meet the definition of affordable for those of low and moderate income.

*Developer:* Any person, including a governmental agency, undertaking any development. (§380.031 F.S.)

*Development:* The carrying out of any building activity or mining operation, the making of any material change in the use or appearance of any structure or land, or the dividing of land into three or more parcels.

The following activities or uses shall be taken to involve "*development*":

A reconstruction, alteration of the size, or material change in the external appearance of a structure on land; a change in the intensity of use of land, such as an increase in the number of dwelling units in a structure or on land or a material increase in the number of businesses, manufacturing establishments, offices, or dwelling units in a structure or on land; alteration of a shore or bank of a seacoast, river, stream, lake, pond, or canal, including any "coastal construction"; commencement of drilling, except to obtain soil samples, mining, or excavation on a parcel of land; demolition of a structure; clearing of land as an adjunct of construction; deposit of refuse, solid or liquid waste, or fill on a parcel of land.

The following operations or uses shall not be taken to involve "*development*":

Work by a highway or road agency or railroad company for the maintenance or improvement of a road or railroad track, if the work is carried out on land within the boundaries of the right-of-way; work by any utility and other persons engaged in the distribution or transmission of gas or water, for the purpose of inspecting, repairing, renewing, or constructing on established rights-of-way any sewers, mains, pipes, cables, utility tunnels, power lines, towers, poles, tracks, or the like; work for the maintenance, renewal, improvement, or alteration of any structure, if the work affects only the interior or the color of the structure or the decoration of the exterior of the structure; the use of any structure or land devoted to dwelling uses for any purpose customarily incidental to enjoyment of the dwelling; the use of any land for the purpose of growing plants, crops, trees, and other agricultural or forestry products, raising livestock, or for other agricultural purposes; a change in use of land or structure from a use within a class specified in an ordinance or rule to another use in the same class; a change in the ownership or form of ownership of any parcel or structure; the creation or termination of rights of access, riparian rights, easements, covenants concerning development of land, or other rights in land.

"Development" as designated in an ordinance, rule, or development permit includes all other development customarily associated with it unless otherwise specified. When appropriate to the context, "development" refers to the act of developing or to the result of development. Reference to any specific operation is not intended to mean that the operation or activity, when part of other operations or activities, is not development. (§380.04 F.S.)

*Development Capacity:* An element of the concurrency management system, addressing the ability of public facilities to absorb development that has not been built, or that has not been completely built out, and that therefore has not impacted, or fully impacted, existing public facilities. The availability of public facilities to accommodate future development, in order to maintain an established level of service, will take into account this vested but currently unused or under-utilized capacity.

*Development of Regional Impact (DRI):* The term "development of regional impact," means any development which, because of its character, magnitude, or location, would have a substantial effect upon the health, safety, or welfare of citizens of more than one county.

*Development Order:* Any order granting, denying, or granting with conditions an application for a development permit. (§380.031 F.S.)

*Development Permit:* Includes any building permit, zoning permit, plat approval, or rezoning, certification, variance, or other action having the effect of permitting development. (§380.031 F.S.)

*DNR (FDNR):* Florida Department of Natural Resources.

*Drainage Facilities:* A system of man-made structures designed to collect, convey, hold, divert or discharge stormwater, and includes stormwater sewers, canals, detention structures, and retention structures. (§9J-5.003 F.A.C.)

*Dwelling Unit:* A structure in which occupants live and eat separately from anyone else, and have direct access to the outside (e.g. to a hallway or street) of the unit.

*Easement:* A right given by the owner of land to another party for specific limited use of that land. For example, a property owner may give or sell an easement on his property to allow utility facilities like power lines or pipelines, or to allow access to another property. A property owner may also sell or dedicate to the government the development rights for all or part of a parcel, thereby keeping the land open for conservation, recreation, scenic or open space purposes.

*Educational Uses:* Activities and facilities of public or private primary or secondary schools, vocational and technical schools, and colleges and universities licensed by the Florida Department of Education, including the areas of buildings, campus open space,

dormitories, recreational facilities or parking. (§9J-5.003 F.A.C.)

*Environmentally Sensitive Land:* Wetlands, floodplains or critical habitat for plant or animal species listed by the Florida Department of Agriculture and Consumer Services (FDAC), the Florida Game and Fresh Water Fish Commission (FGFWFC), or the United States Fish and Wildlife Service (USFWS) as endangered, threatened, or species of special concern. A Critical Habitat means the specific area within a geographic area occupied by plant or animal species listed by FDAC, FGFWFC or USFWS as endangered, threatened, or species of special concern on which are found those physical or biological features essential to the conservation of the species and which may require management considerations or protection.

*Environmentally Sensitive Wetlands, Waterways and Floodplains:* Wetlands, waterways or floodplains which exhibit a low tolerance for fluctuations of water quality or quantity, or which support plant or animal species listed by FDAC, FGFWFC or USFWS as endangered, threatened, or species of special concern.

*EPA:* United States Environmental Protection Agency

*Evacuation Routes:* Routes designated by county civil defense authorities or the regional evacuation plan, for the movement of persons to safety, in the event of a hurricane. (§9J-5.003 F.A.C.)

*FAC:* Florida Administrative Code.

*FDER (DER):* Florida Department of Environmental Regulation.

*FDOT:* Florida Department of Transportation.

*FEMA:* Federal Emergency Management Agency.

*Floodplains (100-Year Floodplain):* Areas inundated during a 100-year flood event or identified by the National Flood Insurance Program as an A Zone or V Zone on Flood Insurance Rate Maps or Flood Hazard Boundary Maps. (§9J-5.003 F.A.C.)

*Floodways:* The channel of a stream plus any adjacent floodplain areas that must be kept free of encroachment in order that the 100-year flood may be carried without substantial increases in flood heights.

*Florida Master Site File:* The state's clearinghouse for information on archaeological sites, historical structures, and field surveys for such sites. A combination of both paper and computer files, it is administered by the Bureau of Archaeological Research, Division of Historical Resources, Florida Department of State.

*Foster Care Facility:* A facility which houses foster residents and provides a family living environment for the residents, including such supervision and care as may be necessary to meet the physical, emotional and social needs of the residents and serving either children or adult foster residents. (§9J-5.003 F.A.C.)

