

### **XIII. Public Participation in the City Planning Process**

The City of Clewiston shall make every reasonable effort to inform the citizenry of the City as well as other units of local government and organizations as set forth in various objectives and policies of this Comprehensive Plan, regarding the proposed preparation of a revised Comprehensive Plan or amendments thereto. All citizens and real property owners within the City shall be encouraged to become involved in and fully informed of the City's planning program. They will be afforded opportunities to attend public meetings, make verbal and written comments, and view/ review, in a timely manner, summary reports and supporting graphic material.

The Clewiston Planning and Zoning Board shall have the responsibility to arrange specific schedules for public participation activities related to comprehensive plan preparation and amendments in accordance with the provisions of the Comprehensive Plan and all applicable Florida Statutes and requirements of the State Land Planning Agency.

The City's public participation program has been established by adoption of an appropriate resolution and is summarized as follows:

1. At least one copy of the most recently adopted Comprehensive Plan with adopted amendments shall be available for public perusal at all times in the Clewiston City Hall and at least one copy shall be maintained at all times in the public library as a reference document.
2. Public advertisements in accordance with applicable State of Florida Statutes shall be published within the City newspaper of general circulation and shall indicate the nature, location, date and time of public hearings and workshops associated with preparation and adoption of the Comprehensive Plan or any amendment thereto.
3. Copies of public notices, agendas and descriptive information concerning a proposed Comprehensive Plan or amendment thereto shall be available for public review in a public area of City Hall.
4. Periodic workshops shall be conducted during the period when a Comprehensive Plan or substantial amendment thereto is in preparation or review. Such workshops shall be held by both the Planning and Zoning Board and the City Commission as a means of securing the views and comments of the citizenry prior to taking action on the matter under consideration.
5. Ample opportunity shall be provided to all parties attending public hearings and workshops to express their views on any and all aspects of the matter or matters under consideration. The public shall be invited and provided ample advance notice to express their views in writing and such written statements shall be made a part of the record of proceedings.

6. Consideration of and responses to public comments which are relevant to the matter or matters under consideration in any public hearing shall be considered a proper responsibility of both the Planning and Zoning Board and City Commission before approval of motions to recommend or adopt a Comprehensive Plan or amendments thereto. The agendas for public hearings and workshops shall include time periods for “Public Comment” and “Response to Public Comments”.
7. During the extended time period often necessitated for the preparation of a Comprehensive Plan or major amendment thereto, the Planning and Zoning Board and City Commission shall publish periodic progress reports and encourage dissemination of relevant information by the media, including projected schedules of future consideration of those bodies.
8. For the purposes of assuring that all required public hearings have been held, the Planning and Zoning Board Chairman shall ascertain that all required public hearings have been held prior to the Board making its recommendation to the City Commission concerning adoption of a Comprehensive Plan or amendment thereof.