FS: Florida Statutes.

*Goal:* The long-term end toward which programs or activities are ultimately directed. (§9J-5.003 F.A.C.)

*Group Home:* A facility which provides a living environment for unrelated residents who operate as the functional equivalent of a family, including such supervision and care as may be necessary to meet the physical, emotional and social needs of the residents. Adult Congregate Living Facilities comparable in size to group homes are included in this definition. It shall not include rooming or boarding homes, clubs, fraternities, sororities, monasteries or convents, hotels, residential treatment facilities, nursing homes, or emergency shelters. (§9J-5.003 F.A.C.)

*Growth Management Act:* Chapter 163, Part II, Florida Statutes, known and cited as the "Local Government Comprehensive Planning and Land Development Regulation Act."

*Hazardous Material:* Hazardous chemicals, toxic chemicals, or extremely hazardous substances, as defined in s. 329 of Title III. (§252.82 F.S.)

*Hazardous Waste:* Solid waste, or a combination of solid wastes, which, because of its quantity, concentration, or physical, chemical, or infectious characteristics, may cause, or significantly contribute to, an increase in mortality or an increase in serious irreversible or incapacitating reversible illness or may pose a substantial present or potential hazard to human health or the environment when improperly transported, disposed of, stored, treated or otherwise managed. (§9J-5.003 F.A.C.)

*High Accident Areas:* Areas of a high number of automobile accidents, either in absolute numbers, or in relation to the number of vehicles that travel the facility or pass a particular location on the facility.

*High Recharge Area:* Geographic areas designated by a Florida Water Management District where, generally, water enters the aquifer system at a rate of greater than ten inches per year.

*Historic Resources:* Historically significant structures or archeological sites.

*Historic Site:* A single lot or portion of a lot containing an improvement, landscape feature, or archaeological site, or a historically related complex of improvements, landscape features or archaeological sites that may yield information on history or prehistory.

*Historically Significant Housing:* See Historically significant structures.

*Historically Significant Structures:* Structures listed on the National Register of Historic Places, the Florida Master Site File, or otherwise designated, by official action, as historic, and worthy of recognition or protection.

*HRS:* Florida Department of Health and Rehabilitative Services.

*HUD:* United State Department of Housing and Urban Development.

*Incompatible Land Uses:* Land uses which, if occurring adjacent to one another, have a detrimental effect on one or both of the uses.

*Industrial Uses:* The activities within land areas predominantly connected with manufacturing, assembly, processing, or storage of products. (§9J-5.003 F.A.C.)

*Infrastructure:* Those man-made structures which serve the common needs of the population, such as: sewage disposal systems; potable water systems; potable water wells serving a system; solid waste disposal sites or retention areas; stormwater systems; utilities; piers; docks; wharves; breakwaters; bulkheads; seawalls; bulwarks; revetments; causeways; marinas; navigation channels; bridges; and roadways. (§9J-5.003 F.A.C.)

*Intensity:* The degree to which land is used. While frequently used synonymously with density, intensity has a somewhat broader, though less clear meaning, referring to levels of concentration or activity in uses such as residential, commercial, industrial, recreation, or parking. Land-use-intensity ratings have been proposed as an improved approach to regulating residential intensity, but may be difficult to apply to other fields. For example, in the commercial classification a well-located convenience store is a far more intensive use than is a shopping center. [PAS 314]

*Land Development Regulations:* Includes local zoning, subdivision, building, and other regulations controlling the development of land. (§380.031 F.S.)

*Level of Service (LOS):* An indicator of the extent or degree of service provided by, or proposed to be provided by a facility based on and related to the operational characteristics of the facility. Level of service shall indicate the capacity per unit of demand for each public facility. (§9J-5.003 F.A.C.)

*Local Comprehensive Plan:* Any or all local comprehensive plans or elements or portions thereof prepared, adopted, or amended pursuant to the Local Government Comprehensive Planning and Land Development Regulation Act, as amended. (§380.031 F.S.)

*Local Housing Trust Fund:* A fund to be used in conjunction with local housing



rehabilitation or new construction programs such as a revolving loan program for rehabilitation of substandard dwellings. To this fund shall be credited all loan repayments, penalties, and other fees and charges collected from applicable local programs.

*Local Road:* A roadway providing service which is of relatively low traffic volume, short average trip length or minimal through traffic movements, and high volume land access for abutting property. (§9J-5.003 F.A.C.)

*Low and Moderate Income Families:* "Lower income families" as defined under the Section 8 Assisted Housing Program, or families whose annual income does not exceed 80 percent of the median income for the area. The term "families" includes "households." (§9J-5.003 F.A.C.)

*Minerals:* All solid minerals, including clay, gravel, phosphate rock, lime, shells (excluding live shellfish), stone, sand, heavy minerals, and any rare earths, which are contained in the soils or waters of the state. (§9J-5.003 F.A.C.)

*Mitigation:* A process designed to prevent adverse impact of an activity on natural resources. Mitigation may include the recreation on-site or off-site of natural resources that have been altered or destroyed by development or agricultural activity.

*Mobile Home:* A structure, transportable in one or more sections, which, in the traveling mode, is eight body feet or more in width, and which is built on a metal frame and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air conditioning and electrical systems contained therein. If fabricated after June 15, 1976, each section bears a U.S. Department of Housing and Urban Development label certifying that it is built in compliance with the federal Manufactured Home Construction and Safety Standards. (§9J-5.003 F.A.C.)

*National Register of Historic Places:* Established by Congress in 1935, the National Register of Historic Places is a listing of culturally significant buildings, structures, objects, sites, and districts in the United States. The listing is maintained by the U.S. Department of Interior.

*Natural Drainage Features:* The naturally occurring features of an area which accommodate the flow of stormwater, such as streams, rivers, lakes and wetlands. (§9J-5.003 F.A.C.)

*Natural Reservations:* Areas designated for conservation purposes, and operated by contractual agreement with or managed by a federal, state, regional or local government or non-profit agency such as: national parks, state parks, lands purchased under the Save Our Coast, Conservation and Recreation Lands or Save Our Rivers programs, sanctuaries, preserves, monuments, archaeological sites, historic sites, wildlife management areas, national seashores, and Outstanding Florida Waters. (§9J-5.003 F.A.C.)

*Natural Resources:* Land, air, surface water, ground water, drinking water supplies, fish and their habitats, wildlife and their habitats, biota, and other such resources.

*Natural Vegetation:* Vegetative communities that are native to, and therefore tolerant of, a particular geographic location.

*Non-Attainment Area:* A geographical area in which ambient air quality falls below Federal standards, per the Clean Air Act, as amended, and implementing regulations.

*Nonconforming Use:* Uses of land and structures, and characteristics of uses, which are prohibited under the terms of the zoning ordinance but were lawful at the date of the ordinance's enactment. They are permitted to continue, or they are given time to become conforming. The continuation of such nonconformities is based on the principal that laws cannot be applied retroactively unless there is a compelling reason - such as imminent danger to health - to do so. While ordinances permit legal nonconformities to continue, they prohibit the substitution of a new or different nonconformity, nor do they permit the extension or enlargement of nonconforming uses. Many ordinances permit the rebuilding of a nonconforming use when destroyed by fire but, if a use is abandoned for a specified period of time, it cannot be restored, and the future use of the premises must conform to the zoning. Some ordinances provide for the abatement (amortization) of all or some nonconformities at the end of a prescribed period. Increasingly, ordinances are distinguishing among classes of nonconformities to include: nonconforming lots; nonconforming buildings or structures; nonconforming uses of land with minor structures only; nonconforming uses of major buildings and premises; and nonconforming characteristics of use; and are providing for their individualized treatment. [PAS 281.248]

*Nonpoint Source Pollution:* Any source of water pollution that is not a point source. (§9J-5.003 F.A.C.)

*Objective:* A specific, measurable, intermediate end that is achievable and marks progress toward a goal. (§9J-5.003 F.A.C.)

*Off-Site Pollution:* Pollution which originates in one geographic location or parcel and affects other geographic locations or parcels

*Open Spaces:* Undeveloped lands suitable for passive recreation or conservation uses. (§9J-5.003 F.A.C.)

*Ordinary High Water Line:* The line determined by examining the bed and banks of a water body and ascertaining where the presence and action of the water has marked upon the bed a character distinct from that of the banks with respect to vegetation or the nature of the soil itself.

*Parcel of Land:* Any quantity of land capable of being described with such definiteness that its location and boundaries may be established, which is designated by its owner or developer as land to be used or developed as a unit or which has been used or developed as a unit. (§380.031 F.S.)

*Planned Unit Development (PUD)/Planned Development Project (PDP):* A form of development usually characterized by a unified site design for a number of housing units, clustering buildings, and providing common open space, density increases, and a mix of building types and land uses. It permits the planning of a project and the calculation of densities over the entire development, rather than on an individual lot-by-lot basis. It also refers to a process, mainly revolving around site-plan review, in which public officials have considerable involvement in determining the nature of the development. It includes aspects of both subdivision and zoning regulation and usually is administered either through a special permit or a rezoning process.

*Point Source Pollution:* Any source of water pollution that constitutes a discernible, confined, and discrete conveyance, including but not limited to any pipe, ditch, channel, tunnel, conduit, well, discrete fissure, container, rolling stock, concentrated animal feeding operation, or vessel or other floating craft, from which pollutants are or may be discharged. This term does not include return flows from irrigated agriculture. (§9J-5.003 F.A.C.)

*Policy:* The way in which programs and activities are conducted to achieve an identified goal. (§9J-5.003 F.A.C.)

*Pollution:* The presence in the outdoor atmosphere, ground or water of any substances, contaminants, noise, or manmade or man-induced alteration of the chemical, physical, biological, or radiological integrity of air or water, in quantities or at levels which are or may be potentially harmful or injurious to human health or welfare, animal or plant life, or property, or unreasonably interfere with the enjoyment of life or property. (§9J-5.003 F.A.C.)

*Potable Water:* Water suitable for human consumption and which meets water quality standards determined by the Department of Health and Rehabilitative Services, provided through a public system or by private well.

*Potable Water Facilities:* A system of structures designed to collect, treat, or distribute potable water, and includes water wells, treatment plants, reservoirs, and distribution mains. (§9J-5.003 F.A.C.)

*Prime Aquifer Recharge Areas:* Geographic areas of recharge to the aquifer system, to be designated by the appropriate Water Management District, as critical for the continuation of potable ground water supplies. Those areas so designated will require stricter land use regulations to ensure their viability as a source of aquifer recharge.

*P.S.I. (p.s.i):* Pounds per square inch.

*Public Access:* The ability of the public to physically reach, enter or use recreation sites including beaches and shores. (§9J-5.003 F.A.C.)

*Public Buildings and Grounds:* Structures or lands that are owned, leased, or operated by a government entity, such as civic and community centers, hospitals, libraries, police stations, fire stations, and government administration buildings. (§9J-5.003 F.A.C.)

*Public Facilities:* Transportation systems or facilities, sewer systems or facilities, solid waste systems or facilities, drainage systems or facilities, potable water systems or facilities, educational systems or facilities, parks and recreation systems or facilities and public health systems or facilities. Individual private potable water wells or septic systems are not public facilities.

Public Facilities and Services which must be available concurrent with the impacts of development means those covered by comprehensive plan elements required by Section 163.3177, Florida Statutes, and for which level of service standards must be adopted under Chapter 9J-5, Florida Administrative Code. The public facilities and services are: roads, Rule 9J-5.007(3)(c)1.; sanitary sewer, Rule 9J-5.011(2)(c)2.a.; solid waste, Rule 9J-5.011(2)(c)2.b.; drainage, Rule 9J-5.011(2)(c)2.c.; potable water, Rule 9J-5.011(2)(c)2.d.; parks and recreation, Rule 9J-5.014(3)(c)4.; and mass transit, Rule 9J-5.008(3)(c)1., if applicable. (§9J-5.003 F.A.C.)

*Public Sanitary Sewer Facilities:* Sanitary sewer facilities which serve at least 15 service connections, or regularly serves at least 25 residents. Generally, a multi-user septic tank is not a public sanitary sewer facility.

*Public Shelter Spaces:* The number of temporary refugees a public shelter can accommodate during a storm or hurricane. Generally, a shelter space is a minimum of 20 square feet per person.

*Public Supply Potable Water Wellfield:* A potable water wellfield that serves a public supply water system.

*Public Supply Water System:* A potable water facility which serves at least 15 service connections, or regularly serves at least 25 residents.

*Public Supply Wellfield:* See Public Supply Potable Water Wellfield

*Recharge Areas:* Geographic areas where the aquifer system is replenished through rainfall. Areas of high aquifer recharge are important for the continuation of potable ground water supplies.

*Reclamation:* The alteration and/or restoration of land, after a mining activity, establishing land suitable for agriculture, development, recreation, lakes, wetlands, or other natural environments.

*Recreation:* The pursuit of leisure time activities occurring in an indoor or outdoor setting. (§9J-5.003 F.A.C.)

*Recreation Facility:* A component of a recreation site used by the public such as a trail, court, athletic field or swimming pool. (§9J-5.003 F.A.C.)

*Recreational Uses:* Activities within areas where recreation occurs. (§9J-5.003 F.A.C.)

*Redevelopment:* Undertakings, activities, or projects of a county, municipality, or community redevelopment agency for the elimination and prevention of the development or spread of slums and blight or for the provision of affordable housing, whether for rent or for sale, to residents of low or moderate income, including the elderly, and may include slum clearance and redevelopment, or rehabilitation or conservation, or any combination or part thereof. (from §163.340 F.S.)

*Rehabilitation:* The act or process of returning a property to a state of utility through repair or alteration which makes possible an efficient use.

*Relocation Housing:* Those dwellings which are made available to families displaced by public programs, provided that such dwellings are decent, safe and sanitary and within the financial means of the families or individuals displaced. (§9J-5.003 F.A.C.)

*Resident Population:* Inhabitants counted in the same manner utilized by the United States Bureau of the Census, in the category of total population. Resident population does not include seasonal population. (§9J-5.003 F.A.C.)

*Residential Uses:* Activities within land areas used predominantly for housing. (§9J-5.003 F.A.C.)

*Right-of-Way:* Land in which the state, a county, or a municipality owns the fee simple title or has an easement dedicated or required for a transportation or utility use. (§9J-5.003 F.A.C.)

*Roadway:* A road, which includes streets, sidewalks, alleys, highways, and other ways open to travel by the public, including the roadbed, right-of-way, and all culverts, drains, sluices, ditches, water storage areas, waterways, embankments, slopes, retaining walls, bridges, tunnels, and viaducts necessary for the maintenance of travel and all ferries used in connection therewith. (§334.03(18) F.S.)

*Roadway Functional Classification:* The assignment of roads into categories according to the character of service they provide in relation to the total road network. Basic functional categories include limited access facilities, arterial roads, and collector roads, which may be subcategorized into principal, major or minor levels. Those levels may be further grouped into urban and rural categories. (§9J-5.003 F.A.C.)

*Sanitary Landfill:* a) "Class I solid waste disposal area" means a disposal facility which receives an average of 20 tons or more per day, if scales are available, or 50 cubic yards or more per day of solid waste, as measured in place after covering, and which receives an initial cover daily; b) "Class II solid waste disposal area" means a disposal facility which receives an average of less than 50 cubic yards per day of solid waste, as measured in place after covering, and which receives an initial cover at least once every 4 days. (§171.031 F.S.)

*Sanitary Sewer Facilities:* Structures or systems designed for the collection, transmission, treatment, or disposal of sewage and includes trunk mains, interceptors, treatment plants and disposal systems. (§9J-5.003 F.A.C.)

*Seasonal Population:* Part-time inhabitants who utilize, or may be expected to utilize, public facilities or services, but are not residents. Seasonal population shall include tourists, migrant farmworkers, and other short-term and long-term visitors. (§9J-5.003 F.A.C.)

*Septic Tank:* A watertight receptacle constructed to promote separation of solid and liquid components of wastewater, to provide limited digestion of organic matter, to store solids, and to allow clarified liquid to discharge for further treatment and disposal in a soil absorption system. (§10D-6 F.A.C.)

*Services:* The programs and employees determined necessary by local government to provide adequate operation and maintenance of public facilities and infrastructure as well as those educational, health care, social and other programs necessary to support the programs, public facilities, and infrastructure set out in the local plan or required by local, state, or federal law. (§9J-5.003 F.A.C.)

*Site:* The location of a significant event, activity, building, structure, or archaeological resource.

*Site Plan:* A plan, to scale, showing uses and structures proposed for a parcel of land as required by the regulations involved. It includes lot lines, streets, building sites, reserved open spaces, buildings, major landscape features - both natural and man-made - and, depending on requirements, the locations of proposed utility lines.

*Site Plan Review:* The process whereby local officials, usually the planning commission and staff, review the site plans and maps of a developer to assure that they meet the stated purposes and standards of the zone, provide for the necessary public facilities such as roads and schools, and protect and preserve topographical features and adjacent properties through appropriate siting of structures and landscaping. It usually is required in connection with many flexible techniques. The process often allows considerable discretion to be exercised by local officials since it may deal with hard-to-define aesthetic and design considerations. [PAS 297; 291]

*Solid Waste:* Sludge from a waste treatment works, water supply treatment plant, or air pollution control facility or garbage, rubbish, refuse, or other discarded material, including solid, liquid, semisolid, or contained gaseous material resulting from domestic, industrial, commercial, mining, agricultural, or governmental operations. (§9J-5.003 F.A.C.)

*Solid Waste Facilities:* Structures or systems designed for the collection, processing or disposal of solid wastes, including hazardous wastes, and includes transfer stations, processing plants, recycling plants, and disposal systems. (§9J-5.003 F.A.C.)

*Solid Waste Processing Plant:* A facility for incineration, resource recovery, or recycling of solid waste prior to its final disposal. (§9J-5.003 F.A.C.)

*Solid Waste Transfer Station:* A facility for temporary collection of solid waste prior to transport to a processing plant or to final disposal. (§9J-5.003 F.A.C.)

*Sprawl:* See Urban Sprawl

*Standard Housing:* Dwelling units that meet the federal Minimum Housing Quality Standards as established for the HUD Section 8 Program.

*Stormwater:* The flow of water which results from a rainfall event. (§9J-5.003 F.A.C.)

*Structure:* Anything constructed, installed, or portable, the use of which requires a location on a parcel of land. It includes a movable structure while it is located on land which can be used for housing, business, commercial, agricultural, or office purposes either temporarily or permanently. Structure also includes fences, billboards, swimming pools, poles, pipelines, transmission lines, tracks, and advertising signs. (§380.031 F.S.)

*Subdivision:* Any tract or plot of land divided into two or more lots or parcels less than one acre in size for sale, lease or rent for residential, industrial or commercial use,

regardless of whether the lots or parcels are described by reference to recorded plats, metes and bounds description, or by any other legal method. (§10D-6 F.A.C.)

*Substandard Housing:* Substandard housing shall be defined as a housing unit having a deteriorated or dilapidated appearance and is unsafe or unhealthful for occupancy.

*Support Documents:* Any surveys, studies, inventory maps, data, inventories, listings or analyses used as bases for or in developing the local comprehensive plan. (§9J-5.003 F.A.C.)

*SWFWMD:* Southwest Florida Water Management District.

*25-Year Frequency 24-Hour Duration Storm Event:* A storm event and associated rainfall during a continuous 24-hour period that may be expected to occur once every 25 years. Its associated floodplain is that land which may be expected to be flooded during the storm event.

*Unique Natural Habitats:* *Habitat:* the environment in which an animal normally lives and in which it meets its basic need for food, water, cover, breeding space, and group territory. *Unique:* occurrence is rare or infrequent or is of special social/cultural, economic, educational, aesthetic or scientific value. Areas where endangered, threatened or rare species, or remnant native plant species, occur.

*Unique Natural Resources:* Natural resources which are rare or infrequent in occurrence, or are of special social/cultural, economic, educational, aesthetic or scientific value.

*Urban Sprawl:* Scattered, untimely, poorly planned urban development that occurs in urban fringe and rural areas and frequently invades lands important for environmental and natural resource protection. Urban sprawl typically manifests itself in one or more of the following ways: (1) leapfrog development; (2) ribbon or strip development; and (3) large expanses of low-density, single-dimensional development. (DCA "Special Issue" Technical Memo, Volume 4, Number 4)

*Vegetative Communities:* Ecological communities, such as coastal strands, oak hammocks, and cypress swamps, which are classified based on the presence of certain soils, vegetation and animals. (§9J-5.003 F.A.C.)



*Vested Right:* A right is vested when it has become absolute and fixed and cannot be defeated or denied by subsequent conditions or change in regulations, unless it is taken and paid for. There is no vested right to an existing zoning classification or to have zoning remain the same forever. However, once development has been started or has been completed, there is a right to maintain that particular use regardless of the classification given the property. In order for a nonconforming use to earn the right to continue when the zoning is changed, the right must have vested before the change. If the right to complete the development was not vested, it may not be built, no nonconforming use will be established, and the new regulations will have to be complied with.

*Water Recharge Areas:* Land or water areas through which groundwater is replenished. (§9J-5.003 F.A.C.)

*Water Wells:* Wells excavated, drilled, dug, or driven for the supply of industrial, agricultural or potable water for general public consumption. (§9J-5.003 F.A.C.)

*Wildlife Habitat Buffer:* A wildlife/vegetative preserve established in riverine and lake floodplains.

*Zero Lot Line:* A development approach in which a building is sited on one or more lot lines with no yard. Conceivable, three of the four sides of the building could be on the lot lines. The intent is to allow more flexibility in site design and to increase the amount of usable open space on the lot. Virtually all zoning ordinances retain yard requirements; where zero lot line developments have been permitted, they have been handled through variances or planned unit development procedures, or other devices which allow for site plan review. The few ordinances which specifically authorize the zero lot line approach do so as an exception to prevailing regulations and under clearly defined circumstances.

# **Village of Highland Park**

## **Comprehensive Plan**

### **Goals, Objectives and Policies**



### **Monitoring and Evaluation**

## MONITORING AND EVALUATION

### Village of Highland Park Comprehensive Plan Adopted May 2, 1991

The Village of Highland Park will monitor and evaluate its Comprehensive Plan through a Evaluation and Appraisal Report. The preparation of the report shall be consistent with the procedures outlined in Rule 9J-5.005(7), Florida Administrative Code, and Chapter 163.3191, Florida Statutes.

Once the Comprehensive Plan is adopted, the Evaluation and Appraisal Report shall be prepared every five years. The Village Commission or a designated Local Planning Agency shall orchestrate Comprehensive Plan monitoring. The first report shall be completed in 1996, and shall achieve the following functions.

#### **A. Citizen Participation**

Before the Evaluation and Appraisal Report is submitted to the Department of Community Affairs, a public hearing shall be called to present the document to the citizens of the Village of Highland Park. The public hearing shall be held by the Village Commission. The public hearing shall be advertised and copies of the report shall be on display at the home of the Village Clerk at least one week prior to the public hearing.

#### **B. Updating Data and Analysis and Measurable Objectives**

Appropriate baseline data, such as decennial United States Census, shall be updated in the Evaluation and Appraisal Report. Major changes in the magnitude and distribution of land use information shall be presented and analyzed.

#### **C. Review of Planning Effectiveness**

Highland Park shall annually determine the available capacity for public facilities for which the Village has operational or maintenance responsibility, and for state and federal roads. Owners or operators of public facilities not operated, maintained or owned by the Village shall supply the Village with available capacity information annually, or as otherwise reasonable depending on development activity that requires the use of such a facility.

The Evaluation and Appraisal Report shall review the effectiveness of the Comprehensive Plan, describing the degree to which the goals, objectives and policies have successfully attained and implemented. Obstacles or problems with implementation shall be identified.

**D. Review of Capital Improvements Element**

The Evaluation and Appraisal Report shall summarize each annual review of the Comprehensive Plan's Capital Improvements Element. The annual review of the Capital Improvements Element shall coincide with the Village's annual budgeting process and shall determine the degree to which the capital improvements implementation requirements, as set forth in Section 9J-5.016(4), FAC, have been achieved. Obstacles or problems related to implementation shall be identified.

**E. Identification of Future Planning Concerns**

The Evaluation and Appraisal Report shall contain new or modified goals, objectives and policies that correct deficiencies identified in the evaluation process.

# VILLAGE OF HIGHLAND PARK

Polk County, Florida



**2030 Comprehensive Plan**

**Concurrency Management System**

## CONCURRENCY MANAGEMENT SYSTEM

### Overview of the Concurrency Management System

Section 9J-5.0055, Florida Administrative Code, requires local governments to prepare and adopt a Concurrency Management System. The Concurrency Management System is a mechanism to assist in the implementation of the goals, objectives, and policies of the comprehensive plan. The purpose of the Concurrency Management System is to ensure that facilities and services needed to support development will be available concurrent with the impacts of such development. Prior to the issuance of a development order and development permit, the Concurrency Management System must ensure that the established level of service standards required for the following facilities will be maintained:

- a) Roads
- b) Potable Water
- c) Sanitary Sewer
- d) Solid Waste
- e) Drainage
- f) Parks and Recreation

The Concurrency Management System is an accounting system that maintains a record of the existing levels of service and what impacts, if any, can be expected as a result of proposed developments, facility expansions, and other factors that can affect the established level of service standards of a community. Although the actual system that implements the concurrency requirement might not be completed until November 1, 1991, the concurrency requirement takes effect upon adoption of the Comprehensive Plan.

### Requirements for Concurrency

Upon adoption of this Comprehensive Plan, Highland Park will require that all development meet the requirements of concurrency, except for those developments that have been issued a development order or development permit by Highland Park prior this Plan's adoption. The

following shall meet the requirements for concurrency, as established in Section 9J-5.0055(2), FAC:

**MINIMUM REQUIREMENTS FOR CONCURRENCY.** The Highland Park's Concurrency Management System will ensure that public facilities and services needed to support development are available concurrent with the impacts of such development, and will address the following items.

- a) For potable water, sewer, solid waste, and drainage, at a minimum, provisions in this comprehensive plan ensure that the following standards will be met will satisfy the concurrency requirement:
  1. The necessary facilities and services are in place at the time a development permit is issued; or
  2. A development permit is issued subject to the condition that the necessary facilities and services will be in place when the impacts of the development occur; or
  3. The necessary facilities are under construction at the time a permit is issued; or
  4. The necessary facilities and services are guaranteed in an enforceable development agreement that includes the provisions of Sections 9J-5.0055(2)(a)1 - (2)(a)3, FAC. An enforceable development agreement may include, but is not limited to, development agreements pursuant to Section 163.3220, Florida Statutes, or an agreement or development order issued pursuant to Chapter 380, Florida Statutes. The agreement must guarantee that the necessary facilities and services will be in place when the impacts of the development occur.
- b) For parks and recreation, Highland Park may satisfy the concurrency requirement by complying with the standards in Sections 9J-5.0055(2)(a)1 - (2)(a)4, FAC, or by complying with comprehensive plan provisions that ensure that the following standards will be met:

1. At the time a development permit is issued, the necessary facilities and services are the subject of a binding executed contract which provides for the commencement of the actual construction of the required facilities or the provision of services within one year of the issuance of the development permit; or
  2. The necessary facilities and services are guaranteed in an enforceable development agreement which requires the commencement of the actual construction of the facilities or the provision of services within one year of the issuance of the applicable development permit. An enforceable development agreement may include, but is not limited to, development agreements pursuant to Section 163.3220, Florida Statutes, or an agreement or development order issued pursuant to Chapter 380, Florida Statutes.
- c) For roads designated in the adopted plan, Highland Park may satisfy the concurrency requirement by complying with the standards in Sections 9J-5.0055(2)(a)1 - (2)(a)4, Sections 9J-5.0055(2)(b)1 and (2)(b)2, FAC and Section 163.3180(2)(c), F.S.. In addition, in areas in which Highland Park has committed to provide the necessary public facilities and services in accordance with its five-year schedule of capital improvements, Highland Park may satisfy the concurrency requirement for roads by the adoption and implementation of a Concurrency Management System based upon an adequate capital improvements program and schedule and adequate implementing regulations which, at a minimum, include the following provisions:
1. A capital improvements element and a five-year schedule of capital improvements which, in addition to meeting all of the other statutory and rule requirements, must be financially feasible. The capital improvements element and schedule of capital improvements may recognize and include transportation projects included in the first three years of the applicable, adopted Florida Department of Transportation five-year work program.
  2. A five-year schedule of capital improvements which must include both necessary facilities to maintain the established level of service standards to serve the new development proposed to be permitted and the necessary facilities required to eliminate those portions of existing deficiencies which are a priority to be eliminated during the five-year period under the local



government plan's schedule of capital improvements, pursuant to Section 9J-5.016(4)(a)1, FAC.

3. A realistic, financially feasible funding system based on currently available revenue sources which must be adequate to fund the public facilities required to serve the development authorized by the development order and development permit, and which public facilities are included in the five-year schedule of capital improvements.
4. A five-year schedule of capital improvements which must include the estimated date of commencement of actual construction and the estimated date of project completion.
5. A five-year schedule of capital improvements which must demonstrate that the actual construction of the road and the provision of services are scheduled to commence in or before the third year of the five-year schedule of capital improvements.
6. A provision that a plan amendment would be required to eliminate, defer or delay construction of any road which is needed to maintain the established level of service standard and which is listed in the five-year schedule of improvements.
7. A requirement that, in conjunction with the Capital Improvements Element, Highland Park ensures that development orders and permits are issued in a manner that will assure that the necessary public facilities and services will be available to accommodate the impact of that development. A development order or permit is issued subject to the conditions that the necessary facilities and services needed to serve the new development are scheduled to be in place or under actual construction not more than three years after the issuance of the building permit or its functional equivalent as provided in the adopted 5-Year Schedule of Capital Improvements.
8. A provision that a monitoring system shall be established which enables Highland Park to determine whether it is adhering to the established level of service standards and its schedule of capital improvements and that Highland Park has a demonstrated capability of monitoring the availability of public

facilities and services.

9. A clear designation within the Highland Park Comprehensive Plan of those areas within which facilities and services will be provided by Highland Park with public funds in accordance with the five-year capital improvements schedule.
  10. A five-year schedule of capital improvements which must include the estimated date of commencement of actual construction and the estimated date of project completion.
- d) In determining the availability of public facilities or services, a developer may propose, and Highland Park may approve, developments in stages or phases so that public facilities and services needed for each phase will be available in accordance with the standards required by Sections 9J-5.0055(2)(a), (2)(b) and (2)(c), FAC.
  - e) For the requirements of Sections 9J-5.0055(2)(a), (2)(b) and (2)(c), FAC, Highland Park must develop guidelines for interpreting and applying level of service standards to applications for development orders and permits and determining when the test for concurrency must be met. The latest point in the application process for the determination of concurrency is prior to the approval of an application for a development order or permit which contains a specific plan for development, including the densities and intensities of the development.

**Issuance of Development Orders or Permits**

The Highland Park's Concurrency Management System shall ensure that all development can meet the requirements for concurrency prior to the issuance of a local development order or permit. All applicants for development orders or permits shall be required to provide all information deemed necessary by Highland Park so that the impacts of the proposed development may be accurately assessed. Once Highland Park has determined that a proposed development meets the requirements for concurrency, and has issued a development order or permit, Highland Park shall not revoke that development order or permit because of a subsequent facility capacity deficiency, unless the proposed development would cause unhealthy or unsafe conditions, or unless the proposed development was issued a development order or permit under erroneous information supplied by the proposed developer, or unless the proposed developer fails to meet the conditions of approval of the development order or permit once construction has begun. In this latter situation, certificates of occupancy may also be denied.

The Village of Highland Park shall establish expiration dates for development orders, development permits, and for the reserved capacity of public facilities allocated to specific development orders or permits as required by concurrency.

Highland Park shall annually determine the available capacity for public facilities for which Highland Park has operational or maintenance responsibility, and for state and federal roads. Owners or operators of public facilities not operated, maintained or owned by the Village of Highland Park shall supply the Village with available capacity information annually, or as otherwise reasonable depending on development activity that requires the use of such a facility.

**Goal, Objective and Policy Statements Supporting Concurrency**

In addition to the basis for the Village of Highland Park's Concurrency Management System as outlined in this section, individual objectives and policies throughout the Village of Highland Park Comprehensive Plan establish level of service standards and otherwise support and implement the concurrency doctrine.

**Public Facility Capacity and Level of Service Inventory**

As part of its Concurrency Management System, Highland Park will be responsible for the collection and maintenance of an inventory of all public facilities and services subject to the concurrency requirements of Section 9J-5.0055, FAC. The inventory shall be based on the most recently available information, and shall be used to monitor the established level of service standards

and to determine public facility capacity. This information shall be made available to the public, and shall be updated annually by October 1 of each year.

The following inventories shall be maintained by Highland Park in order to evaluate the concurrency requirements of proposed development and expansions to an existing development and to assess existing and future capacity of public facilities and services:

*Traffic Circulation*

Highland Park will maintain an inventory of the level of service on roadway links within its jurisdiction. The existing level of service will be based on the most recent traffic count data reported by the Florida Department of Transportation for each segment identified in the Traffic Circulation Element of the Comprehensive Plan or plan amendment. Traffic count data and level of service standards will be updated yearly, based on reported information from the FDOT. The inventory shall, at a minimum, include the following:

- a) The established level of service standard.
- b) Existing facility capacities and deficiencies.
- c) Capacity reserved for approved but unbuilt development.
- d) The projected capacities or deficiencies attributable to approved but unbuilt development.
- e) Any existing or scheduled road improvement to be made on Highland Park and state maintained roadways within the Village's jurisdiction; or improvements to be made by other public agencies or in conjunction with approved development.

*Potable Water*

An inventory of the Village of Highland Park's potable water system will, at a minimum, include the following:

- a) The level of service standards established in the comprehensive plan for:
  1. Average and maximum daily flow capacity,
  2. Storage capacity, and
  3. Water pressure.
- b) Existing design capacities and system deficiencies.
- c) Capacity reserved for approved but unbuilt development.
- d) The projected capacities or deficiencies attributable to approved but unbuilt development.
- e) Any improvements or expansions made to the system by the Village of Highland Park or any approved development order, in the current fiscal year, and the impact on existing capacities or deficiencies.

*Sanitary Sewer*

An inventory of the Village of Highland Park's sanitary sewer system will, at a minimum, include the following:

- a) The level of service standards established in the comprehensive plan for average and maximum daily flow capacities.
- b) Existing design capacities and system deficiencies.
- c) Department of Environmental Regulation permitted capacity.
- d) Capacity reserved for approved but unbuilt development.

- e) The projected capacities or deficiencies attributable to approved but unbuilt development.
- f) Any improvements or expansions made to design or permitted capacity by the Village of Highland Park or any approved development order, in the current fiscal year, and the impact on existing capacities or deficiencies.

#### *Solid Waste Disposal*

An inventory of the Village of Highland Park's solid waste disposal system will, at a minimum, include the following:

- a) The level of service standards established in the comprehensive plan.
- b) Existing and projected design capacities of all applicable solid waste disposal facilities.
- c) The projected life of all applicable solid waste disposal facilities.
- d) Capacity reserved for approved but unbuilt development.
- e) The projected capacities or deficiencies attributable to approved but unbuilt development.
- f) Any improvements or expansions made to the design capacity, and the impact on existing capacities or deficiencies.

#### *Drainage*

An inventory of the Village of Highland Park's drainage facilities will, at a minimum, include the following:

- a) The level of service standards established in the comprehensive plan.
- b) The existing level of service measured by storm event; to be determined by the Village of Highland Park engineer.
- c) Any existing and proposed drainage improvement that will impact the capacity of the

Village of Highland Park's drainage facilities.

### *Recreation and Open Space*

An inventory of the Village of Highland Park's recreational sites and facilities will, at a minimum, include the following:

- a) The existing acres of recreational sites and the number of recreational facilities as outlined in the Recreation and Open Space Element.
- b) The established level of service standard as outlined in the Recreation and Open Space Element.
- c) The existing capacities or deficiencies of the Village of Highland Park's recreation facility system.
- d) Capacity reserved for approved but unbuilt development.
- e) The projected capacities or deficiencies attributable to approved but unbuilt development.
- f) Any improvements or expansions made to the system by the Village of Highland Park or any approved development order, in the current fiscal year, and the impact on existing capacities or deficiencies.

### **Concurrency Monitoring System**

In addition to maintaining an inventory of public facilities and services, Highland Park will also be responsible for maintaining a record of public facility and service capacities or volumes which are committed for approved developments as a result of development orders issued by the Village of Highland Park. If service is provided by an entity other than the Village of Highland Park, this will require coordination between the service provider and the Village of Highland Park in order to maintain an accounting system which accurately tracks approved developments.

Accountability shall be established by reserving capacity from the total available capacity for all approved development orders. Once capacity has been reserved for a specific development, it cannot be reassigned to another development prior to the expiration of the first development's development order or permit. Capacity reservations shall be renewed yearly in order to be accounted for in the annual budgetary process. Upon the expiration of an approved development order with concurrency standing, which has not been implemented, or which the Village of Highland Park has determined to have been abandoned by the applicant, the capacity allocated to the proposed development shall be deleted. Deleted capacity shall then become available to other proposed developments. A priority waiting list shall be established for the purpose of allocating deleted capacity. When determining how much capacity is available for proposed developments, the Village of Highland Park shall take into account all capacity that has been reserved for approved development orders.

### **Concurrency Assessment**

The Village Commission or its designee will be responsible for determining whether concurrency will be met when it considers applications for development orders for final site plans and/or final subdivision plans. When reviewing applications for development orders, the Council shall perform an assessment to determine whether public facilities will be available concurrent with the impacts of the proposed development. A facility inventory, as outlined above, shall be used as a basis for establishing existing conditions. The ability of existing public facilities to service new development shall be determined based on the following criteria:

- a) The ability of existing facilities to accommodate the proposed development at the established level of service.
- b) Existing facility deficiencies which will need to be corrected prior to the completion of the proposed development.
- c) Facility improvements or additions needed to accommodate the impacts of proposed development at the established level of service standard.
- d) The date facility improvements or additions need to be completed in order to maintain the established level of service for the public facilities affected by the proposed development.



**PUBLIC PARTICIPATION PROCEDURES FOR DEVELOPMENT OF A  
LOCAL COMPREHENSIVE PLAN**

**Village of Highland Park Comprehensive Plan  
Adopted May 2, 1991**

**LEGAL REQUIREMENTS**

Chapter 163.3181, Florida Statutes, as amended, and Chapter 9J-5, Florida Administrative Code, require the local governing body and local planning agency to adopt procedures to provide for and encourage public participation in the comprehensive planning process. These procedures must include:

1. Provisions to notify real property owners of official actions that will affect the use of their property.
2. Provisions to keep the general public informed throughout the planning process.
3. Provisions to assure that the public has opportunities to provide written comments.
4. Provisions to assure that required public hearings are held.
5. Provisions to assure the consideration of and response to public comments.

**AGENCIES AND THEIR ROLES**

Two agencies are responsible for producing a local comprehensive plan. Their respective roles can be summarized as follows:

**Local Governing Body**

The Village Commission of Highland Park has the legislative responsibility for the adoption of the comprehensive plan. The general duties and responsibilities of the local governing body as they relate to the comprehensive planning program are:

1. To adopt and amend the comprehensive plan;
2. To conduct a minimum of two (2) public hearings prior to the adoption or amendment of the comprehensive plan or any element of the plan;
3. To appropriate funds for salaries, fees and expenses necessary to produce the comprehensive plan;

4. To approve and submit the approved Evaluation and Appraisal Report to the Florida Department of Community Affairs as required by Chapter 163.3191, Florida Statutes; and
5. To adopt land development regulations, land development codes, and amendments thereto that are consistent with the adopted comprehensive plan.

### **Local Planning Agency**

The Local Planning Agency is a group established by ordinance to prepare and present aspects of the comprehensive planning process to the local governing body. It has the advisory responsibility to review and make any recommendations to the Village Commission, which are required or deemed necessary for the conduct of the Village's comprehensive planning program. The general duties and responsibilities of the Local Planning Agency are:

1. To prepare the comprehensive plan and make recommendations to the local governing body regarding the adoption or amendment to the plan;
2. To conduct a public hearing prior to the recommendation of the local governing body for the adoption or amendment of the comprehensive plan or any element of the plan;
3. To monitor and oversee the effectiveness and status of the comprehensive plan and make recommendations to the local governing body for any changes to the plan which may be required;
4. To evaluate and appraise the comprehensive plan and prepare reports as required by Chapter 163.3191, Florida Statutes;
5. To review amendments to the land development regulations, which implement the comprehensive plan and make recommendations to the local governing body as to the consistency of the proposal with the adopted comprehensive plan; and
6. To perform any other functions, duties and responsibilities assigned by the local governing body.

### **PUBLIC PARTICIPATION PROCEDURE**

To ensure that the public has adequate opportunities to participate in the comprehensive planning process, the following procedures have been adopted.

1. The Local Planning Agency will hold public workshops or meetings to solicit the views, opinions, ideas, and concerns of the public in relation to the comprehensive plan.
2. The Local Planning Agency will hold a minimum of one (1) public hearing for the purpose of receiving public comments prior to recommending the adoption of the comprehensive plan or any element or portion thereof.
3. The Local Governing Body will hold a minimum of two (2) public hearings prior to the adoption of the comprehensive plan or element or portion thereof.
4. As they are scheduled, public workshops, meetings, and hearings will be advertised in a local newspaper of general circulation, and by posting notices at public facilities utilized by Village residents. Notices will include the date, time, place, and purpose of the meeting, workshop or hearing.
5. The public may submit written comments about the comprehensive plan or element or portion thereof to the chairman of the Local Planning Agency c/o the Village Clerk. All verbal and written comments will be recorded and duly considered prior to the adoption of the comprehensive plan or element or portion thereof.
6. As they become available, summaries of comprehensive plan documents will be available for public inspection at the office of the Village Clerk during normal business hours.